

MINUTES

**AROOSTOOK COUNTY COMMISSIONERS' MEETING - WEDNESDAY, NOVEMBER 16, 2016 – 1:00 P.M. –  
EOC ROOM, EMERGENCY MANAGEMENT AGENCY BUILDING, 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  
Shawn Gillen, Chief Deputy  
Darren Woods, Emergency Management Agency (EMA) Director  
Paul Bernier, Public Works Director  
Christina Theriault, Human Resources Manager  
Sherrill Campbell, Administrative Assistant

ART. 1. Chairperson Paul J. Adams called the meeting to order at 1:07 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 Norman L. Fournier to approve the agenda.

VOTE:

Motion voted on and passed.

ART. 4. Minutes:

Chairperson Paul J. Adams entertained a motion to approve the minutes of the October 25, 2016 County Commissioners' Tax Abatement Hearing and the October 26, 2016 County Commissioners' Meeting.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the minutes of both the October 25, 2016 County Commissioners' Tax Abatement Hearing and the October 26, 2016 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.
- C) Approval of MCCA/Risk Pool Director for 2017.

**MOTION:**

Motion by Paul J. Underwood and seconded by Paul J. Adams to appoint Commissioner Norman L. Fournier as both MCCA and Risk Pool Director for 2017.

**VOTE:**

Motion voted on and passed.

ART. 6. Presentation of Aroostook County Spirit of America Award.

Commissioner Paul J. Underwood read a proclamation naming the Mapleton Lions' Club as the recipient of the Aroostook County Spirit of America Award. The award was presented to Mapleton Lions' Club members who were in attendance.

ART. 7. Approval of County of Aroostook Policies:

A) Gift Cards/Gift Certificates.

County Administrator Douglas Beaulieu presented a proposed policy on buying gift cards and gift certificates to be included in our Accounting and Financial Practices and Procedures Manual. The policy states that all gift card and gift certificate purchases must be pre-approved by the County Commissioners.

**MOTION:**

A motion was made by Norman L. Fournier and seconded by Paul J. Underwood to approve the proposed, new policy effective immediately.

**VOTE:**

Motion voted on and passed.

B) Sick Leave/Vacation Time for Probationary Employees.

County Administrator Douglas Beaulieu asked the Commissioners to consider a change in our Personnel Policy Manual regarding probationary employees taking sick leave or vacation leave. He proposed that such requests by probationary employees be granted at the discretion of the department head.

**MOTION:**

A motion was made by Paul J. Underwood and seconded by Norman L. Fournier to amend the Personnel Policy as recommended by the County Administrator effective immediately.

**VOTE:**

Motion voted on and passed.

ART. 8. Sheriff appointments:

A) Deputy Sheriff Commission.

Sheriff Darrell Crandall recommended that the County Commissioners approve the recommissioning of Peter Johnson of Presque Isle as full-time deputy sheriff.

**MOTION:**

A motion was made by Paul J. Underwood and seconded by Norman L. Fournier to approve the recommissioning of Peter Johnson of Presque Isle as deputy sheriff.

**VOTE:**

Motion voted on and passed.

B) Part-time Dispatcher.

Sheriff Darrell Crandall recommended that the County Commissioners approve Lisa Rouse of Haynesville for the position of part-time dispatcher.

**MOTION:**

A motion was made by Paul J. Underwood and seconded by Norman L. Fournier to approve the hiring of Lisa Rouse of Haynesville as part-time dispatcher.

**VOTE:**

Motion voted on and passed.

ART. 9. Consideration of part-time wage adjustments.

Sheriff Crandall revisited a conversation he had during the budget process with the County Commissioners to restructure the Sheriff Department's part-time wage scale in accordance with a memorandum to County Administrator Douglas F. Beaulieu dated November 7, 2016. After a discussion on the article, the County Commissioners requested a financial analysis from Sheriff Crandall for part-time employees under his chain-of-command and a financial analysis from Human Resources Manager Christina Theriault for part-time employees under Administration.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to table this article pending information on the financial impact of this proposal.

**VOTE:**

Motion voted on and passed.

ART. 10. Approval of expenditures from Contingent Account:

A) Rule 80B Appeal.

County Administrator Douglas Beaulieu asked that a bill in the amount of \$3,568.00 for Attorney John Wall's work on Rule 80B (a tax abatement issue between the Town of Easton and the County Commissioners) be approved and expended from the Contingent Account (General Fund).

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve paying Attorney John Wall \$3,568.00 from the Contingent Account (General Fund).

**VOTE:**

Motion voted on and passed.

B) Civil action complaint.

Sheriff Darrell Crandall recommended authorization to expend \$1,290.00 out of the Contingent Account (General Fund) to pay for Attorney Marchesi's work on a civil action complaint.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Adams to authorize payment to Attorney Peter Marchesi in the amount of \$1,290.00 out of the Contingent Account (General Fund) for work performed on a civil action complaint.

