



Town of Porter

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

SELECT BOARD EXECUTIVE SESSION (3:00 pm) & MEETING (4:00 pm) AGENDA September 16, 2026 Porter Town Hall

- **ROLL CALL**
- **EXECUTIVE SESSION – Pursuant to Title 1 § 405 (5) (A) Personnel Matters**
- **PLEDGE OF ALLEGIANCE**
- **AGENDA APPROVAL**
- **ROUTINE AGENDA ITEMS:**
 - Motion to accept the minutes of the September 2, 2026 Select Board Meeting
 - EMA Director Report
 - Animal Control Officer Report
 - Code Enforcement Officer/Plumbing Inspector's Report – **(last meeting of each month)**
 - Local Health Officer Report
 - Road Commissioner 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 Report – **(first meeting of each month)**
- **OLD BUSINESS:**
 - A. _____
- **NEW BUSINESS:**
 - A. **Approve/Adopt a Policy on Small Amounts of Uncollected Personal Property Tax**
 - B. _____
- **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 Executive Session (3:00 pm) & Meeting (4:00 pm) Minutes September 16, 2026 Porter Town Hall

The Select Board Executive Session was called to order by Chairperson John Lowry at 3:05 pm.

➤ **Roll Call:**

In attendance at the Executive Session were: Select Board members John Lowry, John O'Donnell and Aaron Wedgewood; Treasurer Dawn Campbell; Town Clerk Maureen Scanlon

➤ **Executive Session – Pursuant to Title 1 § 405 (5) (A) Personnel Matters**

John Lowry made a motion to enter into Executive Session at 3:06 pm pursuant to Title 1 § 405 (5) (A) Personnel Matters to discuss specific employee sick time and bereavement benefits. It was seconded by John O'Donnell. Motion carried with all in favor.

Aaron Wedgewood made a motion at 3:55 pm to return to the regular meeting at 4:00 pm, with no actions taken during the Executive Session. It was seconded by John O'Donnell. Motion carried with all in favor.

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, John O'Donnell and Aaron Wedgewood; Treasurer Dawn Campbell; Town Clerk Maureen Scanlon; Code Enforcement Officer Dan Davis; Road Commissioner Brad Sanborn; Animal Control Officer Cindy Eaton

➤ **Pledge of Allegiance**

The meeting was opened with the reciting of the Pledge of Allegiance.

➤ **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 September 2, 2026 Select Board Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the September 2, 2026 Select Board meeting as written. It was seconded by Aaron Wedgewood. Motion carried with all in favor.

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

John Lowry informed the Select Board that the State of Maine is putting forth new flood plain and flood requirements; along with some other elements of emergency preparedness. He'd like them to talk with the town to discuss how this will impact the town's existing plan.

➤ **Animal Control Officer Report** – It was noted that the Animal Control Officer will be joining this meeting around 5:00 pm.

In the interim, Treasurer Dawn Campbell read aloud a report submitted by the Animal Control Officer that covered the period of May 2026 through September 3, 2026.

At 5:00 pm the Select Board went back to this report to discuss, with Animal Control Officer Cindy Eaton, a few concerns / complaints that they have received. There was quite a bit of discussion on specific, and general, concerns / complaints needing to be filed by the person encountering a problem. There was additional discussion on how to improve communications and the importance of consistency in logging calls so that the ACO will be able to legally and more aggressively address ongoing problems.

➤ **Code Enforcement Officer/Plumbing Inspector Report** – No report given.

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

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

- Updated the Select Board on several items that need to be addressed before winter. These items ranged from finishing roadside ditching, culvert replacements and paving. There was discussion on each of these matters with input from the Treasurer on funding availability.
- John Lowry mentioned that Brad was asked to supply the town with a price on replacing the planking on the Bickford Pond Dam. Brad has submitted an estimate of \$1,499 to complete the repair.

John O'Donnell made a motion to accept the estimated amount of \$1,499 from Brad Sanborn to replace the planking on the Bickford Pond Dam. It was seconded by Aaron Wedgewood. Motion carried with all in favor.

➤ **Road Advisory Committee Report** – Road Advisory Committee Member Aaron Wedgewood reported on the RFP Action Item as noted below under "Review of Action Items".

