



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 3, 2025 – 4:00 pm Porter Town Hall

Routine Agenda Items:

- Motion to accept the agenda
- Motion to accept the minutes of the August 20, 2025 Select Board Emergency Executive Session
- Motion to accept the minutes of the August 20, 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 #35 & Accounts Payable Warrant #36
- 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. _____

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 3, 2025 – 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, Jeff Cypher and John O'Donnell; Treasurer Dawn Campbell; Town Clerk Maureen Scanlon; Road Commissioner Brad Sanborn; Road Advisory Committee Member Aaron Wedgewood

➤ **Motion to Accept the Agenda:**

John Lowry 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 August 20, 2025 Select Board Emergency Executive Session Minutes:**

John Lowry made a motion to accept/approve the minutes from the August 20, 2025 Select Board Emergency Executive Session as written. It was seconded by Jeff Cypher. Motion carried with all in favor.

➤ **Motion to Accept/Approve the August 20, 2025 Select Board Meeting Minutes:**

John Lowry made a motion to accept/approve the minutes from the August 20, 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** – No report given.

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

➤ **Road Commissioner Report** – **(RECORDER'S NOTE: This report was actually given at the end of the meeting due to the Road Commissioner's arrival time to the meeting.)**

- Brad Sanborn stated that he has heard back from the gentleman at the State regarding the matter of speed limit signs on Old Meetinghouse Road. It was highly suggested that the town does not install speed limits signs until the State completes a speed survey for the road. A written request must be sent to the State before they will do a survey on any road. The speed limit on this road is currently 45 mph. If a speed survey has never been done on a road, then the speed limit is 45 mph until a survey is done and the State deems it necessary to change it. A written request for a speed survey will be submitted to the State. There was some discussion on this matter.

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

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

P/R Warrant #35 was approved and signed for \$4,705.87

A/P Warrant #36 was approved and signed for \$271,949.44

- **Treasurer** – Treasurer Dawn Campbell reported on the following:
 - She explained that a recent internal audit performed at Bangor Savings Bank revealed a documentation issue (on their part) that required her attention. The Select Board will now be able to go on-line to view (only) the town's accounts.
 - The bank statements for July were received last week. The bank balances through July 31, 2025 were submitted to the Select Board.
 - The final Audit has been received and has been accepted by the Treasurer. The approved amounts will be entered into the computer program and then reflect the updated budget balances.
 - The office will be closed on Friday, August 29, 2025 in observance of the Labor Day holiday. Notice to the public of the closure has been completed.

- **Town Clerk** – Town Clerk Maureen Scanlon reported on the following:
 - She and Treasurer Dawn Campbell informed the Select Board that things are moving in the right direction for training with Assistant Clerk Gail Williams. They recommended sending her for State training.
 - During several weeks throughout the summer months the Select Board approved the closure to the public on both Wednesday and Thursday afternoons at 1:00 pm through Labor Day. Starting today (Wednesday), the office was opened to the public until 4:00 pm. However, the Town Clerk and the Treasurer recommended that the Clerk's office be open to the public until 3:00 pm on Thursdays, but close at 1:00 pm on Wednesdays to allow for the undisturbed completion of their required tasks.

After discussion on this matter, the Select Board agreed to allow for the closure of the Clerk's office at 1:00 pm on Wednesdays. The public will be notified of the change in hours of operation.

