TOWN OF EAGLE LAKE

**BOARD OF SELECTMEN’S MEETING**

**March 25, 2020**

1. The meeting was called to order by Board Chair, Michelle Raymond at5:30 P.M.

The Board members present included: Louise Fournier, Arthur Carroll, Jennifer Dube,

Wendy Dube.

Others in attendance were: John Sutherland, Town Manager; Mariah Berube, Deputy

Clerk.

The Board members participated remotely due to COVID-19 virus and the need to

practice social distancing. Board members used a phone link to join the meeting.

Michelle established the procedures for the meeting. She stated that everyone has an

opportunity to speak. Voting would take place by roll call where each Board member

would state their name and how they wished to vote. The order would be to go around

the table as they would sit during a regular Board meeting.

2. APPROVE MINUTES OF FEBRUARY 19, 2020 SELECTMEN’S MEETING

Moved by Louise Fournier to accept the meeting minutes for February 19, 2020, seconded by Wendy Dube.

Vote: Unanimously in favor.

3. PUBLIC HEARING: MJ’S PUB & GRUB LIQUOR LICENSE RENEWAL.

The Public Hearing is for a Liquor License Renewal for M.J.’S Pub and Grub.

Jennifer Dube offered to abstain due to conflict.

Moved by Wendy Dube to accept Jennifer Dube’s conflict, seconded by Louise

Fournier.

Vote: Unanimously in favor with one abstention (Jennifer Dube).

Opened to Public: 5:35 pm.

No public attended.

Moved by Wendy Dube to close the Public Hearing, seconded by Louise Fournier.

Vote: Unanimously in favor with one abstention (Jennifer Dube).

Public Hearing closed at 5:40 p.m.

Hearing no concerns or issues, the Board entertained a motion to accept the renewal.

Moved by Wendy Dube to accept the Liquor License Renewal for M.J.’s Pub & Grub, seconded by Louise Fournier.

Vote: Unanimously in favor with one abstention (Jennifer Dube).

4. PUBLIC COMMENT

No public attended the meeting.

5. TOWN MANAGER’S REPORT UPDATES

a. Micro Loan

John reported that all Micro Loans are current at this time.

b. Pond Brook Estates

The Board expressed concern with a tenant that is getting behind on their rent.

John stated that the tenant has been up front with their situation. The Board

recommended that John have a conversation with the tenant regarding his

situation and get copies of documentation for the file.

Moved by Louise Fournier to have John reach out to the tenant, get an

update on his current situation and have an update for April’s Selectmen’s

meeting, seconded by Jennifer Dube.

Vote: Unanimously in favor.

Moved by Louise Fournier, seconded by Arthur Carroll to have John seek legal

counsel on what our options are, including the process for eviction. John will

provide the Board with an update prior to the next meeting.

Vote: Unanimously in favor.

c. Winter Roads

There were no issues or concerns reported with the road conditions.

d. Recreation Committee

The Board discussed the Summer Recreation program and agreed that it needs

to remain focused on summer recreation activities. The Summer Feeding

Program offered by the school is a separate program. Parents can drop children

off to the Summer Feeding Program and then take them to Recreation.

Moved by Louise that the Summer Recreation program be committed

recreation activities only, seconded by Arthur Carroll.

Vote: Unanimously in favor.

e. Fire Department

No Update

f. Grant Update

John updated the Board on his efforts applying for the F.E.M.A. Aid to Firefighters Grant Program. John applied for funding for a tanker to replace the outdated 1980 International. John stated that he knows it is a long shot for our department, but he feels that it is important that the Fire Department knows we are trying on their behalf.

g. NASWA

NASWA held their quarterly meeting March 19th. Arthur Carroll was elected

Chair and Roger Desjardins was elected Vice –Chair for the upcoming year.

The Board voted to suspend the Public Hearing in support of the Maine D.E.P

License Amendment due to Governor Mill’s State of Emergency Declaration.

The Board asked John to follow up on the outcome on a resident who dumped

trash from a non NASWA community at the NASWA transfer station. John

will have the outcome for the next Board of Selectmen’s Meeting.

6. MONTHLY FINANCIALS- February 2020

The Board decided to table the monthly financial reports for February.

a. Bank Reconciliations

Moved by Louise Fournier to accept Katahdin Reconciliation, Pond Brook

Reconciliation and Sample Check Audit, seconded by Jennifer Dube.

Vote: Unanimously in favor.

b. Pond Brook Bank Reconciliation

See Motion a. Bank Reconciliations

c. Check Sampling Reconciliations

See Motion a. Bank Reconciliations.

d. Sign Warrants

Board to sign warrants. John will meet with three Board members at 10:00

Thursday to have them sign the warrants.

e. Micro Loan

Moved by Louise Fournier to accept the Micro Loan Reconciliation, seconded by

Arthur Carroll.

