TOWN OF EAGLE LAKET

**BOARD OF SELECTMEN’S MEETING**

**November 26, 2019**

1. The meeting was called to order by Board Member, Louise Fournier at5:30 P.M.

 Board members present: Louise Fournier, Wendy Dube, Arthur Carroll, and

 Jennifer Dube.

 Board Members absent: Michelle Raymond

 Others in attendance were: John Sutherland, Town Manager; Denise Martin, Deputy

 Clerk

2. PUBLIC HEARING FOR A LIQUOR LICENSE RENEWAL FOR THE

 AMERICAN LEGION:

 Public Hearing opened at 5:30 P.M.

 The Board reviewed and discussed the Liquor License Renewal for the American

 Legion. The application was found to be complete.

 Public Hearing closed at 5:40 P.M.

 Moved by Wendy Dube to accept the Liquor License Renewal for the American

 Legion, seconded by Jennifer Dube

 Vote: Unanimously in favor.

 3. INDUSTRIAL PARK LEASE

 EXECUTIVE SESSION 1 M.R.S.A. § 405 (6) (F)

 Moved by Arthur Carroll to go into Executive Session. Seconded by Jennifer Dube.

 Vote: Unanimously in favor.

 In: 5:42 pm.

 Out: 5:45 pm

 As a result of Executive Session:

 Moved by Arthur Carroll, seconded by Jennifer Dube to have John to begin the

 procedure to discharge the existing lease .The Board would like John to move

 forward with the next step with the town attorney and update the Board on the

 attorney’s recommendations . John will contact the Lease Holder to set up a payment

 plan for the remaining outstanding balance.

 4. PUBLIC COMMENT

 No Public Comments were made.

 5. APPROVE MINUTES OF OCTOBER 15, 2019 SELECTMEN’S MEETING

 Moved by Arthur Carroll to accept the Minutes of October 15, 2019. Seconded by Jennifer

 Dube.

 Vote: Unanimously in favor.

 6. APPROVE MINUTES OF NOVEMBER 5, 2019 SELECTMAN’S MEETING.

 Moved by Wendy Dube to accept the Minutes of November 5, 2019. Seconded by Arthur

 Carroll.

 Vote: Unanimously in favor.

 7. FORECLOSURE UPDATE

 November 25, 2019 is the automatic foreclosure date for 2017 taxes. Account 851 was the

 only account to be foreclosed on. John will contact the town attorney for guidance in this

 matter.

 8. TOWN MANAGER’S REPORT

 a. Micro Loan

 The Micro Loan portfolio looks good. There are two delinquent accounts and John is

 working with them to get their accounts current .

 b. Pond Brook

 We currently have one vacancy and Chris is working on getting the apartment ready for

 a new tenant.

 c. Road Committee

 Nothing to report

 d. Recreation Department

 John updated the Board on a request use the meeting room for a quilting and board

 game night. The Board said that John could work with the individuals to schedule the

 evenings as long as they did not conflict with other scheduled events.

 e. Fire Department

 The Board requested the Fire Department to notify the Town of any trainings the Fire

 Department is planning at least a month in advance. The reason being that the public

 can attend.

 f. Planning Board

 Nothing to report.

 g. LED Street Light Program

 John updated the Board, that the agreement for the Street Lights is requiring a million

 dollar for coverage. John needs permission from the Board to sign the Contract.

 Moved by Arthur Carroll to give John permission to sign the Street Light Contract to

 purchase the street lights from EMERA, Seconded by Wendy Dube

 Vote: Unanimously in favor

 Real Term has contacted John with a maintenance agreement. The cost is usually

 $200.00 a month. If the Town signs on before the end of December, the cost will be

 $50.00 a month. The Board had questions as to what it covered, because the lights are

 warrantied for one year. The Board tabled until the next meeting. John will check

 with other Towns to see if they took the agreement. John will check to see if the

 agreement covers labor.

1. NASWA

Eagle Lake NASWA Board Member Gerald Raymond has resigned as Eagle Lake’s representative to the NASWA Board of Directors. Wendy Dube move to accept Gerald Raymond’s resignation. Seconded by Jennifer Dube.