- Due to ongoing issues with residents from other towns still coming to our office to complete their motor vehicle transactions, a formal withdrawal from the Interlocal Agreement to Collect Excise Tax with the towns of Baldwin, Cornish, Hiram and Parsonsfield has been submitted with an effective date of Friday, September 26, 2025. The Town of Baldwin has agreed to enter into a separate agreement with the Town of Porter for coverage of emergency situations. A new agreement will be drafted for Porter and Baldwin. Once signed by the Town Clerks of both towns, it will be submitted to the State of Maine's Bureau of Motor Vehicles.
 - A Public Hearing will need to be held in October to accept the State's updated 2025-2026 General Assistance Appendices. A public hearing will be held at the start of the October 15, 2025 Select Board meeting with the approval of acceptance during the New Business portion of the meeting.
- **John Lowry** – had nothing more to report on that wasn't already discussed.
- He gave a brief update on the homelessness (and drug addict) situations in the community.
- **Jeff Cypher** – had nothing to report.
- **John O'Donnell** – reported on the following:
- Brought up the matter of the need for speed limit signs on Colcord Pond Road and Dam Road. He has spoken to Road Commissioner Brad Sanborn about it and was informed that he is waiting to hear back from the gentleman at the State that is in charge of approving speed limits. Unfortunately, this gentleman is on vacation, so Brad has not heard back from him yet.
 - There was discussion regarding the ability for some taxpayers to pay their 2025 tax bills that have gone up significantly from last year.
 - Resident Peter Zack approached him regarding a possible additional grant for the maintenance of ATV trails. He will present this to the Board when more information becomes available.
 - He has gotten some great feedback on ideas for using the ballfield for other activities. There was discussion on some of the options he has in mind. He will continue to look into this matter and report back on his findings.
 - He mentioned that it also might be nice to start a community garden on Town Farm Road. Conservation Commission member Maggie Lowry explained that the location he is suggesting be used would require a lot of preparation work because the area that hasn't been logged is badly infested with Japanese Knot Weed. There was discussion on potential future uses for the property.
- **Conservation Commission Report** – Conservation Commission member Maggie Lowry reported:

- They just held their monthly meeting and the Chair position still has not been filled, but is expected to be filled at their next meeting. There was discussion at the meeting about asking the Selectmen to expand the membership of the commission from five (5) to seven (7) members. The expansion in membership would allow for more help in completing the tasks of the commission. It was noted that there is an open position at this time, so this would mean three more members could be added to the current membership.

John Lowry made a motion to expand the membership of the Conservation Commission from five (5) to seven (7) members. It was seconded by John O'Donnell. Motion carried with all in favor.

John Lowry made a motion to allow the Conservation Commission to expend funding from their budget to advertise the open positions in the Shopper's Guide and other venues of notice to the public as warranted. It was seconded by John O'Donnell. Motion carried with all in favor.

- **Road Advisory Committee Report** – Road Advisory Committee Member Aaron Wedgewood had nothing to report, other than that they will be reviewing the available funding with the Treasurer in order to determine what road work can be performed.

- **OLD BUSINESS:**

There were no "Old Business" agenda items.

- **NEW BUSINESS:**

There were no "New Business" agenda items.

- **OTHER BUSINESS:**

- Sacopee Valley Rescue Treasurer Beverly Russell was in attendance to present their formal request to the Select Board for funding in the amount of \$20,000.00 from the capital fund towards the purchase of a new ambulance. It was noted that the same funding will be provided to them from the other towns that they provide services to in the community for this purchase. She explained that this ambulance was originally ordered in 2019, but the onset of the COVID virus put a hold on the processing of the order due to production problems. A few weeks ago, they received a call from the company informing them that the ambulance they ordered in 2019 is now available. It is a 2025 Ford F550 at a cost of \$301,000.00. It was originally contracted at a purchase price of \$280,000.00. The cost of a new ambulance is between \$525,000.00 and \$550,000.00. Financing is being done through the vendor. There was discussion on this matter. It was noted by the Treasurer that there is \$30,150.00 available in their account.

John Lowry made a motion to grant the request from Sacopee Valley Rescue for \$20,000.00 (that was previously approved by the town's legislative body) in funding for the purchase of the new ambulance. It was seconded by John O'Donnell. Motion carried with all in favor.

- Peter Wills expressed concern about the fact that it is his understanding that the school is supposed to be environmentally friendly. However, he witnessed a school employee incorrectly disposing of a very large amount of cardboard at the Transfer Station. It was thrown into the regular trash container, not the recycling container. When he questioned it, he was told that they do it all the time. John Lowry will speak to the School Superintendent about this matter.
- Dora Day, dba Dora's Cleaning Service, was present at this meeting to review items in the proposed contract for her services with the town. There was some discussion on it with the understanding that she will present the changes she proposes for the contract to the Select Board for their consideration. It was noted that she does a very good job cleaning the Town Office/Hall building and will continue to provide her services with the understanding that a formal contract with the town needs to be in place as soon as possible.
- Jeff Colby asked about the process for disputing the assessed values on his property. He was directed to contact the town's Assessor Agents. They will review his property values with him to confirm that the information is correct. If the information is not correct; he may be eligible for an abatement on the tax amount.

➤ **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 black ink, appearing to read 'Maureen F. Scanlon', written in a cursive style.

Maureen F. Scanlon
Town Clerk