 TOWN OF EAGLE LAKE

**BOARD OF SELECTMEN’S MEETING**

**November 15, 2022**

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

The Board members present included: Wendy Dube, Jennifer Dube, Brian Devoe and Raymond Saucier. Arthur Carroll via Zoom Videoconferencing

Others in attendance included: Town Manager, John Sutherland and Deputy Clerk, Apryl Gagnon. A number of local residents were in attendance as well.

2. EXECUTIVE SESSION: 1 M.R.S.A. 405 § (6) (F) CONFIDENTIAL RECORDS REVIEW

 AND CONSIDER A POVERTY ABATEMENT

 Moved by Brian Devoe to enter into Executive Session, seconded by Ray Saucier.

 Vote: Unanimously in favor.

 The Board entered into Executive Session at 5:48 p.m.

 The Board exited Executive Session at 6:25 p.m.

3. VOTE ON POVERTY ABATEMENT

 As a result of the Executive Session:

 Moved by Brian Devoe to approve a poverty abatement for $800.00 for unpaid taxes for

 tax year 2021, seconded by Raymond Saucier.

 Vote: Unanimously in favor.

4. PUBLIC COMMENT

 Cindy Tenan, a tenant of Pond Brook Estates and resides in apartment #9, stated that she

 has difficulty getting in and out of the tub due to knee issues. She also states that there are

 other tenants in the complex that have difficulties getting in and out of the tub. Becky

 Daigle in apartment #1 is wheelchair bound, Michael Pelletier in apartment #8 is legally

 blind and Ann Nadeau in apartment #15 has mobility issues. They agree that the safety

 bars for the tub area are not feasible and they are not able to hold the bars as they

 get in the tub because the bars are too far away. They are requesting a tub that has a door

 that opens and closes to make it easier to get in and out of the tub. Town Manager, John

 Sutherland researched some possibilities and found a convertible step-in shower kit that

 could be removed to get into the tub and then reinserted once the individual was in the

 tub. The Board agreed to try this in one apartment to see how it works before doing this

 to all the apartments.

 Moved by Wendy Dube to install a Convertible Step-in Bath Tub Kit and test out its

 functionality in one apartment and determine how well it works before adding additional

 units to other apartments, seconded by Brian Devoe.

Vote: Unanimously in favor.

Michael Pelletier approached the Board with concerns regarding outside lighting at Pond

Brook Estates. There are two pole lights that do not work and he has difficulty getting

around at night due to his sight impairment and decreased lighting. He requested that the lighting be fixed. The Board and John discussed options to increase outside lighting

around the building. Arthur Carroll asked John to come up with recommendations to

improve area lighting in the immediate area.

John Saucier was in to discuss the local plowing contract for the Municipal Building,

Recreation Building, and Pond Brook Estates. He had concerns that the original plow

contractor is not living in the area and wanted to know how the town was going to

follow through with this. He discussed his concerns previously with Board members and

Town Manager, John Sutherland. John Sutherland stated that he has no indications that

the contracted plow person will not be able to sustain the obligations of his contract. John

Sutherland added that the plowing contractor informed him that he made arrangements

with a local individual to fulfill the obligations of the contract in the event that the

contractor is unable to do the work in a timely manner. He will provide the Town with

proof of insurance for his assistant’s equipment prior to the assistant beginning work.

5. TOWN MANAGER’S REPORT UPDATES

 a. Micro Loan

 DKL012809 came in on November 14, 2022 and made three payments. This will

 make his account current to November 2022.

 TR02122020 made two payments to make his account current to October 2022.

 All other accounts are up to date.

 b. Pond Brook Estates

 Apartment 3 is behind by three months. John is working with her to bring her

 account current. The Board voiced concern that this is going to be difficult for her to

 make up and stated that, if possible, she should pay extra for each month going

 forward until she gets caught up.

 Moved by Wendy Dube that apartment #3 should pay an extra $150 per month to

 total $750 each month to get caught up with rent. If the tenant is unable to make the

 payment then John is to proceed with eviction for non-payment of rent, seconded by

 Brian Devoe.

 Vote: Unanimously in favor.

 Apartment 7 and 13 are working with ACAP payment assistance program. John

 stated that the tenants in apartment 13 have notified him that they are moving out.

 Michael Bunero has accepted a position in Bangor. Chris will begin cleaning the

 apartment in preparation for the next tenant once the tenants have vacated the

 apartment.

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 All other account are current.

 There have been some concerns regarding people smoking outside of their units in

 proximity of neighboring units. State of Maine Statutes require smokers must keep a

 distance of 25 feet from windows and doors of a public building. John will look into

 options to address this issue and present them to the Board at the next meeting.

 c. Roads

 Sly Brook Road: John updated the Board on the work Phil Corriveau was doing on

 Sly Brook Road. Phil began work on November 7, 2022 and completed the work on

 November 15, 2022. Phil cleaned out the ditches, reset a culvert to improve water

 drainage, built up the roadway and built a water drain to allow water to flow from the

 ditch to the lake. John voiced concern over the late start of the project but it was

 completed ahead of the snowfall.

