



Town of Porter

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

SELECT BOARD MEETING AGENDA **July 9, 2025 – 4:00 pm** **Porter Town Hall**

Routine Agenda Items:

- Motion to accept the agenda
- Motion to accept the minutes of the June 11, 2025 Select Board Executive Session
- Motion to accept the minutes of the June 11, 2025 Select Board Meeting
- Motion to accept the minutes of the June 25, 2025 Select Board Meeting
- 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 #27 & Accounts Payable Warrant #28
- Town Treasurer
- Town Clerk
- John Lowry
- Jeff Cypher
- John O'Donnell
- Conservation Commission – **(first meeting of each month)**
- Road Advisory Committee

Old Business:

- A. Land Share Riders ATV Club – Follow-up Discussion from 5/14, 5/28 & 6/25 Meetings

New Business:

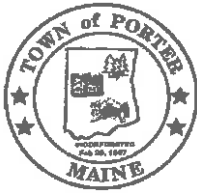
- A. Document Storage for Stanley Higgins Trust at Town Hall Building

Other Business: Time Permitting

Executive Session: Pursuant to Title 1 § 405 (5) (A) Personnel Matters

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 July 9, 2025 – 4:00 pm Porter Town Hall

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 and John O'Donnell; Treasurer Dawn Campbell; Town Clerk Maureen Scanlon

Absent: Selectman Jeff Cypher

➤ **Motion to Accept the Agenda:**

John O'Donnell made a motion to accept/approve the agenda. It was seconded by John Lowry. Motion carried with all in favor.

➤ **Motion to Accept/Approve the June 11, 2025 Select Board Executive Session Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the June 11, 2025 Select Board Executive Session as written. It was seconded by John Lowry. Motion carried with all in favor.

➤ **Motion to Accept/Approve the June 11, 2025 Select Board Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the June 11, 2025 Select Board meeting as written. It was seconded by John Lowry. Motion carried with all in favor.

➤ **Motion to Accept/Approve the June 25, 2025 Select Board Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the June 25, 2025 Select Board meeting as written. It was seconded by John Lowry. Motion carried with all in favor.

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

➤ **Animal Control Report** – Dawn Campbell read aloud a report submitted by Animal Control Officer Cindy Eaton for the months of March, April and June (no services were required in May).

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

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

John Lowry mentioned that the town has been very busy trying to clean up the situation with the drug addicts in town. This is keeping the Local Health Officer and several others, including himself, the other Selectmen, the Code Enforcement Officer and staff from the Health Center quite busy.

➤ **Road Commissioner Report** – Brad Sanborn stated that he would like to start doing the repairs on Gilman Road in the next couple of weeks. The logistics of this project were discussed. It was noted that the ATV club has been granted the use of First County Road while the repairs are being done on Gilman Road.

There was some discussion on several other projects being addressed soon.

➤ **Review of Action Items** – There were no actions taken on any items.

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

P/R Warrant #27 was approved and signed for \$3,324.55

A/P Warrant #28 was approved and signed for \$183,428.18

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

- Distributed the updated spending report as of July 8th to the Select Board.
- She has been working with the town's auditor to get the fiscal year ending 1/31/2025 report completed. Another updated draft (third one) is expected soon which she will review for accuracy. It was noted that the final report will be needed in order to proceed with obtaining a BAN (Bond Anticipation Note) from a financial lender.
- Distributed the bank balances as June 30th to the Select Board.
- She asked about the status of setting up the (radar) speed sign on the roadway across from the Town Office/Hall building. John O'Donnell is planning on putting it out this Friday.
- She brought to the attention of the Select Board matters that have been arising due to the absence of office hours being held by the Code Enforcement Officer. There has been an increase in requests via phone and email for permit information. She informed the board that these requests are not the responsibility of the Treasurer or Clerk as well as communicating to the CEO when mail or permit checks come to the office. When someone comes in with checks for the CEO they are instructed to inform the CEO if they have not already done so. Checks will be left in the safe and mail will be placed in the CEO mailbox. The public is welcome to come into the office during business hours to view tax cards, permit files, and request copies. It was noted that the part-time position as Assistant Clerk was meant to allow a few hours per week to provide assistance to the Code Enforcement Office. However, the Assistant Clerk has resigned. The position has been reopened on www.indeed.com. Complaints have been received from the public about access to the CEO. Future complaints will be directed at contacting the Select Board.

