



**TOWN OF EAGLE LAKE  
BOARD OF SELECTMEN'S MEETING  
January 15, 2025**

1. **CALL TO ORDER: TIME 5.30 P.M.:** The meeting was called to order by Board Chair Arthur Carroll at 5:30 P.M.  
Board members present included: Arthur Carroll, Apryl Gagnon, Denise Martin, Paul Nadeau and Raymond Saucier.

Others present included: Eagle Lake Deputy Clerk Rita Ricciardi and Town Manager, John Sutherland

2. **UPDATE ON MUNICIPAL PICKUP FOR INSPECTION**

John informed the Board that the municipal pick up went in for a State of Maine motor vehicle inspection on Tuesday. The pickup failed due to a rusted brake line bracket causing wear to the brake line. John spoke to CSE owner Shaun Gagnon and Shaun cautioned him that if he replaces the brake line it could possibly damage a metal brake line that runs the length of the vehicle. John said that if the bracket and hose need to be replaced the estimate is around \$170. If the brake line is damaged, the cost will rise to \$300. John said he gave Shaun permission to order the parts he needs to get the municipal pickup to pass inspection.

John said no vote is needed and he wanted to update the Board of Selectmen.

3. **TOWN MANAGER'S REPORT  
UPDATES**

John updated the Board on the following items

- a. **Micro Loan**

John informed the Board that the spreadsheet that they had in their packets are from December. Since January one we have had multiple accounts come in and update their status. TR02122020 made three payments and their account is now current. LR05012009 made a payment that will bring their account up to December and JS111222021 made a payment bringing his account up to October. The Board expressed dismay at the accounts that continue to be behind. They are concerned about the amount of time the Town Manager has to spend chasing delinquent accounts.

- b. **Pond Brook Estates**

John informed the Board that Chris continues to work on apartment 6 as time allows. Chris has also been busy preparing the skating rink and plowing the town office and Pond Brook Estates as well as maintaining the town's facilities and buildings.

John added that Pond Brook resident Dana Nadeau came in and reported that his tub is leaking water. Chris went down to investigate and determined that the leak was coming around the gasket between the insert and the tub. He added caulking around the insert and the leak stooped. He advised Dana to keep an eye on the insert and if the leak continues to

let us know.

**c. Roads**

John informed the Board that Eagle Lake resident Maurice Pelletier ran into the Stop sign at the corner of Old Main Street and U.S. Route 11 breaking the post at the ground level. John said that for safety he had Chris installed a temporary Stop sign to get us through winter. John informed the Board that he would like to install a cement bollard and have the Stop sign attached to the top of it. This way if someone runs into the bollard, it would just move with the impact. Chris can then go down with the tractor and push it back into place.

John added that he has received no complaints or concerns regarding road issues.

**d. NASWA**

John stated that NASWA continues to have winter hours. They are 8-5:00 p.m. on Saturday only. He expects them to continue until May.

John stated that at their December 19, 2024 Board of Director's meeting Paul Bernier announced that he is retiring from his role as the Administrator for the Unorganized township. He is being replaced by John Gibson who will also be taking his place on the NASWA Board of Directors. John added that the Board voted for Arthur Carroll to be the Board Chair and Joel Bossie be the Vice Chair for the upcoming year.

Their next scheduled Board meeting is Thursday, March 20, 2025.

**Eagle Lake Fire Department**

Eagle Lake Fire Chief Robert St. Germain informed John that his next training will be Sunday, January 19, 2025. He will be having it early due to the fishing derby is on the following Sunday and a number of his firefighters wish to participate. The training will be on State of Maine Bureau of Labor required training such as Blood Borne pathogens, sexual harassment, lifting and ladders.

Eagle Lake Fire Chief Robert St. Germain also informed Eagle Lake Town Manager John Sutherland that the fire department responded to two calls last month. Both calls were EMS assistance.

Chief St. Germain also informed John that the fire department recently had a successful raffle to raise funds to purchase Christmas presents for needy Eagle Lake children.

