**TOWN OF EAGLE LAKE**

**BOARD OF SELECTMEN’S MEETING**

**March 27, 2024**

1. The meeting was called to order by Board Chair, Arthur Carroll at 5:35 P.M.

Board members in attendance included: Arthur Carroll, Jennifer Cole and Apryl Gagnon.

Selectperson Wendy Dube attended via ZOOM Videoconferencing.

Others in attendance: Town Manager, John Sutherland, Deputy Clerk, Rita Ricciardi and Eagle Lake

resident Michael Cole.

1. **PUBLIC HEARING FOR A LIQUOR LICENSE RENEWAL FOR M.J.s PUB AND GRUB.**

Eagle Lake Board Chair Arthur Carroll opened the public hearing at 5:30 p.m. Eagle Lake Selectperson Jennifer Cole announced that she had a conflict as she and Michael Cole own the business. Jennifer

recused herself from the Board of Selectmen’s table and attended the public hearing as a member of the audience. Arthur asked if anyone heard of any issues or complaints about the applicant. Town Manager John Sutherland stated that he has not heard of any issues or concerns.

Eagle Lake Board Chair Arthur Carroll closed the public hearing at 5:38 p.m.

1. **VOTE ON LIQUOR LICENSE RENEWAL**

Eagle Lake Board Chair Arthur Carroll opened the monthly Board of Selectmen’s meeting at 5:39 p.m.

Moved by Wendy Dube to approve the liquor license renewal application for M.J.s Pub and Grub, seconded by Apryl Gagnon.

Vote: Unanimously in favor. (Jennifer Cole abstained)

Following the vote, Selectman Jennifer Cole returned to the Board of Selectmen’s table for the

remainder of the meeting. Michael Cole thanked the Board for the Public Hearing and voting to

support the liquor license renewal.

1. **PUBLIC COMMENT**

There was no other public in attendance at the meeting.

1. **TOWN MANAGER’S REPORT - UPDATES**
   1. **Micro Loan**

John informed the Board that one account remained behind. The account holder made a payment of $275 on February 21, 2024. He added another $300 on March 15, 2024. He informed John that he plans on coming in and making his account current when his taxes come in.

* 1. **Pond Brook Estates**

John informed the Board that Stephanie Woods moved out of apartment 2. She and her boyfriend purchased a house in Winterville. Her son Logan is interested in taking over the lease. He will be sharing the unit with two other roommates.

* 1. **Committee Updates**

John stated that if we follow the Critical Dates for Town Meeting criteria, the first meeting between the Board of Selectmen and the Budget Committee is tonight, John asked Selectperson Jennifer Cole if Wednesdays would continue to be a conflict for her. Jennifer replied that at this time Wednesdays are not going to continue to be a conflict for her. Following the discussion, the following dates were determined:

**April 10th 6:00 P.M.:** Initial Budget meeting between the Board of Selectmen and the Budget Committee

**April 23rd 6:00 P.M:** Public Hearing for the Sly Brook Road Substation and the Aroostook County ARPA grant application to help supply additional funds for the substation / temporary emergency warming and cooling shelter.

**May 8th 6:00 P.M.:** Shoreland Zoning Ordinance update

**May 13th 6:00 P.M.:** Memorial Park and Harvest on Town owned property

**April 24th 5:30 P.M.:** April Board of Selectmen’s monthly meeting for April. Meeting is one week later due to Arthur having a conflict for April 17, 2024.

* 1. **NASWA**

John informed the Board that NASWA had their quarterly meeting on Thursday, March 18, 2024. The Board determined summer hours will begin on Wednesday, May 15, 2024. Community Cleanup Day will be Saturday, May 18, 2024.

* 1. **Eagle Lake Fire Department**

John said that Eagle Lake Fire Chief Robert St. Germain informed him that he moved training for March up to March 24 due to March 31 being Easter Sunday. His training for the month is to finish Maine Department of Labor required trainings. This is also an opportunity for anyone who is missing a training to get caught up. Robert also said that if the weather is nice he would like to get outside and begin ladder training.

Calls for the previous month include 4 calls for assistance for ASI and one call for an automatic aid call with Fort Kent for an automobile accident on Aroostook Road.

1. **MONTHLY FINANCIALS**

The Board reviewed monthly financials for February 2024.

Motioned by Wendy Dube to approve the Expense and Revenue Reports and wait to approve the

G/L Summary report until the G/L Summary report is correct, seconded by Apryl Gagnon.

Vote: Unanimously in favor

* 1. **Bank Reconciliations for Town of Eagle Lake and Pond Brook Estates.**

Motion by Apryl Gagnon to accept the Bank Reconciliations for the Town of Eagle Lake and Pond Brook Estates., seconded by Jennifer Cole.

