



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 5, 2025 – 3:00 pm** **Porter Town Hall**

BID OPENING – Road Paving Projects

Routine Agenda Items:

- Motion to accept the agenda
- Motion to accept the minutes of the February 19, 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 #6 & Accounts Payable Warrants #7 & #8
- Town Treasurer
- Town Clerk
- Brent Day
- Jeff Cypher
- John Lowry
- Conservation Commission – (first meeting of each month)

Old Business:

A.

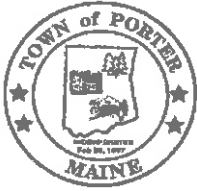
New Business:

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 March 5, 2025 – 3:00 pm Porter Town Hall

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

➤ **BID OPENING – Road Paving Projects**

Brent Day explained that bids were sought from vendors in preparation for securing funding for road paving projects in 2025. As many projects as possible will be addressed as funding provides.

The Road Paving Projects bids are for sections of the following roads:
Gilman Road, First County Road, Bickford Pond Road, Colcord Pond Road, Old Meetinghouse Road and Spec Pond Road (upper & lower).

There was a total of four bids submitted for the Select Board's consideration. The breakdown of the total bid for each submittal is as follows (listed in the order the bids were received):

Dayton Sand & Gravel = \$852,390.86
Shaw Brothers Construction Inc. = \$1,084,383.35
All States Construction Inc. = \$871,052.88
Pike Industries, Inc. = \$842,537.00

The bids will be thoroughly reviewed by the Select Board before a successful bidder has been awarded the road paving projects.

The Road Paving Projects bid opening was closed at 3:13 pm.

➤ **Roll Call:**

In attendance were: Select Board members Brent Day, Jeff Cypher and John Lowry; Treasurer Dawn Campbell; Town Clerk Maureen Scanlon; Road Commissioner Brad Sanborn; Rob Mowatt from Pike Industries, Inc and Charles Emerson from All States Construction (Carroll Materials, LLC.)

➤ **Motion to Accept the Agenda:**

John Lowry 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 February 19, 2025 Select Board Meeting Minutes:**

John Lowry made a motion to accept/approve the minutes from the February 19, 2025 Select Board meeting as written. It was seconded by Jeff Cypher. Motion carried with all in favor.

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

Brent Day mentioned that the letter to the State Engineer for the common sidewalk (between Porter and Hiram) still needs to be sent out. This will be added to the Select Board's Action Items List.

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

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

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

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

Brent Day mentioned that there has been an increase in activity noted at 18 School St.

➤ **Road Commissioner Report** – Road Commissioner Brad Sanborn stated that he has been busy patching holes in the roadways. There was some discussion on several locations that need to be temporarily repaired until they can be addressed properly in the better weather.

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

Item Addressed: Bickford Pond Dam repairs to be completed.

John Lowry reported that the abutters will be notified this week that we are seeking permission to access the dam via their property in order to complete the necessary repairs to the dam.

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

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

P/R Warrant #6 was approved and signed for \$3,978.62

A/P Warrant #7 was approved and signed for \$4,184.40 (Fiscal Year Ending 1/31/2025)

A/P Warrant #8 was approved and signed for \$200,396.91 (Fiscal Year Ending 1/31/2026)

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

- She would like to meet with the Select Board to review the funding needs for projects. There was some discussion on this matter.

- We received a lovely thank-you card from Ron Silvia's wife which Dawn read aloud.
 - She received an invoice from the auditors (RHR Smith) for approximately 95% of the total bill, but they have only completed about 50% of the job. She has questioned the reason why and suggested that they follow-up with the Select Board on it, so that she will be authorized to pay the bill. There was discussion on the town's contract with the auditors.
 - The Annual Town Report is due to be delivered by the printers within the next two days.
- **Town Clerk** – Town Clerk Maureen Scanlon reported on the following:
- Town Office/Hall meeting room rental applications submitted for approval:
 1. Approved – 3/7/2025 through 4/11/2024 (3:00 pm to 4:30 pm) – 1:1 Tutoring Sessions – MSAD #55 – Jana Murphy
 2. Approved – 3/16/2025 (1:00 pm to 5:00 pm) – Presentation: “Our Common Purpose” (Bipartisan blueprint for strengthening our democracy.) – Peter Zack
 3. Approved – 3/27/2025 (4:00 pm to 7:00 pm) – Quarterly In-person Board Meeting – Sacopee Valley Health Center – Lisa Hart
 4. Approved – 5/10/2025 (1:00 pm to 5:00 pm) – Baby Shower – Stacey Allen

