**TOWN OF EAGLE LAKE**

**BOARD OF SELECTMEN’S MEETING**

**FEBRUARY 20, 2024**

1. The meeting was called to order by Board Chair, Arthur Carroll at 5:35 P.M.

Board members in attendance included: Arthur Carroll, Wendy Dube, Jennifer Cole & Denise Martin

Others in attendance: Town Manager, John Sutherland and Deputy Clerk, Rita Ricciardi. Eagle Lake

Municipal Auditor Tim Poitras attended via ZOOM video conferencing.

1. **REVIEW 2022-23 ANNUAL MUNICIPAL AUDIT WITH EAGLE LAKE AUDITOR TIM POITRAS.**

Eagle Lake auditor Tim Poitras joined the Selectmen’s meeting via zoom to review and discuss the 2022-23 annual audit. Tim said that it was a good audit with no major findings to report. He added that he noticed that the smaller reserve accounts are not reconciled on a regular basis and he noticed that some equity accounts are labeled as liabilities. Tim stated that the audit determine the Unassigned Fund balance is currently $879,715.

Rita discussed some of the fund balances in the G/L accounts were not accurately reflecting what is in the reserve accounts. Part of the issue is that the G/L is quoting the value of funds that are in two banks. After a discussion with the Board, John and Rita, Wendy Dube moved that John and Rita work with Auditor Tim Poitras to reconciling the reserve accounts to the accurate account balances prior to the Board approving the 2022-23 Annual Municipal Audit, seconded by Denise Martin.

Vote: Unanimously in favor.

One issue discussed is when the fire department requests funds from the fund raising account, Norstate

has to issue a bank check for the amount requested. It makes it cumbersome for the fire department to

use funds from their fund raising account. A bank card would make withdrawing funds easier and allow

the Town of Eagle Lake another tool to track expenses on that account for auditing purposes.

Moved by Wendy to get a bank card from Norstate for the Eagle Lake Fire Department so they can

withdraw funds from the fundraising account, seconded by Denise Martin.

Vote: Unanimously in favor.

1. **REVIEW AND CONSIDER POSTING GRAVEL PORTION OF SLY BROOK ROAD**

John reminded the Board that this item was tabled from the January 17th Board of Selectmen’s meeting.

He added that this issue was brought up due to logging being done at the end of Sly Brook Road by the

State of Maine. Transporting the logs will require loaded log trucks to travel over the gravel portion of Sly Brook Road. Board chair Arthur Carroll reminded the Board that the Town of Eagle Lake invested a lot of money in ditching and rebuilding the road. The base of the road is not designed for heavy woods trucks to travel over and that could result in damaging the road. Arthur added that we are allowed to post roads when the Board of Selectmen feel it is in the best interest of the Town and protect roadways from heavy truck traffic during periods when the base is soft. John added that he is requesting permission from the Board to post Sly Brook Road when it is necessary to protect the road from heavy truck traffic when it will be vulnerable. The Board discussed if it would be a good idea to vote to post roads in general since our next meeting will be in the middle of March.

Motion was made by Wendy Dube to authorize John to post roads when temperatures warrant for the

protection of the roadways in Eagle Lake, 2nd by Denise Martin.

Vote: unanimously in favor

1. **PUBLIC COMMENT**

There was no public in attendance at the meeting.

1. **TOWN MANAGER’S REPORT - UPDATES**
   1. **Micro Loan**

John advised the Board that all accounts are current except for JS111222021. John sent a letter to account holder and he came in and made one payment of $275. Board inquired as to what the policy procedures are if an account gets behind. John advised the Board that it would have to be late 240 days before foreclosure could be enforced.

* 1. **Pond Brook Estates**

Apartment 9 has been rented and a new tenant has moved in. Apartment 13 has also been rented

and a new tenant is making plans to occupy the unit.

* 1. **Committee Updates**

**Forest Committee** met on Tuesday, February 6th. The committee discussed a harvest for the lot behind the Town Office. The committee discussed how trees along the town trails could be removed without causing additional trees to be blown over. The committee discussed locations for a log yard and concerns over harvesting around Pond Brook. It was decided to wait until spring and have a forester walk the property and put a harvest plan in place. Once a plan is completed, the Board of Selectman can make the decision whether to move forward with putting the harvest out to bid. The committee will meet again in May after the snow melts and the property has a chance to dry up.

