 TOWN OF EAGLE LAKE

**BOARD OF SELECTMEN’S MEETING**

**FEBRUARY 15, 2023**

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

The Board members present included: Wendy Dube, Brian Devoe, Raymond Saucier, and Arthur Carroll.

 Others in attendance: Town Manager, John Sutherland, Deputy Clerk, Apryl Gagnon,

 Scott Belair from Maine D.E.P., Eagle Lake Code Enforcement Officer Michael

 Rochester and Eagle Lake Water and Sewer District Superintendent Gerald Raymond.

2. BOARD DISCUSSION WITH SCOTT BELAIR FROM MAINE DEP

 Scott Belair stated that he is attending the Board Meeting at the request of a few Board

 members to discuss the Shoreland Ordinances and guidelines for projects in the Shoreland

 Zone. He states that the Shoreland Zoning Act mandates that every town in Maine has Shore

 Land Ordinance with guidelines that are no less than State of Maine statutes. He stated that

 the Town of Eagle Lake has its own Shoreland Zone Ordinance for guidelines for building

 permits around the lake and other bodies of water. These guidelines are separate from the

 statutes that the D.E.P. permits. Scott then discussed multiple D.E.P. permits with different

 guidelines and compared them to the guidelines in Eagle Lake’s Shoreland Zone Ordinance.

3. EAGLE LAKE WATER AND SEWER DISTRICT SUPERINTENDANT GERALD

 RAYMOND WILL ADDRESS BOARD REGARDING A PROPOSED WELLHEAD

 PROTECTION ORDINANCE

 Eagle Lake Water and Sewer District Superintendent Gerald Raymond addressed the

 Board regarding the request from the Water and Sewer District that the Town enact a

 Wellhead Protection Ordinance. The purpose of this ordinance is to protect the municipal

 water supply from activities that could threaten to contaminate this vital resource.

 Activity will be able to proceed with a permitting process much like activity in the

 Shoreland Zone. A permit can be obtained from the town office and presented to the

 Planning Board for review. The Code Enforcement Officer will be responsible for enforcing

 the ordinance. This proposed ordinance will need to be approved at a Town Meeting. The

 Town will need to host a couple Public Hearings to educate residents on the proposed

 ordinance and hear any concerns or issues that they may have. John recommends that the

 Board consider having a Special Town Meeting to consider the proposed ordinance.

4. TOWN MANAGER’S REPORT UPDATES

 a. Micro Loan

 Account DKL012809 made four payments in the month of January.

 Account TR021220 made two payments in the month of January.

 All other accounts are up to date and current.

 b. Pond Brook Estates

 Apartment 3 continues to honor her agreement to pay $750 per month.

 All other accounts are current.

 With the frigid temperatures at the beginning of February, a water pipe in the boiler

 room of building 39 burst. Maintenance and John investigated the issue and

 determined that it was a fresh water issue and not a boiler or heating issue. Plumber,

 Michael Hebert was contacted and came in to repair the line. Selectman Brian Devoe

 recommended that the water lines in the boiler room be wrapped with insulation.

 John added that Chris inspected the Town Office and recreation building and

 discovered no water or heating issues.

c. Roads

 Snow banks are creating a safety issue at the intersections. Simard Construction

 cleaned out a number of intersections so people could see oncoming traffic when

 pulling out of the streets.

 The Road Committee met and discussed priorities for the upcoming year. The

 Committee agreed that Devoe Brook Road from Route 11 to the Town Office

 needs attention. Water pooling at the end of the road will need to be properly drained.

 The road will need to be lifted and the water will need to be rerouted. The committee

 recommended that after the road work is done, then Devoe Brook Road should be

 paved from Aroostook Road to the Municipal Building. The second goal would be

 to rebuild the shoulder on the newly paved Red River Road and Old Main Street.

 The last project would be to fix the spring in the middle of Convent Road near the

 transfer station. This spring will need to be dug out and material added to allow

 water to properly drain towards the ditch. There are also manholes and culverts that

 have sunk and will need to be fixed.

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

 Eric Hamlin, from Maine DEP, requested a surveyor’s plan showing the

 measurements of the transfer station property and where the structures are in

 association with the outside perimeter of the property. Reynold Hebert and John

 Sutherland started at a pole that was on the MacDonald site survey and measured

 and documented the locations of everything on thee transfer station property. John

 also added the measurements of the rear property boundary. John informed the

 Board that Eric was satisfied with this map. Eric will update John on the next steps

 in the License Amendment process.

e. Eagle Lake Fire Department

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

 Fire Department responded to six calls last month. Four of them were for vehicle

 accidents, one was for automatic aid from Fort Kent for a structure fire and the last

 one was for a lift assist in T15 R6 in support of Ambulance Service Inc.

 John stated that Robert informed him that training for February will be on Sunday,

 February 26, 2023. Robert plans on finishing up the required Department of Labor

 trainings that his department is required to have.

