



Town of Porter

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

SELECT BOARD MEETING AGENDA February 5, 2025 – 3:00 pm Porter Town Hall

Routine Agenda Items:

- Motion to accept the agenda
- Motion to accept the minutes of the January 22, 2025 Select Board Meeting
- Motion to accept the minutes of the January 22, 2025 Special Town Meeting
- Road Advisory Committee
- EMA Director
- Animal Control Officer's Report
- Code Enforcement Officer/Plumbing Inspector's Report
- Local Health Officer
- Road Commissioner's Report
- Review of Action Items
- Approve/Sign Payroll Warrants #57 & #1 & Accounts Payable Warrants #2 & #3
- Town Treasurer
- Town Clerk
- Brent Day
- Jeff Cypher
- John Lowry
- Conservation Commission – (first meeting of each month)

Old Business:

A.

New Business:

A.

Other Business: Time Permitting

Adjourn Meeting

Adjournment: No later than 4:30 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 February 5, 2025 – 3:00 pm Porter Town Hall

The Select Board meeting was called to order by Chairperson Brent Day at 3:00 pm.

➤ **Roll Call:**

In attendance were: Select Board members Brent Day, Jeff Cypher and John Lowry; Treasurer Dawn Campbell; Town Clerk Maureen Scanlon; Code Enforcement Officer Dan Davis; Steve Estes from P.Y. Estes

➤ **Motion to Accept the Agenda:**

Adjustments to the agenda:

Added Agenda Items:

1. Bid Opening for Bickford Pond Dam Repairs (at start of meeting)
2. Old Business Agenda Item A: Bid Award for Bickford Pond Dam Repairs

Agenda Item Adjustments: Approval of Payroll & Accounts Payable Warrants

1. Payroll Warrant # 1 was deleted.
2. Accounts Payable #2 was changed to #3 and #3 was changed to #4.

Brent Day made a motion to accept/approve the agenda as amended. It was seconded by John Lowry. Motion carried with all in favor.

➤ **BID OPENING – Bickford Pond Dam Repairs**

One bid was received for the Bickford Pond Dam repairs. It was submitted by P.Y. Estes & Son, Inc in the amount of \$44,910.00. The scope of the bid was reviewed.

➤ **Motion to Accept/Approve the January 22, 2025 Select Board Meeting Minutes:**

John Lowry made a motion to accept/approve the minutes from the January 22, 2025 Select Board meeting as written. It was seconded by Jeff Cypher. Motion carried with all in favor.

➤ **Motion to Accept/Approve the January 22, 2025 Special Town Meeting Minutes:**

John Lowry made a motion to accept/approve the minutes from the January 22, 2025 Special Town meeting as written. It was seconded by Jeff Cypher. Motion carried with all in favor.

➤ **Road Advisory Committee Report – No report given.**

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

➤ **Animal Control Report** – Dawn Campbell read aloud a report submitted by Animal Control Officer Cindy Eaton for the month of January.

➤ **Code Enforcement Officer/Plumbing Inspector Report** –

There was some discussion amongst the Select Board and the Code Enforcement Officer regarding questions from the Assessors on multiple properties in town that have arisen during the revaluation process. Brent will follow-up with the Assessors.

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

➤ **Road Commissioner Report** – No report given.

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

Item Removed – Determine a BAN dollar amount and length of term for Roads, starting 2025. This item has been addressed by the Select Board.

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

P/R Warrant #57 was approved and signed for \$3,883.41.

There are two A/P Warrants: one for last fiscal year and one for the new fiscal year.

A/P Warrant #3 was approved and signed for \$22,067.57.

A/P Warrant #4 was approved and signed for \$234,635.15.

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

- The updated spending report as of January 31st was distributed to the Select Board.
- The Bank Reconciliation for December was distributed to the Select Board.
- The new contract for Tax Mapping services was submitted, and approved, by the Select Board.
- Reported that she is trying to contact Dora Day for an invoice for her cleaning services to the end of the fiscal year.
- Asked Conservation Commission member Marty Tracy if she knew anything about the status of the dugout doors for the ballfield. Marty updated the Select Board on what she knows so far and will follow-up with Mike Jordan to find out if they will be ready to be installed in the spring.
- The Auditors will be coming on Thursday and Friday. Dawn updated the Select Board on the auditors' goals as to when the short and long audits will be submitted.

