 TOWN OF EAGLE LAKE

**BOARD OF SELECTMEN’S MEETING**

**APRIL 19, 2023**

1. The meeting was called to order by Board Chair, Arthur Carroll at **5:30** P.M.

Board members present included: Wendy Dube, Jennifer Cole, Brian Devoe, and Raymond

Saucier. Board Chair Arthur Carroll was present via ZOOM.

Others present included: Town Manager, John Sutherland, Deputy Clerk, Rita Ricciardi,

Fire Chief Robert St. Germain and Eagle Lake residents Russell and Connie Soucy.

2. **REVIEW AND CONSIDER REVISED FIRE DEPARTMENT OPERATING**

**POLICY AND PROCEDURES**

Eagle Lake Town Manager John Sutherland and Fire Chief Robert St. Germain presented

the Eagle Lake Fire Department’s Policy and Procedures Policy to the Board of Selectmen

for their review. John stated he and Fire Chief Robert St. Germain have been reviewing the

Policy and Procedures with the goal of updating the document so it is consistent with

current fire department practices. John said that he used strikeout and bold to identify the

proposed updates.

Moved by Wendy Dube to accept the changes in the updated policy, seconded by Brian

Devoe

Vote: Unanimously in favor

3. **TOWN MANAGER’S REPORT UPDATES**

a. **Micro Loan**

John updated the Board on the payment status of the micro loan accounts. One

account shows that the loan is behind. John stated that the account holder comes in

towards the end of the month and makes his payment.

All other accounts are up to date and current.

b. **Pond Brook Estates**

John stated that Apartment 3 continues to honor her agreement to pay $150 over the

monthly rent amount to get her account caught up.

All other accounts are current.

John stated that he would like the Board to consider paving Pond Brook Estates’

parking lot and sidewalks this summer. The Board asked John to reach out to a local

paving company such as Robbie Moring Paving, Caron’s Paving or NJT Paving to

get an estimate on the cost for the project.

Apartment 13 continues to violate the smoking policy and choose not to smoke in

the designated smoking area. They continue to smoke on the porch. John requested

approval that Eagle Lake Town Attorney Frank Bemis send a legal notice to these

tenants advising them that smoking is only permitted in the designated smoking

area the possibility of eviction should this behavior continue.

Moved by Raymond Saucier, seconded by Brian Devoe.

Vote: unanimously in favor

c. **Roads**

John informed the Board that during his road patrols he is looking for water issues.

John added that when he dropped the Selectmen’s books off to Raymond Saucier on

Sly Brook Road he noticed water pooling up in the ditches. Raymond Saucier stated

that the culvert in front of Holly and Steve Hardwick residence appears to be

plugged. Ray asked John to reach out to Maine D.O.T. to clean the culvert out. John

said he will.

d. **N.A.S.W.A.**

John said that summer hours will begin at the transfer station beginning Wednesday,

May 17, 2023. The summer hours will be Wednesday evening from 6-8:00 p.m. and

Saturday, 8:00 a.m. to 5:00 p.m. These hours will remain throughout the summer

months.

John stated that he is asking the NASWA Board of Directors to consider Saturday,

May 20, 2023 as Community Clean Up Day where fee related items can be dropped

off at the transfer station for no charge. This is the Saturday before Memorial Day.

e. **Eagle Lake Fire Department**

Eagle Lake Fire Chief Robert St. Germain informed John that the Fire Department

had zero calls last month. Training for the month of April will be held on Sunday,

April 30th, 2023. The training will be on ladder usage and safety.

John notified the Board that the Request for Bids for the SCBAs, breathable air

compressor and filling station went out and he is expecting to be presenting bids to

the Board at their May 17, 2023 Selectmen’s meeting.

4. **MONTHLY FINANCIALS**

Review monthly financials for March 2023

Wendy reminded John that she asked to have the bank reconciliations sent to her one

week prior to the Board of Selectmen’s meeting.

1. **Bank Reconciliation**

Moved by Wendy Dube to approve the Town Reconciliation and Pond Brook Reconciliation for March 2023, seconded by Brian Devoe.

Vote: unanimously in favor.

b. **Sample Check Audit**

Moved by Wendy Dube to accept the Sample Check Audit, seconded by Jennifer Cole.

Vote: unanimously in favor.

1. **Sign Warrants**

Moved by Jennifer Cole to accept the March 2023 Warrants, seconded by Raymond Saucier.

Vote: unanimously in favor.

1. **Micro Loan**

Moved by Brian Devoe to accept the March 2023 Micro Loan Reconciliation, seconded by Jennifer Cole.

Vote: unanimously in favor.