**4. MONTHLY FINANCIALS –December 2024**

**Review monthly financials for December**

- a. Bank Reconciliations; Town of Eagle Lake for October, November and December and Pond Brook Reconciliation for December**
- b. Sample Check Audit**
- c. Sign Warrants**
- d. Microloan**

John said that during the discussions with Trio, it was mentioned by Trio that the issue

could have been with the bank statement. John reached out to Craig Staples at Katahdin Trust and asked if the issue could have been with Katahdin Trust. Craig stated that there have been issues in the past. Since checks that are being deposited are scanned, a jam could cause a check not to be read or duplicated if rescanned. Once errors are identified they are corrected. An error as large as ours would have caused the account to be flagged and locked until an investigation identified what caused the issue and steps taken to correct it.

John went over the expense and revenue reports with the Board. He added that he is satisfied where the budget is at this time.

**Bank Reconciliations:**

John informed the Board that the Bank Reconciliation for December reconciles. Eagle Lake Deputy Clerk Rita Ricciardi said that Trio insisted the issue was not on their end. But when Town Manager John Sutherland informed Trio that we will not be upgrading to Trio World until the Bank Reconciliation reconciled all of a sudden it did. Rita added that she went back over October and November and had the same results. John added that we have to accept that October and November does not reconcile, but December reconciles right to the penny

Motion made by Denise Martin to accept that the bank reconciliations for the month of October and November are off, but the reconciliation for December is on, seconded by Apryl Gagnon.

**Vote: Unanimously in favor.**

The Board reviewed the bank reconciliations for Pond Brook Estates for the month of December 2024. Moved by Apryl Gagnon to approve the Bank Reconciliation for Pond Brook Estates for December 2024, seconded by Paul Nadeau.

**Vote: Unanimously in favor.**

After further review, it was noted that Pond Brook Estates Bank Reconciliation did not reconcile. The beginning and ending balances were off.

Motion made by Apryl Gagnon not to accept the Pond Brook Estates Bank Reconciliation for the month of December, seconded by Denise Martin

**Vote: Unanimously in favor.**

**Sample Check Audit for December:**

Eagle Lake Board Chair Arthur Carroll asked if the Board had a chance to look at the Sample Check Audit for the month of December. The Board stated they did and Arthur

asked if they were ready to vote to accept the Sample Check Audit for the month of December.

Motion made by Paul Nadeau to approve the Sample Check Audit for both the Town of Eagle Lake and Pond Brook Estates for the month of December 2024, seconded by Denise Martin

**Vote: Unanimously in Favor.**

**Warrants:**

The Board reviewed the warrants for December, 2024. Arthur asked if there were any questions, issues or concerns. Hearing none, he asked if the Board was ready to vote.

Motion made by Denise Martin to sign all of the warrants, seconded by Apryl Gagnon.

**Vote: Unanimously in favor.**

Denise informed John that the Pond Brook Warrant listed her as Denis.

**Micro Loan Reconciliation:**

The Board reviewed the Micro Loan Reconciliation for December 2024.

Motion made by Paul Nadeau to approve the Micro Loan Reconciliation for the month of December, seconded by Denise Martin.

**Vote: Unanimously in Favor.**

**5. PUBLIC COMMENT**

The Board noted that there was no public present at this time.

**6. REVIEW AND ACCEPT MINUTES FOR THE FOLLOWING:**

December 18, 2024, BOARD OF SELECTMEN'S MEETING

Eagle Lake Board Chair asked the Board if they had an opportunity to review the minutes of December 18, 2024. The Board indicated they had. Two spelling errors were noted and John said he would fix them.

Motion made by Apryl Gagnon to approve the minutes for the December 18, 2024 with the two spelling corrections, seconded by Denise Martin.

**Vote: Unanimously in favor.**

**7. REVIEW AND CONSIDER UPDATING THE MICRO LOAN PROGRAM**

John stated that he printed off a copy of the Micro Loan Policy and added the Selectmen's proposed changes in red. John added that since the Micro Loan was started by a grant from the Office of Community Development, he reached out to Terry Ann Holden to see if they would have any issues or concerns with the changes. Terry said that if we voted on the changes at a public meeting and documented the changes, she felt that would be sufficient. The recommended changes are listed under Section 11 Loan Requirements: All businesses securing a loan from the Town of Eagle Lake Micro loan program must have their personal property taxes paid up to date for the full period of the loan, All businesses that have active loans with the Town of Eagle Lake Micro Loan program must remain ongoing and continue to offer at least one employment opportunity. If the business ceases to operate, then the full outstanding balance of the Micro Loan becomes due immediately.

