



Town of Porter

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

SELECT BOARD MEETING AGENDA

October 29, 2025 – 4:00 pm

Porter Town Hall

PUBLIC HEARING – General Assistance Ordinance Appendices A-H

Routine Agenda Items:

- Motion to accept the agenda
- Motion to accept the minutes of the October 1, 2025 Select Board Meeting
- Motion to accept the minutes of the October 17, 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
- Review of Action Items
- Approve/Sign Payroll Warrant #43 & Accounts Payable Warrant #44
- Town Treasurer
- Town Clerk
- John Lowry
- Jeff Cypher
- John O'Donnell
- Conservation Commission – (first meeting of each month)
- Road Advisory Committee

Old Business:

A. _____

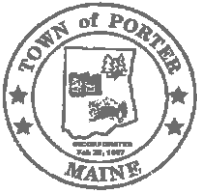
New Business:

- A. Approve/Adopt General Assistance Ordinance Appendices A-H
- B. Approval of Warrant Disbursement Authorization
- C. Approve Amended Tax Acquired Disposition Policy
- D. Approve Amended Personnel Policy
- E. Approve Amended "Use of Town Lands and Facilities" Policy
- F. Discussion on Town Property Cold Weather/Winter Maintenance Preparations
- G. Set Date for Special Town Meeting – Proposed Date: November 12, 2025
- H. Approve/Adopt Cleaning Service Agreement

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.



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Select Board Meeting Minutes October 29, 2025 – 4:00 pm Porter Town Hall

PUBLIC HEARING – General Assistance Ordinance Appendices A-H

The Public Hearing was opened at 4:01 pm.

General Assistance Administrator Maureen Scanlon presented the updated Oxford County General Assistance Maximum Levels of Assistance for adoption by the Town of Porter.

The Public Hearing was closed at 4:04 pm.

The Select Board meeting was called to order by Chairperson John Lowry at 4:04 pm.

➤ **Roll Call:**

In attendance were: Select Board members John Lowry, Jeff Cypher and John O'Donnell; Treasurer Dawn Campbell; Town Clerk Maureen Scanlon; Code Enforcement Officer Dan Davis; Road Commissioner Brad Sanborn; Road Advisory Committee Member Aaron Wedgewood

➤ **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 1, 2025 Select Board Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the October 1, 2025 Select Board meeting as written. It was seconded by Jeff Cypher. Motion carried with all in favor.

➤ **Motion to Accept/Approve the October 17, 2025 Select Board Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the October 17, 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** – No report given.

- **Code Enforcement Officer/Plumbing Inspector Report** – Code Enforcement/Plumbing Inspector Dan Davis submitted his report for the time period of September 13, 2025 through October 24, 2025. He updated the Board on several items in his report.

- There was discussion on the status of the physical conditions and pending foreclosure (by the mortgage holder) of 18 School Street. It was noted that as of November 15th the bank will have foreclosed on the property and intends to auction it off in “as is” condition.

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

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

- There was some discussion on the status of the physical conditions at 17 Chapel Street. It was noted that the Health Officer has a court date of November 5th for an Administrative Warrant. There will be a focus on assuring that the children at this location are put into a safer situation.

- **Road Commissioner Report** – Brad Sanborn stated that he has completed the ditching throughout town. He reviewed several areas of concern that he recommends addressing soon. There was discussion on his recommendations and the funding required to address them.

- **Review of Action Items** – No actions were taken.

It was noted that Steve Bennett has not been sworn into office for the Saco River Corridor Commission. Due to health issues, he will not be able to serve in this capacity. Therefore, there are still two vacant positions for the Town of Porter on the commission.

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

P/R Warrant #43 was approved and signed for \$6,886.85

A/P Warrant #44 was approved and signed for \$58,574.31

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

- The new garden bench has been placed outside. Resident Jeri Lynn Dudics, who helps with maintaining the gardens, and her husband, picked it up, delivered it and placed it in the garden area. It cost a total of \$125.00 for the purchase of the bench. The Select Board approved the expense up to \$200.00. Options for securing it against theft will be explored and potentially paid for with the excess approved funds.
- Impending Automatic Foreclosure notices have been mailed out to eighteen taxpayers. December 11, 2025 is the date of automatic foreclosure for unpaid property taxes.
- Pow’r Point Generator Power Systems performed the annual maintenance today on the generator at the Town Office/Hall building, as per the service agreement.

