

Town of Porter

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

SELECT BOARD MEETING AGENDA

April 2, 2025 – 3:00 pm
Porter Town Hall

Routine Agenda Items:

- Motion to accept the agenda
- Motion to accept the minutes of the March 14 & 15, 2025 Town Meeting
- Motion to accept the minutes of the March 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 #12 & Accounts Payable Warrant #13
- Town Treasurer
- Town Clerk
- John Lowry
- Jeff Cypher
- John O'Donnell
- Conservation Commission – (first meeting of each month)

Old Business:

- A. Set Date for Special Town Meeting

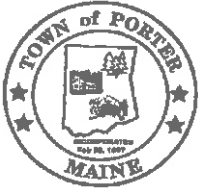
New Business:

- A. Presentation of Bids on Foreclosed Properties – (Realtor Casey Gray)

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 April 2, 2025 – 3:00 pm Porter Town Hall

The Select Board meeting was called to order by Chairperson John Lowry at 3:05 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 Commission Member Marty Tracy; Realtor Casey Gray

➤ **Motion to Accept the Agenda:**

Agenda Item Adjustments: Approval of Payroll & Accounts Payable Warrants

1. A second Payroll Warrant (#13) was added due to a TRIO computer program error.
2. Accounts Payable Warrant #13 was changed to #14 due to the above computer error.

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

➤ **Motion to Accept/Approve the March 14 & 15, 2025 Town Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the March 14 & 15, 2025 Town meeting as written. It was seconded by Jeff Cypher. Motion carried with all in favor.

➤ **Motion to Accept/Approve the March 19, 2025 Select Board Meeting Minutes:**

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

- **Road Advisory Committee Report** – Road Advisory Committee Member Aaron Wedgewood reported that he met with Brent Day last week. They are planning to start assessing the current conditions of the roads soon. There was some discussion on the roads repair plan for the town.
- **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.

John Lowry mentioned that after tonight's meeting, he and John O'Donnell will be joined by the town's Health Officer, Code Enforcement Officer, Animal Control Officer and police officers at the recently foreclosed upon property at 12 Little Lane to address a matter that has been brought to their attention in respect to squatters at this location, even though signage is in place advising of no trespassing on the property.

- **Road Commissioner Report** – No report given.
- **Review of Action Items** – Items addressed:

Appoint two (2) Saco River Corridor Commission Members.

John O'Donnell asked what the duties are for these positions. There was some discussion on this matter.

Ballfield dugout doors need to be installed.

Conservation Commission Member Marty Tracy informed the Board that Mike Jordan is planning to paint them as soon as the weather cooperates. It was noted that the fumes from the paint are toxic, so it is a task that must be completed when the weather is warmer.

Bickford Pond Dam repairs to be completed.

John Lowry reported that a letter has been drafted to inform the abutters of the work that is going to be performed. He reviewed the next steps in this process.

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

Road Advisory Committee Member Aaron Wedgewood has received the letter from the State Engineer and will forward it to the Select Board for their review.

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

P/R Warrant #12 was approved and signed for \$2,207.95

P/P Warrant #13 was approved and signed for \$1,998.28

A/P Warrant #14 was approved and signed for \$211,077.36

- **Treasurer** – Treasurer Dawn Campbell reported on the following:
 - Submitted the February Bank Reconciliation to the Board for their review.
 - Distributed the updated spending report to the Select Board.

- Reported that the Shopper's Guide misprinted the notice of change in office hours. They neglected to state that the office is only open on the first Saturday of the month, not every Saturday. Dawn will contact the Shopper's Guide to have this corrected. It was noted that this is the last Select Board meeting that will be held at 3:00 pm. They will now be held at 4:00 pm.
- Presented the updated "Permit Application for Use of Town Lands and Facilities" for the Board's approval. The application was updated to be more streamlined and user friendly. It also includes a slight increase in rental fees as recommended by the Board.

John O'Donnell made a motion to approve/adopt the amended "Permit Application for Use of Town Lands and Facilities" as presented. It was seconded by Jeff Cypher. Motion carried with all in favor.

- Reported that the town's quarterly payroll tax returns have been completed which included reporting on the first quarter for the Family Medical Leave Act.

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

- Town Office/Hall meeting room rental applications submitted for approval:
 1. Approved – 4/3/2025 (6:00 pm to 7:30 pm) – Land Share Riders ATV Club – Monthly Meeting – Tom Espinosa (President)
 2. Approved – 4/16/2025 (10:00 am to 11:00 am) – Porter High School Alumni – Committee Meeting – Sylvia Pease/Denise Day
 3. Approved – 8/9/2025 (7:00 am to 2:00 pm) – Porter High School Alumni – Alumni Meeting and Luncheon – Sylvia Pease/Denise Day
- A State of Maine General Assistance Audit was performed on Thursday, March 27th. Everything went well, but it was noted that we should adopt the most recent complete General Assistance Ordinance. We annually adopt the newest appendices in the fall which was done last year. The town is not required to adopt the complete ordinance every year, but it should be done every few years. The last time Porter adopted the complete ordinance was in 2021. I'd like to have the latest version adopted at the next Special Town Meeting.
- The following individuals have requested to be appointed to the open positions as follows:

Conservation Commission Members (2 openings for 5-year terms) –
Margaret Lowry & Edward Connelly

John O'Donnell made a motion to appoint both Margaret Lowry and Edward Connelly as Conservation Commission Members. It was seconded by Jeff Cypher. Motion carried with all in favor.