5. **PUBLIC COMMENT:**

Russell & Connie Soucy attended the town meeting to address the board about concerns

with regards to Associated Grocery delivery trucks blocking Old Main Street when

delivering groceries to Eagle Lake Grocery. Russell and Connie assured the Board that

when deliveries are made, the delivery truck only blocks one lane and the other lane remains

open for traffic. John stated that he has seen Associated Grocers’ truck parked at a forty-

five degree angle and take up both lanes. If the truck parks at a ninety degree angle then

one lane can remain open. Rita Ricciardi stated that truck drivers are required to have

signage on their trucks that should be placed when the truck is backing from the roadway.

John stated that this is a follow up conversation that he had previously with Associated

Grocers. John stated that Associated Grocers is asking for a letter from the Town of Eagle

Lake to operate on the posted road to deliver groceries to Eagle Lake Grocery.

Moved by Wendy Dube to allow Associated Grocery to have a permit from the Town of

Eagle Lake for road access to Old Main Street beyond the posted limit and require that they

keep one lane open and travel to Albert Street when delivery is completed to access

Route 11, seconded by Jennifer Cole.

Vote: unanimously in favor

John will write a permit on Town of Eagle Lake letterhead and it will be given to

Associated Grocery. Russell Soucy asked if he could have a copy of the permit as well

and John agreed to provide him with one.

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6. **REVIEW AND ACCEPT MINUTES**

MARCH 15, 2023 BOARD OF SELECTMEN’S MEETING

MARCH 22, 2023 BOARD OF SELECTMEN’S MEETING

MARCH 29, 2023 BOARD OF SELECTMEN’S MEETING

APRIL 4, 2023 BOARD OF SELECTMENS’ MEETING

APRIL 6, 2023 BOARD OF SELECTMEN’S MEETING

Brian requested that board minutes for the proposed Well Head Protection Ordinance be

revised to reflect the correct spelling of his name.

Moved by Brian Devoe to accept all the minutes from the Board of Selectmen meetings

listed above, seconded by Raymond Saucier.

Vote: unanimously in favor.

7. **REVIEW AND FINALIZE THE PROPOSED MUNICIPAL BUDGET FOR 2023-24**

John informed the Board that our current budget has $32,000 in Bonds and Notes to pay on

a road loan that was approved at last year’s annual town meeting. This amount was to cover

the loan for paving Old Main Street. Since the paving occurred late in the year, the first

annual payment is due in October. This is in next year’s annual municipal budget. The loan

was for $120,000 and has a four year pay back. John informed the Board that they had two

options. One is to allow the $32,000 roll over into undesignated funds or since the funds are

allocated to pay the road loan, John asked the Board to consider paying the amount

towards the current road loan and shorten the payment schedule by one year.

Moved by Brian Devoe allocate the $32,000 towards the outstanding paving loan providing

that Eagle Lake Town Auditor is agreeable to the payment, seconded by Raymond Saucier

Vote: unanimously in favor

The Board reviewed the final proposed municipal budget and agreed that all numbers were

an accurate reflection of the amounts approved by the Board of Selectmen and the Budget

Committee.

A motion was made by Wendy Dube to approve to final budget numbers and place them

on the municipal warrant for town meeting approval, seconded by Jennifer Cole.

Vote: unanimously in favor

8. **REVIEW AND CONSIDER A REQUEST BY THE EAGLE LAKE WINTER**

**RIDERS TO MAKE AN ADDITIONAL PAYMENT ON THE GROOMER**

John informed the Board that he has a request from the Eagle Lake Winter Riders

Snowmobile Club to make an additional payment on the groomer. The Town of Eagle

Lake took out a loan on behalf of the Winter Riders for the purchase of a new groomer.

Last year, the Winter Riders requested they make an additional payment and that request

was approved at town meeting. John stated that if they make an additional payment his

year then they will have one more payment to pay the groomer off.

Moved by Wendy Dube to place the request by the Eagle Lake Winter Riders that they be

allowed to make an additional payment on the municipal warrant for town meeting

approval, seconded by Brian Devoe.

Vote: unanimously in favor.

9. **REVIEW AND CONSIDER INVOICE FOR EAGLE LAKE WINTER RIDERS**

**TRAIL GROOMING EFFORTS**

John informed the Board that the State of Maine has a program that reimburses

snowmobile clubs for maintaining the trails during winter months. The club tracks their

hours of grooming and other trail maintenance and sends an invoice for the total amount..

John stated that the Eagle Lake Winter Riders typically average $28-32,000 in

reimbursements. They also get a fuel allowance as well. John said that we did not get a lot

of snow early, but once it started it snowed constantly. A number of groomer hours was

generated due to cleaning up after storms. John added that this year the amount of the

reimbursement request is $ 62,799. John stated that he spoke to Joe Higgins from the State

of Maine snowmobile program and Joe asked John to track and submit the full amount so

people in the program know the true numbers that clubs spend on maintaining the

snowmobile ITS trail system. John stated that he expects the club to receive between $28-

32,000 that they normally receive.

