



# Town of Porter

71 Main Street, Porter, ME 04068  
Phone: (207) 625-8344 – Fax: (207) 625-4120  
www.portermaine.org

## SELECT BOARD MEETING AGENDA November 12, 2025 – 4:00 pm Porter Town Hall

### Routine Agenda Items:

- Motion to accept the agenda
- Motion to accept the minutes of the October 29, 2025 Select Board Meeting
- EMA Director
- Animal Control Officer's Report
- Code Enforcement Officer/Plumbing Inspector's Report – (second meeting of each month)
- Local Health Officer
- Road Commissioner's Report
- Road Advisory Committee
- Review of Action Items
- Approve/Sign Payroll Warrant #45 & Accounts Payable Warrant #46
- Town Treasurer
- Town Clerk
- John Lowry
- Jeff Cypher
- John O'Donnell
- Conservation Commission – (first meeting of each month)

### Old Business:

- A. Approve Amended "Use of Town Lands and Facilities" Policy
- B. Follow-up Discussion on Town Office/Hall Cleaning Services

### New Business:

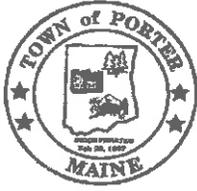
- A. Approval/Signing of Listing Agreement with Casey Gray (ReMax Realty) for Colcord Pond Terrace Lots (Map U16/Lot 023B)
- B. Market Analysis from Third Realtor on 57 Mason Road
- C. Set Date for Public Hearings for Renewal of Automobile Graveyard/Junkyard Permits - Proposed Date: December 10, 2025

**Other Business:** Time Permitting

### Adjourn Meeting

**Adjournment:** No later than 5:30 pm. Any business not concluded by the time of adjournment will be taken up at 9:00 am the following day or at another date determined.

**NOTE:** A Special Town Meeting follows this meeting at 5:30 pm.  
The Warrant for this meeting has been posted separately.



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## Select Board Meeting Minutes November 12, 2025 – 4:00 pm Porter Town Hall

The Select Board meeting was called to order by Chairperson John Lowry at 4:01 pm.

➤ **Roll Call:**

In attendance were: Select Board members John Lowry, Jeff Cypher and John O'Donnell; Treasurer Dawn Campbell; Town Clerk Maureen Scanlon; Road Advisory Committee Member Aaron Wedgewood; Conservation Committee Member Maggie Lowry

➤ **Motion to Accept the Agenda:**

John O'Donnell made a motion to accept/approve the agenda. It was seconded by Jeff Cypher. Motion carried with all in favor.

➤ **Motion to Accept/Approve the October 29, 2025 Select Board Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the October 29, 2025 Select Board meeting as written. It was seconded by Jeff Cypher. Motion carried with all in favor.

➤ **Emergency Management Report – No report given.**

➤ **Animal Control Report – Dawn Campbell read aloud a report submitted by Animal Control Cindy Eaton that covered the time period of June 25, 2025 to October 29, 2025.**

➤ **Code Enforcement Officer/Plumbing Inspector Report – No report given.**

➤ **Local Health Officer Report – John Lowry reported that an Administrative Warrant was granted for the town to perform an inspection at 17 Chapel Street. Multiple municipal officers were present for the inspection process. Reports will follow.**

➤ **Road Commissioner Report – John Lowry mentioned that due to the colder weather conditions, the final top coat of paving material on First County Road will be completed in the spring.**

➤ **Road Advisory Committee Report – Road Advisory Committee Member Aaron Wedgewood asked about the status of repairing the common sidewalk that is located in both Hiram and**

Porter. John Lowry reported that the town of Hiram contacted the DOT (Department of Transportation) to inquire about it. The response they received was that it is not a road issue, it is a wall issue. The DOT does not intend to do anything about it.

➤ **Review of Action Items**

- **Ballfield dugout doors need to be installed.** – John Lowry spoke to Mike Jordan about the status of the installation. He plans to complete this task before it snows. It was noted that it appears that people are no living/staying in the dugout. However, trash has been found down by the water's edge.

➤ **Approval of Payroll & Accounts Payable Warrants:**

P/R Warrant #45 was approved and signed for \$5,219.88

A/P Warrant #46 was approved and signed for \$230,957.44

➤ **Treasurer** – Treasurer Dawn Campbell reported on the following:

- Presented for Select Board approval, the annual grant form from the snowmobile club, that must be submitted by them to the State. The Select Board approved/signed the annual grant program form for the snowmobile club. Dawn mentioned that the grant funds are sent to the town from the State and are then turned over to the snowmobile club. This is the same process that is done yearly and was recently also done for the ATV club.
- Distributed the updated spending report for the budget as of November 5, 2025 to the Select Board.
- Distributed the updated bank balances to the Select Board.
- She mentioned that the bench that has been placed outside of the Town Office/Hall building, that Jeri Lynn Dudics purchased on behalf of the town, has been secured against theft by Selectman John O'Donnell. She thanked him for doing it.
- Proposed the cancellation of two upcoming Select Board meetings due to holidays. The two dates are Wednesday, November 26, 2025 (Thanksgiving Eve) and Wednesday, December 24, 2025 (Christmas Eve). There was discussion on the disbursement of warrant payments with these meetings being cancelled. It was noted that the recently approved Disbursement Warrant allows certain payments to be processed in a timely manner when there has been a cancellation of a Select Board meeting.

