**TOWN OF EAGLE LAKE**

**BOARD OF SELECTMEN’S MEETING**

**April 24, 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.

2. DISCUSSION WITH EAGLE LAKE FIRE CHIEF ROBERT ST. GERMAIN:

REVIEW AND CONSIDER CONTRACT WITH AROOSTOOK COUNTY FOR

FIRE PROTECTION

John informed the Board that Aroostook County Unorganized Territory Director Paul Bernier

Discussed renewing a three year contract with the Town of Eagle Lake to provide fire protection to

T16 R6. Paul offered to renew a three year contract for 2024-2027. It includes a 5 percent increase

for the first year and 3 percent each for years 2 and 3. John asked Robert how many calls he gets

for T15 R 6 and Robert replied that it is typically one or two per year at the most.

Moved by Denise Martin to sign the contract with Aroostook County, seconded by Apryl Gagnon.

Vote: Unanimously in favor.

REVIEW FIRE CHIEF’S REQUEST FOR POTENTIAL USE OF A.R.P.A. FUNDS

TO PURCHASE ITEMS FOR THE FIRE DEPARTMENT

Eagle Lake Fire Chief Robert St. Germain presented a list of items that he wished to purchase using

Town of Eagle Lake A.R.P.A. funds. These items include 6 complete sets of turnout gear for

expected new recruits of the Sly Brook Road substation. Robert added that he is requesting a multi

purpose gas detector to replace a defective one that his department has. He added that he is

requesting funds for an infrared camera to detect hot spots that may not be visible to the eye. Other

items on the list included ladders, additional radios and lighting.

Moved by Apryl Gagnon to accept the Fire Chief;s request to add purchasing these items with

A.R.P.A. funds and placing an article on the annual town meeting municipal warrant for legislative

body approval, seconded by Denise Martin

Vote: Unanimously in favor.

John said that the Board need to go into Executive Session and invite Eagle Lake Fire Chief Robert

St. Germain to review and consider applications received for potential firefighter candidates.

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

REVIEW APPLICATIONS OF POTENTIAL FIREFIGHTER CANDIDATES

Moved by Denise Martin to Enter Executive Session to review Firefighter applications, seconded by

Apryl Gagnon.

Vote: Unanimously in favor.

Upon exiting Executive Session: Moved by Denise Martin to approve Arthur Carroll, Bruce Nadeau,

David Lewis, Michelle Gardner, seconded by Wendy Dube.

Vote 3-0 Arthur Carroll abstained from voting as he is an applicant.

**3. TOWN MANAGER’S REPORT - UPDATES**

* 1. **Micro Loan**

John informed the Board that the following accounts made payments after March 31, 2024: JS11122021, he is now paid up to January 2024, JD08092019 is now paid until February 2024 and LR05012009, She is now paid up until March 2024.

* 1. **Pond Brook Estates**

John informed the Board that Michael and Catherine Pelletier have moved out of apartment 8. They moved to a subsidized unit in Madawaska. Chris has begun cleaning the apartment. Daycee Gagnon has expressed an interest in the unit.

A copy of the Apartment tenants and their rental status is included with this report for your review.

* 1. **Roads**

Upon doing a section, I noticed a sink hole in the gravel portion of Gilmore Brook Road. Prior to the snowplow turn around. The culvert is a metal culvert and the bottom appears to have rotted out allowing water to travel under the culvert and erode the base of the culvert. Chris placed a cone near the hole to warn people about the issue. Once the snow melts and the ground dries up, we will need to replace the culvert.

Chris has been keeping an eye on the culvert on red River Road for me. He noticed elevated water levels, but saw no sign of beavers. He updated me that he felt it was from snow melt and he saw the river was elevated and pushing water back through the culvert. The runoff appears to be subsiding and the water levels are returning to normal.

A resident of Deprey Road informed me that the road was a little rough and there is a soft spot half way down the road. I went out and toured the road and noticed potholes at the end of the road where the soft spot is located. It is usually soft there every spring. I will have Chris fill the potholes. Once the road dries, I will look at the soft spot and see how it settles. If it does not rut, I can leave it until the grading contractor is on Board. If it is rutted, I will see if we can fill the ruts with the tractor.