Moved by Jennifer Cole send the invoice to the State of Maine Snowmobile Program on

behalf of the Eagle Lake Winter Riders, seconded by Brian Devoe.

Vote: unanimously in favor

10. **REVIEW AND CONSIDER ROAD GRADING**

John reminded the Board that it is time to consider road grading to help the gravel roads

recover from the winter season. John stated that if we go out to bid now for road grading,

the bids will be opened at the May 17th meeting. The goal is to have the contractors get the

work done by Memorial Day.

Moved by Brian Devoe to go out to bid for road grading, seconded by Raymond Saucier.

Vote: unanimously in favor

11. **REVIEW AND CONSIDER CONTRACT FOR MOWING THE BOAT LANDING**

John stated we contract to mow the boat landing in Eagle Lake. Last year we received

$3,420 for the service. This year John talked to Alan Cleaves about increasing the amount

Eagle Lake received to cover the cost for fuel and salaries. Alan raised the amount to

$3,800 for the summer season. John asked the Board if the wished to sign the contract.

Moved by Wendy Dube to sign the contract and mow the boat landing for $3,800 for the

summer season, seconded by Brian Devoe.

Vote: unanimously in favor

12. **REVIEW AND CONSIDER ADDITIONS TO THE MUNICIPAL WARRANT FOR**

**THE ANNUAL TOWN MEETING**

John asked the Board if there were any additional items that they would like to see on the

municipal warrant for voter approval at our annual town meeting.

John asked about the roof for the Municipal Building. John stated that roofer Travis Delisle

advised him to budget $ 45,000 for a roof the size we have at the town office. The request

for allocation of funds for this project are to be $10,000 from budget & $10,000 from

building reserve, $20,000 from ARPA and any remainder from undesignated.

The Board discussed a warrant article for ARPA funds to be allocated for a radio repeater

Box housing communication equipment for the Eagle Lake fire Department.

The Board discussed a warrant article to get permission from the town to sell the land we

were gifted from the estate of Anthony Damico on Aroostook road

Moved by Brian Devoe to place each item on the municipal warrant for consideration at

annual town meeting on June 14, 2023, seconded by Raymond Saucier.

Vote: Unanimously in favor.

13. **OTHER BUSINESS**

John updated the Board on the upcoming municipal elections. So far incumbents

Selectmen Raymond Saucier and Brian Devoe, Water District Trustee and School Board

Representative Morgan Wilson have received enough signatures to be on the election

ballot. John added that Denise Martin also took out papers but has not turned them in yet.

John informed the Board that he has talked to Joe Salley regarding assessing for the Town

of Eagle Lake. Joe assess for multiple towns including Aroostook County communities of

Caribou, St. Agatha and Blane. He charges $115 per hour.

John updated the Board on grant deadlines that he is working on. Northern Boarders

Region Commission grant is on behalf of the Eagle Lake Water and Sewer District has the

Letter of Interest due Friday, April 21, 2023. Aroostook County A.R.P.A. grants on behalf

of the municipal park and the water and sewer district are due on Friday, April 28, 2023

and the snowmobile municipal reimbursement on behalf of the Eagle Lake Winter Riders

is due by Sunday, April 30, 2023.

John informed the Board that he talked to Fred Michaud about coming in early to begin

spring cleanup of our parks and facilities. Fred is agreeable to coming in early but

maintains he wants to work his normal part time schedule. John stated that we

have the full time position posted in the paper, around town and on the town website but

we still have no applicants. Starting Fred early will help us get the facilities ready for

Memorial Day.

John stated that Trevor Bouchard informed him that he is working with Brandon

MacDonald from NMDC on a grant application. Brandon informed Trevor that the town

needs to submit a letter of intent for him. John stated that he thought it could be a CDBG

Micro Enterprise grant. He said that he reached out and left a message with Brandon to

see what the requirements are.

14. **EXECUTIVE SESSION**

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

Moved by Raymond Saucier to enter Executive Session for Personnel Matters citing

1 M.R.S.A. 405 § (6) (A), seconded by Brian Devoe. The Board entered into Executive

at 7:25 pm. The Board invited Town Manager John Sutherland into the Executive Session.

The Board came out of Executive Session at 7:40

Moved by Brian Devoe to adjourn the Board of Selectmen’s meeting, seconded by Wendy

Dube.

Vote: All in favor.

Meeting adjourned at 7:40 p.m.