



Town of Porter

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

SELECT BOARD MEETING AGENDA **December 10, 2025 – 4:00 pm** **Porter Town Hall**

PUBLIC HEARINGS: Renewal of Automobile Graveyard/Junkyard Permits

#1 – Scott A. Chapman (dba Dick's Used Cars)

#2 – Vernon D. & Mitzi Emerson (dba Emerson's Garage & Used Cars)

Routine Agenda Items:

- Motion to accept the agenda
- Motion to accept the minutes of the November 12, 2025 Select Board Meeting
- Motion to accept the minutes of the November 12, 2025 Special Town Meeting
- Motion to accept the minutes of the November 21, 2025 Select Board Special 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
- Road Advisory Committee
- Review of Action Items
- Approve/Sign Payroll Warrant & Accounts Payable Warrant
- Town Treasurer
- Town Clerk
- John Lowry
- Jeff Cypher
- John O'Donnell
- Conservation Commission – **(first meeting of each month)**

Old Business:

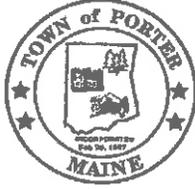
- A. Renewal of Automobile Graveyard/Junkyard Permit – Scott A. Chapman (dba Dick's Used Cars)**
- B. Renewal of Automobile Graveyard/Junkyard Permit – Vernon D. & Mitzi Emerson (dba Emerson's Garage & Used Cars)**
- C. Approve/Sign Accounts Payable Warrant for Processing Legal Settlement Agreement and Release as Approved at the November 12, 2025 Special Town Meeting**
- D. Review of "Use of Town Facilities" Policy**
- E. Discussion on Status of 57 Mason Road (Foreclosed Trailer)**

New Business:

- A. ARPA Funds Discussion (Proposed Restoration of 2021 Article 56: Virtual Meetings) – Corey Lane**

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 December 10, 2025 – 4:00 pm Porter Town Hall

PUBLIC HEARINGS: Renewal of Automobile Graveyard/Junkyard Permits

The public hearings were opened at 4:00 pm by Chairperson John Lowry and were held simultaneously.

#1 – Scott A. Chapman (dba Dick’s Used Cars)

#2 – Vernon D. & Mitzi Emerson (dba Emerson’s Garage & Used Cars)

John Lowry asked if there were any concerns or complaints regarding the renewal of the Automobile Graveyard/Junkyard permits for either Dick’s Used Cars, owned and operated by Scott A. Chapman or Emerson’s Garage & Used Cars, owned and operated by Vernon D. & Mitzi Emerson. There were none.

It was noted that both applications for renewal have been reviewed by the Code Enforcement Officer with no problems found.

The public hearings were closed at 4:02 pm.

The Select Board meeting was called to order by Chairperson John Lowry at 4:02 pm.

➤ **Roll Call:**

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

➤ **Motion to Accept the Agenda:**

There were two amendments to the agenda as follows:

AGENDA ITEM REMOVED: Corey Lane requested to have New Business Agenda Item A - ARPA Funds Discussion (Proposed Restoration of 2021 Article 56: Virtual Meetings) rescheduled to the January 7, 2026 meeting due to the inclement weather conditions. This has been added to the January 7, 2026 meeting agenda.

AGENDA ITEM ADDED: Old Business Agenda Item F – Present Offers for Map U16-Lot 23B (off of East Lane) – Casey Gray (ReMax Realty)

APPROVAL OF AMENDMENTS TO PREVIOUS AGENDAS & MEETING

MINUTES: Treasurer Dawn Campbell reported that due to a TRIO computer program issue the agendas and Select Board meeting minutes from 10/17/2025, 10/29/2025 and 11/12/2025 need to be amended to reflect corrections in the approved warrant numbers. The corrections are as follows:

10/17/2025 – Accounts Payable warrant number should have been #43, not #42

10/29/2025 – Payroll warrant number should have been #44, not #43

10/29/2025 – Accounts Payable warrant number should have been #45, not #44

11/12/2025 – Payroll warrant number should have been #46, not #45

11/12/2025 – Accounts Payable warrant number should have been #47, not #46

In order to prevent this from occurring again, the warrant numbers will not be posted on the meeting agendas. The correct warrant numbers will be included in the meeting minutes.

John O'Donnell made a motion to accept/approve the amended agenda for this meeting and the approval of the amendments to the previous agendas and meeting minutes as presented. It was seconded by Jeff Cypher. Motion carried with all in favor.