  Red River Road: John updated the Board on the issue of beavers blocking the

 culvert on Red River Road. Megella Bouchard came in and removed two beavers

 from the area. John and Chris Cote have been monitoring the culvert but have not

 noticed any additional beaver activity.

 Selectman Brian Devoe mentioned that as a result of paving Old Main Street

 and Red River Road there are places where the shoulder of the road will need some

 material brought in to bring the shoulder up to the pavement. Brian stated he was

 concerned if someone’s tire went off the pavement they would have difficulty getting

 back onto the pavement.

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

 Reynold Hebert contacted John to inform him that he had eight large boxes of light

 bulbs that needed to be sent out for recycling. He also states that he had a load of

 tires to be picked up. John said that he contacted FED EX to arrange a pickup of the

 bulbs and he contacted BDS Waste Disposal Inc. from Fairfield, Maine to schedule a

 pick up of the tires.

 Reynold also stated to John that the snow fence recently purchased has been

 installed and hopefully this will reduce the amount of trash being blown over to the

 Water & Sewer property. He will also need a man lift to install the freezer wrap

 safely on the transfer station truck entry way. The freezer wrap will reduce any trash

 blowing over from the trailer.

 e. Eagle Lake Fire Department

 The Eagle Lake Fire Department was called out to 6 calls last month. Four of these

 calls were on November 8th for trees blown down on the power lines during a wind

 storm.

 Fire Chief Robert St. Germain informed John that due to scheduling conflicts, he

 was unable to have any trainings during the month of October. He will be making it

 up by having two trainings during the month of November. On November 13, 2022

 he is having a training for anyone who needs to get caught up on any trainings they

 may have missed during the year. On November 27, 2022 he is having a training on

 radio communications.

6. MONTHLY FINANCIALS- October 2022

 Review monthly financials for October

1. Bank Reconciliation-Including Pond Brook

Moved by Wendy Dube to approve the Town Reconciliation for October 2022 and to

have John Sutherland review and approve the reconciliation and have a copy of the reconciliation sent to Wendy Dube one week prior to the Selectmen’s meeting for review, seconded by Jennifer Dube.

 Vote: Unanimously in favor.

1. Sample Check Audit

Moved by Brian Devoe to accept the Sample Check Audit for October 2022,

seconded by Jennifer Dube.

 Vote: Unanimously in favor.

1. Sign Warrants

Moved by Brian Devoe to accept the warrants for October 2022, seconded by Raymond Saucier.

 Vote: Unanimously in favor.

1. Micro Loan

Moved by Brian Devoe to accept the Micro Loan Reconciliation for October 2022, seconded by Jennifer Dube.

 Vote: Unanimously in favor.

7. REVIEW AND ACCEPT MINUTES

 OCTOBER 19, 2022 BOARD OF SELECTMEN’S MEETING MINUTES

 OCTOBER 26, 2022 BOARD OF SELECTMEN’S MEETING MINUTES

 Moved by Brian Devoe to accept the minutes for both the October 19th and

October 26th Board of Selectmen’s meetings, seconded by Raymond Saucier.

Vote: Unanimously in favor.

8. REVIEW AND CONSIDER CDBG GRANT MATERIAL

 The Town of Eagle Lake was successful in securing a CDBG Public Facilities Grant for

the amount of $990,000 in support of the upgrades at the Water and Sewer Plant and

collection system. As part of the Phase 2 Environmental Review, the Town of Eagle Lake

must have a Public Hearing on the application and the funds must be accepted by the

 legislative body at a Town Meeting. John added that there will need to be a local CDBG

 committee formed to meet and discuss any issues that may arise. The goal by the Office

 of Community Development (CDBG) is to have a local committee deal with local issues

 and concerns regarding the project. John stated that a committee made up of members of

 the Board of Selectmen and Eagle lake Water and Sewer District Superintendent Gerald

 Raymond would be able to answer local questions or concerns. John added that he

 would volunteer to serve on the committee as well.

 Moved by Brian Devoe to appoint Arthur Carroll, Wendy Dube, Jennifer Dube, Brian

 Devoe, Raymond Saucier, Gerald Raymond and John Sutherland to the CDBG Grant

 Committee and discuss the time and date for the Public Hearing and Special Town

 Meeting at the December Board of Selectmen’s meeting, seconded by Jennifer Dube.

Vote: Unanimously in favor.

