**TOWN OF EAGLE LAKE**

**BOARD OF SELECTMEN’S MEETING**

 **JANUARY 17, 2024**

1. The meeting was called to order by Board Chair, Arthur Carroll, at 5:33 P.M.

 Board members in attendance included: Arthur Carroll, Wendy Dube and Apryl Gagnon.

 Others in attendance include Eagle Lake residents Paul Nadeau, Louis Albert, Town Manager, John

 Sutherland and Deputy Clerk, Rita Ricciardi.

1. **REVIEW AND CONSIDER UPDATING THE EAGLE LAKE FIRE DEPARTMENT’S OPERATING POLICIES AND PROCEDURES TO ACCOUNT FOR RAISE IN MINIMUM WAGE.**

 John informed the Board that the minimum wage in Maine increased to $14.15 per hour on January 1st, 2024. The Eagle Lake Fire Department’s Policy and Procedures manual states that firemen get paid $14.00 per hour and officers get paid $16.00 per hour. Eagle Lake Fire Chief Robert St. Germain is recommending that Fire fighters receive $16.00 per hour and officers receive $18.00 per hour. John added that the new pay rates will help us recruit and retain firefighters.

 Motion was made by Wendy Dube to increase firefighter’s wages from $14.00 per hour to $16.00 and increase officer’s wages from $16.00 per hour to $18.00, 2nd by Apryl Gagnon.

 Vote: Unanimously in favor

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

 John informed the Board that the State of Maine is currently conducting a wood harvest operation on

 State of Maine lands located at the end of Sly Brook Road. Their plan is to harvest approximately 400

 cords of wood by thinning out old growth in that section. The road is currently frozen so heavy

 equipment use at this time will not damage the roadway but if the roadways thaws prior to completion

 of the wood harvest, then the roadway would need to be posted to protect the base of the road from

 potential damage caused by heavy trucks hauling over it. John suggested that since the roadway is

 currently frozen, we revisit the topic at the February Board of Selectmen’s meeting. In the meantime,

 John will stay in touch with Northern Region Manager, Maine Public Lands, Jacob Guimond, who is overseeing the contractor who is conducting the harvest.

 Motion was made by Apryl Gagnon to table further discussion until the February 21, 2024 Board of

 Selectmen’s meeting, 2nd by Wendy Dube.

 Vote: Unanimously in favor

1. **PUBLIC COMMENT**

Eagle Lake Board Chair, Arthur Carroll, opened up the floor for public comment at this time.

 Sly Brook Road residents Louis Albert and Paul Nadeau were in attendance. Paul addressed the Board and said he would just like to take the time to thank the Board of Selectmen for their hard work and that it was appreciated. Louis and Paul asked if there were any updates to the Sly Brook Substation project. The gentlemen offered the names of potential individuals that may be interested in becoming a fire fighter and stated they were willing to volunteer and help in any way they can.

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

John advised the Board that there are currently two accounts that are behind in payments. The Board inquired as to what the policy procedures are if an account gets behind. John advised the Board that an account would have to be late 240 days before foreclosure would be enforced. John stated that he sent letters to both account holders and advised them of their status and the amount needed to make their accounts current.

* 1. **Pond Brook Estates**

Apartment 13 has been cleaned and is ready and available for rental. Apartment 9 should be ready by next week. A tenant has already been selected for this unit. Wendy asked John if there were any tenants behind at this time and John advised the Board that there is currently one tenant that is behind and has until month’s end to catch up or face eviction.

* 1. **Roads**

Old Main Street had a beaver starting to build a dam near the culvert that crosses the road at the end of the public beach area. Simard Construction has gone in and removed the brush and debris and the town will continue to monitor the area for further beaver activity

John informed the Board that the road committee will be meeting in late February. He expects to have a recommendation for upcoming summer projects that he can offer the Board prior to meeting with the budget committee to begin reviewing the upcoming municipal budget.

* 1. **NASWA**

John informed the Board that NASWA has no issues or concerns at this time.

* 1. **Eagle Lake Fire Department**

John informed the Board that Eagle Lake Fire Chief Robert St. Germain said his next training will be Sunday, January 28, 2024. He plans on having a training on cold weather operations, pump training during winter conditions and pumping water from the lake.

Robert stated that he plans on beginning interviewing Eagle Lake Fire Department applicants on Thursday, January 18, 2024.

**MONTHLY FINANCIALS**

 The Board reviewed monthly financials for December 2023. John informed the Board that

 the list for potential foreclosure for 2021 unpaid property taxes is down to 4 accounts.

* 1. **Bank Reconciliations**

The Board reviewed Bank reconciliations for the Town of Eagle Lake and Pond Brook Estates for the month of December 2023.

Motion was made by Wendy Dube to accept the Town of Eagle bank reconciliation for December

2023, 2nd by Apryl Gagnon.

Vote: Unanimously in favor

Motion was made by Apryl Gagnon to accept the Pond Brook bank reconciliation for December 2023, 2nd by Wendy Dube.