**Road Committee** met on Wednesday, February 7th. The committee still wants to focus on projects for pond Brook Road and Convent Road. Redirecting the water from the intersection of Devoe Brook Road. and U.S. Route 11 is one priority. Removing the hump in front of the Town Office driveway is another. There is a spring in the road near the property owned by Jamie Voisine on Devoe Brook Road that bubbles water during early parts of the summer. The culvert in the driveway of the town office needs to be reset so it doesn’t rise and sink with the seasons. For Convent Road., the goal is to remove the spring in the hill before the turnoff to the dump and look at replacing the culverts where Pond Brook crosses the road. Both projects will be doing road construction this year and letting the ground settle before looking at paving next year.

**Budget Meeting with the Board of Selectmen** for the initial review of the 2024-25 Municipal budget will be on Monday, February 26th at 5:30 pm.

* 1. **NASWA**

John reached out to Eric Hamlin, Manager, Solid Materials Management Unit for Maine Department of Environmental Protection, but has not heard back regarding NASWA’s license amendment. During their last conversation, Eric said if John didn’t hear back from him, he had everything he needed for review.

* 1. **Eagle Lake Fire Department**

Fire department will be having cold water operations training with Don Enu from North Lakes Fire and Rescue.

1. **MONTHLY FINANCIALS**

The Board reviewed monthly financials for January 2024. John stated that we are eight months into the year and our Expense and Revenue accounts are where they should be. The Expense accounts that are over include accounts that are paid ahead for the period of for the year.

* 1. **Bank Reconciliations**

Motion was made by Wendy Dube to accept the Town of Eagle bank reconciliation, 2nd by Jennifer Cole.

Vote: unanimously in favor

Motion was made by Wendy Dube to accept the Pond Brook bank reconciliation, 2nd by Jennifer Cole.

Vote: unanimously in favor

* 1. **Sample Check Audit**

John noted that Arthur Carroll informed him that one check in the Selectmen’s packets for the check audit was incorrect. John added that Arthur notified him that he requested check 13516 and we inserted check 13616 in the Board packets. John added that as soon as he was notified he

Got the correct check and documentation and presented it to the Board for review.

Motion was made by Denise Martin to accept the Town of Eagle Lake & Pond Brook sample check audits, 2nd by Wendy Dube.

Vote: unanimously in favor

* 1. **Sign Warrant**

Motion was made by Denise Martin to sign the Town of Eagle Lake & Pond Brook warrants, 2nd by Wendy Dube.

Vote: unanimously in favor

* 1. **Microloan**

Motion was made by Wendy Dube to accept the Microloan reconciliation, 2nd by Denise Martin.

Vote: unanimously in favor

1. **REVIEW AND ACCEPT MINUTES – January 17, 2024**

Motion was made by Jennifer Cole to accept the minutes of the January 17, 2024 Board of

Selectmen’s meeting, 2nd by Denise Martin.

Vote: unanimously in favor

1. **REVIEW AND CONSIDER OPENING THE POLLS AT THE EAGLE LAKE TOWN OFFICE POLLS FROM 8:00 A.M. TO 8:00 P.M. ACCORDING TO 21-A M.R.S.A. ARTICLE 2 SECTION 626 FOR THE MARCH 5, 2024 PRESIDENTIAL PRIMARY**

Motion was made by Wendy Dube to open the polls for the March 5, 2024 Presidential Primary, 2nd by Denise Martin.

Vote: unanimously in favor

1. **REVIEW AND CONSIDER APPOINTMENT OF ELECTION WARDEN AND ELECTION CLERKS**

John advised the Board that John Martin has been asked to be Election Warden and Anne Nadeau and Laurie Belanger-Boutot as Election Clerks for the March 5, 2024 Presidential Primary.

Motion was made by Wendy Dube to accept the nominations for Election Warden and Election Clerks,

2nd by Denise Martin.

Vote: unanimously in favor

1. **REVIEW AND DISCUSS BIDS FOR WINTER ROADS MAINTENANCE FOR SLY BROOK ROAD FOR YEARS 24-25, 25-26 & 26-27.**

John informed the Board that the Town of Eagle Lake received threesealed bids forWinter Road Maintenance for Sly Brook Road. The bids are for a three year period from year 24-25, 25-26 and 26-27.

Eagle Lake Board Chair Arthur Carroll opened the three sealed bids and read them aloud:

Patrick Caron – (24/25) - $53,000 (25/26) - $53,000 (26/27) - $51,000

Paul Lozier – (24/25) - $49,995 (25/26) - $49,995 (26/27) - $49,995

Cody Dubois – (24/25) - $46,800 (25/26) - $47,800 (26/27) - $48,800

John added that all three contractors have performed the work previously and he was satisfied that each

of them would do a good job for the Town of Eagle Lake.