A matter was brought to the Select Board's attention where a meeting room rental was cancelled on a Friday afternoon at 3:00 pm and the rental was for the following Tuesday evening. This was less than a 24-hour period according to our hours of operation. The matter of whether or not a refund the customer the rental fee was deliberated by the Select Board. The decision of the Select Board is that the rental fee will not be reimbursed to the customer. It was noted that the rental policy for the use of the meeting room is going to be reviewed and revised.

- Pot hole complaints were received for Maple, Pine and School streets. The Road Commissioner has been advised of the complaints.
- A request for Excise Tax reimbursement has been received from Dale Metcalf for a truck registration that he is not going to renew with the State of Maine. The process for registering Apportioned Plates (AP) with the State of Maine requires that the excise tax for the vehicle to be paid to the town in which it resides and then proof of the payment is sent to the State for completion of the registration. On January 15, 2025 Dale Metcalf paid \$506.39 in excise tax for his 2013 Kenworth truck along with his other registrations that needed to be completed with the State. He realized after the fact, that he had registered a vehicle that he intended to sell and not re-register for another year. On March 21st he called to request a refund in the amount of \$506.39 for the excise tax on this vehicle. The State of Maine does not allow for a reimbursement of excise tax for a vehicle registration that has been completed. However, this registration has not been completed, therefore, I informed Dale that I would present his request to the Select Board for consideration and would inform him of the decision.

The Select Board approved a reimbursement to Dale Metcalf in the amount \$506.39 for the excise tax he paid on the uncompleted registration for his 2013 Kenworth truck.

- A tax bill has been mailed to the owners of 184 Bickford Pond Road (Debbie & Princess Libby) in the amount of \$15,970.00 with a due date of April 4, 2025 for the property clean-up services that were performed at this location. If this bill is not paid it will go through the normal lien process and eventual foreclosure.
- Voter Registration Update: The State of Maine has finally performed a purging of registered voters that have not voted for the past two General Elections and are considered to be Inactive voters. I have removed 170 voters from the town's records because of this State purge. I have also reviewed all of the voter registration cards on file and compared them to the updated Incoming Voter List. An additional 45 voter registration cards have been removed as a result of this review. I have also identified issues with 54 voter records and am working on resolving them. As of today's date, there are 1,215 registered voters in the town.
- The annual fee review for a Special Amusement Permit will be addressed at the next meeting.

The Select Board decided to address the annual review of the Special Amusement Permit fee at this meeting.

Brent Day made a motion to set the fee at \$75.00 for a Special Amusement Permit this year. It was seconded by John Lowry. Motion carried with all in favor.

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

He would like to schedule two Special Select Board meetings for:

1. A review of the paving projects bids.
This meeting will be held on Thursday, March 13, 2025 at 12:00 pm.
2. A final review of the warrant articles prior to the Annual Town Meeting being held next Saturday (3/15/2025).
This meeting will be held on Thursday, March 13, 2025 at 1:30 pm.

➤ **Jeff Cypher** – had nothing to report.

➤ **John Lowry** – had nothing to report.

➤ **Conservation Commission Report** – No report given.

Maggie Lowry mentioned that the dugout doors for the ballfield need to be painted before being installed. This will be done once the weather improves.

➤ **OLD BUSINESS:**

There were no "Old Business" agenda items.

➤ **NEW BUSINESS:**

There were no “New Business” agenda items.

➤ **OTHER BUSINESS:**

There were no “Other Business” items.

➤ **Meeting Adjournment:**

Brent Day made a motion to adjourn the meeting at 4:32 pm. It was seconded by John Lowry. Motion carried with all in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Maureen F. Scanlon". The signature is fluid and cursive, with the first name "Maureen" being more prominent than the last name "Scanlon".

Maureen F. Scanlon
Town Clerk