



**TOWN OF EAGLE LAKE  
BOARD OF SELECTMEN MEETING  
December 19, 2018**

1. The meeting was called to order by Board Chair, Michelle Raymond at 5:38 P.M. The Board members present included Michelle Raymond, Wendy Dube, and Louise Fournier. Board members absent: Arthur Carroll  
Also, in attendance were: John Sutherland, Town Manager; Angela Bossie, Deputy Clerk.  
Members of the community: Chester M. Kearney Auditor Tim Poitras, CPA.CGMA

2. EXECUTIVE SESSION: 1 M.R.S.A. 406 § 6 (F) CONFIDENTIAL RECORDS  
Initial Discussion of 2017-18 Municipal Audit with Auditor Tim Poitras.

Moved by Louise Fournier and seconded by Wendy Dube to move into Executive Session at 5:38PM

Moved out of Executive Session at 5:44pm

3. AUDIT FOR FY 17/18 – TIM POITRAS, CHESTER M. KEARNEY

- Review of the 17/18 Audit was completed with no recommendations. The Board was informed the year ended with a balance of **\$ 404,395** in Undesignated Funds. The Auditor stated that this is a healthy balance. The Auditor recommended that Towns aim for an amount of 3 or 4 months operating funds. Based on Eagle Lake's budget that would be approximately **\$ 446,827** and we are right around that point.

Moved by Wendy Dube and seconded by Louise Fournier to accept 17/18 Audit.

Vote: Unanimously in favor

4. APPROVE MINUTES:

- June 12, 2018 Annual Town Meeting
- October 23, 2018 Public Hearing
- November 28, Selectmen Meeting

Moved by Wendy Dube seconded by Louise Fournier to approve the minutes for June 12, October 23, and November 28.

Vote: Unanimously in favor

5. MONTHLY FINANCIALS – NOVEMBER 2018

- John presented the Bank Reconciliation and Monthly Financial reports for September, October and November to the Board of Selectmen.
- The Board reviewed and signed the Bank Statements and Reconciliations (Katahdin Trust, Pond Brook Estates and Microloan)
- The Board has requested a copy of the VISA statements to be included in the Selectmen's packet each month.

Moved by Wendy Dube and seconded by Louise Fournier to accept the Financial Statements for September, October, and November.

Vote: Unanimously in favor.

- **There should be no payments issued from the Town Office prior to the warrants being signed by the Board majority.**
- **It was discussed that** the School Appropriation, BMV, Inland Fisheries & Wildlife, and Payroll could be processed prior to Selectman Approval to meet deadlines each month. **It was identified that in all other cases, this rule should not pose a problem for the usual vendors that we use.**

- **It was discussed that that the Town should never be paying a late fee and should a situation arise that may result in a late fee that the Board will be notified and a possible special meeting will be held and sign warrants.**
- Disbursement Reconciliation: July – November  
A copy of bill paid on 8-29-2018 (check number 9636) to be sent to the Eagle Lake School District for reimbursement  
**Moved by Louise Fournier seconded by Wendy Dube that no payments are to be issued prior to the warrants being signed except for the School Appropriation, Bureau of Motor Vehicles, Inland Fisheries & Wildlife, and regular payroll.**

**Vote: Unanimously in favor**

#### 6. TOWN MANAGER'S REPORT

- Micro Loan-All accounts but one are current. The payment agreement made for that one account is being met.
- Pond Brook Estates-Two apartments have become available and Chris Cote is preparing the apartments for incoming tenants.
- NASWA-Continues to work with Northwest Regional Services Commission Director of Operations Paul Albert regarding permitting issues relating to the taking of municipal solid waste from them.
- Roads update-Roadways are currently plowed and sanded. One community member made a complaint and this complaint was forwarded to the contractor.
- Planning Board-Committee will be meeting on 1-11-2019
- Recreation Committee-No updates at this time.
- Fire Department-Training is scheduled for 12/30/2018. The Fire Department was asked to follow the Carolers with a fire engine on December 20<sup>th</sup> to escort for safety. The Fire Department receive 1 call in November for a chimney fire in Wallagrass.
- Town Forest Committee-Will be looking to meet in January with a goal to update the Town Forest Plan.

#### 7. LED DISCUSSION AND UPDATE

- The Board will take another month to assess if Real Term is the route they would like to take or remain with Emera.

#### 8. PROPERTY DONATION MAP 3-10-1 FOLLOWUP

Motioned by Louise Fournier and seconded by Wendy Dube to approve the quick claim deed for Map 3 Lot 10-1.

Vote: Unanimously in favor.

#### 9. SKATING RINK UPDATE:

- Opening date of December 26<sup>th</sup>, 2018

#### 10. SCHOOL PROPERTY FOLLOWUP

- The question was asked how we are going to keep access to our Ball Fields, Tennis Court, and Play Ground. John stated that the property could be resurveyed separating the recreation facilities from the school building.

#### 11. PUBLIC COMMENT

- No public Comment at this time.

#### 12. OTHER BUSINESS

- Industrial Park-The lease holder of the Industrial Park is two years in arrears in payments. He has received a Note to Pay or Quit if he fails to bring the lease account current. He has asked for an extension or a possible payment plan to

continue the lease. The Board offered the following: The Business owner will pay ½ of what is owed for 2017/2018 by January 31<sup>st</sup> in the sum of \$2,200.00. An additional \$2,200.00 to be paid no later than April 30<sup>st</sup>, 2019. A full amount of **\$ 4,400 is owed by June 30<sup>th</sup>, 2019 for 2018/2019.**

Motioned by Louise Fournier seconded by Wendy Dube to offer the above payment plan as Written.

Vote: Unanimously in favor.

- Reminder emails and phone calls will be provided to the Selectman the day prior to each meeting.
- Winter Riders
  1. The electrical expenses of the pole/electricity hook up is to be reimbursed by the Eagle Lake Winter Riders via grant that we are expecting to receive by April/May of 2019.
  2. The Town of Eagle Lake processes the 1099s for the Winter Riders each year **on their request. If they request we do so again this year, the information is provided by the Winter Riders.**

13. EXECUTIVE SESSION: 1 M.R.S.A. 406 § 6 (A) Personnel Matters

Performance Review of Town Manager

Motioned by Louise Fournier and seconded by Wendy Dube to move into Executive Session at 8:15pm

Moved out of Executive Session at 8:26pm.

14. ADJOURNED AT 8:26PM