

Town of Porter

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

SELECT BOARD MEETING AGENDA October 1, 2025 – 4:00 pm Porter Town Hall

Routine Agenda Items:

- Motion to accept the agenda
- Motion to accept the minutes of the September 17, 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 #39 & Accounts Payable Warrant #40
- Town Treasurer
- Town Clerk
- John Lowry
- Jeff Cypher
- John O'Donnell
- Conservation Commission – (first meeting of each month)
- Road Advisory Committee

Old Business:

- A. Discussion on Changing Dates of Annual Town Meeting and Municipal Election

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 October 1, 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, Jeff Cypher and John O'Donnell; Treasurer Dawn Campbell; Town Clerk Maureen Scanlon; Road Commissioner Brad Sanborn; Road Advisory Committee Member Aaron Wedgewood, Conservation Commission Member Maggie Lowry

➤ **Motion to Accept the Agenda:**

John O'Donnell 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 September 17, 2025 Select Board Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the September 17, 2025 Select Board meeting as written. It was seconded by Jeff Cypher. Motion carried with all in favor.

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

John Lowry mentioned that he received a list of EMA trainings that may be beneficial for town officials to attend.

➤ **Animal Control Report – No report given.**

John Lowry reported that he has spoken to the Animal Control Officer regarding the complaint received about the puppies barking for hours into the night at the property located at 17 Main Street. She has addressed the problem with the owners of the puppies.

It was noted that the town's Animal Control Officer provides coverage to several towns. There was some discussion on the idea of possibly bringing on an Assistant Animal Control Officer to provide assistance to her.

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

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

John Lowry mentioned that he is waiting to hear back from the Local Health Officer regarding the status of when the inspection at 17 Chapel Street will be performed.

➤ **Road Commissioner Report** – Brad Sanborn updated the Board on road repairs that have been completed; such as culvert replacements and roadside ditching. He will also be addressing several potential snow removal hazards before winter sets in.

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

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

P/R Warrant #39 was approved and signed for \$4,888.56

A/P Warrant #40 was approved and signed for \$217,436.98

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

- The Clerk's office will be closed on Friday, October 10th in observance of Indigenous Peoples Day.
- She provided an update on the status of the property located at 57 Mason Road that was foreclosed upon by the town for non-payment of property taxes. Two realtors have provided a market analysis stating that the property has a zero-sale value. A third market analysis from another realtor is still expected to be submitted. There was some discussion on the procedure for moving forward with the sale of the property.
- Assistant Clerk Gail Williams will be attending mandatory BMV (Bureau of Motor Vehicles) training on October 21 & 22.
- She reported that the closing for the BAN (Bond Anticipation Note) was today, for an amount up to \$1,000,000.00. These funds are available to use until September 30, 2026. The contract with Pike Industries (for \$543,904.00) was due to start this October. John Lowry will follow-up with Pike Industries to start the road repairs specified in the contract.
- She reported that a new law, known as the "One Big Beautiful Bill Act" provides employees with the benefit of not having to pay tax on tips and overtime. For Porter, this means any hours worked over a 40-hour period is now considered non-taxable. She is following up on assuring the town's compliance with this new law.
- She reported that on August 9, 2023 the Select Board approved the purchase of a bench to be placed in the garden area at the Town Office/Hall building in the amount of \$150.00 to be taken from the Florence Higgins Beautification Fund. Resident Clifford Verrill volunteered to make the bench, but has not done it. Jeri Lynn Dudics takes care of the gardens and has presented several options for purchasing a bench for the Board's consideration.

John O'Donnell made a motion to approve the purchase of a bench for an amount up to \$200.00 to be taken from the accrued interest in the Florence Higgins Beautification Fund. It was seconded by John Lowry. Motion carried with all in favor.

- Distributed the updated budget report to the Select Board.

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

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

Approved – 10/23/2025 (2:00 pm to 5:00 pm) – Celebration (Grateful Undead) – Jamie Gleason

Jamie Gleason & Janice Miller, from the Grateful Undead, were present at the meeting to request that the Select Board waive the \$100.00 fee for the use of the kitchen for their event. It was noted that their need would be for light use of the kitchen as opposed to its full use. There was quite a bit of discussion on this matter which included suggestions for further fine-tuning of the policy for renting the facility.

