

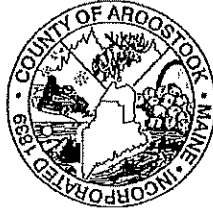
# County of Aroostook

## COMMISSIONERS' OFFICE

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### COUNTY ADMINISTRATOR

DOUGLAS F. BEAULIEU



### AGENDA

### COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

AROOSTOOK COUNTY COMMISSIONERS' ORGANIZATIONAL MEETING - TUESDAY,  
JANUARY 3, 2017 - 1:00 P.M. - SHERIFF'S OFFICE BUILDING - CONFERENCE ROOM -  
(SECOND FLOOR) - HOULTON

- ART. 1. CALL TO ORDER.
  - ART. 2. PUBLIC COMMENT PERIOD.
  - ART. 3. ELECTION OF OFFICERS FOR 2017:
    - A) CHAIR, BOARD OF COUNTY COMMISSIONERS.
    - B) CHIEF ELECTED OFFICIAL, WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA).
  - ART. 4. APPROVAL OF AGENDA.
  - ART. 5. APPROVAL OF MINUTES OF THE DECEMBER 21, 2016 COUNTY COMMISSIONERS' MEETING.
  - ART. 6. OTHER ITEMS FOR APPROVAL AND SIGNATURES:
    - A) ATTENDANCE RECORD.
    - B) BILLS AND WARRANTS.
    - C) APPROVAL OF MALISEET REPRESENTATIVE TO NMDC.
  - ART. 7. CONTRACTS:
    - A) FIRE PROTECTION FOR CONNOR TOWNSHIP.
    - B) AMBULANCE SERVICES FOR CONNOR AND MADAWASKA LAKE (T16R4).
    - C) CENTRAL AROOSTOOK HUMANE SOCIETY.
  - ART. 8. APPROVAL OF VICTIM WITNESS ADVOCATE FOR DISTRICT ATTORNEY'S OFFICE.
  - ART. 9. APPROVAL OF RULE 80B EXPENDITURE OUT OF GENERAL FUND CONTINGENT ACCOUNT.
  - ART. 10. COUNTY COMMISSIONERS' REPORT.
-

- A) MCCA/RISK POOL MEETING.
- B) MCCA NEW COMMISSIONERS' ORIENTATION/TRAINING.
- C) OTHER ITEMS OF INTEREST.

ART. 11. COUNTY ADMINISTRATOR'S REPORT:

- A) MAINE MUNICIPAL EMPLOYEES HEALTH TRUST CLAIMS EXPERIENCE REPORT.
- B) SUV BID RESULTS.
- C) OTHER ITEMS OF INTEREST.

ART. 12. OTHER BUSINESS.

ART. 13. EXECUTIVE SESSION.

ART. 14. ADJOURNMENT.

NEXT MEETING

COUNTY COMMISSIONERS' MEETING – WEDNESDAY – FEBRUARY 8, 2017 – 1:00 P.M. – FORT  
KENT

**MINUTES**

**AROOSTOOK COUNTY COMMISSIONERS' MEETING – TUESDAY, JANUARY 3, 2017 –  
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  
Paul J. Underwood, County Commissioner  
Douglas F. Beaulieu, County Administrator  
Shawn Gillen, Chief Deputy  
Paul Bernier, Public Works Director  
Sherrill Campbell, Administrative Assistant

ART. 1. Chair Paul J. Adams called the meeting to order at 1:05 p.m.

ART. 2. Public Comment Period.

There was no public comment.

ART. 3. Election of Officers for 2017:

A) Chair, Board of County Commissioners.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to elect Paul J. Adams as the Chair of the Aroostook Board of County Commissioners for 2017.

**VOTE:**

Motion voted on and passed.

B) Chief Elected Official, Workforce Innovation and Opportunity Act (WIOA).

**MOTION:**

Motion by Paul J. Underwood and seconded by Paul J. Adams to elect Norman L. Fournier as the Chief Elected Official of the Workforce Innovation and Opportunity Act Program for Aroostook County.