Planning Board Member (1 opening for a vacated seat until March 2026) –
Abbey Moore

John O'Donnell made a motion to appoint Abbey Moore as a Planning Board Member. It was seconded by Jeff Cypher. Motion carried with all in favor

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

- Mentioned that Porter resident Judy Stocks will be participating in the annual MS Walk on Sunday, June 1st. Anyone interested in sponsoring her for this worthy cause is welcome to contact Maureen Scanlon in the Clerk's office on how to do so.
- He spoke further on what is going on at the 12 Little Lane property.

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

➤ **John O'Donnell** – had nothing to report.

➤ **Conservation Commission Report** – Conservation Committee Member Marty Tracy reported on the following:

- She thanked Maggie Lowry for continuing her service as a member and welcomed Ed to the commission.
- They are working on a poster geared towards recruiting younger people to get more involved.

➤ **OLD BUSINESS:**

A. Set Date for Special Town Meeting

This Special Town Meeting will be to approve/adopt the updated Porter Land Use and Subdivision Regulations ordinances that were recently approved by the Planning Board. The State's most recent, complete, General Assistance ordinance will also be presented for approval by the legislative body.

A date of May 14, 2025 at 5:30 pm was set for the Special Town Meeting.

➤ **NEW BUSINESS:**

A. Presentation of Bids on Foreclosed Properties – (Realtor Casey Gray)

Realtor Casey Gray presented the submitted bids for two of the tax acquired (foreclosed) properties for the Board's consideration.

For the property located at 363 Porterfield Road there were a total of eleven bids submitted. She recommended accepting the highest bid received for this property in the amount of \$45,500.00.

John Lowry made a motion to accept the bid of \$45,500.00 for the property located at 363 Porterfield Road. It was seconded by John O'Donnell. Motion carried with all in favor.

The Board proceeded to sign the required documents in order for Casey Gray to complete the transaction.

For the property located on Porter Tax Map R4 – Lots 4 & 5 on Douglas Mill Road there were a total of seven bids submitted.

Casey explained that these two lots are being sold together for two reasons. The first reason is that both lots are currently on the same deed. The second reason is that Lot 5 is completely in the flood zone which means it is unbuildable and has little value to anyone, except for keeping with Lot 4 because it gives them a waterfront access.

She recommended accepting the highest bid received for this property in the amount of \$74,100.00.

John Lowry made a motion to accept the bid of \$74,100.00 for the property located on Porter Tax Map R4 – Lots 4 & 5 on Douglas Mill Road. It was seconded by Jeff Cypher. Motion carried with all in favor. The Board proceeded to sign the required documents in order for Casey Gray to complete the transaction.

James Hilliard asked for a clear explanation on Douglas Mill Road. He asked if the town is officially stating that they are maintaining the public easement, or as was listed in the bid listing disclosure, that there is no access or encumbrances on the property. John Lowry responded that he is still researching this matter, but, as far as we can tell, we have retained a public easement on it. James stated that this would mean that Lot 4 does have an encumbrance, because Douglas Mill Road runs through it. He owns Lot 2 which he accesses through Lot 4. He will no longer be able to access his lot via Douglas Mill Road if there is no public easement for him to cross Lot 4. There was discussion on this matter between James Hilliard and John Lowry. Casey Gray explained that there wasn't enough information in the deed or anywhere else to really answer that question. James stated that it should have then been listed as "unknown". She responded by stating that her responsibility as a real estate agent is to prepare disclosures to the best of her ability, she prepared the disclosure; it is not an official town document. She apologized if a mistake was made in the disclosure, and stated that it was unintended. John Lowry offered to review the documentation that James referenced during their discussion in order to try and clearly determine the answer to this question.

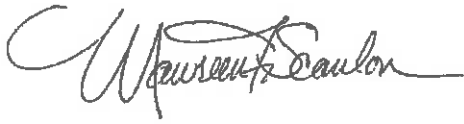
➤ **OTHER BUSINESS:**

Jeff Carpenter asked about the status of the situation at 18 School Street. John Lowry explained that the town is getting ready to take action again. This will be the second time. The result from the first time was that they performed a minimum clean-up of the property in order to prevent the town from further enforcement steps. There was discussion on what the next steps of action are that the town can take to address the problems at this location. Several individuals suggested ideas that may help the town in this process. The Code Enforcement Officer explained the struggles that towns are facing with these types of problems and suggested that people reach out to their legislators and ask them to act on these matters at the State level. He also suggested that the town's residents attend the next public hearing on this matter, when it occurs.

➤ **Meeting Adjournment:**

John Lowry made a motion to adjourn the meeting at 4:39 pm. It was seconded by John O'Donnell. 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