Vote: Unanimously in favor

* 1. **Sample Check Audit**

Motion was made by Jennifer Cole to accept the Town of Eagle Lake & Pond Brook Estates sample check audits, seconded by Apryl Gagnon.

Vote: Unanimously in favor

* 1. **Sign Warrants**

Motion was made by Apryl Gagnon to sign the Town of Eagle Lake warrants, 2nd by Jennifer Cole.

Vote: Unanimously in favor

Motion was made by Jennifer Cole to sign the Pond Brook Estates warrants, seconded by Apryl Gagnon.

Vote: Unanimously in favor

* 1. **Microloan**

Motion was made by Wendy Dube to accept the Microloan reconciliation, seconded by Apryl Gagnon.

Vote: Unanimously in favor

1. **REVIEW AND ACCEPT MINUTES**

February 20, 2024 Board of Selectmen’s meeting

February 26, 2024 Board of Selectmen’s meeting

Motion was made by Jennifer Cole to accept the minutes of the February 20th and February

26th, 2024 Board of Selectmen’s meetings, seconded by Apryl Gagnon.

Vote: Unanimously in favor

1. **REVIEW AND CONSIDER AROOSTOOK COUNTY TAX FOR SIX MONTHS**

John stated that the County of Aroostook previously used a January to December tax year for budgeting for Aroostook County Government. They recently decided to move to a July to June tax year. They issues a six month tax bill to the Town of Eagle Lake for $100,965.40. We will get another bill in July for the July to June tax year. Aroostook County Administrator Ryan Pelletier said that municipalities can elect to pay their six month bill over three years to help with budgeting. John added that the Board can elect to pay in one, two or three yearly payments. John said that he would recommend the three year option and if the Town of Eagle Lake has extra funds then they can elect to pay ahead.

Motion was made by Apryl Gagnon to select the three year payment option for the six month Aroostook County tax, seconded by Wendy Dube.

Vote: Unanimously in favor

1. **REVIEW AND CONSIDER BOAT LANDING MAINTENANCE CONTRACT**

The Board reviewed the one year contract to maintain the State of Maine Boating facility located on Old Main Street in Eagle Lake. John added that the contract amount is for $200 per week and $3,800 for the season. A bulk of the maintenance is trash removal, mowing and weedwacking.

Motion was made by Jennifer Cole to approve signing the maintenance contract for the State of Maine Boating facility, seconded by Apryl Gagnon.

Vote: Unanimously in favor

1. **REVIEW AND DISCUSS GIRL SCOUT USE OF TOWN FACILITIES FOR JAMBOREE**

John informed the Board that Eagle Lake Girl Scout Troop 50 leader Morgan Wilson informed him that Girl Scouts Northern Maine, comprising of mostly Aroostook County Troops, are looking at a site to host a Jamboree. Morgan said that they are looking for a site with a bathroom facility and a place to go indoors if inclement weather arises. Morgan asked about the beach and perhaps the pavilion or rec building if the weather is bad. John asked the Board how they felt about the request. John added that Morgan does a great job with the girl scouts and when their meetings downstairs are done, she leaves the downstairs clean. He is confident that she will make sure the town facilities are in good order when the jamboree is done.

Motion was made by Arthur Carroll to approve using the beach and town facilities for a jamboree,

seconded by Apryl Gagnon

Vote: Unanimously in favor

1. **REVIEW AND CONSIDER FUTURE PUBLIC HEARINGS**

John said that we previously discussed upcoming future public hearing dates. He reiterated the perspective dates. Arthur said that he would be away on April 10 but he was comfortable with the initial budget numbers. John said that if there were any recommended changes, he would send Arthur an update. John added that we are getting close to crunch time to have items ready for annual town meeting. These are the dates and times for the upcoming meetings:

**April 10th 6:00 P.M.:** Initial Budget meeting between the Board of Selectmen and the Budget Committee

**April 23rd 6:00 P.M.:** Public Hearing for the Sly Brook Road Substation and the Aroostook County ARPA grant application to help supply additional funds for the substation.

**May 8th 6:00 P.M.:** Shoreland Zoning Ordinance update

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John said that we should have a Board vote to authorize these times and dates for the upcoming

meetings.

Motioned by Jennifer Cole to approve the dates and times for the upcoming meetings and hearings,

seconded by Apryl Gagnon.

Vote: Unanimously in favor.

1. **REVIEW AND CONSIDER DRIVEWAY REPAIRS AT REC BUILDING**

At last year’s annual town meeting, the legislative body approved $2,500 to repair the driveway

at the recreation building. The work still needs to be done. John added that he would like to go out to bid early enough so it could be completed in time for the upcoming summer recreation program.

Motioned by Apryl Gagnon to go out to bid to repair the driveway at the rec building located at 24 Devoe Brook Road in Eagle Lake, seconded by Jennifer Cole.

Vote: unanimously in favor.