**VOTE:**

Motion voted on and passed.

ART. 4. Approval of agenda.

One (1) item was added to Art. 12, Other Business, Deputy Sheriff Commissions.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the agenda as amended.

**VOTE:**

Motion voted on and passed.

ART. 5. Minutes.

Chair Paul J. Adams entertained a motion to approve the minutes of the December 21, 2016 County Commissioners' Meeting.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the minutes of the December 21, 2016 County Commissioners' Meeting.

**VOTE:**

Motion voted on and passed.

ART. 6. The County Commissioners approved and signed the following:

- A) Attendance Record.
- B) Bills and Warrants.
- C) Maliseet Representative to the Northern Maine Development Commission.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to nominate Brenda Commander as the Maliseet Representative to the Northern Maine Development Commission.

**VOTE:**

Motion voted on and passed.

ART. 7. Contracts:

- A) Fire Protection for Connor Township.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the fire protection contract with the City of Caribou for Connor Township and to authorize County Administrator Douglas F. Beaulieu to execute the agreement.

**VOTE:**

Motion voted on and passed.

- B) Ambulance Services for Connor and Madawaska Lake (T16R4).

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the contract for ambulance services for Connor and Madawaska Lake (T16R4) and to authorize County Administrator Douglas F. Beaulieu to execute the agreement.

**VOTE:**

Motion voted on and passed.

- C) Central Aroostook Humane Society.

Paul Bernier, Public Works Director, reported that for the last few years there has been an increase in calls regarding stray dogs in the Unorganized Territory. The Central Aroostook Humane Society has agreed to contract with the County of Aroostook to accept stray dogs. Previously, the Public Works Director had to take stray dogs to the Houlton Humane Society. This item is budgeted in the most recent Unorganized Territory Budget.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the contract between the Central Aroostook Humane Society and the County of Aroostook.

**VOTE:**

Motion voted on and passed.

- ART. 8. Approval of Victim Witness Advocate for District Attorney's Office.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve Kelsey Theriault of Littleton as Victim Witness Advocate for the District Attorney's Office for an eighteen (18) month period.

**VOTE:**

Motion voted on and passed.

- ART. 9. Approval of Rule 80B Expenditure from the General Fund Contingent Account.

County Administrator Douglas F. Beaulieu recommended that a bill for legal services in the amount of \$4,912.00 for Attorney John Wall's work on a Rule 80B appeal (a tax abatement appeal between the Town of Easton and the County Commissioners) be approved and

expended from the General Fund Contingent Account.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve paying \$4,912.00 to Attorney John Wall from the law firm of Monaghan Leahy, LLP, from the General Fund Contingent Account.

**VOTE:**

Motion voted on and passed.

ART. 10. County Commissioners' Report:

A) MCCA/Risk Pool Meeting

Risk Pool Meeting. Commissioner Fournier reported that 2 new claims were filed and 14 old claims were closed; close to 500 personnel have attended the training sessions for the corrections' personnel; another training session will be held in February 2017; the Risk Pool reinsurance premium will increase by 1.4%; Cumberland County has decided to stay with the Risk Pool; cyber insurance may be added as soon as January 2017; and, Aroostook County's assessment will increase by only \$162.00 for 2017.

MCCA – The 2017 Maine County Commissioners' Convention will be held in Oxford County at Sunday River; the proposed budget was approved by the Board with a dues increase of \$185.00 per member county; the MCCA is deciding whether to fill the soon-to-be-vacant Executive Director position or to reorganize the MCCA Office; the annual meeting will be held January 11, 2017 at the Senator Inn; and, Roland "Danny" Martin is sponsoring legislation to remove the 3% Jail Cap.

B) MCCA New Commissioners' Orientation/Training.

County Commissioner Norman L. Fournier reported that he attended the training session for new County Commissioners and found it to be very informative and insightful.

