 TOWN OF EAGLE LAKE

**BOARD OF SELECTMEN’S MEETING**

 **SEPTEMBER 20, 2023**

**1**. The meeting was called to order by Board Chair, Arthur Carroll at **5:30** P.M.

 The Board members present included: Arthur Carroll, Jennifer Cole, Denise Martin, and Apryl Gagnon.

 Others Present: Town Manager John Sutherland and Deputy Clerk Rita Ricciardi

**2**. **PUBLIC HEARING ON UPDATING GENERAL ASSISTANCE MAXIMUMS**

Eagle Lake Board Chair Arthur Carroll opened the public hearing at 5:30 p.m. John stated that he received

 updates for General Assistance Maximums for 2023-24 from Maine Department of Health and Human Services for the General Assistance program. John added that since the Town of Eagle Lake’s General Assistance ordinance adopts the State of Maine Maximums, when the State updates their maximums we need to update our General Assistance Ordinance. The public hearing is to give residents of the community

 an opportunity to provide input prior to adopting the State’s maximum recommendations. John compared the 2022-23 maximums to the proposed 2023-24 maximums. John recommended the Selectman accept the new general assistance maximums for the 2023-24 budget year. John asked if there were any questions with regards to the new maximums. There were no questions. Upon hearing that there were no questions, Board Chair Arthur Carroll asked for a motion to close the public hearing.

 Motion made by Apryl Gagnon to close the public hearing, seconded by Jennifer Cole.

 Vote: unanimously in favor

 The Public Hearing closed at 5:35 p.m.

**3. VOTE ON ACCEPTING GENERAL ASSISTANCE MAXIMUMS**

 Arthur Carroll reopened the Board of Selectmen’s meeting at 5:36 p.m.

 Motion to accept the new maximums was made by Denise Martin, seconded by Jennifer Cole.

 Vote: unanimously in favor

**4. TOWN MANAGER’S REPORT UPDATES**

 a. **Micro Loan**

 John advised the Board that three accounts were paid until June. He sent all three letters informing

 them of their status and giving them the amount needed to make their accounts current.

 b. **Pond Brook Estates**

The residents of apartment 12 have vacated the property according to their eviction. Chris has begun cleaning and repairing the unit. Apartment 11 will be vacated on the 23rd of September due to the occupants purchasing a home in Waterville to be closer to family. Apartment 9 plans on being out by the end of October. They are moving to Florida to be closer to their children and grandchildren.

c. **Roads**

Fred Michaud has been working on the shoulders of Old Main Street to build them up after paving last summer. John informed the Board that Corriveau Construction repaired the washout on Convent Road. John added that Corriveau did a real good job.

 d. **N.A.S.W.A.**

 John informed the Board that a load of cardboard was picked up at the transfer station this past

 week.

e. **Eagle Lake Fire Department**

The Eagle Lake Fire Department responded to two calls during the previous month. One was for a lift

 assist for ASI and the other was a false alarm.

 Fire Chief Robert St. Germain informed John that his next training is scheduled for Sunday,

 September 24th.

 f. **SNOWMOBILE CLUB LEASE UPDATE**

John informed the Board that he is working on a lease for the snowmobile club to lease their current

 Site to build a garage to house their groomer and serve as a club house. John said he used a legal

 document website for the template and adapted the proposed lease to the template. Once the

 document is complete, he will send a copy to the town attorney for review. A discussion of the lease

 wording was done by the Board. Additional wording was requested by the Board to include a 20

 year lease term, a termination clause for just cause, maintenance and appearance of the new building

 and if the building is sold, the building will have to be removed and the lot restored to its previous

 condition. The property lease is for the Eagle Lake Winter Riders only.

**5**. **MONTHLY FINANCIALS**

 Review monthly financials for August 2023. John reviewed the monthly financials with the Board.

1. **Bank Reconciliation**

John reviewed the July and August Bank Reconciliations with the Board.

Motion by Denise Martin to approve the July & August Town of Eagle Lake bank reconciliation, seconded by Apryl Gagnon.

Vote: unanimously in favor.

Motion by Apryl Gagnon to approve August Pond Brook bank reconciliation, seconded by Denise Martin.

 Vote: unanimously in favor.

b. **Sample Check Audit**

Motion by Denise Martin to accept the Town of Eagle Lake Sample Check Audit, seconded by Apryl Gagnon.

 Vote: unanimously in favor.

Motion by Denise Martin to accept the Pond Brook Sample Check Audit, seconded by Jennifer Cole.

Vote: unanimously in favor.

