TOWN OF EAGLE LAKE

**BOARD OF SELECTMEN’S MEETING**

**April 15, 2020**

Due to the declaration of a State of Emergency by Governor Janet Mills in response to the COVID-19 pandemic, the April 15, 2020 Selectmen’s meeting was held via ZOOM Video Conferencing.

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, Wendy Dube.

 Others in attendance were: John Sutherland, Town Manager; Denise Martin, Deputy

 Clerk.

2. APPROVE MINUTES OF March 25, 2020 SELECTMEN’S MEETING

Moved by Arthur Carroll to accept the meeting minutes for March 25, 2020 with revisions requested by the Board, seconded by Louise Fournier.

Vote: Unanimously in favor.

 3. PUBLIC COMMENT

 No Public present for comment.

 4. TOWN MANAGER’S REPORT UPDATES

 a. Micro Loan

 John updated the Board regarding a conversation that he had with a Micro Loan

 account holder. The account holder informed John that the State of Emergency

 declared by Governor Mills in response to the COVID-19 virus had reduced the

 number of potential customers to his establishment substantially. As a result he

 had to cuts his costs and reduce staff.

 Moved by Louise Fournier to defer the Micro Loan payments for 3 months across

 the board. The options are to just pay the interest accrued each month and not incur a

 late fee, or if interest is not paid monthly, it will continue to accumulate, seconded by

 Wendy Dube. The Board will revisit this in 3 months,

 Vote: Three in favor. Michelle Raymond abstained due to a potential conflict.

 b. Pond Brook Estates

 John updated the Board on a discussion that he had with the town attorney regarding

 the process to evict a tenant due to the nonpayment of rent. The first step it to

 send the tenant a Notice to Quit that outlines the amount of rent that he is behind and

 a timetable to get it caught up. If the tenant pays by the deadline then there is no further

 issue. A formal certified letter could be sent as well. If the deadline passed and the

 matter was not resolved, then the next step is to file a complaint with the courts for

 eviction. Frank said a typical cost for an eviction is $ 500 to $ 750. Frank also informed

 John that due to COVID-19 the courts are currently closed at this time.

 Moved by Arthur to begin with step 1 and send a Notice to Quit to the tenant for the

 outstanding balance due and give 45 days to resolve the issue, seconded by Louise

 Fournier.

 Vote: Unanimously in favor.

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 c. Winter Roads

 The Board discussed the current condition of Sly Brook Road. It is scheduled to be

 paved by Maine DOT later this summer. The Board is concerned that there needs to be

 some structural work prior to paving or it will be a waste of money because the road

 will heave next spring and damage the new pavement. The Board asked John to

 reach out to State representatives Troy Jackson and John Martin and asked them to

 travel Sly Brook Road and provide feedback on their experience.

 Moved by Arthur Carroll to have John write a letter to the Commissioner of Maine

 DOT, with concerns that just paving Sly Brook Road will not solve the problem. The

 Board believes there are structural problems that they would like the DOT to look at.

 The letter will be cc’d to State Senator Troy Jackson and State Representative John

 Martin, seconded by Louise Fournier.

 Vote: Unanimously in favor.

 d. Recreation Committee

 No Update

 e. Fire Department

 No Updates.

 f. Ambulance Donation Request

 John updated the board on the history of the ambulance currently sitting at the

 Industrial Park. John informed the board that the ambulance was acquired in 2009

 from the Town of Fort Kent to carry the Jaws of Life in. The ambulance was taken out

 of service due to becoming unsafe to operate. The St. John Valley Amateur Radio

 Association requested that the ambulance be donated to them so they can make a

 trailer out of the box to haul their equipment in. Eagle Lake Fire Chief supports

 the donation request.

 Moved by Arthur Carroll to donate the ambulance to the Saint John Valley Amateur

 Radio Association “As Is” and request that the unit be removed by June 30, 2020,

 seconded by Louise Fournier.

 Vote: Unanimously in favor.

 John will send a letter to Brian Devoe on behalf of the Board stating the approval

 of the donation request, the vehicle is “As Is” and must be removed by June 30, 2020.

 John will also send a letter to Eagle Lake Fire Chief Rene St. Onge and inform him of

 the decision and that he needs to remove any items stored in the former unit.

 g. NASWA

 No new Updates

5. MONTHLY FINANCIALS- March 2020

 Review Monthly Financials for February/March

 a. Bank Reconciliations

 Moved by Louise Fournier to accept the Monthly Financials, Katahdin Reconciliation,

 Pond Brook Reconciliation, Sample Check Audit and Micro Loan for March, seconded by

 Wendy 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

 Moved by Louise Fournier to approve the Warrants as presented tonight, seconded by

 Wendy Dube.

 Vote: Unanimously in favor.

 e. Micro Loan

 Moved by Arthur Carroll to accept the Micro Loan Reconciliation, seconded by Louise

 Fournier.

 Vote: Unanimously in favor.

6. MAINTENANCE CONTRACT WITH REAL TERM

 John updated the Board on a discussion that he had with Tim Todd from R.L.Todd. Tim told

 John that his company is located in Caribou and could respond to a light issue in Eagle Lake

 when called. The Real Term Energy Maintenance Agreement will cost $ 50.00 per month. We would notify Real Term and they contact R.L. Todd. We can contact R.L. Todd directly

 and save the monthly fee.