The notification policy was also updated to reduce the amount of time a loan recipient can be delinquent before the loan is foreclosed on. The update reduces the amount from 240 days to 120 days.

The Board asked John to reach out to other towns that have a Micro Loan program and look at how their programs are structured to resolve the payment delinquency issue. John said that Fort Kent has a Micro Loan program and he will reach out to Fort Kent Town Manager Suzi Paradis and ask for a copy of theirs. John said that he will look for another municipal loan fund and review it.

The Board agreed to table this item until the February meeting.

**8. REVIEW AND CONSIDER CRITICAL DAYS FOR ANNUAL TOWN MEETING**

John presented the Critical Dates for Annual Town Meeting. John explained that some dates such as when nomination papers are available and must be returned to the clerk are determined by State of Maine statutes. Others like when the annual town report is delivered to our citizens are determined by the Board of Selectmen and reflect past practices. Going forward these dates will serve as a guideline to guarantee that we are following State of Maine statutes and meeting the expectations of our residents.

Motion by Apryl Gagnon to accept the critical days for annual town meeting, seconded by Denise Martin.

**Vote: Unanimously in favor.**

**9. REVIEW AND CONSIDER THE INITIAL REVIEW OF THE 2025-26 ANNUAL MUNICIPAL BUDGET**

John presented the proposed municipal budget to the Board of Selectmen. They reviewed the budget with John explaining his proposed hikes and reductions. Major increases include adding \$15,000 for a capital reserve to allocate funds for a municipal revaluation, cutting \$10,000 from municipal snow plowing due to doing the work in house and adding \$70,000 for the County Tax. John also informed the Board that we may see a cut in Revenue Sharing. Eagle Lake Board Chair Arthur Carroll asked the Board if they had any questions for John. Hearing none he moved on to the next item.

**10. REVIEW AND CONSIDER DONATION FOR CHUNGZENG WANG AND THE UNIVERSITY OF MAINE G.I.S. PROGRAM FOR UPDATING THE DIGITAL TAX MAPS**

John informed the Board that University of Maine Professor Chungzeng Wang leads the G.I. S. department at the University of Maine at Presque Isle. His department has updated the digital tax maps for the Town of Eagle Lake for the second year in a row at no charge. Last year the Town of Eagle Lake donated \$2,000 to the G.I.S. program at the University of Maine at Presque Isle. Professor Wang uses the funds to update the G.I.S. department beyond what is funded by the university. John asked the Board if they would consider making a similar donation.

Motion by Ray Saucier to donate \$2,000 to the University of Maine at Presque Isle's G.I.S. program and thank professor Chunzeng Wang for his efforts to update the Town of Eagle Lake's digital tax maps, seconded by Paul Nadeau.

**Vote: Unanimously in favor.**

**11. REVIEW AND CONSIDER STATUS OF THE EAGLE LAKE HEALTH OFFICER**

John informed the Board that he had a conversation with Eagle Lake Health Officer Dr. John Pelletier. Dr. Pelletier informed John that he is retiring in August and would also like to relinquish the duties of Eagle Lake's Health Officer at that time. Dr. Pelletier stated that there are two doctors that are coming to Fish River Rural Health Center. He would ask one of them if they would be interested. Dr. Pelletier said that he has been the Health Officer for over 12 years. About eight years ago, he had his only calls. There were two calls within a couple of weeks of each other with two disputing neighbors. He talked to both individuals who agreed to resolve the dispute. Dr. Pelletier stated that he appreciated being asked to be the Health Officer for Eagle Lake, but when he retires, he plans on fully retiring.

John informed the Board that no action needs to be taken on this matter. He wanted to update Board members on this issue.

**12. REVIEW AND UPDATE NORTHERN BORDERS GRANT APPLLCATION**

John updated the Board on his efforts to apply for a Northern Borders grant in support of the Sly Brook Road substation. John stated that he is being encouraged to apply for a grant through the Catalyst program that is looking to provide funding to expand the recreation economy. It is a stretch, but if we can tie the substation into a communications and gathering hub for a search and rescue or a meeting place for an ambulance to pick up an injured snowmobiler or ATV rider we can score points. Key dates for the spring round are as follows:

Program materials on NBRC website: Week of January 20, 2025

Pre-application due: February 28, 2025

Application due- by invitation only: April 11, 2025

Notice of Award: June 5, 2025.