John Lowry made a motion to waive the \$100.00 fee for light use of the kitchen for the Grateful Undead's event on 10/23/2025, amend the policy for "Use of Town Lands and Facilities" to reflect the requirement of a \$50.00 deposit for the key to the building (to be returned after the event if there is no damage to the facility), and a \$50.00 deposit for light use of the kitchen (to be returned after the event if the kitchen is left clean). It was seconded by John O'Donnell. Motion carried with all in favor.

It was noted that this will be taken into consideration for the Porter High School Alumni events.

- Notice to Abutters from the Town of Parsonsfield received for an Administrative Appeal as requested by Zero4047, LLC for the property located on Parsonsfield Tax map U04, Lot 003. Nature of the Appeal: The Planning Board erred in their decision on Silver Therapeutics of South Portland, LLC's Conditional Use Permit. A copy of it is included in the meeting packet and has been given to the Code Enforcement Officer.
- A new Interlocal Agreement to Collect Excise Tax has been entered with the Town of Baldwin only. This is meant for emergency purposes only. As required the original copy of the agreement has been sent to BMV. A copy is included in the meeting packet.
- Roger Berube has placed the gravestone for civil war veteran Issac Pearl. He has followed up with Liam Opie to let him know that it has been done.

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

- He has received a complaint from the residents of 22 School Street regarding the worsening situation at 18 School Street. The town has been advised that the property is scheduled to be foreclosed upon by the mortgage holder near the end of this month.

- He obtained additional sets of keys for the Old Meetinghouse. They are at the Town Office and will be distributed as necessary.
 - The Bickford Pond Dam is being drained. Once the water level is low enough, repairs will begin on the dam.
- **Jeff Cypher** – had nothing to report.
- **John O'Donnell** – reported on the following:
- He reminded the Road Commissioner that Speed Limit signs and Deer Crossing signs need to be ordered and installed. Maureen Scanlon mentioned that some Deer Crossing signs have been ordered. It takes approximately one month from when they have been ordered to when they are received. Brad Sanborn will follow up on the Speed Limit signs.
- **Conservation Commission Report** – Conservation Commission member Maggie Lowry reported:
- The commission has been talking with the Historical Society about the sign for the Old Meetinghouse. A quote for a new sign was received in the amount of \$900.00, which was determined to be too costly. Fund raising options are being considered.
 - They are looking for new members to join the commission.
 - There was no meeting held for the past month.
- **Road Advisory Committee Report** – Road Advisory Committee Member Aaron Wedgewood reported:
- He will be reviewing funding this week to determine what projects can be addressed.
- **OLD BUSINESS:**

A. Discussion on Changing the Dates of Annual Town Meeting and Municipal Election

Treasurer Dawn Campbell reported that she checked with Maine Municipal Association's Legal Department regarding the matter of changing the Annual Town Meeting / Municipal Election dates that she proposed at the last Select Board meeting. The reason for the proposal is to allow more time for the town's auditors to complete the short audit report for inclusion in the Annual Report. She confirmed that there are no legal issues in doing it. Therefore, she proposed changing the Annual Town Meeting / Municipal Election dates from the second Friday & Saturday in March to the fourth Friday & Saturday in March.

At the last Select Board meeting the Selectmen approved this change pending no legal issues being noted by Maine Municipal Association's Legal Department. The 2026 Annual Town Meeting will be held on Saturday, March 28, 2026 with the Municipal Election being held on Friday, March 27, 2026.

It was noted that nomination papers for the Municipal Election will now be available two weeks later than they were in the past to coincide with the change in dates.

➤ **NEW BUSINESS:**

There were no "New Business" agenda items.

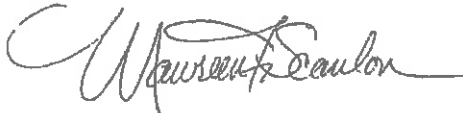
➤ **OTHER BUSINESS:**

- Jamie Gleason thanked the Select Board for allowing her the use of the meeting room for one-on-one visits with people that need assistance with such things as Medicare reviews, etcetera.

➤ **Meeting Adjournment:**

John O'Donnell made a motion to adjourn the meeting at 5:02 pm. It was seconded by Jeff Cypher. 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