

Town of Porter

71 Main Street, Porter, ME 04068

Phone: (207) 625-8344 – Fax: (207) 625-4120

www.portermaine.org

SELECT BOARD MEETING AGENDA

July 23, 2025 – 4:00 pm

Porter Town Hall

Routine Agenda Items:

- Motion to accept the agenda
- Motion to accept the minutes of the July 9, 2025 Select Board Meeting
- Assessor's Update
- EMA Director
- Animal Control Officer's Report
- Code Enforcement Officer/Plumbing Inspector's Report
- Local Health Officer
- Road Commissioner's Report
- Review of Action Items
- Approve/Sign Payroll Warrant #29 & Accounts Payable Warrant #30
- Town Treasurer
- Town Clerk
- John Lowry
- Jeff Cypher
- John O'Donnell
- Conservation Commission – (first meeting of each month)
- Road Advisory Committee

Old Business:

- A. **Land Share Riders ATV Club – Follow-up Discussion from 5/14, 5/28, 6/25 & 7/9 Meetings**
- B. **Notice of August 6, 2025 Public Hearing Cancellation**

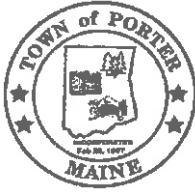
New Business:

A. _____

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.



Town of Porter

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

Select Board Meeting Minutes July 23, 2025 – 4:00 pm Porter Town Hall

The Select Board meeting was called to order by Chairperson John Lowry at 4:03 pm.

➤ **Roll Call:**

In attendance were: Select Board members John Lowry and John O'Donnell; Treasurer Dawn Campbell; Town Clerk Maureen Scanlon; Assessors Robert (Bob) Konczal & Hannah Hutchinson; Code Enforcement Officer Dan Davis; Road Commissioner Brad Sanborn; Road Advisory Committee Member Aaron Wedgewood

Absent: Selectman Jeff Cypher

➤ **Motion to Accept the Agenda:**

John O'Donnell made a motion to accept/approve the agenda. It was seconded by John Lowry. Motion carried.

➤ **Motion to Accept/Approve the July 9, 2025 Select Board Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the July 9, 2025 Select Board meeting as written. It was seconded by John Lowry. Motion carried.

- **Assessor's Update** – Assessors Bob Konczal & Hannah Hutchinson updated the Select Board on the progress that has been made on year two of the two-year town wide revaluation process. They have a few more properties in town to visit and are planning to complete this process in the next ten to twelve days. The plan is to commit the 2025 Taxes at the August 20, 2025 Select Board meeting. There was discussion on a need to know the dollar amount that that will be taken from the undesignated fund, to reduce the tax rate, for the tax commitment. John Lowry mentioned that the town is currently facing a lawsuit for a prior property foreclosure. The State of Maine has changed the foreclosure process. It may have an impact on the tax rate setting decision. This matter is currently being reviewed by the town's attorney for legal options that are available to the town.

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

- **Animal Control Report** – No report given.

➤ **Code Enforcement Officer/Plumbing Inspector Report** – Code Enforcement/Plumbing Inspector Dan Davis reported on the following:

- He submitted his report for the time period of June 25, 2025 through July 22, 2025. He updated the Board on any potential problems and answered questions from them.

A copy of this report is attached to and does hereby become a part of the original set of these minutes.

- Treasurer Dawn Campbell reported that reimbursement for the final septic grant was approved. The final payment is expected soon.

➤ **Local Health Officer Report** – No report given.

➤ **Road Commissioner Report** – Brad Sanborn reported on the following:

- Gilman Road repairs should be completed this week. He updated the Board on the progress that has been made and answered their specific questions in regards to this project.
- He is planning to work on ditching Dana Weeks Road next week. There was discussion on this project.