ART. 11. County Administrator's Report:

A) Maine Municipal Employees Health Trust Claims Experience Report.

County Administrator Douglas F. Beaulieu informed the Board that an error was found in the packet sent to the County of Aroostook from the Health Trust. The report was for ACAP and not for the County of Aroostook. Our loss ratio is 102%, not the 143% initially reported.

B) SUV Bid Results.

County Administrator Douglas F. Beaulieu advised that Pelletier Ford was the low bidder on the SUVs for the Sheriff's Department with a total bid price of \$80,409.00.

C) Other Items of Interest.

County Administrator Beaulieu provided a copy of an ad to the County Commissioners for an appointee to serve on the Maine Land Use Planning Commission. The deadline for submission of applications is February 3, 2017.

ART. 12. Other Business.

A) Deputy Sheriff Commissions.

Chief Deputy Shawn Gillen recommended that the County Commissioners approve the recommissioning of Forest Dudley of Presque Isle, Matthew Cummings of Fort Fairfield, Vance Palmer of Littleton, and Douglas Bell of Caribou as Deputy Sheriffs.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the recommissioning of Forest Dudley of Presque Isle, Matthew Cummings of Fort Fairfield, Vance Palmer of Littleton and Douglas Bell of Caribou as Deputy Sheriffs.

**VOTE:**

Motion voted on and passed.

ART. 13. Executive Session.


None.

ART. 14. Adjournment.

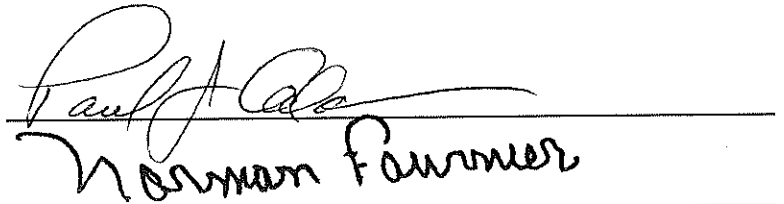
Motion by Paul J. Underwood and seconded by Norman L. Fournier to adjourn the meeting.

Meeting adjourned at 1:50 p.m.

ATTEST: A True Copy  
of Commissioners' Meeting



Douglas F. Beaulieu  
County Administrator





AROOSTOOK COUNTY COMMISSIONERS  
DATE: January 3, 2017

# County of Aroostook

## COMMISSIONERS' OFFICE

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### COUNTY ADMINISTRATOR

DOUGLAS F. BEAULIEU



### COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

## AGENDA

### CHANGE OF LOCATION

AROOSTOOK COUNTY COMMISSIONERS' MEETING - WEDNESDAY - FEBRUARY 8, 2017 - 1:00 P.M. - ADMINISTRATIVE HEARING ROOM - CARIBOU COURTHOUSE - CARIBOU

- ART. 1. CALL TO ORDER.
- ART. 2. PUBLIC COMMENT PERIOD.
- ART. 3. APPROVAL OF AGENDA.
- ART. 4. APPROVAL OF MINUTES OF THE JANUARY 3, 2017 COUNTY COMMISSIONER'S MEETING.
- ART. 5. OTHER ITEMS FOR APPROVAL AND SIGNATURES:
  - A) ATTENDANCE RECORD.
  - B) BILLS AND WARRANTS.
- ART. 6. APPROVAL OF FULL-TIME CUSTODIAN FOR HOULTON COMPLEX.
- ART. 7. SHERIFF'S APPOINTMENTS:
  - A) APPROVAL OF FULL-TIME DEPUTY SHERIFF CAPTAIN.
  - B) APPROVAL OF FULL-TIME CORRECTIONS OFFICER.
- ART. 8. APPROVAL OF FINAL EXPENDITURE OUT OF GENERAL FUND CONTINGENT ACCOUNT FOR RULE 80B APPEAL
- ART. 9. COUNTY COMMISSIONERS' REPORT:
  - A) MCAA/RISK POOL UPDATE. (COMMISSIONER NORMAN L. FOURNIER)
  - B) OTHER ITEMS OF INTEREST.
- ART. 10. COUNTY ADMINISTRATOR'S REPORT:

- A) SAFETY GRANT SCHOLARSHIP PROGRAM.
- B) VOLUNTEER FIRE ASSISTANCE GRANT AWARD.
- C) SHAPE AWARD.
- D) DISCUSSION AND NOMINATION OF NOMINEE TO LUPC.
- E) OTHER ITEMS OF INTEREST.

