



Town of Porter

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

SELECT BOARD EMERGENCY MEETING AGENDA **(Due to Inclement Weather Conditions)** **January 7, 2026 – 12:30 pm** **Porter Town Hall**

Routine Agenda Items:

- Motion to accept the agenda
- Motion to accept the minutes of the December 10, 2025 Select Board Meeting
- Approve/Sign Payroll Warrant & Accounts Payable Warrant
- Town Treasurer
- Town Clerk

Old Business:

- A. Sign Quit Claim Deed for Map U16-Lot 23B (off of East Lane)

New Business:

- A. Amend Tax-Acquired Property Disposition Policy
- B. Adopt Amended Personnel Policy for Weather Related Issues

Adjourn Meeting



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Select Board Emergency Meeting Minutes (Due to Inclement Weather Conditions) January 7, 2026 – 12:30 pm Porter Town Hall

The Select Board meeting was called to order by Chairperson John Lowry at 12:30 pm.

It was noted that this meeting was called as an emergency meeting of the Select Board due to the fact that the meeting originally scheduled for this afternoon at 4:00 pm was cancelled due to the inclement weather conditions. However, it was necessary to address several timely items that needed to be approved prior to the next regularly scheduled meeting date of January 21, 2026. The 4:00 pm meeting cancellation and the agenda for this emergency meeting have been posted on the town's website and on the entrance doors of the building. A call was also made to the Weekly Shopper's Guide newspaper by the Town Clerk to advise them of the meeting changes. However, they were closed for vacation and will not be open again until tomorrow.

➤ **Roll Call:**

In attendance were: Select Board members John Lowry, Jeff Cypher and John O'Donnell; Treasurer Dawn Campbell; Town Clerk Maureen Scanlon

➤ **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 December 10, 2025 Select Board Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the December 10, 2025 Select Board meeting as written. It was seconded by Jeff Cypher. Motion carried with all in favor.

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

P/R Warrant #52 (12/9/2025 to 12/20/2025) was approved and signed for \$3,659.66

P/R Warrant #53 (12/23/2025 to 12/31/2025) was approved and signed for \$12,510.30

P/R Warrant #54 (1/1/2026 to 1/3/2026) was approved and signed for \$1,047.87

A/P Warrant #55 (1/8/2026) was approved and signed for \$227,568.87

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

Two properties were foreclosed upon for non-payment of taxes by the town. These properties are located at 12 Little Lane (formerly owned by Matthew Lajoie) and 17 Chapel Street (formerly owned by Donald Cressey). Dawn explained that a decision must be made on how the town intends to proceed. The properties can be retained for town use, or sold. She explained the options and reviewed the steps necessary for selling the properties.

John O'Donnell made a motion to sell both properties and start the process of the sales. It was seconded by John Lowry. Motion carried with all in favor.

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

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

1. Approved – 1/25/2026 (8:00 am to 1:00 pm) – Child's Birthday Party – Samantha Day
2. Approved – 1/18/2026 (12:00 pm to 4:00 pm) – Child's Birthday Party – Andrea Libby

(NOTE: This event was cancelled by the applicant after approval was granted.)

- I have started using the State of Maine's new dog licensing program, known as Pet Point. It has become very time consuming to process dog licenses, but once all the records have been entered into the new computer program this year, I'm hoping that it won't be as cumbersome next year. To date, we have licensed 87 dogs with 129 still unlicensed. A twenty-five dollar (\$25.00) late fee, per dog, will become effective on February 1st. As a courtesy to the residents, we will be attempting to contact dog owners to remind them of the need to re-license their animal before the late fee starts. The State is now starting to send copies of rabies vaccination records from the veterinarian offices and I have discovered several dogs that are in Porter that are not licensed. I will be addressing this matter with the Animal Control Officer.
- The Rescue Chief's report for November 2025 is included in the meeting packet.
- Nomination Papers are now available in the Clerk's office during normal business hours. Two candidates have taken out papers for the Selectman's position. Two candidates have taken out papers for the two Planning Board positions. However, no one has taken out papers for the MSAD #55 Director's position.

➤ **OLD BUSINESS:**

A. Sign Quit Claim Deed for Map U16-Lot 23B (off of East Lane)

Realtor Casey Gray, from ReMax, presented the required Quit Claim Deed documentation in order to proceed with the sale of the property located on Porter Tax Map U16, Lot 23B.

John O'Donnell made a motion to proceed with the signing of the Quit Claim Deed documentation for the property located on Porter Tax Map U16, Lot 23B. It was seconded by Jeff Cypher. Motion carried with all in favor.

The completed documentation was given to realtor Casey Gray in order to complete the sale of the property on Friday, January 9, 2026.

➤ **NEW BUSINESS:**

A. Amend Tax-Acquired Property Disposition Policy

Treasurer, Dawn Campbell, reviewed redundant items discovered in the existing Tax-Acquired Property Disposition Policy. She has discussed the redundancies with the town's attorney. He confirmed that they should be omitted from the policy.

John Lowry made a motion to accept/approve the amended Tax-Acquired Property Disposition policy as presented. It was seconded by John O'Donnell. Motion carried with all in favor.

B. Adopt Amended Personnel Policy for Weather Related Issues

It was noted that the current Personnel Policy does not address weather related issues and the possibility of having to close the Town Office due to inclement weather conditions. The scenarios of delayed openings, early and total closings were discussed. Employee compensation for each of these situations was addressed with consideration being given to the requirements of the State laws and existing policies of other local towns regarding this matter. Several revisions were made to the existing policy during this discussion. A final version of the amended policy was presented for approval.

John O'Donnell made a motion to approve the amended policy, effective retroactively as of December 2, 2025. It was seconded by John Lowry. Motion carried with all in favor.

The amended Personnel Policy is on file in the Clerk's Office.

➤ **Meeting Adjournment:**

John O'Donnell made a motion to adjourn the meeting at 2:10 pm. It was seconded by John Lowry. Motion carried with all in favor.

Respectfully submitted,



Maureen F. Scanlon
Town Clerk