5. MONTHLY FINANCIALS-

 Review monthly financials for January 2023

1. Bank Reconciliation

Moved by Raymond Saucier to approve the Town of Eagle Lake Bank Reconciliation and Pond Brook Reconciliation for January 2023, seconded by Wendy Dube.

 Vote: Unanimously in favor.

 Sample Check Audit

Moved by Brian Devoe to accept the Sample Check Audit for January, seconded by Raymond Saucier.

 Vote: Unanimously in favor.

1. Sign Warrants

Moved by Brian Devoe to accept the January 2023 Warrants, seconded by Wendy Dube.

 Vote: Unanimously in favor.

1. Micro Loan

Moved by Brain Devoe to accept the January 2023 Micro Loan Reconciliation, seconded by Raymond Saucier.

 Vote: Unanimously in favor.

6. PUBLIC COMMENT

 None

7. REVIEW AND ACCEPT MINUTES

 JANUARY 18, 2023 CDBG GRANT PUBLIC HEARING

 JANUARY 18, 2023 AROOSTOOK COUNTY A.R.P.A. FOR WATER AND SEWER

 JANUARY 18, 2023 AROOSTOOK COUNTY A.R.P.A. FOR MEMORIAL PARK

 JANUARY 18, 2023 BOARD OF SELECTMEN’S MEETING

 FEBRUARY 2, 2023 SPECIAL TOWN MEETING

 The Board reviewed the minutes. The Board recommended a couple of modifications and

 John said that he will make them.

 Moved by Raymond Saucier to accept the minutes from all the above meetings,

 seconded by Brian Devoe.

 Vote: Unanimously in favor.

8. REVIEW AND CONSIDER REVISING POLICIES

 John spoke with Fire Chief, Robert St. Germain and asked if he could review the Fire

 Department Policy and make any necessary change to make the policy fit the

 departments current operations. John will review Robert’s recommendations with the

 Board at the March Board of Selectmen’s meeting.

 John discussed with the Board to consider a storm day policy. John stated that a couple

 of weeks ago, weather conditions necessitated the need to close the office early so the

 employees could get home safely. John would like to Board to consider a policy that

 could be used if the Town office needed to be closed for a weather event. The Board

 discussed that John talk to other town offices in the area to review their policies for this

 issue.

 Recently a couple of contractors requested payment early. The Board discussed that each

 contractor must follow the guidelines of the bid specs, which states that the contractor will

 get paid the day after the Board of Selectmen’s Meeting and no sooner.

9. REVIEW AND CONSIDER MUNICIPAL ROAD POSTINGS

 John spoke with the Board to ask that they authorize posting municipal roads any time after

 March 1st if we get a series of warm temperatures. State statutes allow the municipal officers

 to authorize posting roads from November to June if the weather is above 32 degrees to

 protect roadways from damage caused by heavy loads due to spring time conditions.

 Moved by Raymond Saucier to accept posting of any municipal road with several days of

 warm weather 32 degrees and warmer starting March 1st if needed, seconded by Brian Devoe.

 Vote: Unanimously in favor.

10. INITIAL REVIEW OF THE PROPOSED MUNICIPAL BUDGET FOR 2023-2024

 John Sutherland presented the Board with the proposed initial municipal budget to the

 Board for review. John stated he added in additional $10,000 for a new roof for the

 Municipal Building. He stated he contacted Travis Delisle for an estimate for a new roof for

 budgeting purposes.

11. REVIEW AND CONSIDER AROOSTOOK COUNTY A.R.P.A. GRANTS

 The Letters of Intent for this year’s Aroostook County A.R.P.A. grants is due Friday,

 February 17, 2023. He has two Letters of Intent to go out. One is for $300,000 on behalf

 of the Eagle Lake Water & Sewer District and the other is an application for $15,000 on

 behalf of the Memorial Park. At last year’s annual town meeting, legislative body

 approved $15,000 for improvements at the park.

 Moved by Raymond Saucier to submit the two Letters of Intent for the Aroostook

 County A.R.P.A grants, seconded by Brian Devoe.

 Vote: Unanimously in favor.

12. OTHER BUSINESS:

 John informed the Board that he has started to work on the Municipal Warrant for our

 Annual Town Meeting. John asked the Board to if there were any items that they wished

 to add to the Municipal warrant for consideration.

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

 MANAGER’S EVALUATION

 Moved by Brian Devoe to enter into Executive Session, seconded by Raymond Saucier.

 The Board entered into Executive Session at 8:28 p.m. The Board exited Executive Session

 at 9:15 p.m. No motions were made as a result of the Executive Session.

14. ADJOURN

 Moved by Wendy Dube to adjourn the Board of Selectmen’s meeting at 9:15 pm,

 seconded by Brian Devoe.

 Vote: Unanimously in favor.