1. **Sign Warrants**

Motion by Apryl Gagnon to accept and sign the August 2023 municipal warrants, seconded by Denise Martin.

 Vote: unanimously in favor.

Motion by Denise Martin to accept and sign the August 2023 Pond Brook warrants, seconded by Apryl Gagnon.

Vote: unanimously in favor.

1. **Micro Loan**

Motion by Jennifer Cole to accept the August 2023 Micro Loan Reconciliation, seconded by Denise Martin.

 Vote: unanimously in favor.

**6. PUBLIC COMMENT**

 The Board noted that there was no public in attendance.

**7.** **REVIEW AND ACCEPT MINUTES**

 August 23, 2023 BOARD OF SELECTMEN’S MEETING

 The Board reviewed the minutes of the August 23, 2023 Board of Selectmen’s meeting. Arthur Carroll

 asked if there were any issues or concerns with the minutes as presented.

 Motion by Apryl Gagnon to accept the minutes as presented, seconded by Denise Martin.

 Vote: unanimously in favor.

**8.**  **REVIEW & CONSIDER BIDS FOR MUNICIPAL SURPLUS ITEMS**

 John informed the Board that Richard LaPlante submitted bids for each of the surplus items on September

 11th. John added that except for the fire engine, Richard was the only bidder for the surplus items. Bruce

 Dube submitted bid for fire truck on September 18th. John noted that the deadline to accept bids

 was at 4:30 p.m. Friday, September 15, 2023 and that Bruce Dube’s bid was received after the deadline.

 The results of the bids are as follows:

1. 1980 Ford Fire Engine – Richard - $347.07 / Bruce - $800 The Board elected to reject the bid by Bruce Dube because it came in after the deadline.
2. 1990 John Deere 775 Tractor w/loader – Richard - $1,057.00
3. Single Axle Craftsman Trailer – Richard - $27.27
4. Dual Axle Trailer – Richard - $31.57
5. 2004 Yamaha Rino 660 – Richard - $150.00
6. John Deere mowing attachment – Richard - $73.77
7. John Deere sweeper attachment – Richard - $101.77
8. Bush Hog – Richard - $100.27
9. Snow blower – Richard - $57.00

Motion made by Denise Martin to accept all of Richard LaPlante’s bids, seconded by Jennifer Cole.

Vote: unanimously in favor

**9. REVIEW AND CONSIDER BIDS FOR WINTER ROAD SALT**

 John noted that we received two bids for Winter Road Salt. Board Chair Arthur Carroll opened the bids

 read them as follows:

a. New England Salt - $94.50/ ton

 b. Maine Salt - $94.00/ ton

 Motion made by Apryl Gagnon to accept the bid from Maine Salt based on price, seconded by Denise

 Martin

 Vote: unanimously in favor

**10. REVIEW AND CONSIDER HEATING OIL BIDS**

 John stated that we received heating oil bids from Dead River Company and Daigle Oil Company**.** Board

 Chair Arthur Carroll opened the bids read them as follows:

a. Daigle Oil Company - #2 – fixed - $3.583 – rack - $3.85 / kerosene – rack - $4.672

 diesel – rack - $4.087

1. Dead River Company - #2 – fixed – 3.6074 – rack - $4.076 / kerosene – rack - $5.299

 diesel – rack - $4.3053

 Motion made by Apryl Gagnon to accept the bid for fixed at $3.583 from Daigle Oil based on price,

 seconded by Jennifer Cole

 Vote: unanimously in favor

**11. REVIEW AND CONSIDER BID FOR FURNACE MAINTENANCE**

 John noted that we received bids for furnace maintenance from Daigle Oil Company, Dead River

 Company and Thayer LLC. Board Chair Arthur Carroll opened the bids and read them as follows:

a. Daigle Oil Company – materials – cost + 30%, hourly labor - $105 / after-hours - $205

 emergency hours - $205

1. Dead River Company – materials – as applicable / hourly labor - $120 / after-hours - $325 for first hour, then $180 thereafter
2. Thayer LLC – materials – cost + 25% / hourly labor - $108 / after-hours - $162

Emergency hours - $162

 Motion made by Jennifer Cole to accept the Thayer LLC bid based on price, seconded by Apryl Gagnon

 Vote: unanimously in favor.

