 TOWN OF EAGLE LAKE

**BOARD OF SELECTMEN’S MEETING**

**May 18, 2022**

1. The meeting was called to order by Board Chair, Arthur Carroll at5:31 P.M.

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

Others in attendance were: Town Manager, John Sutherland, and Deputy Clerk, Apryl Gagnon.

Attendance for the Public Hearing: Bruce Dube, Gerald Raymond and Ross Gatcomb

2. PUBLIC HEARING FOR BRUCE DUBE

The Board received an application for a recycler’s license from Bruce Dube. As part of

process for a recycler’s application, the Town of Eagle Lake must have a public hearing

on the license application to give members of the community an opportunity to voice

their opinion or state their concerns towards the application. There were two community

members at the meeting who expressed their concerns with the application and

suggested that the Board decline the application. Ross Gatcomb stated his concerns with

the application including environmental compliance, safety compliance, lost revenue for

NASWA, and legal liability for the town and tax payers. Gerald Raymond added his

opinion that the town already owns an area for a metal recycling site at N.A.S.W.A. and

that the town should only have one site.

3. DISCUSS MUNICIPAL AUDIT WITH AUDITOR TIM POITRAS

Eagle Lake municipal auditor Tim Poitras, from Chester M. Kearney, attended the

Board meeting via Zoom video conferencing to discuss the recently completed

municipal audit. Tim reviewed the audit with the Board and explained that there were

two material findings:

The first finding deals with the Town Check Reconciliation not matching the Town

checking general ledger account.

Moved by Brian Devoe for John Sutherland to reach out to Paula Bouchard to come in

and create a procedure to balance the Town check reconciliation and general Ledger,

seconded by Jennifer Dube.

Vote: Unanimously in favor.

The second finding was in regards to the Eagle Lake School account not having

proper documentation from the School Board. Tim recommends that the Town request

monthly documentation on deposits and checks and start a separate account for this.

Moved by Brian to have John Sutherland contact school superintendent Gehrig Johnson

to have school financial records sent to the Town on a monthly, seconded by Raymond

Saucier.

Vote: Unanimously in favor.

4. TOWN MANAGER’S REPORT UPDATES

a. Micro Loan

Accounts TR02122020 and DKL012809 are caught up until March. John Sutherland

spoke to each of them to remind them of their status.

All other accounts are up to date.

b. Pond Brook Estates

Apartments 13, 14, and 15 have applications with ACAP rental assistance. All three

are eligible for assistance and Nikki McNally, from ACAP, said that she expects all

of them to be approved.

John is in the process of finding a new tenant for apartment #5. John contacted a

couple of applicants and they informed him that they no longer needed an apartment

John stated that he will be contacted applicants next week to find a tenant.

All other accounts are current.

c. Roads

**Gilmore Brook Road**

John received a call from a concerned resident stating that there were some water

issues with the road. John went out and looked at the road and noticed that there was

some erosion at the beginning of the gravel portion and potholes that needed to be

filled in. He was going to have Chris go with the tractor and fix the road. The

remaining portion of the road has some rutting which will need to wait until it dries

before any additional road work can be done.

Deprey Road

Chris used the tractor to fill in pot holes and rake out the soft spots in the road.

Sidewalks

Chris and Fred swept and cleaned all of the sidewalks in town.

d. NASWA

NASWA will begin summer hours on Wednesday, May 18, 2022.

NASWA sent out 9 bales of HDPE #2 plastic this week. The truck went to Tri-

Community for the remainder of the load.

Community Cleanup Day is Saturday, May 21, 2022. NASWA community residents

can drop off fee related items at the transfer station at no charge with the exception

of tires and shingles.

e. Eagle Lake Fire Department

Eagle Lake Fire Department Chief Robert St. Germain informed John that Sunday,

May 29, 2022, the Eagle Lake Fire Department will be participating in the Memorial

Day Parade.

5. MONTHLY FINANCIALS- April 2022

Review monthly financials for April 2022

a. Bank Reconciliations; Including Pond Brook.

Financials have been tabled for this month until our final audit is returned from the

Auditor. Moved by Wendy Dube to table the Town of Eagle Lake Bank

Reconciliation until further information is obtained by the auditor, seconded by

Jennifer Dube.

Vote: Unanimously in favor.

Moved by Jennifer Dube to accept the Pond Brook Estates Reconciliation, for April

2022, seconded by Wendy Dube.

Vote: Unanimously in favor.

b. Sample Check Audit

Moved by Jennifer Dube to accept the Sample Check Audit, seconded by Brian

Devoe.

Vote: Unanimously in favor.

c. Sign Warrants

Moved by Jennifer Dube to accept the Warrants for April 2022, seconded by

Brian Devoe.

Vote: Unanimously in favor.

d. Micro Loan

Moved by Brian Devoe to accept the Micro Loan Reconciliation for April 2022,

seconded by Wendy Dube.

Vote: Unanimously in favor.

Jennifer Dube submitted a new application for a Micro Loan.

Moved by Wendy Dube to accept the Micro Loan application from Jennifer Dube,

seconded by Raymond Saucier.

Vote: 4-0 (Jennifer Dube abstained)

6. PUBLIC COMMENT

None.