1. **REVIEW AND DISCUSS AROOSTOOK COUNTY A.R.P.A. GRANT APPLICATION**

John said that the Town of Eagle Lake had their letter of intent moved forward to the application stage for an Aroostook County A.R.P.A. grant application for help raise funds for the Sly Brook Road substation and emergency warming and cooling shelter. John said that the grant request would be for $80,000 and require a 25% match. The grant would be used to help the interior build out. The grant is due Monday, April 1st.

Motion by Apryl Gagnon to move forward with the grant application, seconded by Jennifer Cole.

Vote: Unanimously in favor.

1. **REVIEW AND CONSIDER NORSTATE ACCOUNTS**

John stated that currently our reserve accounts at Norstate Federal Credit Union are collecting nominal amounts for interest. John said that he talked to Branch Manager Amy L’Italien and she informed him that Norstate offers a couple of different options that pay between 2.75 and 5 percent interest. John said that the Fire Department Fund Raising account could qualify as a Flex Account. The Board asked John to look into different options and make a recommendation to the Board at their April meeting.

1. **REVIEW AND CONSIDER GOING OUT TO BID FOR GRADING SERVICES**

John said that in previous years we waited to go out to bid for grading our gravel roads and then the contractor struggles to get the roads graded for Memorial Day. This year he is advising that we go out to bid early and award in April. John added that he would like the bid to be for three separate gradings; one for Memorial Day, one mid-summer and one in late fall to prepare the gravel roads to freeze for winter.

Moved by Apryl Gagnon to go out to bid for three gradings for the upcoming summer, seconded by Jennifer Cole.

Vote: Unanimously in favor

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

John informed the Board that he is continuing to work with HUD environmental review officer Julia Perry. Julia has added Joshua Helms to the project and John with be working with both. John added that Julia asked John to reach out to Maine DOT for a driveway entrance permit which he complied and now we have one. John added that Julia is requesting that the Town of Eagle Lake get a Phase 1 Environmental Review done by an Environmental Engineering firm. John reached out and received a quote from Dirigo Engineering for $2,500 and County Environmental for $2,550.

Motioned by Jen to approve Dirigo Engineering to do a Phase 1 Environmental Review on the proposed substation site, seconded by Apryl Gagnon.

Vote: Unanimously in favor.

John added that Jim Lord from Dirigo Engineering has been helpful in moving the project forward.

1. **OTHER BUSINESS**

John stated that he had the following items for Other Business:

* 1. John informed the Board that he currently has five applicants for the part time Deputy Town

Clerk’s position. John said that he plans to begin interviews next week.

* 1. John said that he has two applicants for Code Enforcement Officer. John said that both are good candidates but he would like to offer the position to Bruce Labbe based on experience. John said that Bruce works for both the Town of Frenchville as their Code Enforcement Office and he is the Licensed Plumbing Inspector for the Town of Fort Kent. John said that the town manager of Frenchville said the Bruce has done a good job for his community and he is good with working with people. John asked the Board to ratify the hire of Bruce Labbe.

Motion by Apryl Gagnon to ratify the hire of Bruce Labbe as Code Enforcement Officer for the

Town of Eagle Lake, seconded by Jennifer Cole.

Vote: Unanimously in favor.

* 1. John informed the Board that he received a request from Tom Roy for a CDBG Economic Development Grant request to assist him in finishing rebuilding his store. Tom told John that he figures $30,000 would be the amount needed to finish the interior of Bald Eagle.

Motion by Wendy to apply for a CDBG grant on behalf of Tom Roy and Bald Eagle, seconded by Jennifer Cole.

Vote: Unanimously in favor

* 1. John stated that he would like the Board to consider using funds generated if the harvest

on town owned property was approved by the legislative body at annual town meeting on improving the driveway at the Eagle Lake Municipal building. John said that he expects the costs

to improve the driveway to be close to the $50,000 quote the town received to pave Pond Brook Estates last summer.

Motioned by Jennifer Cole to recommend dedicating funds collected from the harvest on Town of Eagle Lake property are to be dedicated to repairing the driveway at the Eagle Lake Town Office, seconded by Apryl Gagnon.

Vote: Unanimously in favor.

**e.** The Board discussed conducting an RFP for auditing services citing the years that Chester M

Kearney has been doing the audits and looking at getting a different set of eyes on our books.

Moved by Arthur Carroll to get an RFP for Auditing services, seconded by Jennifer Cole.

Vote: Unanimously in favor.

**f.** John informed the Board that he received a note from Donna Horrigan, who lives across the

street from the town office at 39 Devoe Brook Road. She is voicing concerns that water running

off of Devoe Brook Road and Forest Avenue are entering her driveway and property. She is

hoping that when work is done on Devoe Brook Road, this issue can be addressed.

1. **ADJOURN**

Motion was made by Jennifer Cole to adjourn at 8:42, seconded by Wendy Dube.

Vote: unanimously in favor