

MINUTES

**AROOSTOOK COUNTY COMMISSIONERS' ORGANIZATIONAL MEETING –  
WEDNESDAY, APRIL 17, 2019 – 1:00 P.M. - SHERIFF'S OFFICE BUILDING – CONFERENCE  
ROOM (SECOND FLOOR), HOULTON**

PRESENT

Paul J. Adams, Chair, County Commissioners  
Norman L. Fournier, County Commissioner (by telephone)  
Paul J. Underwood, County Commissioner  
Ryan D. Pelletier, County Administrator  
Sandra Fournier, Deputy County Administrator of Finance  
Shawn Gillen, Sheriff  
Craig Holder, Deputy Sheriff  
Sherrill Campbell, Executive Assistant  
Bruce Flaherty, Spirit of America Foundation  
Anthony Gause, 1<sup>st</sup> Vice President, Drug Awareness Chairperson Maine Elks Association  
Thomas Calahan, Past President, State of Maine Elks Club  
Michael Cote, Special Assistant, Elks Drug Awareness Chairperson  
Alan Harding, Chairman, Presque Isle Elks Drug Awareness Program  
Members of Multiple Law Enforcement Agencies  
Zach Tardie, WAGM News  
Jen Lynds, Bangor Daily News

ART. 1. Chair Paul J. Adams called the meeting to order at 1:00 p.m.

ART. 2. Public Comment Period.

There was no public comment.

ART. 3. Approval of agenda.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the agenda with Article 7 moved to Article 4.A).

VOTE:

Motion voted on and passed.

ART. 4. Minutes.

Chair Paul J. Adams entertained a motion to approve the minutes of the March 20, 2019 County Commissioners' Meeting.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the minutes of the March 20, 2019 County Commissioners' Meeting.

**VOTE:**

Motion voted on and passed.

A) Alan Harding of the Presque Isle Elks' Club, Anthony Gause 1<sup>st</sup> Vice President of the Elks Association, Michael Cote, Special Assistant, Elks Drug Awareness Chairperson, Thomas Calahan, Past President of the State of Maine Elks Association, and Anthony Gause, Elks Association Drug Awareness Chairperson were in attendance along with multiple representatives of Maine Law Enforcement Agencies and members of the press, to present Sheriff Shawn Gillen with the Enrique "Kiki" Camarena Award for the State of Maine.

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

- A) Attendance Record.
- B) Bills and Warrants.

ART. 6. Presentation of Spirit of America Awards.

The Spirit of America Award recipients were announced as follows:

The Town of Merrill: Craig McMannus  
The Town of Smyrna: Members of the Oakfield Volunteer Fire Department

Bruce Flaherty, representative from the Spirit of America Foundation, was present to give an overview of the organization and to make recommendations for the presentation of future awards. The County Commissioners thanked Mr. Flaherty for coming and for his informational presentation.

ART. 8. Salary Administration Policy Revision.

In the absence of Christina Theriault, Human Resources Director, County Administrator Ryan D. Pelletier presented a proposed revision to the Salary Administration Policy stating that prior experience will be valued at 50% for exempt salary grades exempt A-D and all non-exempt grade levels and valued at 100% for exempt salary grades E-H.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the changes as presented.

**VOTE:**

Motion voted on and passed.

ART. 9. Consideration of use of Contingency Fund for Water Softener Project.

County Administrator Ryan D. Pelletier reported that Facilities and IT Director Bryan Jandreau has \$8,400.00 in the capital fund for the water softener project at the jail but will need an additional \$3,212.00, and is requesting this amount from the contingency fund.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier that no more than \$3,250.00 be expended from the contingency fund for the water softener project at the jail.

**VOTE:**

Motion voted on and passed.

ART. 10. Water softener system bid results.

County Administrator Ryan D. Pelletier presented a memo from Facilities and IT Director Bryan Jandreau recommending a bid of \$11,612.00 from James McPartland & Sons for the water softener project at the jail

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to award the bid in the amount of \$11,612.00 for the water softener project at the jail to James McPartland and Sons.

**VOTE:**

Motion voted on and passed.

ART. 11. Approval of Patrol Commander.

Sheriff Shawn Gillen presented Joey Seeley of Presque Isle for approval as the Patrol Commander.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Sheriff Shawn Gillen's recommendation of Joey Seeley of Presque Isle as Patrol Commander.

**VOTE:**

Motion voted on and passed.

ART. 12. Approval of Part-time Deputy/Part-time Dispatcher.

Sheriff Shawn Gillen presented Kenneth Oliver of Easton for approval as Part-time Deputy/Part-time Dispatcher.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Sheriff Shawn Gillen's recommendation of Kenneth Oliver of Easton as Part-time Deputy/Part-time

Dispatcher.

**VOTE:**

Motion voted on and passed.

ART. 13. Approval of full-time Corrections Officer.