➤ **Review of Action Items** – Items addressed:

- **Item Update: Appoint one (1) Saco River Corridor Commission Alternate Member. (Elizabeth Jakofsky's term ended on November 1, 2024.)**

It was noted by the Town Clerk that she is still waiting to be informed by the Saco River Corridor Commission that Steven Bennett, who was recently appointed by the Select Board to serve as the regular member on the Commission for Porter, has been sworn into office by them (as required). If he does not get sworn into office soon, he will need to be re-appointed or another candidate will need to be appointed to the position. The Town Clerk pointed out that she was unsuccessful in contacting him regarding this matter. Her contacts at the Commission stated that they would try to contact him directly in order to be sworn into office.

An Alternate member has not been appointed to the Commission yet.

- **Item Removed: Bickford Pond Dam repairs to be completed.**

This project is on target for completion after Labor Day. John Lowry reviewed the current status of the dam and water level of the pond.

- **Item Removed: Send letters to the State Engineer for the common sidewalk between Porter and Hiram.**

This has been done.

- **Item Removed: Vet's Park – Resolve problem of lack of water for watering flowers.**

There have been no further complaints received regarding this matter. It is unclear as to whether or not the problem has already been resolved.

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

P/R Warrant #29 was approved and signed for \$8,086.13

A/P Warrant #30 was approved and signed for \$19,411.97

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

- There are four lots on Colcord Pond Road that the Assessors discovered have not been being assessed for taxes for a long time. They are listed under "Unknown" ownership. All four are small 50' x 100' lots. The Code Enforcement Officer recommends combining them as one lot, and eventually selling it to an abutter; which would be the best-case scenario for this situation. An advertisement was sent to the Shopper's Guide, to run for three consecutive weeks, as required by law. This is to notify the public of the town's search for anyone that may know William Dyer, who was the person that purchased the property in 1923. Sometime during the 1940s there were other lots that he owned that were foreclosed upon by the town. It is unclear as to when the ownership of these lots became "Unknown". If the lots are sold by the town, any excess proceeds must be returned to his heirs. Once the advertisement has run for three consecutive weeks, there is a waiting period before the town can proceed. A realtor has been retained to perform a market analysis on the property. There was some discussion on this matter.
- Distributed the updated spending report as of July 22, 2025 to the Select Board.
- Distributed the bank reconciliation for the month of June.
- Submitted for approval, a cleaning service agreement between the town and Dora Day for services provided at the Town Office/Hall building. Currently, there is no agreement with Dora on file. The only change is that she currently does not clean the kitchen. An additional fee will be paid to her for cleaning the kitchen for rental events, as needed. Once approved by the Select Board it will be given to Dora for any additional changes she may feel are warranted. She has not been by the office to review it prior to this meeting. If she requests any changes, an amended agreement will be presented to the Select Board for approval.
- John O'Donnell made a motion to approve the Cleaning Service Agreement with Dora Day Cleaning. It was seconded by John Lowry. Motion carried.
- She updated the Select Board on the status of completing the annual audit.

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

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

Approved - 8/11/2025 (10:00 am to 4:30 pm) – Blood Drive – American Red Cross
(NOTE: This event is in addition to the previously approved Blood Drives being held on 7/21/25, 9/15/25 & 11/17/25)

- An Elected Officials Workshop is being held by MMA (Maine Municipal Association) on September 9, 2025. Information on it is included in the meeting packet. Please let me know if you would like to attend.
- Reported that being allowed to temporarily close the office at 1:00 pm on Wednesdays and Thursdays has already proven to be a big help in completing outstanding tasks such as:
 - She has been working on fine-tuning the records for Oaths of Office and Appointments. While working on this project it was noted that the Animal Control Officer should have been re-appointed for one year in March. She recommended that the Select Board re-appoint Cynthia (Cindy) Eaton as Animal Control Officer until March 2026.

John O'Donnell made a motion to appoint Cynthia (Cindy) Eaton as the Animal Control Officer until March 2026. It was seconded by John Lowry. Motion carried.

While working on this same project it was also noted that Dora Day's position on the Appeals Board expired in March 2025. This is an appointed position. Rob Heard is the Appeals Board Chair and was present at this meeting. He will check with her to see if she wants to be re-appointed to the Appeals Board, if not, he will see if there is someone else that would like to fill the position.

