

# Town of Porter

71 Main Street, Porter, ME 04068

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

[www.portermaine.org](http://www.portermaine.org)

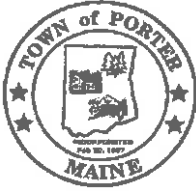
## SELECT BOARD MEETING AGENDA

April 1, 2026 – 4:00 pm

Porter Town Hall

- **ROLL CALL**
- **ELECTION OF SELECT BOARD CHAIR**
- **AGENDA APPROVAL**
- **ROUTINE AGENDA ITEMS:**
  - Motion to accept the minutes of the March 18, 2026 Select Board Meeting
  - Motion to accept the minutes of the March 28, 2026 Annual Town Meeting
  - EMA Director Report
  - Animal Control Officer's Report
  - Code Enforcement Officer/Plumbing Inspector's Report – **(last meeting of each month)**
  - Local Health Officer Report
  - Road Commissioner's Report
  - Road Advisory Committee Report
  - Review of Action Items
  - Approve/Sign Payroll Warrant & Accounts Payable Warrant
  - Town Treasurer Report
  - Town Clerk Report
  - Selectmen Reports
  - Conservation Commission – **(first meeting of each month)**
- **OLD BUSINESS:**
  - A. **Review of Franchise Agreement with Spectrum Northeast, LLC (subsidiary of Charter Communications)**
  - B. **Discussion on 57 Mason Road (Foreclosed Trailer)**
- **NEW BUSINESS:**
  - A. **Approve / Sign Agreement with Dept. of Public Safety (E-911 Contract)**
  - B. **Approve / Sign Sacopee Rescue Contract**
- **OTHER BUSINESS:** Time Permitting
- **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 April 1, 2026 – 4:00 pm Porter Town Hall

The Select Board meeting was called to order by Chairperson John Lowry at 4:02 pm.

➤ **Roll Call:**

In attendance were: Select Board members John Lowry, John O'Donnell and Aaron Wedgewood; Treasurer Dawn Campbell; Town Clerk Maureen Scanlon; Code Enforcement Officer Dan Davis; Conservation Commission Chair Maggie Lowry

➤ **Election of Select Board Chair:**

Aaron Wedgewood made a motion to nominate John Lowry as the Chair of the Select Board. It was seconded by John O'Donnell. Motion carried with all in favor.

➤ **Motion to Accept the Agenda:**

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

➤ **Motion to Accept/Approve the March 18, 2026 Select Board Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the March 18, 2026 Select Board meeting as written. It was seconded by John Lowry. Motion carried with two in favor and Aaron Wedgewood abstaining from the vote.

➤ **Motion to Accept/Approve the March 28, 2026 Annual Town Meeting Minutes:**

“Tabled” until the next regularly scheduled meeting.

➤ **Emergency Management Report**

- Dawn Campbell read aloud, a letter from EMA Director Roger Berube, in regards to Oxford County updating their resource manuals. They have requested updated information for the town from the Road Commissioner. This will be added to the Action Items list that is reviewed at every meeting to assure the task is completed.

- John Lowry mentioned that there is a possibility that town's will no longer receive reimbursement funding from FEMA in the future. He will report back on this matter as information becomes available.
- **Animal Control Officer Report**
- Maureen Scanlon mentioned that the outstanding dog license list will be sent to the Animal Control Officer next week so that she can start visiting dog owners to remind them that it is State law to license their dog in the town of which they reside.
- **Code Enforcement Officer/Plumbing Inspector Report – No report given.**
- **Local Health Officer Report – No report given.**
- **Road Commissioner Report – No report given.**
- **Road Advisory Committee Report**
- Road Advisory Committee Member Aaron Wedgewood reported that he is still working on a long-term road plan. There was some discussion on this matter in regards to funding.
- **Review of Action Items – Items addressed:**
- **Appoint two (2) Saco River Corridor Commission Members.**
- Peter Zack has agreed to be the regular member of the Commission and Margaret Zack has agreed to be the alternate member. The Board appointed Peter Zack and Margaret Zack to the Saco River Corridor Commission.
- **Dangerous Buildings Process: 17 Chapel Street**
- The matter of 17 Chapel Street is an agenda item for the April 15<sup>th</sup> meeting.
- **Status of acquisition of the repair part for the Town Office/Hall solar panel system repair part from Sun Version for completion of the needed repair.**
- Patrick Crosscup, owner of SunVersion, LLC stopped by the Town Office on Wednesday, March 25<sup>th</sup> to complete the repair to the solar panel system. There was some discussion on this system.
- **Approval of Payroll & Accounts Payable Warrants:**
- P/R Warrant #10 was approved and signed for \$12,813.20.
- A/P Warrant #11 was approved and signed for \$140,606.94.