7. APPROVE MINUTES FOR APRIL 20, 2022 BOARD OF SELECTMEN’S MEETING

Moved by Brian Devoe to accept the April 20, 2022 Board of Selectmen’s Meeting

minutes seconded by Jennifer Dube.

Vote: Unanimously in favor.

8. OPEN POLLS 8:00 A.M. TO 8 P. M. ACCORDING TO 21-A M.R.S.A. ARTICLE 2

SECTION 626 FOR THE JUNE 14, 2022 STATE GENERAL AND MUNICIPAL

ELECTIONS.

Moved by Jennifer Dube to open the poles on June 14, 2022 from 8 a.m. to 8 p.m. for

the State of Maine Referendum and Municipal elections, seconded by Brian Devoe.

Vote: Unanimously in favor.

APPOINT ELECTION WARDEN AND ELECTION CLERKS

Moved by Jennifer Dube to appoint Tom Roy as election warden and Laurie Belanger

Boutot as ballot clerk, seconded by Brian Devoe

Vote: Unanimously in favor.

9. REVIEW AND CONSIDER MUNICIPAL WARRANT

The Board reviewed the Municipal Warrant for annual town meeting.

Moved by Jennifer Dube to accept the Municipal Warrant for the 2022 Annual Town

meeting, seconded by Brian Devoe.

Vote: Unanimously in favor.

10. REVIEW AND CONSIDER POND BROOK ROOFING PROJECT

The roof was replaced at 35 Convent Road last year. The roof at 39 Convent Road will

need to be replaced this year. Pond Brook Estates has the funds to replace the roof. John

will prepare a bid packet and have them ready at the Town Office for contractors to pick up.

Moved by Jennifer Dube to prepare a bid packet for the replacement of the roof at 39 Convent Road, seconded by Raymond Saucier.

Vote: Unanimously in favor.

11. REVIEW AND CONSIDER A SUMMER RECREATION PROGRAM

Moved by Jennifer Dube to continue with a Recreation Program this summer and to post

the positions of Recreation Director and Summer Recreation Staff, seconded by

Raymond Saucier.

Vote: Unanimously in favor.

12. REVIEW AND CONSIDER BIDS FOR DITCHING OLD MAIN STREET

The Board received two bid for the Ditching of Old Main Street request for bids.

The first bid was from Corriveau Construction who came in with a bid of $6,420,

The second bid was from JBBC-James Bouchard, which came in at $28,000.

Moved by Brian Devoe to accept the bid from Corriveau Construction with a bid of

$6,420 based on price, seconded by Jennifer Dube.

Vote: Unanimously in favor.

13. OTHER BUSINESS

The Town of Eagle Lake will need someone to participate on the Northern Maine

Development Commission’s Executive Board. John Sutherland has volunteered to

continue being the representative from Eagle Lake, unless a Board member would like

serve on the Executive Board.

Moved by Wendy Dube to nominate John Sutherland as the Eagle Lake representative

on the NMDC Executive Board, seconded by Brian Devoe.

Vote: Unanimously in favor.

Discussion with the Board to close the office on June 30, 2022 for year-end and have

Paula Bouchard assist in closing of the books.

Moved by Jennifer Dube to close the office on June 30, 2022 and have Paula Bouchard

assist with the closing of the books, seconded by Brian Devoe.

Vote: Unanimously in favor.

John updated the Board of the status of the Town pick up in regards to the truck not

passing inspection. There is some serious rust on the driver’s side frame. John stated

that he is going to get an estimate to have the truck repaired so it will pass inspection.

The Board discussed the increasing number of cars parked at 30 Old Main Street,

John Sutherland to talk with the owner to have the yard cleaned up.

Board of Assessor’s Meeting.

Arthur Carroll opened the Board of Assessor’s meeting at 8:20 p.m.

Review and Consider Options for Expiring Tree Growth Plans

Eagle Lake Deputy Clerk Lisa Gatcomb addressed the Board regarding options to

update the status of property in Tree Growth whose harvest plans have expired. Lisa

noted that the law stated that the Town will send out a notice to property owners prior

to the expiration of their Tree Growth harvest plans. Lisa noted that we have a number

of plans that have expired or are close to expiring and the residents have not been

notified.

Moved by Wendy Dube to send out a 120 day notice of non-compliance to property

owners whose Tree-Growth plans have expired, seconded by Brian Devoe.

Vote: Unanimously in favor.

Review and Consider 2022 Certified Ratio Declaration

John updated the Board that we have to declare the Town of Eagle Lake’s certified ratio.

This is the percentage of value at which rate properties are taxed at. The percentage can

be between 90 and 110% of the property’s value. John informed the Board that in the

past the Board typically voted to use 100 percent as the Certified Ratio.

Moved by Jennifer Dube to use 100% as the Certified Ratio for the upcoming

commitment, seconded by Brian Devoe.

Vote: Unanimously in favor.

Close Board of Assessor’s Meeting at 9:05 P.M.

14. ADJOURN

Moved by Jennifer Dube to adjourn the Board Meeting at 9:05 p.m., seconded by

Brian Devoe.

Vote: Unanimously in favor.