* 1. **NASWA**

John informed the Board that summer hours at the transfer station will begin on Wednesday, May 15, 2024. Hours will be from 5-8:00 p.m. on Wednesday and 8:00 -5:00 p.m. on Saturday.

John informed the Board that Community Cleanup Day will be on Saturday, May 18, 2024. NASWA Community Residents can bring fee related items to the transfer station at no charge. Exceptions include: building debris, tires, and shingles. Residents will also be limited to no more than 4 mattresses.

* 1. **Eagle Lake Fire Department**

Eagle Lake Fire Chief Robert St. Germain informed me that he had two calls last month. One was an ambulance assist and the second was for a car accident in Wallagrass.

The Eagle Lake Fire Department’s next training is Sunday, April 28, 2024. Bobby said that he plans on training outside and working on ladder training. He added that he previously wanted to do ladder training but the weather would not cooperate.

**4. MONTHLY FINANCIALS**

The Board reviewed monthly financials for March 2024. The Board noted the Rita Ricciardi did

a fantastic job with getting the G/L accounts updated. We now have a better idea where we stand

with our reserve accounts. The Board appreciates her efforts.

Moved by Wendy Dube to accept the financials except the school and undesignated accounts,

seconded by Apryl Gagnon

Vote: Unanimously in favor

Moved by Arthur Carroll to move $12,814.14 from the operating account at Katahdin Trust to

Norstate Federal Credit Union to fund the Street Light Reserve Account, seconded by Wendy

Dube.

Vote: Unanimously in favor

**a. Bank Reconciliations:**

Town of Eagle Lake- Moved by Wendy Dube to accept the Bank Reconciliation for the Town of Eagle Lake, Seconded by Apryl Gagnon

Vote: Unanimously in favor

**Pond Brook Estates.**

Motion by Denise Martin to accept the Bank Reconciliations for Pond Brook Estates., seconded

by Apryl Gagnon.

Vote: Unanimously in favor

The Board asked about the payment status of the tenants at Pond Brook Estates. John replied

that most of the tenants are consistent with their payments but occasionally one get behind and

John reminds them of their status and that they need to get caught up.

Moved by Wendy Dube to establish a report of tenants by apartment number and the status of

their rental payments, seconded by Denise Martin.

Vote: Unanimously in favor

**b. Sample Check Audit**

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

Vote: Unanimously in favor

**c. d. Sign Warrants**

Motion was made by Denise Martin to sign the Town of Eagle Lake warrants, seconded by Wendy Dube.

Vote: Unanimously in favor

**d. Microloan**

Motion was made by Denise Martin to accept the Microloan reconciliation, seconded by Apryl Gagnon.

Vote: Unanimously in favor

**5. PUBLIC COMMENT**

Eagle Lake resident Troy Nadeau was in the audience. Eagle Lake Board Chair Arthur Carroll asked

him if he had any comments and Troy replied, “I got nothing.”

**6. REVIEW AND ACCEPT MINUTES**

March 27, 2024 Board of Selectmen’s meeting

April 10, 2024 Budget Committee meeting

Motion was made by Apryl Gagnon to accept the minutes of the March 27, 2024 and April 10, 2024

Budget Committee meetings, seconded by Wendy Dube.

Vote: Unanimously in favor

**7. REVIEW AND CONSIDER THE PROPOSED MUNICIPAL BUDGET FOR 2024-25**

Motion to approve the proposed 2024-25 Annual Municipal Budget and add an additional $2,000

for the Fourth of July Committee made by Wendy Dube and seconded by Denise Martin.

Vote: 3-0 Eagle Lake Selectman Apryl Gagnon abstained from the vote as she is on the committee. She thanked the Board for their donation. She announced the Fourth of July Committee plans to have events at the pavilion on Saturday, July 6 with a rain date of Sunday, July 7.