Vote: Unanimously in favor

* 1. **Sample Check Audit**

The Board reviewed the Sample Check Audit for December 2023. Eagle Lake Select Board Chair Arthur Carroll asked if there were any issues or concerns with the sample check audit. Hearing none from the Board, Arthur asked if the Board was ready to vote.

Motion was made by Apryl Gagnon to accept the Town of Eagle Lake and Pond Brook sample check audits for December 2023, 2nd by Wendy Dube.

Vote: Unanimously in favor

* 1. **Sign Warrant**

The Board reviewed the warrants for January 2024. The warrants include the Town of Eagle

Lake, Pond Brook Estates and Payroll.

Motion was made by Apryl Gagnon to sign the Town of Eagle Lake, Pond Brook Estates and Payroll warrants, 2nd by Wendy Dube.

Vote: Unanimously in favor

* 1. **Microloan**

Motion was made by Apryl Gagnon to accept the Microloan reconciliation, 2nd by Wendy Dube.

Vote: Unanimously in favor

1. **REVIEW AND ACCEPT MINUTES OF DECEMBER 20,2023**

The Board reviewed the minutes of the December 20, 2023 Board of Selectmen’s meeting. Board Chair Arthur Carroll asked if there were any issues or concerns with the minutes. Hearing no issues, Arthur asked for a vote to accept the minutes of December 23, 2023 Board of Selectmen’s meeting.

Motion was made by Wendy Dube to accept the December 20,2023 Board of Selectmen’s meeting minutes, 2nd by Apryl Gagnon.

 Vote: Unanimously in favor

1. **REVIEW AND CONSIDER CODE ENFORCEMENT JOB DESCRIPTION**

John informed the Board that he found a Code Enforcement Job Description in his computer. However when he reviewed it he noticed that it appeared to have been copied from another community and did not fit the description of duties for the Eagle Lake Code Enforcement Officer. John reviewed the Eagle Lake Shoreland Zoning Ordinance and reviewed the duties of the Code Enforcement Officer in enforcing the ordinance. He said that he compiled a list of duties consistent with the needs of the Town of Eagle Lake. When John was finished with the job description, he forwarded it to the Eagle Lake Planning Board Chair, John Martin. John Martin approved the updated Code Enforcement Officer job description. John said the next step is to forward the updated version to the Board of Selectmen for approval.

 Motion was made by Apryl Gagnon to accept the updated Code Enforcement Job description, 2nd by Wendy Dube.

 Vote: Unanimously in favor

1. **REVIEW AND CONSIDER CRITICAL DATES FOR TOWN MEETING**

 John reviewed the critical dates for annual town meeting with the Board. John reminded the Board that

 those members coming up for reelection will be able to get their nomination papers from the clerk on

 March 4, 2024 and they must be returned to the clerk by May 2, 2024 to be on the June ballot. After the

 Board reviewed the critical dates, John asked the Board of approve them. It was noted that some of the

 dates are dictated by State of Maine statues.

 Motion was made by Apryl Gagnon to adopt the critical dates as proposed, 2nd by Wendy Dube

 Vote: Unanimously in favor

1. **REVIEW AND DISCUSS SHORELAND ZONING ORDINANCE UPDATE**

 John informed the Board that Colin Clark, Shoreland Zoning Coordinator in the Bureau of Land

 Resources, Maine Department of Environmental Protection, informed him that the Eagle Lake

 Shoreland Zoning Ordinance that they had on file was dated 1999. John sent him a copy of our current

 ordinance that is dated 2016 and was approved at annual Town Meeting in 2017. Colin informed John

 that statutes quoted in the 2016 version were more outdated then the ones quoted in the 1999

 ordinance. John added that Dawn Hurd began working with the Town of Eagle Lake updating their

 ordinance in early 2018. Somewhere after that the work stopped. John said he discussed the issue with

 Eagle Lake Planning Board Chair John Martin. John Martin said he remembered someone was working

 on updating the ordinance and then everything stopped. He does not know why.

 John said that he asked Colin for Dawn’s updates and if there are any additional updates needed.

 Colin provided John with the updates from 2018 to today. John said that he took a copy of our

 Shoreland Zoning Ordinance and added Dawn’s recommended changes and updates. He then took the

 updates that Colin offered and added them to the document as well. John said he forwarded the updated

 copy to Colin for review. John is waiting for Colin’s recommendations before going forward.

 Going forward, John noted that the Planning Board will need to review and accept the new ordinance.

 They will then need to forward the ordinance to the Board of Selectmen for review. The Board will

 need to have a public hearing on the ordinance before it can be presented to the legislative body for

 town meeting approval. John stated that Colin said that he would like the ordinance to be completed and

 voted on prior to the summer construction season. John noted that there is a lot of work that needs to be

 done before it can be approved by Eagle Lake voters.

 John stated that no action is needed by the Board on this item. He wanted to give the Board and update

 and answer any questions that they may have. Since there were no questions, the Board moved on to the

 next item on the agenda.