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

- **Follow-up on RFP (Request for Proposal) for 2026 road repairs.**

Aaron Wedgewood asked if the other Selectmen reviewed the draft RFP that he submitted to them for their review. There was some discussion on fine-tuning that is needed on it for completion.

- **Next Steps for 57 Mason Road (Foreclosed Trailer).**

The former owner of the property has signed off on the waiver that was needed in order to proceed with the disposal of the trailer. There was discussion on the next steps in that process.

- **Clarification on personnel policy: Article X – Sick Leave – Section B**

Aaron Wedgewood made a motion to approve the sick leave portion only, of the town's Personnel policy, to amend all remaining hours as written, and discussed in the Executive Session portion of this meeting. (NOTE: This pertains to specific employees, not in general.) It was seconded by John O'Donnell. Motion carried with all in favor.

John O'Donnell made a motion to approve the specific bereavement request that was discussed in the Executive Session portion of this meeting. It was seconded by Aaron Wedgewood. Motion carried with all in favor.

It was noted that this Action Item will remain on the list in order to address necessary changes and updates to the policy, in general.

- **Discuss Addendum to Snow Removal/Plowing Contract with Martineau & Son Plowing.**

Include: 1. Shoveling to the propane tank, at the Town Office/Hall building, for delivery access. 2. Add an official turn-around (for plow trucks) at the end of Porterfield Road.

There was some discussion on the existing contract with Martineau & Son Plowing. It was noted that payments on the existing contract starts on October 1st. John O'Donnell is going to try to contact Kenny Martineau to discuss the additional services noted above.

- **Establish a Procedure for the Installation & Removal of Flags on Public Poles**

The seasonal remembrance flags have been removed from the public poles by volunteer Tony Townsend. A more formal procedure will be established for the future installation and removal of flags. The Select Board will address this matter in a workshop forum. Options for the proper storage of them at the Town Hall building will also be considered.

Item Removed:

- **Schedule a meeting with the EMA Director to develop a plan for addressing a mass casualties situation.**

After some discussion the Select Board decided to remove this item from the Action Items List until further research by, and coordination with, EMA Director Roger Berube can be completed.

Items Added:

- **Road Signage – Address matter of ordering road name signs; specifically for private roads.**

There was some discussion on the need for clarification on this matter.

Aaron Wedgewood made a motion to hold off on purchasing any signs until the next Select Board meeting. It was seconded by John Lowry. Motion carried with all in favor.

- **Send a road work notification letter to the School Street property owners.**

After being composed by the Select Board, this letter will be sent to property owners along School Street from the Route 160 bridge to Endfield Street.

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

P/R Warrant #36 was approved and signed for \$7,142.43.

A/P Warrant #37 was approved and signed for \$38,484.39.

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

- Distributed the bank balances as of August 31, 2026 to the Select Board.
- Distributed the August bank reconciliation for the Operating Account to the Select Board.
- Distributed the updated actual to budget spending report as of September 10, 2026 to the Select Board.
- Reminded the Select Board that the pre-budget and audit season is starting soon. She is working on preparations for it.
- Reminded the Select Board that the building's air conditioning units need to be covered soon and the water spigot for the outside gardens needs to be shut off for the winter season.

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

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

Approved – 1/18/2027, 3/15/2027, 5/17/2027, 7/19/2027, 8/16/2027, 9/20/2027,
11/15/2027 (10:00 am to 5:00 pm) – American Red Cross – Blood Drives –
David Stires

Approved – 10/16/2026, 10/30/2026, 12/4/2026, 1/8/2027, 2/5/2027, 3/5/2027,
4/2/2027, 5/7/2027 (5:30 pm to 8:30 pm) – Ossipee Valley Agricultural Society
– Fair Meetings – Bill Jones

(NOTE: The 10/30/2026 date is being rescheduled (potentially to 11/6/2026).
The room is not available on 10/30/2026, in order to accommodate the State
election on 11/3/2026.)

- A letter dated September 3, 2026 (received on 9/10/2026) from Ihsan Rbeat, Project Manager, Regional Program for the State of Maine Department of Transportation regarding ADA Curb Ramp Improvements is included in the meeting packet.
- The Rescue Chief's report for August 2026 is included in the meeting packet.