- Dawn mentioned that later in the meeting we will be discussing the approval of a Warrant Disbursement Authorization (New Business agenda item B). This will allow for the disbursement of specific payments such as payroll, State and school payments, with only one signature being obtained before the disbursement of funds. This will eliminate problems with paying out the funds when a meeting is cancelled due to falling on a holiday or there is a lack of a quorum for holding the meeting. There are a few dates coming up that fall on dates on or around the holidays. Specifically mentioned were November 26th (Thanksgiving Eve), and December 24th (Christmas Eve).
- The Colcord Pond Terrace Lots are four 25' x 50' (land) lots of unknown ownership. Casey Gray, a realtor with ReMax Realty, submitted an appraisal for a combined value of approximately \$5,000.00. Proper advertisement for potential heirs has been completed for the required 90-day period with none being found. Outstanding taxes exceed the amount of the appraisal. It has been recommended to combine and sell them as one 100' x 50' lot. This will put the property back on the tax rolls.

John Lowry made a motion to list the properties for sale and put them back on the tax rolls. It was seconded by John O'Donnell. Motion carried with all in favor.

- Distributed the updated budget spending report as of October 28, 2025 to the Select Board.
 - Distributed the current bank balances as of September 30, 2025 to the Select Board.
 - Submitted for approval, the Lease Extension for the Sand/Salt Shed in Hiram. The lease extension, at an annual fee of \$1,200.00, was approved and will be forwarded to the Town of Hiram. It was noted that this is the same price every year and is paid in January.
 - Two realtors have responded to the town's request for a value on a town owned trailer. Both have responded that it has a zero value. We are waiting to hear back from a third realtor on it.
 - There was some discussion on the solar array system not working as efficiently as it should be and the difficulty that has been encountered in getting it serviced by the installer, Sun Version.
- **Town Clerk** – Town Clerk Maureen Scanlon reported on the following:
- Town Office/Hall meeting room rental applications submitted for approval:
 - Approved – 11/16/2025 (5:00 pm to 9:00 pm) – Annual Meeting (Francis Small Heritage Trust) – Peter Zack
 - Approved – 1/19/2026, 3/16/2026, 5/18/2026, 7/20/2026, 9/21/2026, 11/16/2026 (10:00 am to 5:00 pm) – Blood Drives – (American Red Cross) – David Stires
 - Approved – 11/14/2025 (8:00 am to 5:00 pm) – Baby Shower – Nora Nelson
 - A breakdown of the 2025 Abatements and Supplemental Tax Billings processed to date is included in the meeting packet. Thirty-nine abatements for a total of \$25,659.15 and nine supplemental tax bills for a total of \$35,731.68 have been processed.

- The State of Maine Referendum Election is being held here, in the meeting room, next Tuesday, November 4th from 8:00 am to 8:00 pm.
 - The Rescue Chief's report for September 2025 is included in the meeting packet.
 - An e-mail message from Erik S. Street, Director of Recycling at ecomaine, regarding the Tri-Town MSW/Recycling Contract is included in the meeting packet.
 - A copy of a letter from Scott A. Oxley, President, Galen Cole Family Foundation, regarding a program to assist municipalities across Maine with the purchase of American flags is included in the meeting packet.
 - A copy of an Applicant's Notice of Intent to File an Application from the Saco River Corridor Commission for the property located on Porter Tax Map R03, Lots 23A & 30 (25 Roberts Lane) is included in the meeting packet.
 - A copy of a letter date October 8, 2025 from the Effingham (New Hampshire) Planning Board and the minutes from the October 2, 2025 meeting, regarding an application for Site Plan Review from Vertex Towers, LLC, are included in the meeting packet. This information has also been forwarded to the Planning Board.
- **John Lowry** – reported on the following:
- The Bickford Pond dam repairs have been completed. The gate is still up because the abutters want to leave the water level down for the winter, to help with the weeds. The fish and turtles are fine and the water level is down approximately four to five feet. Historical documentation was provided showing that the pond used to be drained every year without problems. There was some discussion on this matter. It was noted that the cost of the dam repair came in at approximately \$11,000.00 less than was originally anticipated.
 - A couple of people have volunteered to be the Deputy Dam Operators. John explained some of the ways that they have already been helping. There was discussion on the duties and responsibilities of the town's Dam Operator.
 - There has been some concern expressed by the Conservation Commission about Powderpost beetles being found in the Old Meetinghouse building. Several spots were found and treated. No large infestation has been found. John purchased and installed a bar style closing system for the building's secondary egress that had previously been damaged by vandalism.
- **Jeff Cypher** – had nothing to report.
- **John O'Donnell** – reported on the following:
- Several residents have approached him regarding their wells being dry and having water problems. It was noted that residents may fill water jugs at the Town Office during normal business hours. There is no outdoor public access to water, so they would be required to enter the building to fill their jugs.