1. **REVIEW AND CONSIDER DATE TO REVIEW BUDGET AND ARPA MATERIALS**

John stated that a previous Board of Selectmen’s meeting, the Board expressed their preference to have a special meeting to review the proposed municipal budget for 2024-25. The Board felt that tacking it on to a regular Board of Selectmen’s meeting would lengthen the meeting to the late hours. John asked the Board if they wished to set a date where the proposed budget could be reviewed and John noted they could discuss expending A.R.P.A. funds that have to be committed by December 31, 2024 or they will be returned to the United Stated Treasury.

 After a discussion amongst the Board members present, a date of February 13th has been selected for the initial municipal budget review.

Motion was made by Apryl Gagnon to accept the date of Tuesday, February 13, 2024 beginning at 5:30 to review the proposed 2024-25 municipal budget 2nd by Wendy Dube.

 Vote: Unanimously in favor

1. **REVIEW AND CONSIDER GOING OUT TO BID FOR SLY BROOK ROAD WINTER MAINTENANCE FOR YEARS 2024-25, 2025-26 AND 2026-27**

John informed the Board that the contract for plowing and sanding Sly Brook Road is up after this winter season. John added that if we go out to bid for a three year term now, we will have the number for the upcoming municipal budget.

 Motion was made by Wendy Dube for approval to put the Sly Brook Road winter plowing and sanding

 contract out for bid for the 2024-25. 2025-26 and 2026-27 winter seasons, 2nd by Apryl Gagnon.

 Vote: Unanimously in favor.

1. **REVIEW AND CONSIDER WOOD HARVEST ON TOWN OWNED PROPERTY**

 The Town of Eagle Lake owns a 148 acre parcel known on the tax maps as Map 06 Lot 007. This parcel

 includes the Eagle Lake Town Office, the recreation building and skating rink, municipal hiking trails,

 the transfer station and the ATV trailer located on Convent Road. John stated that the tree growth has

 matured and Fred and Chris have noted that a number of trees have fallen over. Some are resting on

 other trees and this creates a dangerous situation known as widow makers. Chris and Fred will find

 these trees and remove them to keep the hiking trails safe for the public to use. John added that the

 Town should consider a harvest to remove the mature trees and encourage new growth going forward.

 The Board discussed their concerns with making sure the harvest would have a limited impact on the

 hiking trails. John recommended that part of the bid package would be requesting a harvest plan

 provided by licensed forester be submitted by the bidder describing how their harvest would have a

 limited impact on the hiking trails and the brook. John added that he conversed with Maine Municipal

 on the proposed harvest. Maine Municipal advised the Town get legislative body approval prior to the

 wood harvest.

 Motion was made by Wendy Dube to move forward with the process to conduct a wood harvest on

 town owned property know as Map 6 Lot 007, 2nd by Apryl Gagnon.

 Vote: Unanimously in favor

1. **REVIEW AND CONSIDER NMDC PROPOSAL FOR SERVICES**

 John stated that the grant from NBRC requires us to have an agreement with our local development

 authority for grant administration. Northern Maine Development Commission (NMDC) is our local

 development authority. They get up to 2 percent of the one million dollar grant or $20,000. Since the

 award was for $250,000 from Northern Borders Region Commission (NBRC) and $750,000 from

 Economic Development Authority then we will need two agreements with NMDC to process grant

 awards from both agencies.

 Motion was made by Wendy Dube for John to sign the two proposals from NMDC to process both grant

 awards, 2nd by Apryl Gagnon.

 Vote: Unanimously in favor

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

 John stated that the Environmental Review is still ongoing. He stated that at this time he has no further

 updates.

1. **OTHER BUSINESS**

John informed the Board that there are two grants that could help the Town of Eagle Lake fund the Sly Brook Road substation. One is the NBRC Catalyst grant and the other is the Aroostook County A.R.P.A.

Grant funds. John said that our application for Aroostook County A.R.P.A. funds will be dinged a little because we received three grants from them. One for the ZOOM equipment in the Selectmen’s meeting room and downstairs fire department training room, one for Memorial Park and one for the Eagle Lake Water and Sewer District.

Moved by Apryl Gagnon to move forward with applying for funds form the N.B.R.C. Catalyst grant and Aroostook County A.R.P.A. grant, 2nd by Wendy Dube.

 Vote: Unanimously in favor

 John informed the Board that the Presidential Primary for Maine will be on Tuesday, March 5, 2024.

 The Board discussed the property located at 3355 Aroostook Road. The Board previously looked at

 addressing it as an unlicensed junkyard. Follow up with the business located at the property led to a

 minor cleanup of the property. John said that he will reach out to the business owner and do a follow up

 with the property owners to get the property cleaned up.

1. **ADJOURN**

 Motion was made by Apryl Gagnon to adjourn at 7:30, 2nd by Wendy Dube.

 Vote: Unanimously in favor

 Meeting adjourned at 7:35 p.m.