 TOWN OF EAGLE LAKE

**BOARD OF SELECTMEN’S MEETING**

**OCTOBER 18, 2023**

**1**. The meeting was called to order by Vice Chair, Wendy Dube at **5:30** P.M.

The Board members present included: Denise Martin and Apryl Gagnon. Vice Chair Wendy Dube attended

via ZOOM Videoconferencing.

Other people present included: Eagle Lake Winter Riders Club President John Francis, Eagle Lake Town

Manager, John Sutherland and Deputy Clerk, Rita Ricciardi.

**2**. **REVIEW AND CONSIDER SNOWMOBILE TRAIL USE PERMIT**

Eagle Lake Winter Riders Club President John Francis was in attendance to discuss the snowmobile trail use

permit. John stated that the Eagle Lake trail system was identical to previous years. The new permit is

for five years. This is identical to the previous permit. John asked if anyone had any questions for him.

There were none.

Motion made by Denise Martin to sign the trail use permit application, seconded by Apryl Gagnon.

**Vote: Unanimously in favor**

**3. REVIEW AND CONSIDER LEASE AGREEMENT WITH THE EAGLE LAKE WINTER RIDERS**

Eagle Lake Town Manager John Sutherland informed the Board that he and Eagle Lake Winter Riders Club

President John Francis discussed the terms of the lease for the parcel located at 10 Devoe Brook Road.

The Board requested Town Manager John Sutherland send the proposed lease to Eagle Lake Town Attorney

Frank Bemis for his review. Frank recommended a lease template that he used with the City of Presque Isle.

Eagle Lake Select Chair Arthur Carroll asked John to add the dimensions of the lot to the lease agreement.

The lot measurement is 150 feet from the abutter’s property and then 150 feet to the right of way to Devoe

Brook Road. John Francis added that the club plans on fundraising during the winter months and they look

to begin construction in the spring. John Francis thanked Eagle Lake Town Manager John Sutherland and

the Eagle Lake Board of Selectmen for their efforts on this matter.

Motion made by Wendy to amend and approve the lease agreement with the Eagle Lake Winter Riders,

seconded by Denise Martin.

**Vote: Unanimously in favor**

**4. TOWN MANAGER’S REPORT UPDATES**

a. **Micro Loan**

John informed the Board that two of the loan accounts that are behind followed up with payments

during the month. John added that he spoke to the holder of account DKL012809 who said that he

would come in and make his account current. However he has not come in yet with a payment. John

will continue to follow up with him.

b. **Pond Brook Estates**

John informed the Board that apartment 11 has been cleaned and repainted. The new tenants have moved in as of October 15, 2023 and are pleased with the unit. Joe and Cindy Tenan are moving out of apartment 9 by the end of the month. They are moving to Florida to be living near their children and grandchildren. They have lived at Pond Brook Estates for 10 years.

c. **Roads**

John stated that continued observations of beaver activity has detected no new activity. John added

that he had Fred Michaud inventory road signage in Eagle Lake. Fred noted that 14 street signs are

either missing or faded to the point that they need to be replaced. John also had Fred cut down the

side of the road on Forest Drive and make berms to allow the water to run of the roadway instead of

continuing downhill and eroding the existing pavement and road shoulder. The material that was

picked up was taken to Memorial Park to fill in areas that have been sinking. John said that he talked

to Fred Simard about mowing the side of the following roadways: Devoe Brook Road, Gilmore

Brook Road, Convent Road and Makayla Drive.

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

John informed the Board that winter hours will begin the weekend of October 21st.

e. **Eagle Lake Fire Department**

Eagle Lake Fire Chief Robert St. Germain informed John that he had zero calls for the month. He

schedule training for October 29, 2023. He plans on training on using the dump tank that is on unit 1.

Bobby also asked John to look at the Stephan and Tabitha King grant to help secure funding for a

battery operated Jaws of Life unit to replace an aging hydraulic unit that was donated from another

department. The new unit will be easier to use due to eliminating the need to maneuver the

hydraulic lines around an accident scene. Bobby looked at multiple units and found a unit that fits

the needs of the department. The estimated cost for the new unit is $ 29,500. John added that if we

are successful in getting the grant, there is no match required.

No questions or comments were made by the Board with regards to town manager report.

**5**. **MONTHLY FINANCIALS**

Review monthly financials for September 2023

Board reviewed financials for September 2023. John said that our expenses are where they should

be for this time of year. He added that Revenues are ahead of budgeted projections. He added that

General Assistance is over the budgeted amount but we expect to receive 70% reimbursement of the

expenses.

There were no further questions on expenses and revenues from the board.

1. Bank Reconciliation

b. Sample Check Audit

1. Sign Warrants
2. Micro Loan

The Board reviewed the Bank Reconciliations, Sample Check Audit, the warrants and the Micro Loan

Reconciliation for the month of September.

Motion made by Denise Martin to approve all monthly financial reports and sign the warrants for

September 2023, seconded by Apryl Gagnon

**Vote: Unanimously in favor**.

**6. PUBLIC COMMENT**

The Board noted that there was no public in attendance.

**7.** **REVIEW AND ACCEPT MINUTES**

September 20, 2023 BOARD OF SELECTMEN’S MEETING MINUTES

The Board reviewed the minutes of the September 20, 2023 Board of Selectmen’s meeting. John asked if

there were any questions or concerns with the minutes. The Board agreed that there were none.