ART. 11. OTHER BUSINESS.

ART. 12. EXECUTIVE SESSION TO DISCUSS UNPAID LEAVE FOR EMPLOYEE IN CORRECTIONS' UNIT.

ART. 13. ADJOURNMENT.

**NEXT MEETING:**

COUNTY COMMISSIONERS' MEETING - WEDNESDAY - MARCH 15, 2017 - 1:00 P.M. -  
ADMINISTRATIVE HEARING ROOM, CARIBOU COURTHOUSE

MINUTES

**AROOSTOOK COUNTY COMMISSIONERS' MEETING – FEBRUARY 8, 2017 – 1:00 P.M. –  
CARIBOU COURTHOUSE -ADMINISTRATIVE HEARING ROOM - CARIBOU**

PRESENT

Paul J. Adams, Chair, County Commissioners  
Norman L. Fournier, County Commissioner (by teleconference)  
Paul J. Underwood, County Commissioner  
Douglas F. Beaulieu, County Administrator  
Darrell Crandall, Sheriff  
Shawn Gillen, Chief Deputy  
Paul Bernier, Public Works Director  
Darren Woods, EMA Director  
Christina Theriault, Human Resources Manager  
Sherrill Campbell, Administrative Assistant  
Terry "Joe" McKenna

ART. 1. Chair Paul J. Adams called the meeting to order at 1:02 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.

Chair Paul J. Adams entertained a motion to approve the minutes of the January 3, 2017 County Commissioners' Meeting.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the minutes of the January 3, 2017 County Commissioners' Meeting.

**VOTE:**

Motion voted on and passed.

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

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

ART. 6. Approval of full-time Custodian for Houlton Complex.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve Jessica Taylor of Linneus for the position of full-time Custodian at the Houlton Complex.

**VOTE:**

Motion voted on and passed.

ART. 7. Sheriff's Appointments:

- A) Sheriff Darrell Crandall recommended the approval of Terry "Joe" McKenna of Ludlow for the position of full-time Deputy Sheriff Captain.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Terry "Joe" McKenna of Ludlow for the position of full-time Deputy Sheriff Captain.

**VOTE:**

Motion voted on and passed.

- B) Sheriff Darrell Crandall recommended the approval of CariAnn Conley of Bridgewater for the position of full-time Corrections Officer.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve CariAnn Conley of Bridgewater for the position of full-time Corrections Officer.

**VOTE:**

Motion voted on and passed.

ART. 8. Approval of Rule 80B Expenditure from the General Fund Contingent Account.

County Administrator Douglas F. Beaulieu recommended that the final bill for legal services in the amount of \$384.00 for Attorney John Wall's work on a Rule 80B appeal (a tax abatement appeal between the Town of Easton and the County Commissioners) be approved and expended from the General Fund Contingent Account.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve paying \$384.00 to Attorney John Wall from the law firm of Monaghan Leahy, LLP, from the General Fund Contingent Account.

VOTE:

Motion voted on and passed.

ART. 9. County Commissioners' Report:

A) MCCA/Risk Pool Meeting.

Commissioner Paul J. Underwood reported that the February meeting has been rescheduled until later this month. He stated that Department of Economic Development Commissioner Gervais was in Aroostook County last week visiting businesses. He reported that Commissioner Gervais stated a European firm is considering establishing a new business venture at the Loring Development Authority. Commissioner Gervais was also looking for feedback on "Right to Work" issues.