**12**. **REVIEW AND CONSIDER FIRE DEPARTMENT INVOICE**

 John spoke with Chief St. Germain about an invoice for gear replacement. The original invoice from

 Bergeron Protective Clothing is for two complete sets of turnout gear and one extra set of pants. The

 invoice for everything is $ 7,068.17. John said that he reviewed the Fire Department’s budget with Chief

 St. Germain and the chief recommends 1 full set of gear and pants for Rene. This will reduce the total cost

 to $4,168.40. It was discussed that $10,000 in ARPA funds could be used to purchase necessary gear and

 equipment. John advised that we would need a town meeting to get approval to expend the A.R.P.A. funds

 because it would be beyond what we were approve to spend at our annual town meeting.

 Motion was made by Jennifer Cole to approve the Chief’s recommendation to approve one set of gear and a

 pair of turnout pants for this year and additional set of turnout gear for next year, seconded by Denise

 Martin

 Vote: unanimously in favor.

**13**. **REVIEW AND CONSIDER REPAIRS FOR MUNICIPAL TRUCK**

 John advised the Board that two quotes were received to repair the municipal pick up so it can pass

 inspection. Labbe’s Auto Body submitted a quote for work repairs totaling $3, 787.00 and we received a

 quote from CSE Auto Repair for mechanical repairs including a headlight, passenger side mirror and a

 driver’s side tie rod end totaling $484.12. The Board discussed the cost of the needed repairs and the

 impact it will have on the budget going forward. John said that we are putting money away for a

 replacement truck. He added that he feels that if we make these repairs then we should be good for two

 more years. He added that we will have additional funds set aside to purchase the new truck

 Motion was made by Apryl Gagnon to repair the municipal pick up this year and plan to replace it next

 year, seconded by Jennifer Cole.

 Vote: Unanimously in favor.

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

 John stated that he and soil scientist Sarah Ashley will be walking the proposed substation site on Friday to

 look at the soils and identify areas for test pits. This will help us determine if this is a buildable site. Once

 this is done we will have to do an environmental review to make sure our project is not compromising any

 historically significant property or structures We will need to contact Native American leaders to make sure

 we are not harming any property that is sacred to them. We will also need to make sure that we are not

 disturbing any endangered species. John added that this environmental review is required due to the federal

 grant that we received.

 John added that he, Chairman Arthur Carroll and Eagle Lake Fire Chief Robert St. Germain will be

 traveling to Cross Lake to meet with Aroostook County EMA Director Darren Woods. Darren built

 three fire substations and he will be a valuable resource of information going forward. The meeting will

 take place on Wednesday, October 11, 2023 at 10:00 a.m.

**15.** **OTHER BUSINESS**

 Apryl Gagnon informed the Board that someone continues to park on Memorial Park grounds while at

 B+C Pit Stop, which is damaging the lawn. John said that he will look into it.

 Denise Martin inquired as to when the Memorial Park committee is scheduled to meet. John said he spoke

 with Suzanne Morneault and they are discussing a meeting on Tuesday, September 26, 2023. The goal of

 the meeting is to walk the park and look at measurements for locating the gazebo and working on sprucing

 up the monument. It was suggested that a possible black iron fence with a chain be installed around park.

 John also mentioned advertising for the Skating Rink Attendant’s position. Denise Martin mentioned

 advertising at the college may yield interest in the position.

**16. ADJOURN**

Motionto adjourn the Board of Selectmen’s meeting was made by Apryl Gagnon, seconded by Jennifer

 Cole.

 Vote: unanimously in favor.

 Board of Selectmen’s meeting adjourned at 8:01 p.m.

 Board of Assessor’s meeting was then called to order by Arthur Carroll at 8:01 pm.

1. **REVIEW AND SIGN THE 2023-24 ASSESSOR’S CERTIFICATION OF COMMITMENT, MUNICIPAL ASSESSMENT WARRANT AND THE CERTIFICATE OF COMMITMENT FOR THE 2023-24 MUNICIPAL TAX COMMITMENT.**

John informed the Board that we need to sign the paperwork for our 2023-24 Municipal Tax Commitment. Previously we assessed the new construction and personal property. We determined the mil rate needed to

raise the funds to support our municipal budget. First we will need to review and sign the Certificate of Assessment. We will also need to sign the Certificate of Commitment. These certificates will need to be filed with our commitment paperwork. The Municipal Auditor will want to see them and Maine Revenue Service will also want to see a copy.

 Motion made by Jennifer Cole to sign the commitment documents, seconded by Apryl Gagnon.

 Vote: unanimously in favor.