Motion by Apryl Gagnon to accept the minutes of the September 20, 2023 Board of Selectmen’s meeting,

seconded by Denise Martin.

**Vote: Unanimously in favor.**

**8**   **REVIEW & CONSIDER WINTER RECREATION**

John stated that he is proposing a winter recreation program for the upcoming winter season. John added

that last year’s rink attendant Heidi Wilson has offered to be the rink attendant for the upcoming year. John

passed a proposed schedule to the Board to review and consider. He proposed hours of 6-8:00 p.m. on

Friday, 1-4 and 6-8:00 p.m. on Saturday and 1-4 on Sunday. These hours are dependent on weather and ice

conditions. John also presented the Board with a fee schedule for non-Eagle Lake residents. Wendy asked

John if the Town of Winterville has been approached about assisting with recreation program funding.

Denise Martin stated that when she was in Winterville, the discussion was the Winterville Board felt that if

they contributed for Summer Recreation, the summer swim program should be included in the cost. At the

time of our meeting the Town of Winterville is not assisting.

John asked the Board to ratify the hire of Heidi Wilson for winter recreation program.

Motion made by Denise Martin to ratify hire of Heidi Wilson, seconded by Apryl Gagnon.

Vote: Unanimously in favor.

Motion made by Denise Martin to accept winter hours and fee schedule for non-Eagle Lake residents,

seconded by Apryl Gagnon.

**Vote: Unanimously in favor**

**9. OPEN POLLS 8:00 AM TO 8:00 PM ACCORDING TO 21-A, M.R.S.A. ARTICLE 2 SECTION 626**

**FOR THE NOVEMBER 7, 2023 STATE OF MAINE GENERAL ELECTION**

John stated that Election Day is November 7, 2023. The polling area will be the Eagle Lake Town Office

meeting room. John said he is asking the Board to set poll hours to be 8:00 a.m. to 8:00 p.m. on Election

Day.

Motion made by Denise Martin to open the polls from 8:00 a.m. to 8:00 p.m. on Election Day, seconded by

Apryl Gagnon.

**Vote: Unanimously in favor**

**10. APPOINT ELECTION WARDEN AND ELECTION CLERK**

John informed the Board that Tom Roy offered to be the Election Warden and Laurie Belanger-Boutot

offered to be the Election Clerk on Election Day. Apryl Gagnon advised John that individuals were

Republicans. Denise Martin stated that if we are unable to identify democrat, we could notify the elections

and they could provide one.

Motion made by Apryl Gagnon to approve Tom Roy as the Election Warden and Laurie Belanger-Boutot

as the Election Clerk for the November 7, 2023 State of Maine Election, seconded by Denise Martin.

**Vote: Unanimously in favor**

**11. REVIEW AND CONSIDER LEASE AGREEMENT WITH AROOSTOOK AREA AGENCY**

**AGING**

John stated that the Aroostook Area Agency on Aging is working with the Town of Eagle Lake to create

and Access Point at the Eagle Lake Town Office. This will allow seniors a place to gather to get access to

programs offered by the Agency on Aging. For a number of our seniors, distance from Eagle Lake to where

the services are available prevents them from accessing these services. By having an access point at the

Eagle Lake Town Office we can make these services more accessible by eliminating the distance to travel.

As part of the agreement, the Agency on Aging will provide two television monitors to provide

access to programs via videoconferencing**.** John added that the agency plans on establishing office hours in

Eagle Lake to assist seniors with the services they need. Denise Martin said she was aware of the program

because her husband is the town manager of Ashland and they have signed on for the program.

Motion made by Denise Martin to sign the lease agreement, seconded by Apryl Gagnon

**Vote: Unanimously in favor.**

**12**. **FOLLOW UP ON REPAIRS FOR THE MUNICIPAL PICKUP**

John stated that the municipal pick up went in for inspection and failed. The estimated cost to get the truck

ready to pass inspection has been estimated to be $4,200 for mechanical and body work. We did not include

this amount in the municipal budget. The Board asked John to reach out to Maine Municipal to see if funds

placed into the budget for capital expenses would be available to finance the cost of repairs. Maine

Municipal informed John that the warrant article stated the funds authorize the Board to expend them “in

the best interest of the Town of Eagle Lake” If the Board voted that authorizing the repair was in the best interest of the Town of Eagle Lake then the funds would be available to cover the expense.

Motion was made by Denise Martin to allocate funds from capital line and go ahead with repairs to

municipal pickup, seconded by Apryl Gagnon.

**Vote: Unanimously in favor.**

**13**. **SLY BROOK ROAD FIRE DEPARTMENT SUBSTATION UPDATE**

John informed the Board that he and Board Chair Arthur Carroll traveled to Cross Lakes and met with

Aroostook County EMA Director Darren Woods. Darren build three substations to cover three areas

in the Unorganized Territories. Darren advise John and Arthur that their main obstacle will be personnel.

Recruiting and training the new recruits will be critical to the success of the new substation.

John stated that going forward we will need public hearings to get the word out about what we are trying to

accomplish. John added that we will also need town meetings to authorize the purchase of property and

providing the necessary financing needed to complete the project.

**15.** **OTHER BUSINESS**

John stated that he had no other business to discuss with the Board.

**16. ADJOURN**

Motion to adjourn meeting at 7:01 p.m. made by Apryl Gagnon, seconded by Denise Martin.

Vote: Unanimously in favor.