9. REVIEW AND CONSIDER INSTALLING LED LIGHTING IN THE FIRE BAY

 Eagle Lake Fire Chief Robert St. Germain stated that poor lighting in the fire bays has

 been an ongoing issue. Ken Pelletier from Pelletier Electric and Zachery Raymond from Gilman Electric toured the fire bay and put together a quote for the purchase and installation of LED lighting. Zach quoted $1,471.35 to cover the cost of the replacement

 lights. Ken quoted $1,700.00 to remove the old lights and install and wire the new lights.

 The Town of Eagle Lake was able to secure a Safety Enhancement grant from MMA to

 cover the cost of purchasing the lights. The Town of Eagle Lake will be responsible to

 cover the cost of labor. Fire Chief Robert St. Germain and John are confident that they

 can keep the cost for installing the new lights within this year’s budget.

 Moved by Brian Devoe to move forward with the purchase and installation of the LED

 lighting for the fire bay, seconded by Wendy Dube.

Vote: Unanimously in favor.

10. ZOOM VIDEOCONFERENCING UPDATE

John spoke with Tony Perreault about updating the conference room and downstairs meeting room for Zoom videoconferencing. John asked him what cameras, microphones, speakers and televisions would work well together. Tony brought in a packet of information on a MAXHUB UC S10, which is a device that connects to a television and has a camera, microphone, and Zoom connections built in. The cost of this device is $6-800 per unit. We will need to budget $4-600 per smart television and $4-600 for one laptop. The total cost for the equipment is estimated to be $3,400 plus an amount for Tony’s labor to help install everything. We have a budget of $6,000 for the project approved at town meeting consisting of $3,000 of Aroostook County ARPA funds and $3,000 Town of Eagle Lake ARPA funds.

Moved by Brian Devoe to move forward with purchasing the equipment needed to update the conference room and meeting room for Zoom capabilities and installation using Tony Perreault as the consultant, seconded by Wendy Dube.

Vote: Unanimously in favor.

11. REVIEW AND CONSIDER RED RIVER ROAD PLOWING CONTRACT FOR 2022-

 2023 WINTER SEASON

 The Town of Winterville has voted to award Tim Soucie the contract for plowing Red

 River Road. He has offered to maintain the Eagle Lake portion of the road for $1,500. He

 is requesting $750 up front and the remaining amount due at the end of the winter season.

 Last season contractor Darcy Labbe charged $1,400 to maintain the same portion of the

 road. John stated that with the price of fuel he felt the quote was reasonable.

 Moved by Brian Devoe to accept the 2022-2023 plowing contract for Red River Road

 from Tim Soucie for $1,500 and to pay $750 now and the remainder at the end of the

 plowing season, seconded by Raymond Saucier.

 Vote: Unanimously in favor.

12. REVIEW AND CONSIDER UPDATING THE PERSONNEL POLICY

 The Board reviewed the Personnel Policy. John stated that it is good to review policies

 to keep them current even if no changes are recommended. Wendy Dube stated that we

 should update the Holiday section to reflect that we now observe Juneteenth. No other

 concerns with Personnel Policy were discussed.

 Moved by Brian Devoe to accept the Personnel Policy with the addition of the Juneteenth

 Holiday, seconded by Raymond Saucier.

 Vote: Unanimously in favor.

13. REVIEW AND CONSIDER UPDATING THE ETHICS POLICY

 The Board reviewed the Ethics Policy and recommended that no changes be made.

 Moved by Brian Devoe to accept Ethics Policy with no changes, seconded by Raymond

 Saucier.

 Vote: Unanimously in favor.

14. OTHER BUSINESS:

 Eagle Lake Selectmen, Brian Devoe recommends that the Town purchases a green strobe

 light to be put on the new tractor, to make it more visible to the public when operating on

 a public way. John will look into getting one.

 Brian Devoe also recommended that moving forward all contractors hired will have to

follow all bid specifications and contractors must follow Town of Eagle Lake and Maine

Bureau of Labor recommendations regarding safety standards for contractors and their

 employees.

15. EXECUTIVE SESSION 1 M.R.S.A. 405 § (6) (A) PERSONNEL MATTERS TOWN

 MANAGER’S EVALUATION

 Jennifer Dube motion to enter into Executive Session 1 M.R.S.A. 405 § (6) (A) Personnel

 Matters – Town Manager’s evaluation. Board went into Executive Session at 7:50 P.M.

 and exited at 7:54 P.M.

 As a result of the Executive Session, Board Chair Arthur Carroll informed John that each

 Selectman will fill out the evaluation and forward their results to Arthur. Arthur will

 review each evaluation and go over the results with John at a later date.

16. ADJOURN

Moved by Wendy Dube to adjourn the Board of Selectmen’s meeting at 7:54 pm,

seconded by Brian Devoe

Vote: Unanimously in favor