John O'Donnell made a motion to cancel the November 26, 2025 and the December 24, 2025 Select Board meetings. It was seconded by John Lowry. Motion carried with all in favor.

➤ **Town Clerk** – Town Clerk Maureen Scanlon reported on the following:

- Town Office/Hall meeting room rental applications submitted for approval:

- An updated breakdown of the 2025 Abatements and Supplemental Tax Billings that have processed to date is included in the meeting packet. Forty abatements for a total of \$26,451.64 and nine supplemental tax bills for a total of \$35,731.68 have been processed.
- The Rescue Chief's report for October 2025 is included in the meeting packet.

➤ **John Lowry** – reported on the following:

- The radar speed limit sign has been removed from the roadside location and put into storage at his home for the winter.
- He attended the recent Administrative Warrant inspection at 17 Chapel Street along with an officer from the Oxford County Sherriff's Department, the town's Code Enforcement Officer, Local Health Officer, Animal Control Officer and Fire Chief. This was a safety and health inspection. The final report will be submitted to the court. He briefly reviewed the current living conditions at this location. The town would like to proceed with the Dangerous Buildings process to address the dangerous conditions of the building. It is felt that the building is beyond repair and a safety hazard. It was noted that the town will automatically foreclose upon this property in December if past due taxes are not paid.

John Lowry made a motion to commence with the Dangerous Buildings process (at 17 Chapel Street). It was seconded by John O'Donnell. Motion carried with all in favor.

- The mortgage holder for the property located at 18 School Street is still in the process of foreclosing upon it. He reviewed the status of what the town has been advised of in this process and the town's possible options for addressing the conditions there.

John O'Donnell made a motion to apply the same scenario that is being done at 17 Chapel Street to 18 School Street (for a Dangerous Building). There was a lot of discussion on this matter with input from several members of the audience. The motion was seconded by John Lowry. Motion carried with all in favor.

➤ **Jeff Cypher** – had nothing more to report on that hadn't already been discussed.

➤ **John O'Donnell** – reported on the following:

- He has addressed several snowplowing issues that were previously identified.
- He spoke to the solar panel system provider who informed him that he will be by the Town Office/Hall to repair the system by the end of the week.

➤ **Conservation Commission Report** – Conservation Commission member Maggie Lowry reported on the following:

- She has officially accepted the position as Chair for the commission.

- She confirmed that Mike Jordan intends to install the dugout doors at the ballfield before the snow falls.
- The commission is in the process of reviewing their budget for next year.
- A beach clean-up was done on Sunday. There are two camp sites that will require a lot of work to clean. John O'Donnell mentioned that one of the sites was being cleared by the individual that was staying there. When he went back to continue cleaning it, he discovered that it had been vandalized and the condition of the site was a lot worse than he had left it. John has been helping this individual to continue with the clean-up process.
- Sheryl Adams has expressed a desire to become a member of the commission. Maggie recommended that the Select Board appoint Sheryl Adams as a member of the Conservation Commission.

John Lowry made a motion to appoint Sheryl Adams as a Conservation Commission member. It was seconded by John O'Donnell. Motion carried with all in favor.

➤ **OLD BUSINESS:**

**A. Approve Amended "Use of Town Lands and Facilities" Policy**

This item was "tabled" for further consideration prior to approval.

**B. Follow-up Discussion on Town Office/Hall Cleaning Services**

Treasurer Dawn Campbell reminded the Board that at the last meeting there was a motion to accept the bid from Barton's Cleaning Services for the cleaning of the Town Office/Hall building. Based on the bids submitted, this was the lowest one. The new company's services have not been engaged yet because the keys have not been returned by the current cleaning service company. She asked if the existing services have been terminated yet. John Lowry will follow-up on this matter.

➤ **NEW BUSINESS:**

**A. Approval/Signing of Listing Agreement with Casey Gray (ReMax Realty) for Colcord Pond Terrace Lots (Map U16/Lot 023B)**

Realtor Casey Gray, from ReMax Realty, reviewed the information she has gathered on these four tiny lots of unknown ownership. Due to the size of the lots, they have been combined as one for a total size of .11 acre. She recommends a listing price of \$5,000.00 for the combined lots. This is not a buildable lot because of its size. It was noted that an abutter would be able to purchase the property to enlarge their existing parcel of land. She reviewed each document that was approved/signed by the Board, in order to retain her services for the sale of the property.

**B. Market Analysis from Third Realtor on 57 Mason Road**

This item was "tabled" until the next meeting.

**C. Set Date for Public Hearings for Renewal of Automobile Graveyard/Junkyard Permits - Proposed Date: December 10, 2025**

Town Clerk Maureen Scanlon explained that is time to start the annual renewal process for the two existing automobile graveyard/junkyard permits in town.

John Lowry made a motion to hold a public hearing on Wednesday, December 10, 2025 at 4:00 pm regarding the automobile graveyard/junkyard permit renewals for Dick's Used Cars and Emerson's Garage & Used Cars with subsequent approval of both applications (if applicable) during the Old Business portion of the Select Board meeting on that date. It was seconded by John O'Donnell. Motion carried with all in favor.

➤ **OTHER BUSINESS:**

There were no "Other Business" items brought up for discussion.

➤ **Meeting Adjournment:**

John O'Donnell made a motion to adjourn the meeting at 5:24 pm. It was seconded by Jeff Cypher. Motion carried with all in favor.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Maureen F. Scanlon".

Maureen F. Scanlon  
Town Clerk