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

- The town has been researching into who is the oldest resident in Porter. They will then be awarded with the honor of the Boston Post Cane. Dawn explained the challenges in trying to determine who this person is. A candidate has been determined; plans will be made to award the honor to this person.
- Submitted a contract for an approval signature with Harris (TRIO) which is the program that is used for all of the office transactions. The contract is for the addition of the Blue Book information module. This was approved as an item in the new budget at the Annual Town Meeting that was held on March 28<sup>th</sup>.
- She has looked into the matter of purchasing flag kits, with a matching donation for the purchase, that is being offered by the Galen Cole Family Foundation in honor of the country's 250<sup>th</sup> Anniversary. She reviewed her findings for the Board and recommended purchasing 24 sets with a matching donation for the purchase from the Galen Cole Family Foundation.

John O'Donnell made a motion to purchase 24 sets of flag kits with a matching donation of funds from the Galen Cole Family Foundation. It was seconded by John Lowry. Motion carried with all in favor.

- The Maine Municipal Tax Collectors and Treasurers Association 2026 Annual Conference is being held in Bangor on Thursday, March 7<sup>th</sup>. Dawn asked for permission for her and Tax Collector Maureen Scanlon to attend this important training session. This would entail leaving at 1:00 pm on Wednesday when the office closes and closing the office completely on Thursday.

John Lowry made a motion to allow the Treasurer and Tax Collector to attend the MMTCTA 2026 Annual Conference this year. It was seconded by John O'Donnell. Motion carried with all in favor.

- Distributed the updated budget to actual report as of March 31<sup>st</sup> to the Select Board. Dawn reviewed several items regarding the Reserve Accounts for them and pointed out that the available funding for the (big) road projects is \$572,241.58.
- Patriot's Day falls on Monday, April 20<sup>th</sup>. We propose closing the Town Office in recognition of the holiday on Friday, April 17<sup>th</sup>.

John Lowry made a motion to close the Town Office on Friday, April 17<sup>th</sup> in recognition of the Patriot's Day holiday. It was seconded by John O'Donnell. Motion carried with all in favor. This will be advertised to the public.

- Recommended holding the 2027 Annual Town Meeting & Municipal Election as follows:

Friday, March 26, 2027 (Municipal Election) & Saturday, March 27, 2027 (Annual Town Meeting).

The Select Board agreed hold the Municipal Election and Annual Town Meeting on the recommended dates in 2027. This will be scheduled with Sacopee TV2 so that they can plan to record the town meeting on Saturday.

- Reminded the Select Board that it is time to replace the air filters at the Town Office / Hall building. The new ones have been purchased.

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

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

Approved - 4/18/2026 (9:00 am to 5:00 pm) – Bridal Shower – Allie Black

- I will be attending mandatory State training tomorrow for the new Central Voter Registration (CVR2) program.
- Rob Heard has informed me that he is interested in becoming a Road Advisory Committee member. It was noted that this is an adhoc committee with no term limit.

John Lowry made a motion to appoint Rob Heard to the Road Advisory Committee. It was seconded by John O'Donnell. Motion carried with all in favor.

- There was some discussion on several other committee positions that still need to be filled.

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

- Brought up discussion on proposed changes for improving the town's website which includes assuring it is ADA compliant.
- Reported that the dams are in good shape. The Bickford Pond dam gate was put back down yesterday.
- The radar speed sign is ready for the season. It will be put in place for Memorial Day.
- Brought up discussion on completing the road projects that were not completed last year due to the weather turning bad before expected.

