



Town of Porter

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

SELECT BOARD MEETING AGENDA **March 19, 2025 – 3:00 pm** **Porter Town Hall**

Routine Agenda Items:

- Appointment of Select Board Chair
- Motion to accept the agenda
- Motion to accept the minutes of the March 5, 2025 Select Board 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 Warrant #9 & Accounts Payable Warrants #10 & #11
- Town Treasurer
- Town Clerk
- Jeff Cypher
- John Lowry
- New Select Board Member
- Conservation Commission – (first meeting of each month)

Old Business:

- A. Award of Paving Projects Bid

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 March 19, 2025 – 3:00 pm Porter Town Hall

The Select Board meeting was called to order by Selectperson John Lowry at 3:02 pm.

➤ **Roll Call:**

In attendance were: Select Board members Jeff Cypher, John Lowry and John O'Donnell; Treasurer Dawn Campbell; Town Clerk Maureen Scanlon; Code Enforcement Officer Dan Davis and Road Advisory Committee member Aaron Wedgewood

➤ **Appointment of Select Board Chair:**

John Lowry asked if there were any nominations for the Chair position.

John O'Donnell nominated himself as Select Board Chair. It was seconded by Jeff Cypher.

John O'Donnell nominated John Lowry as Select Board Chair. It was seconded by Jeff Cypher.

A vote was taken which resulted in a tie for both John Lowry and John O'Donnell with two votes each. John O'Donnell conceded the position to John 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 March 5, 2025 Select Board Meeting Minutes:**

John Lowry made a motion to accept/approve the minutes from the March 5, 2025 Select Board meeting as written. It was seconded by Jeff Cypher. Motion carried with two in favor and John O'Donnell abstaining from the vote.

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

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

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

- **Code Enforcement Officer/Plumbing Inspector Report** – Code Enforcement/Plumbing Inspector Dan Davis submitted his report for the time period of February 19, 2025 through March 18, 2025. There was discussion on several items in his report. A copy of this report is attached to and does hereby become a part of the original set of these minutes.
- **Local Health Officer Report** – No report given.
- **Road Commissioner Report** – No report given.
- **Review of Action Items** – There was discussion on the list of action items.

Items Addressed:

Bickford Pond Dam repairs to be completed.

John Lowry reported that he did more research on this action item. He has confirmed that the town has deeded rights to the dam, which allows access by the town to perform the necessary repairs. He will be talking to the contractor about starting the repairs.

Send letters to the State Engineer for the common sidewalk between Porter and Hiram.

Road Advisory Committee member Aaron Wedgewood reported that he received a phone call from the State Engineer informing him that he is in the process of finalizing his letter and expects to send it to the town by early next week. This is a letter of recommendation from the Oxford County Engineer for the town to include with the letters from the School Superintendent and the town of Hiram to the State of Maine's Department of Transportation requesting that they perform the necessary repairs before the situation worsens.

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

P/R Warrant #9 was approved and signed for \$24,474.10

A/P Warrant #10 was approved and signed for \$22,501.52 (Fiscal Year Ending 1/31/2026)

A/P Warrant #11 was approved and signed for \$506.29 (Fiscal Year Ending 1/31/2025)

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

- She submitted and reviewed the spending report for this year.

There was some discussion on the ownership of the metal poles that are located on the Kezar Falls bridge in regard to the fact that one of the lights is out and Central Maine Power claims that they do not own the poles and are not responsible to replace the light.

- The bank balances were distributed to the Board.
- Dawn answered questions from new Board member John O'Donnell regarding the Trust Fund accounts. There was some discussion on the purposes of the different trust funds.

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

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

- Town Office/Hall meeting room rental applications submitted for approval:
 1. Approved – 4/17/2025 (9:00 am to 8:00 pm) – (Sunday School) Children’s Easter Program – Rhonda Wedgewood Sanborn

Maureen asked the Board to reconsider their decision at the last meeting not to refund the rental fee to the entity that cancelled on a Friday afternoon at 3:00 pm for their event that was scheduled for the following Tuesday. They did not realize that this was less than a 24-hour notice because they did not consider the fact that the town office is closed on Mondays. This entity does have another event scheduled soon and she requested permission to apply the rental fee to this event instead of refunding the payment that had already been paid. It was noted that the policy for renting the Town Hall meeting room is being revised and updated for the Select Board’s approval.

The Board approved the previously paid rental fee to be applied to the entity’s next event with the understanding that the cancellation policy will be better defined in the revised rental policy.

- There were 108 ballots cast for the March 14th Municipal Election. The results of the vote have been published. All of the candidates that were elected in the secret ballot election and from the floor at the Town Meeting have been contacted. They have been coming in to be sworn into office.
- She informed the Board of the annually appointed positions that need to be filled as follows:

Board of Appeals – 2 positions; Conservation Commission – 1 position; Saco River Corridor Commission – 2 positions; and Code Enforcement Officer & Plumbing Inspector.

Dan Davis was re-appointed as the Code Enforcement & Plumbing Inspector.

She informed the Board that John O’Donnell resigned from his position on the Planning Board. A new member will need to be appointed until the next Municipal Election. John’s term expires in 2026.

John Lowry will post a notice on the town’s website to advise people of the open positions.

- The Rescue Chief’s report for February 2025 is included in the meeting packet.

➤ **John Lowry** – reported on several items throughout the meeting.

- There was discussion on changing the Select Board meeting time from 3:00 pm every other Wednesday to 4:00 pm. There was also discussion on changing the hours of operation for the Clerk’s office. The new hours will be: Tuesdays: 9:00 am to 6:00 pm (no change), Wednesdays: 8:30 am to 4:00 pm, Thursdays: 8:30 am to 3:00 pm and Fridays: 9:00 am to 4:00 pm.

John O'Donnell made a motion to make the aforementioned changes to the Select Board meeting time and operational hours of the Clerk's office. It was seconded by Jeff Cypher. Motion carried with all in favor. These changes will become effective on April 15, 2025.

- **Jeff Cypher** – had nothing to report.
- **John O'Donnell** – had nothing to report.
- **Conservation Commission Report** – No report given.
- **OLD BUSINESS:**

A. Award of Paving Projects Bid

There was discussion earlier in the meeting regarding road repairs, with plans made to hold a meeting next week with the Road Advisory Committee to review the next steps to be taken.

It was noted that Pike Industries, Inc was the lowest bidder for the paving projects that are being planned. They are very experienced in providing these services.

There was further discussion on the direction that the town intends to take for road repairs.

John Lowry made a motion to award the paving projects bid to Pike Industries, Inc. It was seconded by John O'Donnell. 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:**

Jeff Cypher made a motion to adjourn the meeting at 4:42 pm. It was seconded by John O'Donnell. Motion carried with all in favor.

Respectfully submitted,



Maureen F. Scanlon
Town Clerk