Risk Pool Meeting. Commissioner Norman L. Fournier reported on the January meeting. He stated that 12 new claims were filed in December and 1 claim was closed. The Risk Pool has reserved \$181,000.00 for estimated costs for these cases. Commissioner Fournier reported that there will be a repeat workshop for corrections' employees in late March in Cumberland County. The organization elected Commissioner Fournier as the Chair for 2017.

MCCA Meeting. The 2017 Maine County Commissioners' Convention will be held in Oxford County at Sunday River on September 8<sup>th</sup> through September 10<sup>th</sup>; election of officers was held with Peter Baldacci being elected Chair, Tom Coward as Vice Chair and Mike Cote as Secretary/Treasurer. The 2017 MCCA budget was approved as well.

Commissioner Fournier reported that the Legislative Policy Committee meets every Friday at 10:00. a.m. Several bills are of interest to Aroostook County. Commissioner Fournier reported that he may be seeking a legislative sponsor of a bill to compel those involved in tax abatements to comply with requests for information. His colleagues agreed with his intention.

B) Other items of interest.

Reported above.

ART. 10. County Administrator's Report:

A) Safety Grant Scholarship Program.

Darren Woods, EMA Director, informed the Commissioners that this is a grant for cold water rescue training. We have been approved for a \$500.00 disbursement.

B) Volunteer Fire Assistance Grant Award.

County Administrator Douglas F. Beaulieu stated that Great Lakes Fire and Rescue was

the recipient of a Volunteer Fire Assistance Grant in the amount of \$1876.50. This money will be used to purchase fire equipment.

C) SHAPE Award.

County Administrator Beaulieu informed the Board that Great Lakes Fire and Rescue is again the recipient of the Department of Labor's SHAPE Award. This is the 5<sup>th</sup> such award for the department. County Administrator Beaulieu praised Chief Woods for his efforts and leadership.

D) Discussion and Nomination of Candidate to LUPC.

County Administrator Douglas F. Beaulieu stated that it is a statutory responsibility of the County of Aroostook to nominate a candidate to serve on the Land Use Planning Commission. Based on his resume and experience, County Administrator Beaulieu recommended applicant Durward Humphrey of Benedicta as the nominee to the LUPC.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the nomination of Durward Humphrey of Benedicta as the Commission's nominee to the LUPC.

**VOTE:**

Motion voted on and passed.

E) Other items of interest.

County Administrator Douglas F. Beaulieu reported that he had a conversation with Commissioner Paul J. Underwood regarding a request to cut down trees at the Caribou Courthouse that was approved during the December 21, 2016 County Commissioners' Meeting. Mr. Beaulieu reported that it was stated the trees in need of removal were "Red Pine" trees, but after discussion with Commissioner Underwood it was determined that they are "White Pine" trees and he wanted to share this information with the Board to clarify the record.

ART. 11. Other Business.

None.

ART. 12. Executive Session to discuss unpaid leave for an employee in the Corrections' Unit.

County Administrator Douglas F. Beaulieu stated that based on information that had been received he was comfortable with this item being discussed in public session and he recommended an additional three (3) months of medical leave for Wendy Sabattis, an employee in the Corrections' Unit.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to grant another three (3)

months of medical leave to Wendy Sabattis, an employee in the Corrections' Unit.

**VOTE:**

Motion voted on and passed.

ART. 13. Adjournment.

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

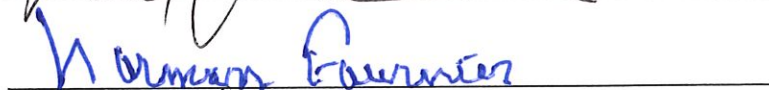
Meeting adjourned at 1:44 p.m.