**8. REVIEW AND CONSIDER APPROVING THE PROPOSED UPDATES TO THE SHORELAND ZONING ORDINANCE**

Motioned by Wendy to accept the proposed updated to the Shoreland Zoning Ordinance and place it on the warrant for the upcoming Annual Town Meeting, June 12, 2024, seconded by Apryl Gagnon

Vote: Unanimously in favor

**9. REVIEW AND CONSIDER REIMBURSEMENT FOR THE EAGLE LAKE WINTER RIDERS**

**TRAIL GROOMING EFFORTS**

John informed the Board that each year, the Municipal Grant in Aid reimbursement programs provides

funding to Maine snowmobile clubs based on the number of hours they spend grooming and

maintaining their snowmobile trails. This year the hours total $37,661.00. The club can expect to be

reimbursed up to seventy percent of this amount.

Motion made by Denise Martin to approve signing and sending out the Maine Municipal Grant in Aid

packet on behalf of the Eagle Lake Winter Riders, seconded by Wendy Dube.

Vote: Unanimously in favor

**10. REVIEW AND CONSIDER A.R.P.A. FUND EXPENDITURES**

John stated that the Town of Eagle Lake still has ARPA funds available that must be expended by

December 31, 2024. If there were any projects that the Board wished to discuss, we should be gathering

ideas now and see if we need to go out to bid this summer. One idea mentioned was that that shoulders

of Devoe Brook Road are higher than the paved area. This is a result of years of sweeping road sand off

to the side of the road. John was asked to talk to Corriveau Construction, Jim Bouchard and Simard

Construction and get an estimate as to the cost of reshaping the shoulders and cleaning out the ditch so

the water runs away from the roadway. John said he will reach out to each contractor and see if we can

get a proposal for the May Board of Selectmen’s meeting.

**11. REVIEW AND CONSIDER GOING OUT TO BID FOR DEVOE BROOK ROAD**

John informed the Board that the Road Committee is recommending a project on Devoe Brook Road

designed to improve water flow, remove steel culverts, remove a soft spot before the town office and a

large intrusion that surfaces every year. A spring in the hill in the vicinity of Jamie Voisine’s

will be removed and the water sent to the ditch. John added that he would like to pave from Route 11,

do the mouth of Forest Lane and up to the top of the hill beyond where the spring is. John said that if

we went out to bid in May, we could allocate left over funds from this year’s budget and use some from

the 2024-25 budget to finish the work.

Motion by Apryl Gagnon to go out to bid for Devoe Brook Road, seconded by Denise Martin.

Vote: unanimously in favor.

**12. REVIEW AND CONSIDER GOING OUT TO BID FOR THE FOLLOWING:**

**A. MUNICPAL GRADING**

**B. RECREATION BUILDING DRIVEWAY**

**Municipal Grading**

John said that the bid for Municipal Grading covered three gradings. One prior to Memorial Day, One

in August and one prior to November first to set the road up for winter freezing. The bid price will be

for all three gradings. John announced that we received one bid for Municipal Grading and it is from

Simard Construction. Upon opening the bid the amount read was $ 12,365.

Motion made by Wendy Dube to award the bid for Municipal Grading to Simard Construction,

seconded by Denise Martin

Vote: Unanimously in favor.

**Recreation Driveway**

The Board opened and review the bid for upgrading the driveway for the Recreation Building. There

is one bidder and it is Simard Construction. The bid price is for $4,475 for materials, equipment and

labor.

Motion made by Wendy Dube to award the bid for upgrading the driveway at the Recreation Building

to Simard Construction for $ 4,475, seconded by Apryl Gagnon.

Vote: Unanimously in favor.

**13. REVIEW AND CONSIDER PREPAYING FOR A LOAD OF COLD PACK**

John informed the Board that we have an account with Northeast Paving for purchasing cold

patch for the upcoming summer season. The issue is that we have to pay Cash on Delivery for

transportation. John said that he is asking the Board for permission to purchase a load of patch material

and pay for transportation when the load comes in. We will add the cost to the May warrant. This way

we can get the cold patch material prior to the next Board of Selectmen’s meeting.

Motion made by Arthur Carroll to purchase the load of cold patch material, pay for transportation

when the load comes in and place the amount on the warrant for the may Board of Selectmen’s

meeting, seconded by Denise Martin.