➤ **Motion to Accept/Approve the November 12, 2025 Select Board Meeting Minutes:**

John Lowry made a motion to accept/approve the minutes from the November 12, 2025 Select Board meeting as written. It was seconded by John O'Donnell. Motion carried with all in favor.

➤ **Motion to Accept/Approve the November 12, 2025 Special Town Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the November 12, 2025 Special Town meeting as written. It was seconded by Jeff Cypher. Motion carried with all in favor.

➤ **Motion to Accept/Approve the November 21, 2025 Select Board Special Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the November 21, 2025 Select Board Special meeting as written. It was seconded by Jeff Cypher. Motion carried with all in favor.

➤ **Emergency Management Report** – Maureen Scanlon reported that EMA Director Roger Berube submitted a report in the form of a spreadsheet regarding the required ICS Training for Maine NIMS Compliance. NIMS training is required in order to obtain certain grants and other governmental funding for the town. There was some discussion on required trainings for staff members, in general. A binder has been created with separate sections for every staff member in order to keep all training records in one central location. All staff members are requested to

submit copies of their certificates of training for inclusion in the Training Records book which is being kept in the Clerk's Office.

- **Animal Control Report** – No report given.
- **Code Enforcement Officer / Plumbing Inspector Report** – Code Enforcement Officer / Plumbing Inspector Dan Davis submitted his report for the time period of October 25, 2025 through December 5, 2025. He answered questions from the Board 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** – John Lowry reported that he spoke with Dr. DeKay, the town's Health Officer, regarding the dangerous buildings at both 17 Chapel Street and 18 School Street. He explained the concerns for both buildings and the occupants of them. Associate Health Officer Dan Davis reviewed the dangerous buildings process as an option for addressing the problems at both locations.
- **Road Commissioner Report** – Road Advisory Committee Member Aaron Wedgewood stated that the Road Commissioner has nothing.
- **Road Advisory Committee Report** – Road Advisory Committee Member Aaron Wedgewood stated that he has nothing to report.
- **Review of Action Items** – Items addressed:
 - **Dangerous Buildings Process: 17 Chapel Street & 18 School Street** – Discussed during the Local Health Officer Report.
 - **Solar Panel System at Town Office/Hall needs to be repaired.** – John O'Donnell spoke with Patrick Crosscup, the installer of the solar array system at the Town Office / Hall building. One solar panel is not working correctly which equates to a loss of approximately \$34.00 in solar credits for the year. He explained to John that he has been inundated with work and has not been able to fix this problem yet. He offered to supply the part needed to for the repair, if we would like to obtain another contractor to fix it. Otherwise, we are on his list for servicing of the system.

ITEM ADDED:

- **Need a contractor that can do repairs on the town's computers and printers.** – There was discussion on the ongoing problems with the town's computer system and the current service provider's lack of response for addressing the needed repairs.

**** RECORDER'S NOTE ****

Selectman Jeff Cypher needed to leave the meeting at this time.

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

P/R Warrant #48 (for 11/27/2025 – Thanksgiving week) was approved and signed for \$7,673.98

P/R Warrant #49 (for 12/10/2025) was approved and signed for \$4,135.62

A/P Warrant #51 (for 12/12/2025 – one month of bills due the Thanksgiving holiday meeting cancellation) was approved and signed for \$387,166.30.

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

- Distributed the updated spending report as of December 4, 2025 to the Select Board.
- Distributed the current bank balances to the Select Board.
- Distributed and reviewed a list of five properties that may possibly be foreclosed on for non-payment of taxes as of 5pm tomorrow.
- Distributed the bank reconciliation for the month of October.

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

- Nomination Papers will be available on December 17, 2025 during normal business hours. They are due back on January 15, 2026. The open positions are as follows:

- 1 ea. – Selectman (3 yr. term)
- 1 ea. – MSAD #55 Director (3 yr. term)
- 2 ea. – Planning Board Member (3 yr. term)

