

MINUTES

**AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY, DECEMBER 2, 2015 - 5:30 P.M. -
CARIBOU COURTHOUSE, ADMINISTRATIVE HEARING ROOM - CARIBOU**

PRESENT

Paul J. Adams, Chairperson, County Commissioners
Norman L. Fournier, County Commissioner
Paul J. Underwood, County Commissioner
Douglas F. Beaulieu, County Administrator
Darrell Crandall, Sheriff
Darren Woods, EMA Director
Giselle MacDonald, Felch and Company

ART. 1. Chairperson Paul J. Adams called the meeting to order at 4:35 p.m.

ART. 2. Public Comment Period.

There was no public comment.

ART. 3. Approval of agenda.

Chairperson Paul J. Adams entertained a motion to approve the agenda.

MOTION:

Motion by Paul J. Underwood and seconded by Paul J. Adams to approve the agenda.

VOTE:

Motion voted on and passed.

ART. 4. Chairperson Paul J. Adams entertained a motion to approve the minutes of the November 18, 2015 County Commissioners' Meeting.

MOTION:

Motion by Paul J. Underwood and seconded by Paul J. Adams to approve the minutes of the November 18, 2015 County Commissioners' Meeting.

VOTE:

Motion voted on and passed.

ART. 5. The Commissioners approved and signed the following:

A) Attendance Record.

B) Bills and Warrants.

ART. 6. Review of General Fund and Unorganized Territory Fund Audits. (Giselle MacDonald, Felch and Company)

Giselle MacDonald, representing Felch and Company, advised that the County received a “clean opinion” on the General Fund Audit and reviewed the following items:

- Schedule 1 (Budgetary Comparison);
- State of Activities for year ending 12/31/2014;
- Exhibit A (Statement of New Position);
- Control deficiency – separation of duties.

Ms. MacDonald also advised that the County received a “clean opinion” on the Unorganized Territory Fund Audit and reviewed the following:

- Schedule 1 (Budgetary Comparison);
- Exhibit B (Statement of Activities);
- Exhibit A (Statement of New Position).

Chair Paul J. Adams thanked Ms. MacDonald for attending the meeting and reviewing the audits with the County Commissioners.

ART. 7. Bids:

A) Three (3) 2016 Ford Interceptor SUV's.

Bids were received from the following dealers:

Pelletier Ford Fort Kent, Maine	\$27,350.00 each
------------------------------------	------------------

York's of Houlton Houlton, Maine	\$27,501.00 each
-------------------------------------	------------------

Griffeth's Ford Lincoln Caribou, Maine	\$27,500.00 each
---	------------------

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to table the bids pending review by the County Administrator with authorization to award the bid to the apparent low bidder who adheres to the bid specifications.

VOTE:

Motion voted on and passed.

ART. 8. Approval of Personnel Policy Change.

County Administrator Doug Beaulieu recommended that the County Commissioners approve changes to the vacation accrual rates based on the same numeric variable that was agreed to with the Teamsters' Union as highlighted in Attachment I, which is appended to the meeting minutes.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the Personnel Policy changes as recommended by the County Administrator and highlighted in Attachment I.

VOTE:

Motion voted on and passed.

ART. 9. County Administrator's Report:

A) EMA Oversight Organizational Chart.

County Administrator Doug Beaulieu reviewed the EMA Oversight Organizational Chart with the County Commissioners. EMA Director Darren Woods explained the chart in more detail with the County Commissioners.

B) Scheduling of Tax Abatement Hearing.

A tax abatement hearing is scheduled for Tuesday, December 15, 2015 at noon in Caribou.

C) Transfer of Capital Funds into Operational Account.

County Administrator Doug Beaulieu recommended that the County Commissioners approve transferring \$10,000.00 from 1070 Capital Account to 1070 Operational Account (under Staff Support), bringing the total available to \$20,000.00 for that line item.

In addition, he recommended transferring \$5,000.00 from 1070 Capital Account to 1020 Capital Account under the designation of Match Grant Funds. The County Administrator reminded the County Commissioners that the amount of capital being transferred from 1070 was not the money that was requested by the Register of Probate.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to transfer the funds as recommended by the County Administrator as outlined above.

