 TOWN OF EAGLE LAKE

**BOARD OF SELECTMEN’S MEETING**

**JULY 26, 2023**

1. The meeting was called to order by Board Chair, Arthur Carroll at **5:31** P.M.

The Board members present included: Wendy Dube, Denise Martin and Apryl Gagnon.

Others Present included: Town Manager, John Sutherland and Deputy Clerk, Rita Ricciardi.

John stated that he received a Micro Loan application from Vaughn and Lisa Devoe after

the Agenda was posted. Eagle Lake Board Chair Arthur Carroll stated that John brought the

application to his attention and he asked John to forward a copy of the application to each

Board member. He also asked John to invite Vaughn and Lisa to the meeting to answer any

questions the Board may have. John requested the Board go into Executive Session citing 1

M.R.S.A. 405 § (F) Discussion of Confidential Records: Micro Loan Application.

Moved by Apryl Gagnon to enter into Executive Session for discussing a Micro Loan

application and invite Vaughn and Lisa Devoe to answer any questions Board members

may have, seconded by Denise Martin.

Vote: unanimously in favor.

The Board went into Executive Session at 5:32 p.m.

At 5:45 P.M. the Board exited Executive Session

Moved by Wendy Dube to approve the Micro Loan for the amount of $12,000, seconded by

Denise Martin.

Vote: unanimously in favor.

2. **REVIEW AND CONSIDER A LEASE AGREEMENT WITH THE EAGLE LAKE**

**SNOWMOBILE CLUB FOR 10 DEVOE BROOK ROAD**

John stated that Article 14 in the annual town meeting warrant authorizes the Board to enter

into a lease agreement with the Eagle Lake Winter Riders for a parcel of Town owned land

located at 10 Devoe Brook Road under terms and conditions that the Board feels are in the

best interest of the Town. The Winter Riders would like to build a garage to store their

groomer and act as a club house. The Board discussed the size of the parcel that the club is

currently using, the length of the term of the lease, insurance coverage on the lot and is a

survey necessary to determine the boundaries of the leased parcel.

The Board asked John to reach out to other communities that allow their snowmobile clubs

to use town owned property to house their groomers and act as a club house. John will

gather the information and report back to the Board.

3. **TOWN MANAGER’S REPORT UPDATES**

a. **Micro Loan**

John informed the Board that he delivered a letter to loan recipient JS111222021

informing him of the status of his Micro Loan. He responded by making a payment

and informing John that he was coming in with another.

b. **Pond Brook Estates**

John stated that the tenants of apartment 12 still have not vacated the premises.

Court is scheduled for Monday, August 7 at 1 p.m. The tenants still are failing to

comply with the designated smoking area.

John informed the Board that after a discussion with the tenant in apartment 13,

he removed his unregistered vehicle from the parking lot.

c. **Roads**

John informed the Board that we are seeing no evidence of reoccurring beaver issues on Gilmore Brook Road, the hiking trails and Red River Road at his time.

John stated that we purchased a truckload of cold patch and Chris, Fred and Robert have been using it to fill potholes. Chris informed John that they have already used over one-half of the truckload filling potholes.

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

John informed the Board that a truckload of steel was picked up at the NASWA

transfer station by Paul Gallant. NASWA received approximately $1,500 for the

load of steel.

e. **Eagle Lake Fire Department**

John stated that during the previous month, the Eagle Lake Fire Department had 1 call for a smoke investigation, 1 call to respond to an accident & 1 lift assist. Sunday, July 30th will be the Fire Department’s monthly training for July. John will request that Eagle Lake Fire Chief Robert St. Germain to attend the next selectman’s meeting to discuss the new substation and plans for training the new potential firefighter candidates. Also, we will need to discuss a budget for these additional costs.

4. **MONTHLY FINANCIALS**

John reviewed monthly financials for June 2023. The Board asked John to allocate $1,500 from the Town of Eagle Lake’s Undesignated Fund to cover the overage in the Fire Department‘s 2022-23 expense account. This amount was voted on & approved by the legislative body at the June 14, 2023 annual town meeting.