- Several residents have approached him about allowing them to fill buckets of winter sand from the Sand/Salt Shed in Hiram for use on their private property. He asked if this was something that can be allowed. There was discussion on this matter ranging from past abuse problems and liability issues, to the fact that the sand/salt is purchased with funds that are raised by the town for use on the public roads. Allowing people to take this sand/salt would be allowing town funds to be used on private property, which is not allowed. It was noted that Dwight Mills, Inc gravel pit in Parsonsfield sells winter sand for buckets at a reasonable cost.
 - He gave an update on the homeless family that was living in the woods on town property. They have moved in with another local family and are in the process of cleaning up the site where they were staying.
 - He spoke to David Lawnsby about the possibility of being a Deputy Animal Control Officer for Porter. He is already the Animal Control Officer in other towns, but will consider it and get back to John on it.
 - He has obtained a verbal approval from the new owner of the property next to the Veteran's Park allowing access to water for the watering the flowers at the park next year.
 - He asked John Lowry for an update on the Colcord Pond Dam repairs. John Lowry explained that the water level is approximately 8 inches lower than normal. Raising the gate may cause a problem with lowering it again if debris gets stuck under it, which is a definite possibility. He is still looking into options for repairing it properly while also maintaining safety.
- **Conservation Commission Report** – No report given.
 - **Road Advisory Committee Report** – Road Advisory Committee Member Aaron Wedgewood reviewed available funding and road work recommendations during the Road Commissioner's report.
 - **OLD BUSINESS:**

There were no "Old Business" agenda items.

- **NEW BUSINESS:**

A. Approve/Adopt General Assistance Ordinance Appendices A-H

John Lowry made a motion to approve/adopt the General Assistance Ordinance Appendices A-H as required by the State of Maine. It was seconded by John O'Donnell. Motion carried with all in favor.

The approval documentation was signed by the Select Board and will be sent to the State by General Assistance Administrator Maureen Scanlon.

B. Approval of Warrant Disbursement Authorization

As mentioned in the Treasurer's report, this policy authorizes the Treasurer and Deputy Treasurer, under the direction of the Treasurer, to disburse funds for specific items when a quorum can not be met during a normally scheduled Select Board meeting. These items include the State of Maine, municipal educational costs, and employee wages and benefits.

John Lowry made a motion to approve the Warrant Disbursement Authorization as presented. It was seconded by John O'Donnell. Motion carried with all in favor.

C. Approve Amended Tax Acquired Disposition Policy

Treasurer Dawn Campbell updated the Tax Acquired Disposition Policy to amend the section regarding the sealed bid process. The town's attorney has reviewed it and confirmed that it is in compliance with the annual Town Meeting Warrant Article and M.R.S.A. 943-C.

John Lowry made a motion to approve the amended Tax Acquired Disposition policy as presented. It was seconded by John O'Donnell. Motion carried with all in favor.

D. Approve Amended Personnel Policy

This policy has been amended to clarify the vacation accruals and time period for usage.

John Lowry made a motion to approve the amended Personnel policy as presented. It was seconded by John O'Donnell. Motion carried with all in favor.

E. Approve Amended "Use of Town Lands and Facilities" Policy

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

F. Discussion on Town Property Cold Weather/Winter Maintenance Preparations

There was discussion on several cold weather/winter maintenance items that still need to be completed, such as the storage of the speed radar sign that is currently located outside of the Town Office/Hall building. It will be dismantled and stored at John Lowry's property, and the battery will be stored at the Town Office. The valve for the water spigot in front of the building has been turned off for the winter.

G. Set Date for Special Town Meeting – Proposed Date: November 12, 2025

Town Clerk Maureen Scanlon presented the Warrant for approval for a Special Town Meeting to be held on November 12th. This meeting will be held to act upon Article 2 as follows: "To see if the Town will vote to (i) authorize the Select Board to resolve pending litigation against the Town relating to the sale of a tax foreclosed property located at 530 Kennard Hill Road by paying to Christiana Usowicz \$33,908 in excess sale proceeds and \$4,500 in attorney fees; and (ii) to appropriate therefor the sum of \$38,408 from the Town's undesignated fund balance."

John Lowry made a motion to set the date for the Special Town Meeting for November 12, 2025. It was seconded by John O'Donnell. Motion carried with all in favor.

Notice of this Special Town Meeting will be posted throughout town, on the town's website and advertised in the Weekly Shopper's Guide.

H. Approve/Adopt Cleaning Service Agreement

Dawn Campbell reviewed the proposed cleaning service agreement bids that have been submitted.

John Lowry made a motion to approve/adopt the Cleaning Service Agreement and retain the services of Barton's Cleaning Services as per their submitted bid. It was seconded by John O'Donnell. Motion carried with all in favor.

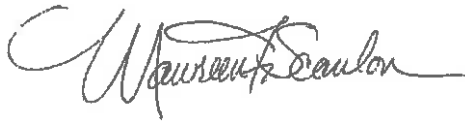
➤ OTHER BUSINESS:

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

➤ Meeting Adjournment:

John Lowry made a motion to adjourn the meeting at 5:46 pm. It was seconded by John O'Donnell. 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