- There was some discussion on preparing for the Annual Town Meeting on March 15th.

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

- Town Office/Hall meeting room rental applications submitted for approval:
 1. Approved – 2/28/2025 (3:00 am to 6:00 pm) – Meeting – Francis Small Heritage Trust – Katharine Chaiklin
 2. Approved – 3/4/2025 (4:00 pm to 6:00 pm) – Educational Session – Sacopee Valley Health Center – Ericka Hartford
 3. Approved – 3/22/2025 (12:00 pm to 2:00 pm) – Birthday Party – Julie & Paulette Sterling
 4. Approved – 6/7/2025 (12:00 pm to 7:30 pm) – Wedding Reception – Breanna Saunders & Anthony Cote
- Dog licenses update – 135 dogs (1 Service dog at no fee) were registered in January; the Dog List has been updated for the Animal Control Office to follow-up on unlicensed dogs. The State implemented \$25.00 Late Fee per dog became effective on February 1st.
- The invoice for clean-up services has been mailed by both certified mail and certificate of mailing (via regular mail) to Debbie & Princess Libby for the property located at 184 Bickford Pond Road. If the balance is not paid in full within 30 days, a supplemental tax bill will be processed for the outstanding balance.
- The Kezar Falls Fire Department held their annual election of officers. Jeffrey Dutil was voted in as the Fire Chief and Kenneth Burbank was voted in as the Deputy Fire Chief. Both were re-appointed by the Select Board for another 1-year term as of today's date.
- An updated "Breakdown of Abatements & Supplemental Billings for 2024" was distributed to the Select Board. The totals as of January 24, 2025 were: Abatements = \$14,607.87 & Supplemental Billings = \$3,805.15.
- In observance of President's Day on Monday, February 17th the Town Office will be closed on Friday, February 14th. This was approved by the Select Board.

➤ **Brent Day** – reported on the following:

- He suggested that formal permission should be requested from the abutters for access across their property to perform the Bickford Pond Dam repairs.
- He would like to review the account for the roads budget in preparation of obtaining a bond.
- He acknowledged and read aloud another "Resident Complaint" that has been received from Libby McManus regarding the activities of her neighbor that owns an abutting property to hers. Although they acknowledge the fact that she has concerns, the Select Board maintains that her issues are a civil matter and not a town matter. The Code Enforcement Officer confirmed that there are no compliance issues as far as the town is

concerned. The original copy of this letter of complaint will be filed in Ms. McManus's property file.

➤ **Jeff Cypher** – reported on a few minor items.

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

- He is currently working on an application for a Bond through the Maine Municipal Bond Bank. They are charging half the interest that Bangor Savings Bank is offering. The application needs to be submitted by Friday.
- There are a number of LDs proposed by Senator Libby that are geared to empowering Local Health Officers and Fire Chiefs with similar authorities that a Code Enforcement Officer has in regard to inspections and such.

➤ **Conservation Commission Report** – Conservation Commission member Marty Tracy asked for, and received, an update on the repairs needed to the Bickford Pond Dam. There was some discussion on the duties of the Dam Operator and his assistant.

She reported that the Conservation Commission's annual report will be focusing on the town's dams.

➤ **OLD BUSINESS:**

A. Bid Award for Bickford Pond Dam Repairs

Brent Day made a motion to award the bid for the Bickford Pond Dam repairs to P.Y. Estes & Son, Inc in the amount of \$44,910.00. It was seconded by John Lowry. Motion carried with all in favor.

➤ **NEW BUSINESS:**

There were no "New Business" agenda items.

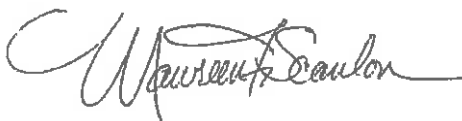
➤ **OTHER BUSINESS:**

There were no "Other Business" items.

➤ **Meeting Adjournment:**

John Lowry made a motion to adjourn the meeting at 4:19 pm. It was seconded by Jeff Cypher. Motion carried with all in favor.

Respectfully submitted,



Maureen F. Scanlon
Town Clerk