



Town of Porter

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

SELECT BOARD MEETING AGENDA September 17, 2025 – 4:00 pm Porter Town Hall

Routine Agenda Items:

- Motion to accept the agenda
- Motion to accept the minutes of the September 3, 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 #37 & Accounts Payable Warrant #38
- Town Treasurer
- Town Clerk
- John Lowry
- Jeff Cypher
- John O'Donnell
- Conservation Commission – **(first meeting of each month)**
- Road Advisory Committee

Old Business:

- A. Approval of BAN (Bond Anticipation Note) Documents**
- B. Land Share Riders ATV Club 2025 Municipal Grant Reimbursement Submittals**

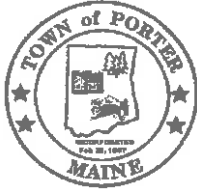
New Business:

- 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.



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Select Board Meeting Minutes September 17, 2025 – 4:00 pm Porter Town Hall

The Select Board meeting was called to order by Chairperson John Lowry at 4:00 pm.

➤ **Roll Call:**

In attendance were: Select Board members John Lowry 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

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 with both in favor.

➤ **Motion to Accept/Approve the September 3, 2025 Select Board Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the September 3, 2025 Select Board meeting as written. It was seconded by John Lowry. Motion carried with both 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 August 20, 2025 through September 12, 2025.

John Lowry mentioned that he addressed several items with the CEO prior to the start of the meeting. There were no questions for the CEO regarding his report.

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

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

Dawn Campbell reported that the information for the inspection warrant for 17 Chapel Street has been sent to the town's attorney. This will be presented to the court and a date for inspection by the Health Officer will be set.

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

- First County Road – pavement patching has been completed.
- Eastman Hill Road – ditching will be completed by tomorrow.
- There was some general discussion on the condition of the town's roadways.

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

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

P/R Warrant #37 was approved and signed for \$6,710.42

A/P Warrant #38 was approved and signed for \$57,330.92

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

- Distributed the updated budget to the Select Board.
- Distributed the bank balances as of August 31, 2025 to the Select Board.
- Distributed the bank reconciliations for July and August to the Select Board.
- She received a memo from Dwight Mills which she forwarded to the snowplowing contractor Ken Martineau. The memo notified the town that the discount of \$9.50/yd for winter road sand is only good for the month of October. After October the price will be \$10.00/yd.
- A resident would like to donate approximately twenty padded chairs. There was some discussion on where they could be used. The Selectmen asked to see pictures of them to assess their condition. It was noted that storage is an issue in this building.
- She received an invoice from the town's auditors, RHR Smith, for their upcoming services for fiscal year ending 1/31/2026. An e-mail was also sent regarding their system of quality management standards. There was a previous discussion with the audit firm regarding the quick turnaround time for producing the short audit report and their ability to meet our deadline for printing the Annual Report. Dawn explained why this report is very informative to the taxpayers. She recommended holding the Annual Town Meeting two weeks later than is currently done in order to allow more time for completion of the town's Annual Report. The proposed date is the fourth Saturday in March instead of the second Saturday. There was discussion on this matter. Dawn will check with Maine Municipal Association's legal department to determine the process for moving forward with the change in date.

John Lowry made a motion to change the Annual Meeting date to the fourth Saturday in March if Maine Municipal Association's legal advisors don't see any legal issues with it. It was seconded by John O'Donnell. Motion carried with both in favor.

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

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

Approved – 10/10/2025, 11/7/2025, 12/5/2025, 1/2/2026, 2/6/2026, 3/6/2026, 4/3/2026 (5:30 pm to 9:00 pm) – Ossipee Valley Agricultural Society (Fair Preparations) – Bill Jones

Approved – 10/12/2025 (11:00 am to 5:00 pm) – Celebration of Life Event – Laurel Knowlton

- The town has received a Notice to Abutters from the Town of Parsonsfield for a Site Plan Review Application for the property located on Parsonsfield Tax map U04, Lot 004. A copy of it is included in the meeting packet and has been given to the Code Enforcement Officer.
- The Assessors have processed and submitted multiple tax abatements and supplemental billings to me. I plan to start processing them next week and will provide a breakdown of them to the Board at the next meeting.
- The Rescue Chief's report for August 2025 is included in the meeting packet.