**VOTE:**

Motion voted on and passed.

C) Benedicta Veterans' Memorial.

County Administrator Douglas Beaulieu recommended approval of a one-time payment of \$1,000.00 out of the Contingent Account (Unorganized Territory Budget) for a new Veterans' Memorial in Benedicta.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul L. Underwood to approve payment of \$1,000.00 out of the Unorganized Territory Budget as recommended by the County Administrator.

**VOTE:**

Motion voted on and passed.

ART. 11. Approval of Assistant Planner Position:

A) Approval of job description.

EMA Director Darren Woods presented a job description for a part-time assistant planner position to be funded by Homeland Security Funds.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul L. Underwood to approve the job description for the part-time assistant planner position as presented by EMA Director Darren Woods.

**VOTE:**

Motion voted on and passed.

B) Approval of candidate to fill part-time position.

EMA Director Darren Woods presented Daniel E. Conklin as a candidate for the part-time position of assistant planner in the EMA Office.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Daniel E. Conklin as part-time assistant planner for the EMA Office.

**VOTE:**

Motion voted on and passed.

ART. 12. County Commissioners' Report:

A) MCCA/Risk Pool Meeting Update:

Risk Pool Meeting – Commissioner Norman L. Fournier reported that statewide there are 104 claims open, 96 of those are within the last 4 years. There have been 7 new claims this month state-wide. The Pool received a request from an individual under the Freedom of Information Act to receive a list of the names, addresses, and email addresses of all present and past board members and a list of all cases settled since the inception of the Risk Pool. The individual was told it would cost between \$800.00 and \$1,000.00 to gather this information and decided to pursue court action, which was dismissed. There is a class action suit regarding civil service served through the Sheriff's Offices state-wide. The claim states that mileage to serve civil papers is too high. 2016 legal/risk management presentations are being completed state-wide. Malcolm Ulmer's contract has been renewed for three years, commencing January 1, 2017.

MCCA Meeting – Commissioner Norman L. Fournier advised that the membership discussed legislation for the upcoming session; a fact sheet is being developed for legislation; NACO offers a deferred compensation program for counties; December 9<sup>th</sup> is the training date for new County Commissioners; the 2017 MCCA Convention location is not confirmed yet; and, Rosemary Kulow is retiring March 17, 2017.

B) Other Items of Interest.

None.

ART. 13. County Administrator's Report:

A) Ambulance Service Inc. Notification.

County Administrator Douglas Beaulieu indicated that Ambulance Service Inc. will begin charging for services soon after a ten (10) year hiatus of not charging for services.

B) Safety Enhancement Grant Award.

County Administrator Douglas Beaulieu announced that North Lake Fire and Rescue was the recipient of a Safety Enhancement Grant; he thanked Jesse Belanger for completing this application.

C) Other Items of Interest.

None.

ART. 14. Other Business.

None.

ART. 15. Executive Session.

Commissioner Paul J. Adams entertained a motion to enter executive session.

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

**MOTION:**

"I move we go into executive session pursuant to 1 M.R.S. §405 (6)(A) to discuss two (2) personnel issues as referenced in the agenda."

**VOTE:**

Motion voted on and passed.

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

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve unpaid leave of absence for Wendy Sabattis in one (1) month intervals for up to three (3) months.

**VOTE:**

Motion voted on and passed.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to authorize Chair Paul J. Adams to send a memorandum to County Administrator Douglas F. Beaulieu outlining his pay and benefits for 2017.

**VOTE:**

Motion voted on and passed.

ART. 16. Adjournment.

**MOTION:**

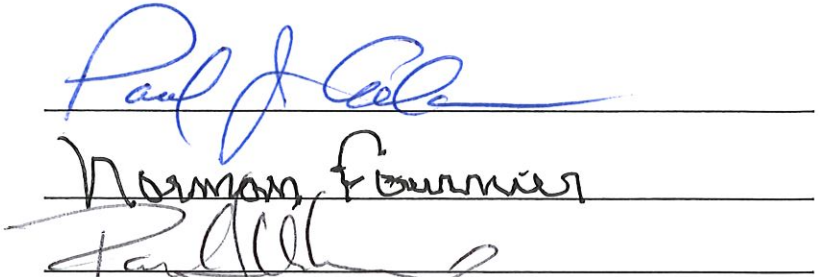
Motion by Norman L. Fournier and seconded by Paul J. Underwood to adjourn the meeting.

Meeting adjourned at 2:37 p.m.

ATTEST: A True Copy  
of Commissioners' Meeting



Douglas F. Beaulieu  
County Administrator



AROOSTOOK COUNTY COMMISSIONERS  
DATE: November 16, 2016