Vote: Unanimously in favor.

7. ACCEPT JAWS OF LIFE DONATION

Rene St. Onge informed John that he has an opportunity to receive a second hand Jaws of Life unit from Limestone Fire Department. Rene stated that Limestone Fire Department will send the unit out and have it inspected prior to donating the unit to Eagle Lake Fire Department. The Board discussed what would be done with the old Jaws of Life. John verified that it will be used as a back up in the event two are needed.

Moved by Louise Fournier to accept the donation of the Jaws of Life from

Limestone Fire Department, seconded by Arthur Carroll.

Vote: Unanimously in favor.

8. DONATION REQUESTED FOR OLD MUNICIPAL AMBULANCE

The Board received a request from the St. John Valley Amateur Radio Association

asking that the Town of Eagle Lake donate the ambulance currently sitting in the

Industrial Park to them so they can make a trailer out of it to carry their equipment

The Board requested more information on the ambulance before donating it. The

Board would like to verify where the Town got it, how long has it been sitting, why

was it is not used, and if the Town has tried to sell it before. John will research the ambulance and get the information back to the Board.

The Board agreed to table the request until the April meeting.

9. SPECIAL PROJECTS MATCHING FUND GRANT

The Town of Eagle Lake has received a CDBG Grant under the Special Projects Matching Grant program in the amount of $ 13,450 to assist with covering the costs of the communication equipment upgrade needed to allow Eagle Lake Fire Department to be paged out by Fort Kent Fire Department. John has let the Board know that the Phase 2 portion of the Communication Grant request requires having a Local Advisory Committee to address local concerns.

Moved by Arthur Carroll to appoint the Board of Selectman as the Local Advisory Committee members, seconded by Louise Fournier.

Vote: Unanimously in favor.

10. CONFIRM DENISE MARTIN AS BALLOT CLERK

The Board confirmed appointment of Denise Martin as the backup Ballot Clerk for the Democratic Party. The Board also appointed John Sutherland as the backup Ballot Clerk for the Republican Party if there was no other Republican clerk available.

Moved by Louise Fournier, seconded by Wendy Dube.

Vote: Unanimously in favor.

11. ASSIST EAGLE LAKE WINTER RIDERS WITH GROOMER PURCHASE

The Town of Eagle Lake and the Eagle Lake Winter Riders are exploring two grant options to generate funds to assist them in covering the cost of a new groomer. A bank loan will still be needed to cover the remaining outstanding amount. Katahdin Trust is offering to finance the outstanding balance with the Town of Eagle Lake as the securing party. This will require town meeting approval. The Board of Selectmen support the Eagle Lake Winter Riders and agree that their efforts are beneficial to the town. The Board discussed having an article on the annual Town Meeting Warrant to get approval from the legislative body to take on a loan on behalf of the Eagle Lake Winter Riders.

Moved by Louise Fournier to support a warrant article on the annual town meeting warrant for the Town of Eagle Lake to take a loan on behalf of the Eagle Lake Winter Riders not to exceed $ 40,000 and enter into a payment agreement for said loan, seconded by Arthur Carroll.

Vote: Unanimously in favor.

12. OTHER BUSINESS

* John informed the Board of having nomination papers available at the Town Office for the positions available. Positions available include Board of Selectmen (2) positions, Eagle Lake Water District (1) position, and the Eagle Lake School Board of Directors (1) position.
* The Board discussed putting out the Gross Weight Limit signs on Town Roads that get posted annually. John stated that he has scheduled the roads to be posted on Friday, March 27th.
* The Board also discussed COVID-19. They advised the Town Office to stay open and to follow procedures on Social Distancing. The Board asked to have a notice stating that if you have symptoms of COVID-19, please send someone else to do your business at the Town Office. This will protect office staff and members of the community.
* The Board asked John to set up video conferencing and have it available for the upcoming Budget Committee and the next Board of Selectmen’s meeting. John will review Zoom, Skype, GoTo and other platforms.

13. INTIAL REVIEW OF THE DRAFT BUDGET FOR 20-21

John presented the 20-21 Draft Budget to the Board for review. Amounts for computer expense and tax maps were questioned. The Board asked John to identify the three loans that made up the Road Repair Bond Expense. John said that he discussed the proposed Fire Department budget with Eagle Lake Fire Chief Rene St. Onge. Rene stated that he was satisfied with the amount proposed for his department. John will work with Rene to identify the cost to replace six SCBA tanks that were taken out of service. The Board questioned John’s request for employee salaries. The Board requested a new pay scale to review against John’s recommendations. John will send the new scale to the Board prior to sending out the packet to the Budget Committee.

Moved by Louise Fournier to adjourn the meeting 9:00 p.m., seconded by Wendy Dube.

Vote: Unanimously in favor