John reviewed the year-end accounts with the Board. John was questioned as to why

items such as the school and ambulance still have balances left over. John stated that

we pay on invoices received. He added that for budgetary reasons, contract items

like for the ambulance, he will round up to get an even number for the budget.

1. **Bank Reconciliation**

During the Bank Reconciliation, it was noted that Apryl Gagnon’s name was still on some of the Norstate Bank accounts. John will reach out to Norstate and remove Apryl Gagnon’s name from the Norstate bank account since she is no longer a Deputy Clerk.

Moved by Apryl Gagnon to approve the bank reconciliation for the Town of Eagle Lake, seconded by Denise Martin.

Vote: unanimously in favor.

Moved by Wendy Dube to approve the bank reconciliation for Pond Brook Estates, seconded by Denise Martin.

Vote: unanimously in favor.

b. **Sample Check Audit**

Moved by Wendy Dube to accept the Sample Check Audit for the Town of Eagle Lake and Pond Brook Estates, seconded by Apryl Gagnon.

Vote: unanimously in favor.

1. **Sign Warrants**

Moved by Wendy Dube to accept the June 2023 Warrants, seconded by Apryl Gagnon.

Vote: unanimously in favor.

1. **Micro Loan**

Moved by Apryl Gagnon to accept the June 2023 Micro Loan Reconciliation, seconded by Denise Martin.

Vote: unanimously in favor.

5. **PUBLIC COMMENT**

There was no Public Comment

6. **REVIEW AND ACCEPT MINUTES**

June 21, 2023 BOARD OF SELECTMEN’S MEETING:

The Board noted a couple of spelling issues and John said that he would take care of them.

Moved by Apryl Gagnon to accept the corrected June 21st minutes, seconded by Denise

Martin.

Vote: unanimously in favor.

June 29, 2023 SPECIAL BOARD OF SELECTMEN’S MEETING

There were no noted issues or concerns with the minutes. Moved by Denise Martin to

accept June 29th minutes, seconded by Wendy Dube.

Vote: unanimously in favor.

7.  **REVIEW & CONSIDER MUNICIPAL OFFICE ROOF REPLACEMENT**

John informed the Board that a new roof replacement for the municipal building was

approved at our annual town meeting. Article 42 was the warrant article that voters used to

approve allowing the Board of Selectmen to send the project out to bid.

Moved by Wendy Dube to send out bid requests for a roof replacement for the municipal

office building, seconded by Apryl Gagnon.

Vote: unanimously in favor.

8. **REVIEW AND CONSIDER INSTALLING A POLE AND STREET LIGHT AT THE**

**STATE OF MAINE BOAT RAMP**

Town Meeting Warrant Article 19 asked the legislative body if they wished to dedicate a

sum not to exceed $3,500 to install a light pole and LED street light at the State of Maine

Boating Facility in Eagle Lake. The funds are to come from the Town of Eagle Lake’s

A.R.P.A. funds.

Moved by Wendy Dube move forward with installing a pole and street light at the State of

Maine Boating Facility in Eagle Lake at the area where the boats are launched, seconded by

Apryl Gagnon.

Vote: unanimously in favor

9. **REVIEW AND CONSIDER PUTTING THE RINO 660 OUT TO BID**

John stated that Municipal Warrant Article 20 was approved at annual town meeting. It gave

the Board permission to sell the Rino 660 on terms that they deemed in the best interest of

the town. John stated that the Rino has multiple issues including motor, transfer case and a

broken frame. Rogers Sports Center’s mechanics are advising the machine is not worth

investing the necessary funds to repair all of the issues. John stated that we have town

meeting approval to sell the John Deere tractor. We also have a snowblower attachment that

does not work, a bush hog with gear box issues and the 1980 Ford Fire Engine sitting in the

Indiustrial Park.

Moved by Apryl Gagnon to put these items out to bid, seconded by Denise Martin.