Vote: Unanimously in favor.

**14. REVIEW AND CONSIDER ADDITIONS TO THE MUNICIPAL WARRANT**

John reviewed the warrant for 2024 Annual Town meeting scheduled for June 12, 2024. John asked the

Board if there were any items that they would like to add to the warrant to give to the legislative body

for approval. At this time there were no further items for consideration. John said he will finish the

warrant and get it ready to present to the board for signatures.

**15. REVIEW AND CONSIDER TRAIL USE PERMIT FOR THE EAGLE LAKE TRAIL**

**BLAZERS**

John informed the Board that Cindi Francis from the Eagle Lake Trail Blazers ATV club presented

him with a permit requesting the use of Town of Eagle Lake property for their ATV trail system.

Having signed use permits for their trail system helps the club when they apply for grants to help them

maintain their trails and fund club activities. John added that Cindi informed him that the trails are the

same as last year.

Motion made by Wendy Dube to sign the ATV club’s Trail Use Permit, seconded by Apryl Gagnon.

Vote: Unanimously in favor.

**16. RESET DATE AND TIME FOR THE PUBLIC HEARING FOR THE FIRE DEPARTMENT**

**SUBSTATION**

John reminded the Board that the date and time for the Public Hearing on the Sly Brook Road

Substation was set at the previous Board of Selectmen’s meeting. However Selectmen have come

forward and stated that there are conflicts with the time and date selected. John said he is asking the

Board to set a new time and date for the Public Hearing. John added that he agrees that this is a bid

decision for our community and we should have all Board members present if possible. The Board

reviewed a couple of times and dates. They selected Wednesday, May 15, 2024 t 6:00 p.m.

Motion made by Denise Martin to set Wednesday, May 15th as the time for the Public Hearing and 6:00

p.m. as the time, seconded by Wendy Dube.

Vote: Unanimously in favor.

**17. RATIFY AND SUGN THE LETTER OF INTENT FOR CDBG GRANT APPLICATION**

John informed the Board that Tom Roy reached out to him to see if the Town would apply for a CDBG

Grant on his behalf to help him finish rebuilding Bald Eagle following the fire that burn the previous

Building. Tom said that if he could get an additional $30,000 it would help him get back on his feet.   
 John said that he reached out to Terry Holden and she recommended an Economic Development grant..

John said he put a Letter of Intent to Apply and we would be notified if our application was selected to

move forward.

Motion made by Wendy Dube to move forward with the CDBG application for $30,000 on behalf of

Tom Roy and Bald Eagle, seconded by Denise Martin.

Vote 3-0 Apryl Gagnon abstained citing that she and Tom Roy are friends.

**18 OTHER BUSINESS**

John stated that we advertised the former copier for sale and no one expressed interest. John asked the

Board what are their thoughts on the copier going forward. John stated that since there are no offers to

Purchase should we consider disposing of the old copier.

Moved by Arthur Carroll to dispose the old copier, seconded by Denise Martin.

Vote: Unanimously in favor.

**19 ADJOURN**

Arthur Carroll asked John if he had additional items to discuss and John said “No”

With that Arthur said he would entertain a motion to adjourn.

Motion by Apryl Gagnon to adjourn, seconded by Wendy Dube.

Vote: unanimously in favor

**Meeting adjourned at 8:30 p.m.**

**TOWN OF EAGLE LAKE**

**BOARD OF ASSESSOR’S MEETING**

**April 24, 2024**

Eagle Lake Board Chair Arthur Carroll opened the Board of Assessor’s meeting at 8:30 p.m.

1 REVIEW AND SIGN THE CERTIFIED RATIO DECLARATION FORM

John informed the Board that Maine Revenue Services have informed us that they are recommending our

Certified Ratio be set at 77 %. John explained that this will affect the amount we received for Homestead

and Veteran’s Exemptions.

Motioned by Apryl Gagnon to sign the Certified Ratio Form, seconded by Denise Martin

Vote: Unanimously in favor.

2 ADJOURN