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

1. Approved – 12/7/2025 (8:30 am to 10:00 am) – Children’s Sunday School Program Rehearsal – Rhonda Sanborn Wedgewood
NOTE: Due to the date of this event, the rental application was approved by Select Board Chair John Lowry via e-mail.
2. Approved – 12/13/2025 (11:00 am to 4:00 pm) – Birthday Party (6-year-old) – Alexa Markezich & Jennifer Miner
3. Approved – 12/14/2025 (8:30 am to 10:30 am) – Children’s Sunday School Program Rehearsal & 12/19/2025 (8:30 am to 9:00 pm) (**Snow Dates of 12/20/2025 & 12/21/2025 if the room is still available**) – Children’s Christmas Program (Children’s Sunday School Program) – Rhonda Sanborn Wedgewood
4. Approved – 1/11/2026 (2:00 pm to 4:00 pm) – Sacopee Community Forum – Katharine Chaiklin
5. Previous Approval Correction – Meeting date changed from 1/2/2026 to 1/9/2026 (5:30 pm to 9:00 pm) – Ossipee Valley Agricultural Society

➤ **John Lowry** – had nothing more to report on that wasn’t already discussed during the meeting.

- **Jeff Cypher** – left the meeting early.
- **John O'Donnell** – had nothing more to report on that wasn't already discussed during the meeting.
- **Conservation Commission Report** – Conservation Commission member Maggie Lowry reported that they had a meeting last night. A draft budget has been completed. They are working on their annual report.

➤ **OLD BUSINESS:**

A. Renewal of Automobile Graveyard/Junkyard Permit – Scott A. Chapman (dba Dick's Used Cars)

John Lowry made a motion to renew the Automobile Graveyard/Junkyard Permit for Scott A. Chapman dba Dick's Used Cars. It was seconded by John O'Donnell. Motion carried with both in favor.

B. Renewal of Automobile Graveyard/Junkyard Permit – Vernon D. & Mitzi Emerson (dba Emerson's Garage & Used Cars)

John Lowry made a motion to renew the Automobile Graveyard/Junkyard Permit for Vernon & Mitzi Emerson dba Emerson's Garage & Used Cars. It was seconded by John O'Donnell. Motion carried with both in favor.

C. Approve/Sign Accounts Payable Warrant for Processing Legal Settlement Agreement and Release as Approved at the November 12, 2025 Special Town Meeting

John Lowry made a motion to approve Warrant #50 in the amount of \$38,408.00 for the Legal Settlement Agreement and Release payment as approved at the November 12, 2025 Special Town Meeting. It was seconded by John O'Donnell. Motion carried with both in favor.

D. Review of "Use of Town Facilities" Policy

Dawn Campbell reviewed the final changes made to the proposed "Use of Town Facilities" policy.

John O'Donnell made a motion to approve the proposed changes to the "Use of Town Facilities" policy as presented. It was seconded by John Lowry. Motion carried with both in favor.

E. Discussion on Status of 57 Mason Road (Foreclosed Trailer)

Treasurer Dawn Campbell stated that the trailer (building only) located at 57 Mason Road was previously foreclosed upon by the town for non-payment of taxes. Three realtors have informed her that they will not contract with the town to sell the property because it has "no value". It was noted that there are still outstanding taxes on it. She reviewed the options available to the town for disposal of the property. After some discussion, it was decided

that this item will be added to the January 7, 2026 meeting agenda in order to allow for further research on the matter.

F. Present Offers for Map U16-Lot 23B (off of East Lane) – Casey Gray (ReMax Realty)

For the Board’s consideration, realtor Casey Gray, from ReMax Realty, presented the offers she received for the sale of the property located on Porter Tax Map U16, Lot 23B (off of East Lane). It was noted that this is a land locked parcel of property. Information packets on the sale were sent to all of the property abutters. Offers were received from two abutters as follows:

- Offer #1 - \$1,400.00 with an escalation clause of “up to \$5,000.00”
- Offer #2 - \$5,500.00 with an escalation clause of “up to \$10,000.00”

She recommended accepting the second offer, which is a fair offer for the property.

John O’Donnell made a motion to accept offer number two, in the amount of \$5,500.00 for the sale of the property located on Porter Tax Map U16, Lot 23B. It was seconded by John Lowry. Motion carried with both in favor. The required documentation was signed by both Selectmen in order to have Casey Gray proceed with the processing of the sale.

➤ **NEW BUSINESS:**

A. ARPA Funds Discussion (Proposed Restoration of 2021 Article 56: Virtual Meetings) – Corey Lane

This agenda item was rescheduled to the January 7, 2026 meeting.

➤ **OTHER BUSINESS:**

There were no “Other Business” agenda items brought up for discussion.

➤ **Meeting Adjournment:**

John Lowry made a motion to adjourn the meeting at 5:19 pm. It was seconded by John O’Donnell. Motion carried with all in favor.

Respectfully submitted,



Maureen F. Scanlon
Town Clerk