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

- The Rescue Chief's reports for May & June have been included in the meeting packets.
- Notices have been sent to the Planning Board and Appeals Board Chairs regarding an upcoming training workshop being held by Maine Municipal Association on July 29th. They've been asked to check with their Board members and let the office know if they would like to attend.
- Requested closing the office to the public for several hours a week to allow the Town Clerk and Treasurer to "catch up" on tasks that have accumulated during the staffing shortage and subsequent training period (that will need to be repeated when the vacated position has been filled). Closing the office to the public at 1:00 pm on Wednesday and Thursday until Labor Day was proposed. There was quite a bit of discussion on this matter.

John O'Donnell made a motion to close the office to the public at 1:00 pm on Wednesday and Thursday until Labor Day (summer hours). It was seconded by John Lowry. Motion carried with all in favor.

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

- He received several complaints regarding motor boats being on both the upper and lower Spec Ponds lately, especially over the July 4th weekend. There was discussion regarding the fact that only non-motorized boats should be allowed on Spec Pond. The Road Commissioner will place more rocks in the area that provides access to the water of lower Spec Pond. This will accommodate the passage of smaller vessels only. There was discussion on making it a more permanent restriction of use and having it posted as such.
- He has been receiving complaints about the water levels being too low in Colcord Pond. The issue is that the gate (for the dam) is not settling all the way down, which allows water to flow out of a two-inch gap at the bottom. The risk with lifting the gate to clear out the debris, is that it may allow more debris to flow into the gap, making matters worse. There was discussion on how to resolve this problem.
- The Bickford Pond dam project is ready to move forward. He explained the next steps in this process.

➤ **Jeff Cypher** – Absent

➤ **John O'Donnell** – reported on the following:

- Suggested obtaining assistance for Dam Operator John Lowry. There was discussion on options for providing assistance with the maintenance of the dams.
- Recommended holding an Abandoned/Dangerous Building Public Hearing regarding the property located at 17 Chapel Street. The Public Hearing will be scheduled for August 6, 2025 at 3:30 pm.

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

John Lowry mentioned that we need to build the membership on this commission. There was some discussion on how to go about doing it. John O'Donnell suggested including information on the need for Conservation Commission members with the August 6th Public Hearing advertisement that will be placed in the Shopper's Guide.

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

➤ **OLD BUSINESS:**

A. Land Share Riders ATV Club – Follow-up Discussion from 5/14, 5/28 & 6/25 Meetings

Club President Tom Espinosa, Trail Master Michael Seavey and club member Bob Strauss represented the Land Share Riders ATV Club at this meeting. As previously requested, they submitted a list of all the roads that are currently being used by the club for the Select Board's consideration of formal approval to continue to use them. There was general discussion regarding complaints received on improper ATV usage. The club members agreed to address problems that may arise. The list of roads will be considered for approval at the next regularly scheduled Select Board meeting.

➤ **NEW BUSINESS:**

A. Document Storage for Stanley Higgins Trust at Town Hall Building

John Lowry explained that he is the mandatory Selectman on the Board of the Stanley Higgins Trust. This is largely a scholarship fund for students from Porter. They have also occasionally provided hardship medical assistance, but it is not their main mission. They are currently storing their records in a barn. He would like to allow them to store their important records at the Town Office building.

John O'Donnell made a motion to allow the Stanley Higgins Trust to store their records at the Town Office building. It was seconded by John Lowry. Motion carried with all in favor.

➤ **OTHER BUSINESS:**

- The owner of the property located at 6 Little Lane asked about the status of the property at 12 Little Lane. She stated that she is interested in purchasing the property if it is foreclosed upon by the town. Treasurer Dawn Campbell explained the new foreclosure process that has been mandated by the State of Maine. There was discussion on the conditions at 12 Little Lane and the ongoing problems that have been occurring there.

➤ **Executive Session: Pursuant to Title 1 § 405 (5) (A) Personnel Matters**

The Executive Session was cancelled. The matter was resolved.

➤ **Meeting Adjournment:**

John O'Donnell made a motion to adjourn the meeting at 5:41 pm. It was seconded by John Lowry. Motion carried with all in favor.

Respectfully submitted,

A handwritten signature in cursive script, reading "Maureen F. Scanlon". The signature is fluid and elegant, with a large initial "M" and a long, sweeping underline.

Maureen F. Scanlon
Town Clerk