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

- It is becoming clear that with all of the new Statutes and revisions being generated by the State that we will be facing a need to update the town's ordinances. This will cause an increase in the need for training, research and resources for completing the required updates. He recommended setting up a Reserve fund for Ordinance Management / Maintenance / Updates.
- The repairs to the Bickford Pond dam are going to start on September 25th when the water level will start to be lowered. The objective is to lower the depth of the water to a level in which the bottom of the sluice gate can be seen and allowing for access to clear it out. He gave an update on the process for competing the repairs.
- He has obtained additional copies of the keys to both doors of the Old Meeting House. These will be kept at the Town Office for monitored disbursement when they are needed for meetings or events.

➤ **Jeff Cypher** – Absent from the meeting.

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

- He asked about the status of fine-tuning the contract for cleaning services at the Town Office/Hall building. Dawn Campbell explained that this is still being addressed.

- He gave an update on ideas that are being explored for additional use of the ballfield, which included research on when it is available for other activities. Some of the ideas being explored are: monthly movie nights, music events once or twice in the summer, a Farmer's Market/Craft Fair, and a softball league.
- **Conservation Commission Report** – No report given.
- **Road Advisory Committee Report** – Road Advisory Committee Member Aaron Wedgewood reported on:
- Funding amounts for several projects were discussed during the Road Commissioner's report. Aaron mentioned that an updated spreadsheet has been submitted to the Select Board and he is continuing to work with the Road Commissioner on it.

➤ **OLD BUSINESS:**

A. Approval of BAN (Bond Anticipation Note) Documents

Treasurer Dawn Campbell presented the Bond Anticipation Note with Bangor Savings Bank to the Select Board for their approval. The funds will be available to the town as of October 1, 2025 and matures in one year on October 1, 2026. The amount that can be borrowed during that year is up to \$1,000,000.00. It was noted that the town only pays interest, at a rate of 4.99%, on the actual amount that is borrowed. The plan is to apply for a Bond through the Maine Municipal Bond Bank in the spring. Those funds will be used to pay off the BAN, at a lower interest rate of approximately 3.2%. After one year, the BAN with Bangor Savings will automatically transition to a bond, if not paid in full, at a higher rate of interest than what can be obtained through the Maine Municipal Bond Bank. The Bond Bank only processes bonds in the spring and fall. Unfortunately, we missed the fall cycle for this year, therefore we will apply for one in the spring.

After some discussion on this matter, the Select Board approved and signed off on the Bond Anticipation Note (BAN) which will be processed by the Treasurer.

B. Land Share Riders ATV Club 2025 Municipal Grant Reimbursement Submittals

Land Share Riders ATV Club President Tom Espinosa presented invoices/receipts for reimbursement approval to the Select Board. The Board signed off on the reimbursement submittals which will be sent to the State for reimbursement of funds for trail repairs through the Municipal Grant program. Once the funds have been received by the town they will be turned over to the ATV Club.

There was some discussion on future programs, possible grants and trail repairs.

➤ **NEW BUSINESS:**

There were no "New Business" agenda items.

➤ **OTHER BUSINESS:**

- Resident Richard Burbank expressed frustration with the Animal Control Officer regarding his complaint to her about two dogs at 17 Main Street being allowed to bark outside of the home for three hours, non-stop, until 12:30 am. He stated that he went to the home and tried to address the matter with the owners of the dogs. However, even though he knew they were at home, they refused to come to the door or acknowledge the problem. He also stated that the Animal Control Officer's response to his complaint to her was, "I've already gotten one complaint, what do you want me to do about it?". John Lowry will look in this matter. The Town Clerk will look to make sure the two dogs at this property are registered with the town.
- Mr. Burbank also expressed concern regarding the fact that the residents of this property park their vehicles on the sidewalk that wraps around their building. This is a hazard to pedestrians who are forced to walk into the street as they try to walk around the building.

➤ **Meeting Adjournment:**

John O'Donnell made a motion to adjourn the meeting at 5:16 pm. It was seconded by John Lowry. Motion carried with both in favor.

Respectfully submitted,

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

Maureen F. Scanlon
Town Clerk