TOWN OF EAGLE LAKE

**BOARD OF SELECTMEN’S MEETING**

**January 27, 2020**

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

 Board members present included: Michelle Raymond, Wendy Dube, Jennifer Dube

 and Arthur Carroll.

 Others in attendance were: John Sutherland, Town Manager

2. BANK RECONCILIATIONS – November / December 2019

 a. Bank Reconciliations November / December 2019

 The Board reviewed the Bank Reconciliations for November and December.

 Previously there was a question regarding the age of some of the outstanding checks.

 John explained that he and Mariah researched the outstanding checks and had Trio

 show them the process to manually clear them.

 Moved by Jennifer Dube, seconded by Arthur to approve November and December’s

 Bank Reconciliations.

 Vote: Unanimously approved.

 b. Sign Warrants

 Moved by Jennifer Dube, seconded by Arthur to sign the Warrants.

 Vote: Unanimously approved.

 The Board discussed having John and Mariah get additional training from Trio and

 having Denise cover the office while training is going on. MMA will sponsor a

 TRIO Toolbox Workshop on March 16. 2020.

 Moved by Wendy Dube, to have John and Mariah attend the training, seconded by

 Jennifer Dube.

 Vote: Unanimously approved.

 John informed the Board that he was notified by Moses that Angela was still listed

 as the Agent for Eagle Lake.

Moved by Wendy Dube to appoint John as Agent for MOSES, seconded by Jennifer

 Dube

 Vote: Unanimously approved.

 John voiced a concern regarding people smoking outside the apartments at Pond

 Brook Estates and the smoke entering into neighboring units. Currently the policy is

 that there is no smoking inside the apartments only. There is no written policy

 regarding any distance from the building. The Board asked John to contact local

 apartment building owners and determine if any require designated smoking areas

 or having their tenants maintain a distance from the buildings.

3. ADJOURN

 Motion Wendy Dube to adjourn, second by Jennifer Dube

 Vote: Unanimously approved.