Vote: Unanimously in favor.

 John asked Arthur Carroll if he would be willing to fill the seat for one year.

Moved by Wendy Dube to recommend Arthur Carroll for the seat, as long as the NASWA Board accepts him on the Board, seconded by Jennifer Dube.

Vote: Unanimously in favor.

1. Committee to Provide Cost Effective Fire Protection for the Residents of the East

Side of Eagle Lake.

Rain conditions raised the level of the lake to where the hydrants could not be properly

installed. John contacted Kent Nelson who recommended that John use the grant funds

to pay for the materials and apply for another grant next year to cover the installations

costs. Kent recommended to John that he tie the new application to 2019 grant and he was confident that the funding would get approved.

9. MONTHLY FINANCIALS-October 2019

 The Board noted that the monthly expense reports had some accounts that were

 overdrawn. John noted that there were some expenses were incorrectly allocated and

 caused the Expense Report to show accounts that appear to be overdrawn. The Board

 asked John to have this corrected for the next meeting.

 a. Bank Reconciliations

 Moved by Arthur Carroll to accept Bank Reconciliations for Eagle Lake. Seconded by

 Jennifer Dube

 Vote: Unanimously in favor.

 b. Pond Brook Bank Reconciliation

 c. Check Sampling Reconciliations

 The Board selected five random checks from the Town of Eagle Lake Warrants

 number 10442, 10476, 10485, 10507 and 10513 for a random audit and followed them

 from invoice, through warrant and bank statement to review compliance with financial

 procedures. Three checks were randomly selected from the Pond Brook warrant,

 numbered 2189, 2199 and a Point of Sale were reviewed for compliance with financial

 procedures. This sample check audit was recommended by our auditor.

 d. Sign Warrants

 Selectmen reviewed and signed Warrants.

 e. Micro Loan

 The portfolio looks good and John is working with two delinquent accounts to make

 them current.

10. DISCUSS WINTR RECREATION

 John reached out to the Fort Kent Outdoor Skating Rink and inquired what the costs were for nonresidents. John compared the list he created to the fee structure used by Fort Kent. The fees were similar. The Board would like to see some kind of pass with the child’s name and the year. The Board reviewed the price list. Moved by Jennifer Dube to accept the price list, seconded by Wendy Dube.

 Vote: Unanimously in favor.

11. REVIEW AND CONSIDER BIDS FOR A NEW COPIER

 John reached out to local businesses for purchase and lease options on a new copier. He asked for options comparable to the Toshiba Studio 2830C model currently operating at the Town Office. We received three quotes:

 1) Office Depot- Canon image Runner Advance C3530i

 Bid:-Purchase $ 7051.50 or 84 month lease $196.08 monthly or

 60 month lease at $ 212.41monthly

 2) CPQ Office Solutions- eStudio 3515ac series

 Bid:-Purchase $ 7,690.00 or a 36 month lease at $255,15 monthly,

 48 month lease at $ 229.17 monthly or 60 month lease at $ 198.60 monthly.

 3) Northern Business Products- Konica Minolta C300i

 Bid:- Purchase- $ 4,797.00 or a 60 month lease at $ 99.44 per month.

 John reached out to the Town of Ashland who uses the Konica Minolta and they are happy with it. John stated that he was concerned with the difference in price but after talking to Ashland he is comfortable going with the Konica Minolta based on price.

 Moved by Arthur Carroll to accept the Minolta Lease, seconded by Jennifer Dube.

 Vote: Unanimously in favor.

12. SNOWMOBILE CLUB

 Review agreement for Snowmobile Club to maintain town winter trails. Review and sign Grant in Aid Request for the Snowmobile club. Moved by Jennifer Dube for John to sign agreement between the Snowmobile Club and Eagle Lake, seconded by Wendy Dube.

 Vote: Unanimously in favor.

 Moved by Wendy Dube for John to sign the Grant on behalf of Eagle Lake, seconded by Jennifer Dube. John will send the grant application out the next day.

 Vote: Unanimously in favor.

