



# Town of Porter

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

## **SELECT BOARD MEETING AGENDA**

**April 16, 2025 – 4:00 pm**

**Porter Town Hall**

### **Routine Agenda Items:**

- Motion to accept the agenda
- Motion to accept the minutes of the April 2, 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 #15 & Accounts Payable Warrant #16
- Town Treasurer
- Town Clerk
- John Lowry
- Jeff Cypher
- John O'Donnell
- Conservation Commission – (first meeting of each month)

### **Old Business:**

- A. Approve/Sign Warrant for May 14, 2025 Special Town Meeting

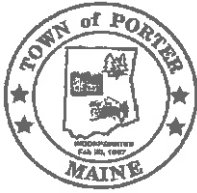
### **New Business:**

- A. Approve/Sign Warrant for May 20, 2025 School Budget Validation Referendum Election

**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 April 16, 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; Code Enforcement Officer Dan Davis; Road Commissioner Brad Sanborn

➤ **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 April 2, 2025 Select Board Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the April 2, 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.

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

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

➤ **Code Enforcement Officer/Plumbing Inspector Report** – Code Enforcement/Plumbing Inspector Dan Davis reviewed three legislative bills that are being considered in Augusta that were generated by concerns brought forth by the Town of Porter. They are LD 907 which amends the zoning on ADA variances to bring the control back to the local town level. LD1143 allows towns to have more control by local Zoning Boards. LD1417 is to bring back local control to the towns, and away from the State, that will help local Health Officers and Fire Department Chiefs use the Abandoned Property and Dangerous Building tools in a more efficient way.

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

➤ **Road Commissioner Report** – Road Commissioner Brad Sanborn reported on the following:

- He has been repairing winter damages on the roads. Kennard Hill Road, Bickford Pond Road and several other roads in town have already been addressed. He is continuing to perform repairs as needed.
- Posted roads will continue to be posted limiting heavy weight access for another couple of weeks.
- He is planning to start grading the dirt roads soon.
- He and Road Advisory Committee Member Aaron Wedgewood are planning to go throughout town soon to determine the overall condition of the roads.

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

- **Bickford Pond Dam repairs to be completed.**

John Lowry submitted the signed contract for P.Y. Estes to perform the dam repair services to the Town Clerk for processing and notification purposes.

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

P/R Warrant #15 was approved and signed for \$4,082.10

A/P Warrant #16 was approved and signed for \$26,465.53

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

- She prepared two Quit Claim Deeds for the properties that were foreclosed on for non-payment of taxes. Realtor Casey Gray presented them to the Select Board for their signatures. She will be following up on the closings and coordinating with Dawn for the final steps in this process.
- She presented for approval, the Assessors Return for County Tax in the amount of \$265,260.00 that will be paid by September. The Select Board signed the document which will be given to the Assessors for processing. It was noted that there is a significant increase from last year.
- Dawn distributed the updated bank balances as of March 31<sup>st</sup> on all of the accounts.
- She also distributed an updated spending report to the Select Board.
- She received a draft of the final audit from the Auditors and has been reviewing it. She has found several items that will need corrections. She has a meeting on Friday to review it with the Auditors. This audit contains a lot more detail than the “short” audit that is in the Annual Report.
- There was some discussion on the recently revised “Permit Application for Use of Town Lands and Facilities” form in regards to registered non-profit entities and the requirement of the additional fee for their use of the kitchen. The Porter High School Alumni will be

holding an event in August. It was determined that they are not a registered non-profit entity and their approved application for their event in August reflects the fee at the non-profit rate. Since the Town Hall is located on the location of the former Porter High School, it was suggested that they be allowed to pay the registered non-profit rental fee and that the additional fee for use of the kitchen be waived.

John O'Donnell made a motion to allow the Porter High School Alumni to pay the registered non-profit fee for their upcoming event in August. However, they will be required to pay the additional fee for the use of the kitchen. 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. 5/2/2025 (5:30 pm to 9:00 pm) – Monthly Meeting – Ossipee Valley Agricultural Society – Bill Jones
  2. 5/12/2025 (5:00 pm to 9:00 pm) – Discussion on “Our Common Purpose” – Peter Zack
- Veteran and Military History Researcher Liam Opie has sent a request to pursue the placement of a headstone for Civil War Veteran Corporal Isaac Pearl at the Sargent Cemetery along the Bickford (Pond) Road. A copy of his request is in the information packet for this meeting.