VOTE:

Motion voted on and passed.

D) Other Items of Interest.

1) EMA Building Expansion Project.

The expansion project bid was awarded to Ryan Spooner, LLC, in the amount of \$147,000.00.

In reviewing the expansion project funding, there will be enough money to meet this contractual obligation.

ART. 10. Other Business.

None.

ART. 11. Executive Session to discuss personnel issues.

Paul J. Adams entertained a motion to go into executive session.

MOTION:

The following motion was made by Norman L. Fournier and seconded by Paul J. Underwood:

"I move we go into executive session pursuant to Title 1, M.R.S.A., §405, sub-section 6, paragraph (A) to discuss a personnel matter concerning the Registry of Deeds (South) and also to evaluate legal advice concerning a request made by the Register of Probate."

VOTE:

Motion voted on and passed.

Upon returning to public session, the following motions were made:

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve leave without pay for Susan McAfee from December 2, 2015 to January 1, 2016 and to require her to pay 20% of her health insurance benefit during this period.

VOTE:

Motion voted on and passed.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve Darleen Guy's request to be compensated at Grade Level 4, Step 9, effective December 2, 2015.

VOTE:

Motion voted on and passed.

ART. 12 Adjournment.

MOTION:

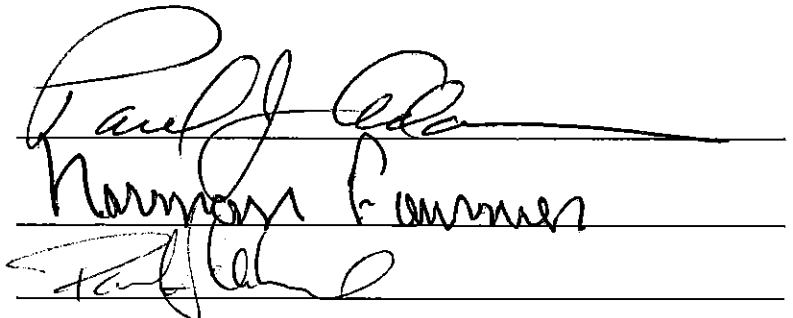
Motion by Paul J. Underwood and seconded by Norman L. Fourier to adjourn the meeting.

Meeting adjourned at 6:00 p.m.

ATTEST: A True Copy
of Commissioners' Meeting



Douglas F. Beaulieu
County Administrator



AROOSTOOK COUNTY COMMISSIONERS

DATE: December 2, 2015

VII. EMPLOYEE BENEFITS

A. Annual Leave

- 1 Annual leave for all full-time employees and full-time elected officials will be calculated from the date of initial employment, but will only be earned after the successful completion of that employee's probationary period. All regularly scheduled, part-time employees, not on-call, working 30 hours or more per week, will be eligible for fringe benefits, on a pro-rated basis, according to the number of hours worked. After either the successful completion of the probationary period or after six (6) months of employment, whichever is later, an employee may use accrued leave.
- 2 All full-time employees and full-time elected officials will accrue annual paid leave at the following rate:
 - a. From 1- 5 years of service, 1.848 hours accrued per week.
 - b. After 5- 10 years of service, 2.308 hours accrued per week.
 - c. After 10 - 15 years of service, 2.772 hours accrued per week.
 - d. After 15 - 20 years of service, ~~3.232~~ 3.385 hours accrued per week.
 - e. After 20 - 25 years of service, ~~3.692~~ 3.693 hours accrued per week.
 - f. After 25 years of service, 4.156 hours accrued per week.
- 3 Annual leave may not be taken unless it has been earned and accrued as defined in this manual. Leave will accrue on a weekly basis.
- 4 While vacation leaves are granted with the intent of permitting an employee the opportunity to be away from the job, they must at the same time be approved by the Department Head so as not to interfere with normal Aroostook County Government operations. In cases of duplicate or conflicting vacation time in the same department, the senior person's choice may be honored provided that normal Aroostook County Government operations are not compromised. The department head will make the final decision.