Sheriff Shawn Gillen presented Doug Wright of Littleton for the position of full-time Corrections Officer.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Sheriff Shawn Gillen's recommendation of Doug Wright of Littleton for full-time Corrections Officer.

**VOTE:**

Motion voted on and passed.

ART. 14. Approval of two Deputy Sheriff Commissions.

Sheriff Shawn Gillen presented Ryan Doughty of Presque Isle and Chief Tom Pelletier of Fort Kent for Deputy Sheriff Commissions.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Ryan Doughty of Presque Isle and Chief Tom Pelletier of Fort Kent for Deputy Sheriff Commissions as recommended by Sheriff Shawn Gillen.

**VOTE:**

Motion voted on and passed.

ART. 15. Approval of Aroostook County Emergency Operations Plan.

Fire Chief and EMA Director Darren Woods and EMA Planner Joyce Findlen were in attendance to present updates to the Aroostook County Emergency Operations Plan for approval.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the updates made to the Aroostook County Emergency Operations Plan.

**VOTE:**

Motion voted on and passed.

ART. 16. Sinclair Transfer Station bid results.

Community Services Director Paul Bernier presented a memo recommending awarding Deschaine Sanitation of Madawaska the Sinclair Transfer Station bid.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the recommendation of Community Services Director Paul Bernier and award the Sinclair Transfer Station bid to Deschaine Sanitation of Madawaska.

**VOTE:**

Motion voted on and passed.

ART. 17. County Commissioners' report.

A) MCCA/Risk Pool Meeting.

Commissioner Norman L. Fournier reported that at the meeting of the Risk Pool on April 10, 2019, 15 claims were opened and 13 closed resulting in an increase in reserves of \$387,000.00; Attorney Peter Marchesi sent a letter thanking Sheriff Gillen and Captain Clossey for their testimony and cooperation in the recent Aroostook County claim.

Commissioner Norman L. Fournier stated at the MCCA meeting on April 10, 2019, several Bicentennial projects were presented by David Chevers, Maine Bicentennial Project Chairman; legislative sponsored Bicentennial flags will be made available to counties; \$500,000 is available for counties and municipalities to sponsor Bicentennial events; the Tall Ship Program will be taking place from July 17<sup>th</sup> to the 19<sup>th</sup> and information will be sent out regarding criteria for students; a committee was appointed to look at funding sources and recommend changes for future county dues.

B) Legislative update.

Commissioner Norman L. Fournier reported that several bills are being presented regarding jail funding, Local Workforce Development Boards, medication disposal, marijuana retail sales and excise taxes, and probate judges; beginning in May, no testimony on legislative bills will be accepted by email.

C) Other items of interest.

Commissioner Paul J. Underwood attended a WIOA meeting where a presentation was made regarding MOU/IFA infrastructure and allocations.

ART. 18. County Administrator's report.

A) Appointment of Deputy Treasurer.

County Administrator Ryan D. Pelletier recommended the approval for Sandra L. Fournier to be appointed as Deputy Treasurer.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Sandra L. Fournier as Deputy Treasurer.

**VOTE:**

Motion voted on and passed.

ART. 19. The following motion was made by Paul J. Underwood and seconded by Norman L. Fournier:

“I move that we enter Executive session pursuant to Title 1, M.R.S.A. §405, sub-section 6, paragraph (F) to discuss a poverty tax abatement.”

**VOTE:**

Motion voted on and passed.

Upon return from executive session a motion was made by Norman L. Fournier and seconded by Paul J. Underwood to schedule a poverty abatement hearing for May 15<sup>th</sup>, 2019 at 12:00 noon in Fort Kent.

**VOTE:**

Motion voted on and passed.

Art. 20. Adjournment.

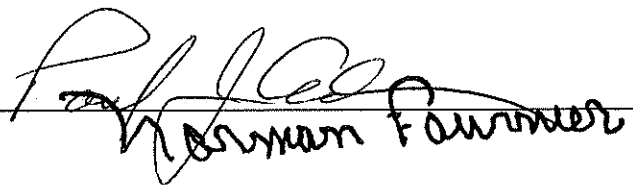
**MOTION:**

Motion made by Paul J. Underwood and seconded by Norman L. Fournier to adjourn the meeting at 2:20 p.m.

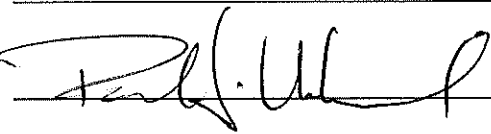
**VOTE:**

Motion voted on and passed.

ATTEST: A True Copy  
of Commissioners' Meeting

  
\_\_\_\_\_  
Norman Fournier

  
\_\_\_\_\_  
Ryan D. Pelletier

  
\_\_\_\_\_  
Paul J. Underwood

Ryan D. Pelletier  
County Administrator

AROOSTOOK COUNTY COMMISSIONERS  
DATE: April 17, 2019