ATTEST: A True Copy  
of Commissioners' Meeting



Douglas F. Beaulieu  
County Administrator







AROOSTOOK COUNTY COMMISSIONERS  
DATE: February 8, 2017

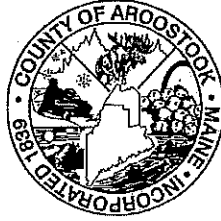
# County of Aroostook

## COMMISSIONERS' OFFICE

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### COUNTY ADMINISTRATOR

DOUGLAS F. BEAULIEU



### COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

### AGENDA

AROOSTOOK COUNTY COMMISSIONERS' MEETING - THURSDAY - MARCH 16, 2017 - 1:00 P.M. -  
ADMINISTRATIVE HEARING ROOM - CARIBOU COURTHOUSE - CARIBOU

- ART. 1. CALL TO ORDER.
- ART. 2. PUBLIC COMMENT PERIOD.
- ART. 3. APPROVAL OF AGENDA.
- ART. 4. APPROVAL OF MINUTES OF THE FEBRUARY 8, 2017 COUNTY COMMISSIONERS' MEETING.
- ART. 5. OTHER ITEMS FOR APPROVAL AND SIGNATURES:
  - A) ATTENDANCE RECORD.
  - B) BILLS AND WARRANTS.
  - C) TAX ANTICIPATION NOTE.
- ART. 6. APPROVAL OF 2017 COUNTY TAX, DUE DATE AND INTEREST ON DELINQUENT TAXES.
- ART. 7. BELL/CLOCK TOWER AND DOME PROJECT BID OPENING.
- ART. 8. SHERIFF'S SMALL CLAIMS ACTIONS:
  - A) APPROVAL TO COLLECT UNPAID FEES FROM CIVIL PROCESS.
  - B) APPROVAL TO RECOVER INMATE MEDICAL EXPENSES PURSUANT TO TITLE 30(A) §1561.2.
- ART. 9. SHERIFF'S APPOINTMENT:
  - A) APPROVAL OF SUPPORT SERGEANT FOR JAIL.
- ART.10. CONTRACTS:

- A) AMBULANCE SERVICES FOR SCOPAN & 49 OTHER TOWNSHIPS.
- B) SOLID WASTE AGREEMENT WITH THE CITY OF PRESQUE ISLE FOR SCOPAN TOWNSHIP (T11R4).

ART. 11. COUNTY COMMISSIONERS' REPORT:

- A) MCAA/RISK POOL UPDATE. (COMMISSIONER PAUL J. UNDERWOOD AND COMMISSIONER NORMAN L. FOURNIER)
- B) LEGISLATIVE UPDATE.
- C) OTHER ITEMS OF INTEREST.

ART. 12. COUNTY ADMINISTRATOR'S REPORT:

- A) APPROVAL OF APPOINTMENT TO FINANCE COMMITTEE.
- B) POTENTIAL SCHEDULING OF HINES' ABATEMENT.
- C) COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION.
- D) MAINE MUNICIPAL EMPLOYEES HEALTH TRUST CLAIMS EXPERIENCE REPORT.
- E) OTHER ITEMS OF INTEREST.

ART. 13. OTHER BUSINESS.

ART. 14. EXECUTIVE SESSION TO DISCUSS A CONFIDENTIAL TAX ABATEMENT MATTER (POVERTY ABATEMENT) AND TO DISCUSS A PERSONNEL MATTER REGARDING THE OFFICE OF COUNTY OF COMMISSIONERS.

ART. 15. ADJOURNMENT.