It was noted that a master spread sheet is being developed for tracking all elected and appointed positions. Once completed, copies will be distributed to the Select Board for their reference.

- Progress has also been made on E-911 Addressing tasks. She completed a State required training video and has been coordinating efforts with the Code Enforcement Officer on implementing the new addressing process.

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

- Gave an update on the status of the water level of Colcord Pond Road and the issue with the dam leaking at, and around, the bottom board. He suggested the boards be replaced on the dam next year which will require lowering the water level of the pond.
- All of the boards, including the footer, were replaced in Black Bog dam which sealed nicely.
- He would like to replace all of the boards in the Bickford Pond dam while the water level has been lowered.
- He is continuing to work with the town's attorney on a pending lawsuit, from a prior property foreclosure, which has not been filed with the court yet.

➤ **Jeff Cypher – Absent**

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

- He expressed concern regarding the homeless family that is living on Spec Pond. In his recent conversation with a police officer that has looked into the matter, he was told that there isn't anything the police force can do about it because the town doesn't have an ordinance against camping on town property. He suggested developing an ordinance with a blanket statement that camping is not allowed on town owned properties. There was discussion on developing ordinances to be approved at the next annual Town Meeting.

➤ **Conservation Commission Report – No report given.**

- John Lowry reviewed the current status of the Conservation Commission's membership and the duties they perform for the town. He reiterated the point that there is a need to expand the commission's membership and assure that their duties are fulfilled. Maureen Scanlon mentioned that there is a vacant position on the commission due a member's recent passing.

➤ **Road Advisory Committee Report – Road Advisory Committee Member Aaron Wedgewood reported on the following:**

- He mentioned that the Road Commissioner is in the process of completing the work on Gilman Road, as reported earlier.
- There was discussion on road paving plans and funding for future road repairs. It was noted that Pike Industries is planning to pave in October.

➤ **OLD BUSINESS:**

A. Land Share Riders ATV Club – Follow-up Discussion from 5/14, 5/28, 6/25 & 7/9 Meetings

Club President Tom Espinosa represented the Land Share Riders ATV Club at this meeting.

Town Clerk Maureen Scanlon explained that she and Selectman John O'Donnell created a "Roadway Usage Agreement Between the Town of Porter and the Land Share Riders ATV Club" which clearly designates the specific roads located in Porter that may be used for the ATV Trail System. The term of approval is a one-year period from the date of approval. Original copies of this agreement are to be retained by both the Town of Porter and the Land Share Riders ATV Club.

John O'Donnell made a motion to approve the "Roadway Usage Agreement Between the Town of Porter and the Land Share Riders ATV Club" as presented. It was seconded by John Lowry. Motion carried. This document was signed by all and an original copy was given to Mr. Espinosa for the ATV Club's records.

For the town's records, Mr. Espinosa submitted a completed copy of the Municipal Grant-In-Aid Program Agreement that was signed on June 28, 2025 by Select Board Chair John Lowry on behalf of the Town of Porter. It was approved by the State of Maine on July 9, 2025.

Mr. Espinosa thanked the Board for their assistance in completing these tasks for the club which will add to the enjoyment of all the ATV riders in this area while also being considerate to those that don't ride.

Copies of both of the aforementioned agreements are attached to and do hereby become a part of the original set of these minutes. Copies will also be kept in a separate file regarding the ATV Club in the Clerk's Office.

B. Notice of August 6, 2025 Public Hearing Cancellation

It was noted that the Public Hearing scheduled for August 6, 2025 was cancelled due to the fact that it is no longer necessary.

➤ **NEW BUSINESS:**

There were no "New Business" items.

➤ **OTHER BUSINESS:**

There were no "Other Business" items.

➤ **Meeting Adjournment:**

John O'Donnell made a motion to adjourn the meeting at 5:30 pm. It was seconded by John Lowry. Motion carried with all in favor.

Respectfully submitted,



Maureen F. Scanlon
Town Clerk