 Moved by Artur Carroll to terminate the Maintenance Agreement with Real Term Energy and contact R. L. Todd directly for street lighting issues, seconded by Louise Fournier.

 Vote: Unanimously in favor.

 7. ANNUAL TOWN MEETING AND MUNICIPAL ELECTIONS

 The Municipal Elections were scheduled to be held on June 9, 2020 to coincide with the

 State of Maine Primary Elections. Due to COVID-19 Virus, Governor Janet Mills changed

 the date of the State of Maine Primary Election to July 14, 2020.

 Moved by Louise Fournier to change the Municipal Election from June 9, 2020 to July 14,

 2020 to coincide with the State of Maine Primary Election and change the Annual Town

 Meeting date from June 10, 2020 to July 15, 2020, seconded by Arthur Carroll

 Vote: Unanimously in favor.

 Moved by Arthur Carroll to have John Sutherland find out if we have the right to suspend

 Nominations until September 2020, seconded by Louise Fournier.

 Vote: Unanimously in favor.

 Moved by Arthur Carroll to suspend and table Nominations until John Sutherland can contact

 MMA and Secretary of Elections to find out if the town can change the Nomination specific

 to the Town, seconded by Wendy Dube.

 Vote: Unanimously in favor.

8. OPEN BIDS FOR MUNICIPAL PLOWING

 The Board opened and considered bids for plowing and sanding the Municipal Building,

 Pond Brook Estates and the Recreation Building for the 20-21 and 21-22 winter seasons.

 There were two Bids opened for Municipal Plowing; one from Simard Construction and one from Ricky Saucier. The bids are as follows:

1. Simard 20/21-Municipal Building-$ 8,000.00 Pond Brook-$ 10,000.00 Rec-$ 6,000.00

20/ 21 Total-$ 24,000.00

Simard 20/22-Municipal Building-$ 8,400.00 Pond Brook-$ 10,800.00 Rec-$ 6,000.00

21/22 Total-$ 25,200.00

1. Saucier 20/21-Municipal Building-$ 6,765.00 Pond Brook-$ 8434.00 Rec-$ 3652.00

20/21 Total-$ 18,854.00

Saucier 20/22-Municiapl Building-$ 6,765.00 Pond Brook-$ 8437.00 Rec-$ 3652.00

21/22 Total-$ 18,854.00

 Moved by Louise Fournier to accept the Bid from Sauciers for Municipal Plowing,

 seconded by Arthur Carroll.

 Vote: Unanimously in favor.

 9. CODE ENFORCEMENT OFFICER

 The Town of Eagle Lake contract the Code Enforcement Officer position from the Town of Madawaska. Andrew Dube performs the duties for both communities. The Town of Madawaska submitted a two year proposal for $4,260 per year.

 Moved by Louise Fournier to accept the contract for Code Enforcement Officer with the Town of Madawaska, seconded by Wendy Dube.

 Vote: Unanimously in favor.

10. PAVING OLD MAIN STREET

 John Sutherland updated the Board on his summer paving project. Last year Old Main Street

 was ground and paved to the railroad tracks. John stated that he plans on paving from the railroad tracks forward this summer. First he wants to look at any draining or culvert issues that will need to be addressed prior to paving. John informed the Board that no action is needed and he wanted to provide the Board with an update.

11. APPOINT FIRE CHIEF FOR UPCOMING YEAR

 Eagle Lake Fire Department had their annual election for Fire Chief. Rene St. Onge and

 David Watson were nominated by Eagle Lake Firefighters for the position of Fire Chief.

 The Eagle Lake Firefighters voted 9-2 to elect Rene St. Onge as Fire Chief for the upcoming year. John recommended that the Board confirm Rene St. Onge as Fire Chief for the upcoming year. Moved by Louise Fournier to accept John Sutherland’s recommendation to appoint Rene St. Onge as Fire Chief for the upcoming year, seconded by Arthur Carroll

 Vote: Unanimously in favor.

12. PROPERTY TAX ASSESMENT

 John Sutherland updated the Board that Lewis Cousins will be looking at property in Eagle Lake in preparation for Commitment. The Board asked John to get a date that Lewis will be available to meet with residents to discuss assessing issues that they may have. Once the time and dates has been determined John will post the time and date to give residents notice

 of Lewis’s availability so appointments can be scheduled. .

13. MAINE MUNICIPAL BOND BANK

 The Pond Brook Bond Interest payment is due April 24, 2020. There is a shortage of $260.00. MMA recommends to pay the Bond and when it is safe bring to a Town Meeting.

 Moved by Arthur Carroll to pay the Bond and ratify at the Annual Town Meeting by adding an article to the Warrant, seconded by Wendy Dube.

 Vote: Unanimously in favor.

14. OTHER BUSINESS

 Nothing to report

15. EXECUTIVE SESSION: M.R.S.A. 406 § 6 (A) PERSONNEL MATTERS

 Discussion of wages and insurances for budget preparation

 Moved by Louise to go into Executive Session at 7:30 P.M., seconded by Wendy Dube

 Vote: Unanimously in favor

 The Board recessed at 8:30 P.M. and agreed to reconvene at 5:30 P.M., April 28, 2020 to continue further discussions of the proposed budget.