13. APPROVE MANAGER’S RECOMMENDATION FOR DEPUTY CLERK

 Moved by Arthur Carroll accept John’s recommendation of Mariah Berube for Deputy

 Clerk, seconded by Wendy Dube.

 Vote: Unanimously in favor.

 The Board agreed that training with former the Deputy Clerk is complete and that no

 additional hours are authorized.

14. OTHER BUSINESS

 a. Municipal Warranty Deed

 John presented the Warranty Deed for Selectmen signatures to transfer the School and

 Library to Reynold Raymond who purchased the property at auction. The Board signed

 Warranty Deed.

 b. Wreaths

 One of the Board Members noticed some of the wreaths are not working and some are

 missing bulbs. John let the Board know that some of the GFI’s are not working. John is

 waiting for electrician Ken Pelletier to resolve at the electrical issues

 c. Website

 The Board would like to see more events happening in the community on the website,

. such as Quilting and Board Games. John stated that when he gets the dates he will add

 them to the calendar.

 d. Noise Complaint

 John updated the Board he had a meeting with Maine DOT and placing a “No Excessive

 Noise” sign near 3181 Aroostook Road was being considered by Maine D.O.T.

 e. Junkyard Update

 John is working with two property owners to clean up unpermitted junkyards in Eagle

 Lake. Town attorney Frank Bemis recommends giving the property owners reasonable

 time to clean up the properties and have a firm deadline or face a court action. The Board

 set a firm deadline of June 30, 2020 for the properties to be cleaned up.

 The Board recognized four additional properties that follow the description of an

 unpermitted junk yard. Moved by Arthur Carroll to have John send letters to the property

 owners to clean up their properties, seconded by Jennifer Dube.

 Vote: Three in favor and one abstained. Wendy Dube abstained due to a conflict.

Board of Assessor’s Meeting

Moved by Jennifer Dube to open the Board of Assessor’s meeting at 7:36 p.m., seconded by

Arthur Carroll Vote: Unanimously in favor.

The Board reviewed the following abatement requests:

A Amy Scanlon: Map 3 Lot 21 BLDG – The value for the building was combine with the account containing the property. This is a duplicate bill. Abatement Request is $ 977.76

B Angela Bossie: Map 16 Lot 01- House was lost due to fire. Building assessed at $ 54,500. Abatement request is $ 915.60

C Debra Murray: Map 18 Lot 001-1 – Home lost due to fire. Mobile home assessed at

 $ 46,000. Abatement requested $ 772.80

D Theresa Pelletier: Map 6 Lot 8-1- Billing error- Homestead Exemption removed in error. Property transferred to wife when husband entered nursing facility. Abatement requested

 $ 336.00

E. Norman Roalf- Map 5 Lot 15- Veteran’s Exemption- Missing for 2019. Abatement requested $ 100. 80

Moved by Jennifer Dube to abate, seconded by Arthur Carroll

Vote: Unanimously in favor.

The Board reviewed the following Veteran’s Exemption requests:

Christopher and Britney Nadeau for 56 Lakeside Lane

Lawrence E. Parlin Jr. for 63 Old Main Street

Leopold Ouellette for 1495 Sly Brook Road

Roy N. and Therese C. Roy for 254 Convent Road

John explained that each submitted the proper application and DD214 paperwork

The Board reviewed the following Homestead Exemption requests:

Christopher and Britney Nadeau for 56 Lakeside Lane

Cindy Griffeth for 229 Old Main Street

David Leclere for 164 Old Main Street

Lawrence E. Parlin Jr. for 63 Old Main Street

Leopold Ouellette for 1495 Sly Brook Road

Moved to approve the exemptions requests made by Wendy Dube, seconded by Jennifer Dube

Vote: Unanimously in favor.

 Move to close the Board of Assessor’s Meeting made by Arthur Carrol, seconded by Jennifer Dube Vote: Unanimously in favor. Come out of board of Assessor’s meeting at 7:58 P.M.

 Move to Adjourn made by Wendy Dube seconded by Jennifer Dube

Vote: Unanimously in favor

Meeting adjourned at 7:59 P.M.