There was discussion on Mr. Opie's request. Roger Berube is active in maintaining the veteran's graves in town and will follow-up with him on the specifics of his request.

- Steven Bennett's term as an Appeals Board Member has expired. He has informed me that he would like to be re-appointed for another 3-year term.

Steven Bennett was re-appointed as an Appeals Board Member by the Select Board for another 3-year term.

- Another e-mail message has been received from Bruce Flaherty to remind the Select Board that the deadline for the town to choose a Spirit of America Foundation Tribute winner for Porter is June 30<sup>th</sup>. The Select Board decided not to participate in this event. Maureen will notify Mr. Flaherty of the Board's decision.
- An e-mail invitation has been received from Oxford County Registrar of Deeds, Cherri Crocket, asking if any Oxford County Municipal Leaders are interested in volunteering to be a panel member at the October MMA Conference. None of the Select Board members volunteered to participate in this event. Maureen will notify Ms. Crocket of the Board's response

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

- He has received another quote from Pike Industries based on Aaron Wedgewood's recommendation on what road repairs should be completed this year. There was some discussion on this subject, such as material specifications and the need to remeasure the

linear footage of the roads in question, now that the snow is gone, to assure that the numbers are still accurate. John suggested that the Road Advisory Committee review this quote and make their recommendations for proceeding.

- There was some discussion on the need to retain the town's legal services from a different legal firm. The current provider has informed the Select Board that they will no longer be providing this service to municipalities.
- **Jeff Cypher** – reported that he had no other items to discuss that weren't already discussed throughout the meeting.
- **John O'Donnell** – reported on the following:
  - There was some discussion on the interviewing process for the part-time position. This position will be responsible for helping in the Clerk's Office, assisting the Code Enforcement Officer, and working with both the Planning Board and Appeals Board.
- **Conservation Commission Report** – No report given.
- **OLD BUSINESS:**

**A. Approve/Sign Warrant for May 14, 2025 Special Town Meeting**

The Select Board signed the Warrant for the Special Town Meeting on May 14, 2025. It will be posted for the public.

➤ **NEW BUSINESS:**

**A. Approve/Sign Warrant for May 20, 2025 School Budget Validation Referendum Election**

The Select Board signed the Warrant for the School Budget Validation Referendum Election on May 20, 2025. It will be posted for the public.

➤ **OTHER BUSINESS:**

Roger and Cindy Berube explained that there is a problem with supplying water at the Vet's Park for the flowers. Currently, this task is being performed by carrying in jugs of water to water the flowers. It is very strenuous for the lady that has been doing it. Several options were discussed for resolving this problem. Roger will investigate those options and report back to the Select Board with his recommendations.

Code Enforcement Officer Dan Davis requested that the Select Board appoint a Deputy Code Enforcement Officer/Deputy Plumbing Inspector to provide services to the town's residents in his absence. He recommended Erik Frey from Parsonsfield for the position. There was some discussion on this matter.

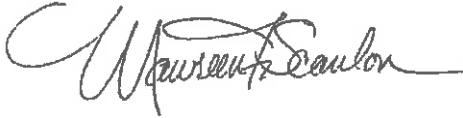
John Lowry made a motion to add the appointed positions of Deputy Code Enforcement Officer/Deputy Plumbing Inspector for a yearly term. It was seconded by John O'Donnell. Motion carried with all in favor.

John Lowry made a motion to appoint Erik Frey as the Deputy Code Enforcement Officer/Deputy Plumbing Inspector for a one-year term. It was seconded by John O'Donnell. Motion carried with all in favor. Mr. Frey was sworn into office.

➤ **Meeting Adjournment:**

John O'Donnell made a motion to adjourn the meeting at 5:34 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.

Maureen F. Scanlon  
Town Clerk