**VOTE TO CONTINUE PAST THE
DESIGNATED 5:30 PM MEETING ADJOURNMENT TIME**

John Lowry made a motion to continue the meeting past the designated 5:30 pm adjournment time. It was seconded by John O'Donnell. Motion carried with all in favor.

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

- A complaint has been filed regarding the water level of Colcord Pond. The DEP (Department of Environmental Protection) has set up hearings to address the complaint. He explained the next steps in this process and brought up discussion on how to proceed with the town's representation in the matter.

John O'Donnell made a motion to hold an Executive Session on September 30, 2026 at 3:00 pm to discuss this legal matter. It was seconded by John Lowry. Motion carried with all in favor.

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

- Recommended moving the reporting of the monthly Conservation Committee report from the last routine agenda item to after the Road Advisory Committee report. All were in favor of the permanent change to the meeting agendas.

This will be done starting with the next regularly scheduled meeting.

- Brought up discussion on the procedure for creating the warrant articles for the Annual Town Meeting.
- Brought up discussion on the procedure for determining the dedication of the Annual Town Report.
- Brought up discussion on holiday conflicts for Select Board meeting dates. It was noted that this is often a problem; especially for the Thanksgiving Eve, Christmas Eve holidays. This year it is also a conflict due to the fact that Veteran's Day (the Town Office will be

closed) falls on a Wednesday this year and that happens to be a Select Board meeting date. Select Board meetings are held every other week.

After a recommendation from Treasurer Dawn Campbell for a resolution to this problem, Aaron Wedgewood made a motion to change the November 11, 2026 Select Board meeting to November 4, 2026 and then hold the regular meetings every other week after that meeting. It was seconded by John O'Donnell. Motion carried with all in favor.

NOTE: The October 30, 2026 and the November 4, 2026 meetings will be held back-to-back in order to accommodate this permanent change. It will be advertised to the public.

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

- Brought up discussion regarding the private cemetery on Porterfield Road that is maintained by Roger Metcalf. Roger is 90 years old and is concerned about how this cemetery will be maintained in the future. It was noted that this is still an active cemetery that allows people to be buried there at no cost.
- Reported that he spoke again with Christine Kebler regarding her concern about the water level of Colcord Pond still being too low.
- He is bringing in a file cabinet for the Select Board files in the Selectmen's Office.
- Updated the Select Board on his follow-up efforts on a couple of complaints that were received from residents. He mentioned that the new process for logging these complaints is proving to be very helpful.

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

➤ **OLD BUSINESS:**

There were no "Old Business" agenda items.

➤ **NEW BUSINESS:**

A. Approve/Adopt a Policy on Small Amounts of Uncollected Personal Property Tax

Treasurer Dawn Campbell reviewed the reason for creating this policy. It creates a process for cleaning up the town's books for interest that has accrued on Personal Property accounts, in the amount of less than \$5.00, that have been deemed uncollectable by the Tax Collector. It was noted that Personal Property taxes do not fall under the lien process like Real Estate taxes. Outstanding balances due on Personal Property must go through a court procedure to collect them.

This matter will be further researched and added to the agenda for approval consideration, under Old Business, at the next regularly scheduled meeting.

➤ **OTHER BUSINESS:**

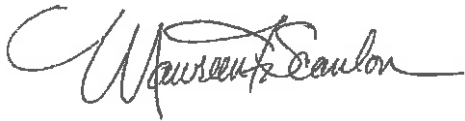
- Land Share Riders ATV Club President Tom Espinosa presented three forms to the Select Board for their approval signatures and subsequent submittal to the State of Maine for funding reimbursement. He reviewed the projects that have been completed and provided copies of documentation that supports the club's reimbursement request. Copies of all of the aforementioned documentation will be kept on file in the Clerk's Office for future reference.

Tom also reviewed the ATV club's plans for future improvements to the trail system.

➤ **Meeting Adjournment:**

John O'Donnell made a motion to adjourn the meeting at 6:20 pm. It was seconded by Aaron Wedgewood. 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