Motion was made by Wendy Dube to award the bid to Cody Dubois based on price, 2nd by Jennifer Cole

Vote: unanimously in favor

1. **REVIEW AND CONSIDER FUTURE PUBLIC HEARINGS**

John informed the Board that the Town of Eagle Lake has a number of issues that will need a public

hearing to encourage input from local citizens before we can move forward. The following topics will

require a public hearing:

**MJ’s Pub & Grub** – liquor license renewal – Next Boar of Selectmen’s meeting.

**Forest Harvest** – This is the walking paths and the property behind the Town Office.

**Memorial Park-** This will update our residents on the vision for the park going forward.

**Sly Brook Substation**- This is to increase response time to emergencies on Sly Brook Road.

**Aroostook County A.R.P.A-** This application is to assist funding for the Sly Brook Road Substation

**Shoreland Zoning Ordinance Revision-** The update is requested by Maine DEP. Because it is an Ordinance, it will need a public hearing prior to acceptance by a vote of the legislative body.

Discussion was had on each but no dates were set at this time.

1. **REVIEW AND CONSIDER THE FUTURE OF THE OLD COPIER**

John reminded the Board that the Toshiba copier that the Town of Eagle Lake had prior to purchasing the new Minolta copier we now have, is setting in the back room collecting dust. The copier works but the feeder is worn. John asked the Board what they would like to see done with the old copier that is no longer in use. He added that he spoke to a copier sales person who informed him that there is no market for used copiers. John added that he felt that if we spent the money to advertise in the St. John Valley Times that is was possible that we would not recoup the cost of the ad. The Board decided to advertise copier for sale around town for 30 days. If it doesn’t sell, we can dispose of it.

Motion was made by Wendy Dube to advertise for 30 days around town and see if we get any offers

and then dispose of the copier if a reasonable offer is not made, 2nd by Denise Martin.

Vote: unanimously in favor.

1. **REVIEW AND DISCUSS AROOSTOOK COUNTY A.R.P.A. APPLICATION**

John informed the Board that he submitted the letter of intent prior to February 16th deadline. The grant

Is to provide additional funds for the Sly Brook Road Substation.

1. **REVIEW AND DISCUSS NORTHERN BORDERS GRANT APPLICATION**

John spoke with Charlotte Mace, State of Maine Program Manager for NBRC about a Northern Borders Grant submission. John said the Board advised him to apply for the grant to provide additional funds for the Sly Brook Road Substation. John said that Charlotte advised him that since the town was awarded an NRBC award and an EDA award in 2023, an NRBC award in 2024 is highly unlikely.

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

John informed the board that a Phase 1 Environmental Review is required due the project receiving HUD funding. John said this review will be looking to the history of the site and if any contaminants were store on the site. John stated that since this is an undeveloped site he does not expect the discovery of any contaminants. John spoke with multiple engineers for quotes on approximate cost. Jim Lord with Dirigo Engineering and Nathen Hersey from County Environmental informed John they will be getting back to him with a cost estimate for the review.

1. **OTHER BUSINESS**

John stated that he had the following items for Other Business:

* 1. John advised the Board that the Aid to Firefighters grant is due March 8th.
  2. John reminded the Board that the initial review of the 2024-25 annual municipal budget is scheduled for Monday, February 26, 2024 at 5:30 p.m.
  3. John stated the Eagle Lake Planning Board Chair John Martin has reviewed the updated Shoreland Zoning Ordinance. He needs to review it with the members of the Planning Board. Once the Planning Board agrees to the recommended changes, they can forward a copy to the Board of Selectmen for review. The Board will then need to schedule a public hearing to allow local residents an opportunity to comment on the Ordinance. The Ordinance will then need to be accepted by a vote of the Legislative body. John said that the DEP would like the Ordinance adopted prior to the summer construction season.

* 1. Bruce Labbe expressed an interest in the vacant CEO position. Bruce occupies the same position for the Town of Frenchville. John contacted the Town Manager for Frenchville who informed him that Bruce does a good job in a challenging position and he has heard no complaints from his residents.
  2. Denise Martin will be on vacation from 03/19/24 – 03/29/24 but stated she can zoom in if needed for next selectmen’s meeting.
  3. Rita informed the Board that our current animal control officer, John Pelletier, is not currently up to date on his licensing requirements for the position and this may pose an issue with the State of Maine Animal Control Office.

1. **ADJOURN**

Motion was made by Wendy Dube to adjourn at 8:30, 2nd by Jennifer Cole.

Vote: unanimously in favor