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

- There are two people that have expressed interest to him on joining the Conservation Commission. He asked what the process is for joining. Conservation Commission Chair Maggie Lowry suggested that they attend a meeting to find out what tasks the Commission performs for the town. The meetings are held in the Town Hall (Meeting Room) on the first Tuesday of the month at 6:30 pm. It was noted that the Commission members are appointed by the Select Board for a 5-year term.

➤ **Aaron Wedgewood** – reported on the following:

- He asked for a list of required trainings that he is expected to attend. He will be informed of any training sessions that are being offered as they become available. It was noted that copies of certificates for the completion of trainings must be submitted to the Clerk’s Office for recordkeeping purposes.
- Suggested the addition of creating an e-mail mailing list as part of the proposed improvement changes to the town’s website, in an effort to increase communication with the town’s residents. This will be considered.
- Asked for a copy of the last dam and bridge inspection reports that were completed by the State. This will be provided to him.
- Asked for copies of the last Pike (road work) and plowing contracts. This will be provided to him.

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

- April 18, 2026 – Ball Field Clean-up Day – The Rec. Committee will doing this from 9:00 am until at least Noon. Volunteers to help are welcome to join them.

She mentioned that the key to the new dugout doors has been given to the Town Office for access if needed. She also mentioned that recently there was a kid “hanging out” on the roof of the dugout. He was asked to get down and not do it again.

- May 2, 2026 – Spec Pond Beach Clean-up Day from 10:00 am to 1:00 pm.

➤ **OLD BUSINESS:**

**A. Review of Franchise Agreement with Spectrum Northeast, LLC (subsidiary of Charter Communications)**

There was some discussion amongst the Board regarding this matter. It was decided to “table” a decision until the next regularly scheduled meeting.

**B. Discussion on 57 Mason Road (Foreclosed Trailer) Sign Quit Claim Deed for Map U16-Lot 23B (off of East Lane)**

There was no update available on this matter. There was some discussion amongst the Board regarding this matter.

➤ **NEW BUSINESS:**

**A. Approve / Sign Agreement with Dept. of Public Safety (E-911 Contract)**

It was noted that this is for emergency dispatch services for the town.

John O'Donnell made a motion to approve / sign the E-911 Contract with the Dept. of Public Safety. It was seconded by Aaron Wedgewood. Motion carried with all in favor.

**B. Approve / Sign Sacopee Rescue Contract**

John O'Donnell made note of the fact that this contract states that it is valid for one year from the date of the adoption. Due to the fact that today is April 1<sup>st</sup>, it means that it would still be in place after the start of the new fiscal year next year that starts on February 1<sup>st</sup>. This would mean that there would be no ability to consider having these services being provided by a different entity. After some discussion on this matter, it was determined that the contract should be revised to have the end date match the town's fiscal year which ends on January 31<sup>st</sup>.

The Select Board understands that there is a need to sign the contract for Sacopee Rescue in a timely manner, due to their funding needs. Therefore, once the language in Article 1 has been changed to reflect the requested correction, the Board agreed to hold a Special Select Board meeting to approve / sign the contract, if necessary.

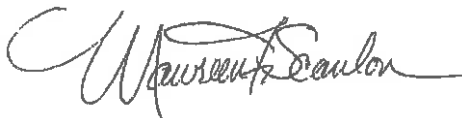
➤ **OTHER BUSINESS:**

- There was some discussion on the need for all Board and Committee members to complete mandatory trainings. Record of their attendance must be kept on file at the Clerk's Office. A more formal process of tracking all training records is being created.
- There was some discussion on job descriptions for all positions being reviewed and updated or created if they do not already exist. This will allow Board and Committee members the opportunity to understand what is expected of them.

➤ **Meeting Adjournment:**

John O'Donnell made a motion to adjourn the meeting at 5:54 pm. It was seconded by John Lowry. Motion carried with all in favor.

Respectfully submitted,



Maureen F. Scanlon  
Town Clerk