Vote: unanimously in favor

10. **REVIEW AND CONSIDER REBUILDING THE DRIVEWAY FOR THE**

**RECREATION BUILDING**

John informed the Board that Municipal Warrant Article 22 requested the Board spend an

amount from the Recreation Building Reserve account not to exceed $2,500 to rebuild the

driveway at the Recreation building. This article was approved at town meeting. John added

that grass is reclaiming the parking lot area. The Board asked John to have a discussion

with Eagle Lake Winter Riders club president John Francis to see if something can be done

about the groomer filling in the second driveway with snow when they are grooming trails.

Moved by Apryl Gagnon to move forward with rebuilding the driveway, seconded by

Denise Martin.

Vote: unanimously in favor

11. **REVIEW AND CONSIDER THE FUTURE OF MAP 3 LOT 10-1**

John informed the Board that New Jersey resident Anthony Damico purchased a 1.8 acre

lot in Eagle Lake with the goal of putting a house where he could vacation on a regular

basis. Unfortunately, Anthony passed away before he could complete his goal. His estate

gifted the property to the Town of Eagle Lake. The property is known on the Eagle Lake

tax maps as Map 3 Lot 10-1. Municipal Warrant article 18 authorized the Board to accept

gift and dispose of the property on terms and conditions that the Board deems in the

best interest of the Town of Eagle Lake. The board recommended the lot be put out to bid.

Moved by Apryl Gagnon to put Map 3 Lot 10-1 out for bid, seconded by Denise Martin.

Vote: Unanimously in favor.

12. **RATIFY EMPLOYEE HIRE**

John informed the Board that he is recommending they ratify the hire of Chris Cote for the

Maintenance position. Chris is a former Town of Eagle Lake employee and experienced in

the position.

Moved by Denise Martin to ratify the hire of Chris Cote for the maintenance position,

seconded by Apryl Gagnon.

Vote: unanimously in favor

13. **REVIEW AND CONSIDER RATIFYING EMPLOYEE PAY RATES**

John stated that the Budget Committee approved recommending the following salaries for

the Municipal budget:

Manager’s Salary $1,193,30 Weekly $62,000 per year

and the hourly amounts for the following positions:

Deputy Clerk $18.25

Part Time Deputy Clerk $17.00

Part Time Maintenance $ 15.00

Recreation Director $17.00

The Maintenance position for Chris Cote’s hire is $18.25 for 90 Days and $20 after that.

40 hours in the summer and 32 in the winter. This keeps the amount consistent with the

amount budgeted for the Maintenance position.

Moved by Wendy Dube to ratify employee pay rates, seconded by Apryl Gagnon.

Vote: unanimously in favor

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

Arthur Carroll has been speaking with Gary Daigle, who owns property on Sly Brook

Road. Gary is willing to sell the Town of Eagle Lake a two acre parcel that is literally

behind the Eagle Lake’s bulletin board on Sly Brook Road. Arthur said that he and John

walked the property and the soils look good for constructing a fire department substation.

John added that he is recommending the Town contact a soil scientist like Sara Ashley to

collect soil samples to further determine if it is a buildable lot. John stated that prior to any

construction, the town will need to get an environmental review approved since part of

project will be funded using a federal grant. John stated that Dirigo Engineering completed

one on behalf of the Eagle Lake Water and Sewer District. He will reach out to Dirigo

engineer Jack Lord for contact information for the people who can assist in our

Environmental Review.

15. **OTHER BUSINESS**

Maine Municipal is having an election of officers for their organization. They sent the

Town of Eagle Lake a ballot with a list of candidates for the available offices. John stated

that the number of candidates is equal to the number of offices available. If the Board

wished to recommend the candidates, John would fill out the ballot and send it in. John

stated the candidates appeared to be well qualified for the positions they were seeking. The

Board agreed to have John fill out the ballot and send it in on behalf of the Town of Eagle

Lake.

John stated that he has meetings scheduled for the Road Committee and the Municipal

Park Committee. He is hoping to make a presentation to the Board of Selectmen from each

Committee.

John stated that he had no further items to present to the Board.

16. **ADJOURN – 7:45 pm**

Moved by Wendy Dube to adjourn, seconded by Apryl Gagnon.

Vote: unanimously in favor