1. **REVIEW AND CONSIDER ABATEMENTS FOR REAL ESTATE ACCOUNTS.**

John presented eight real estate accounts for abatement consideration. The accounts are as follows:

Eliza Winters ACT 169: Missing Homestead Exemption - $394.50 Abatement Requested

Michele Raymond ACT 990: Missing Homestead Exemption - $394.50 Abatement Requested

Glen Saucier ACT 723: Missing Homestead Exemption - $394.50 Abatement Requested

Gary Labbe ACT 31: Address was incorrect, recipient did not receive tax bill causing account to accrue interest and lien charge. $30.82 Abatement Requested

Fred, Shawn and Kerry Lynn Cannan ACT 95: Address was incorrect, account incurred interest and lien charges. John added that this account involved survivorship and an attorney’s address. John is asking to

Abate $ 27.98

Leslie Halloway and Richard Lind ACT 889: Missing Veteran’s Exemption for Lind. Please abate $84.27 each for 2022 and 2023. Total abatement requested $ 168.54

Lester and Wendy Dube ACT 720: Building Removed prior to April. Please abate $610.69

Michael and Geneva Michaud ACT 481: Mobile Home has been removed, Decks and a closed in porch were still on the account. They have been removed as well. Please abate $ 213.03 for the decks and property attachments.

Motion made by Jennifer Cole to accept all submitted real estate abatements, seconded by Apryl Gagnon.

 Vote: unanimously in favor.

1. **REVIEW AND CONSIDER ABATEMENTS FOR PERSONAL PROPERTY ACCOUNTS.**

John stated that as part of this year’s commitment he assessed the campers that are in our campgrounds. He said that he assessed campers at Loon’s Echo, Birch Haven, Overlook and Old Mill Marina campgrounds.

If he saw a current registration he looked for a deck or an outbuilding to assess. If the registration was not

on the camper or current, he assessed the camper for personal property. Once tax bills went out, he received phone calls that campers were registered. He asked for a copy of the registrations as proof.

He present the Board of Assessor’s with a list of personal property accounts for abatement consideration:

 Gabby Adams and Vincent Malinauskas ACT 183: Camper is registered but the plate was not attached.

 Please abate $99.10

 Gene and Patty Helstrom ACT 107: Camper is registered, plate was not visible. Please abate $ 245.33

 Kenny Marquis ACT 193: Camper was registered, plate was not visible. Please abate $392.92

 Scott Chasse ACT 165: Camper was registered, plate was not visible. Please abate $156.22

 Galen Boucher ACT 129: Camper was moved and not in Eagle Lake. John explained that his notes

 indicated the lot was vacant. John stated that as part of commitment he zeroed out accounts that no longer

 has campers in Eagle Lake. He admitted that he missed this one. Please abate $400.81

 Jeri Grott ACT 202: Camper is registered Please abate $208.30

 John added that since the Board of Assessor’s packets went out, he receive three more abatement

 requests for 2023:

 Rose Cyr ACT 138: She is a Caribou resident with a camper at Birch Haven. She registered her camper

 in Eagle Lake and John said we have it in our system. She said that she did not attach the plate because

 she feared it would be stolen. Please abate $364.52

Scott and Donna Pelleteir ACT 503: They have a camper at Old Mill Marina and it is registered in Eagle

Lake. The plate was not visible when I assessed the camper. Please abate $ 340.85

 Dean and Sharon Saucier ACT 198: John said that Dean called him and said that his camper is located

down by the water and he removes his deck each year. Ice will build up along the lake and crush anything

it can reach. He removes his deck each year and moves his camper away from the water’s edge for

 winter. He places everything back in the spring. His total tax bill for his camper and deck is $ 413.44. He

 sent in a check for $405.55 for the camper and is requesting a $7.89 abatement for the deck. Please abate

 $ 7.89

 John stated that he has some from 2022 that were never abated. He asked the Board of Assessor’s to

 consider them at this time:

 Gene and Patty Helstrom ACT 107: Camper is registered, the plate was not visible. Please abate $ 261.71

 Ryan and Amber Helstrom ACT 108: Camper is registered, plate was not visible. Please abate $ 115.16

 Carol Mackenzie ACT 111: Camper is registered, please abate $332.50

 Arthur Drolet ACT 359: His camper has a Montana permeant registration. He fully paid his bill last year

 and it should be abated. Please abate $ 488.55

 Arthur Jandreau ACT 291: Camper was registered, plate was not visible. Please abate $ 291.91.

 Motion made by Jennifer Cole to accept all submitted personal property abatements, seconded by Apryl

 Gagnon.

Vote: unanimously in favor.

**ADJOURN**

Motion to adjourn meeting @ 8:20 pm made by Apryl Gagnon, seconded by Jennifer Cole

 Vote: unanimously in favor.