John stated that his conversation with NBRC were not encouraging. He added that NBRC looks at infrastructure like water and sewer lines and typically does not do stand alone fire substations. John said that he does plan on submitting an application on behalf of the substation.

**13. REVIEW AND CONSIDER SLY BROOK ROAD FIRE DEPARTMENT SUBSTATION UPDATE**

John stated that he kept this section blank because he had a lot of material to discuss with the Board. He has reached out to multiple grant funding sources and the follow up conversations have not been encouraging.

The Town of Eagle Lake applied for \$800,000 from the Congressional Delegate Spending program. We were awarded \$250,000 from HUD for the Sly Brook Road substation. Joshua Helms, Environmental Review Office from HUD informed John that last summer our project's Environmental Review required by HUD before we can access any funds was a low priority in his office because our project was not fully funded. John added that conversations with representatives from Senators Angus King and Susan Collins was not encouraging. Both offices stated that they are waiting for the Trump administration to decide if they wish to fund CDS spending projects in their upcoming budget proposals. Trisha House from Senator Collins office informed John that the CDS program was a funded by the Biden administration and was not funded by Trump's previous administration. If it is funded, they typically do not provide additional rounds of funding for the same project.

John said that he reached out to the Office of Community Development to determine if the substation would qualify for CDBG grant funds. Deborah Johnson from the Office of Community Development informed John that even though a number of Eagle Lake residents are low to moderate income, the number of LMI residents on Sly Brook Road do not exceed 51%. That is the number needed to be eligible for CDBG funds. John added that the areas of New Canada and Wallgrass that would be covered by the substation do not qualify as well. Based on this information, CDBG funds will not be an option for this project.

John stated he discussed NBRC as a funding source previously. Our project is a stretch to be funded under the Catalyst program that offers grant funds to assist in projects supporting the outdoor recreation economy. To do this we would have to describe how the substation would be used as a resource for search and rescue, for lost hunters or hikers, and as a meeting place for an ambulance for ATV and snow sled accidents. John said that he plans on applying even though he has been cautioned the application will be a long shot

John said that the bottom line is we can wait for additional grant funding, but we may we sitting around all summer waiting for grants that may not happen. Another option to consider is the USDA Rural Development program. John said that he spoke to Cheryl

Barnes and from the Presque Isle office and Community Programs Officer Robert Nadeau about the programs offered by USDA. John was told that the Community Grant and Loan program had their loans cut to \$50,000 for the year. They made the decision to use the grant funds for 501C3 organizations. The loan program offers funds at a 4.125% interest rate and the loans can go out for up to 40 years. John added for comparison, he received a quote of 6.06% from Katahdin Trust Company. John proposed asking the legislative body to move \$25,000 from Capital Reserve, \$25,000 from Forestry and \$50,000 from Undesignated for a total of \$100,000 and adding this amount to our grant amount bringing the total amount for the project \$350,000. He proposed a couple of loan options using the interest rates from Katahdin Trust and USDA. John said that the option of borrowing \$150,000 from USDA for 15 years would give us a total from the project of \$500,000 and a payment of \$14,220 annually. John said that he believes we can sell this option to the voters and get the project moving forward.

The issue that we are facing is that we do not know the price of the project. The numbers we are dealing with are estimates at best. John said that he spoke with Eagle Lake construction contractor Reed Devoe who has software that he uses to help him estimate projects. Reed said that he would agree to come in and assist the Board of Selectmen with estimating the cost and scope of work for this project. Reed said for the Board to pick a couple of days and he will work it into his schedule. Eagle Lake Selectperson Denise Martin said that she is unavailable Monday and Wednesday and every other Friday. Apryl Gagnon said that Mondays and Tuesday after 1:30 p.m. work for her. John said that he will reach out to Reed and get back to the Board.

**14. OTHER BUSINESS**

John said that he had no other business to discuss.

**15. ADJOURN**

Hearing no other business, Eagle Lake Board Chair Arthur Carroll asked for a motion to adjourn.

Motion by Denise Martin to adjourn, seconded by Apryl Gagnon  
Meeting adjourned at 8:15 p.m.

**Vote: Unanimously in favor.**