**NEXT MEETING:**

COUNTY COMMISSIONERS' MEETING - WEDNESDAY – APRIL 26, 2017 – 1:00 P.M. – SHERIFF'S OFFICE BUILDING – CONFERENCE ROOM – SECOND FLOOR - HOULTON

MINUTES

**AROOSTOOK COUNTY COMMISSIONERS' MEETING – MARCH 16, 2017 – 1:00 P.M. –  
CARIBOU COURTHOUSE -ADMINISTRATIVE HEARING ROOM - CARIBOU**

PRESENT

Paul J. Adams, Chair, County Commissioners  
Norman L. Fournier, County Commissioner  
Paul J. Underwood, County Commissioner  
Douglas F. Beaulieu, County Administrator  
Paul Bernier, Public Works Director  
Christina Theriault, Human Resources Manager  
Darrell Crandall, Sheriff  
Shawn Gillen, Chief Deputy  
Shanna Morrison, Corrections Officer  
Sherrill Campbell, Administrative Assistant  
Paul Camping, Caribou Secession Committee  
Maynard St. Peter, Caribou Secession Committee

ART. 1. Chair Paul J. Adams called the meeting to order at 1:04 p.m.

ART. 2. Public Comment Period.

Paul Camping and Maynard St. Peter of the Caribou Secession Committee presented an update on the Committee's progress. They requested a letter of support from the County Commissioners on legislation that was submitted on their behalf by Senator Troy Jackson. The public hearing on LD 830 will be held on March 27, 2017. The County Commissioners agreed to submit a letter stating that the Committee has informed the County of its progress to date and its intention to secede from the City of Caribou.

ART. 3. Approval of Agenda.

Chairperson Paul J. Adams entertained a motion to approve the agenda. One item was added to Art. 9, Sheriff's Appointment, B) Washburn/Easton Discussion.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the agenda as amended.

VOTE:

Motion voted on and passed.

ART. 4. Minutes.

Chairperson Paul J. Adams entertained a motion to approve the minutes of the February 8, 2017 County Commissioners' Meeting.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the minutes of the February 8, 2017 County Commissioners' Meeting.

**VOTE:**

Motion voted on and passed.

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

- A) Attendance Record.
- B) Bills and Warrants.
- C) Tax Anticipation Note.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the Tax Anticipation Note as prepared by legal counsel (Attachment 1).

**VOTE:**

Motion voted on and passed.

ART. 6. Approval 2017 County tax, due date and interest on delinquent taxes.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the 2017 County Tax, with a due date of September 1, 2017 and an interest rate of 7% on delinquent taxes.

**VOTE:**

Motion voted on and passed.

ART. 7. Bell/Clock Tower and Dome Project bid opening.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to table this agenda item until the May 17, 2017 County Commissioners' Meeting.

**VOTE:**

Motion voted on and passed.

ART. 8. Sheriff's small claims actions.

Sheriff Darrell Crandall requested a letter authorizing him to be the agent for collection of unpaid civil process and medical expenses for inmates pursuant to Title 30(A) §1551.2.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve a letter authorizing Sheriff Crandall or his designee to be the collection agent in small claims court for unpaid civil process and also to recover inmate medical expenses pursuant to Title 30(A), M.R.S., §1561.2.

**VOTE:**

Motion voted on and passed.

ART. 9. Sheriff's Appointment.

A) Approval of Support Sergeant for Jail.

Sheriff Darrell Crandall presented Shanna Morrison for approval for the position of Support Sergeant for the Jail. The Jail's new therapy dog, Libby, was presented to the County Commissioners as well.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the recommendation of Sheriff Crandall for Shanna Morrison to be appointed to the position of Support Sergeant for the Jail.

**VOTE:**

Motion voted on and passed.

B) Washburn/Easton Discussion.

Sheriff Crandall stated that the Town Manager for Washburn reached out to him to ask about options and cost estimates for police coverage from the County of Aroostook Sheriff's Department.

Sheriff Crandall stated that to clarify reports in several local newspapers the County of Aroostook does not have a policing contract with the Town of Easton. He clarified that the County has a dispatch contract with Easton for fire protection.

ART. 10. Contracts:

A) Ambulance Services for Scopan and 49 other Townships.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to accept the recommendation of Paul Bernier, Public Works Director, to approve a contract for Ambulance Services with the Town of Ashland for Scopan and 49 other Townships.

**VOTE:**

Motion voted on and passed.

- B) Solid Waste Agreement with the City of Presque Isle for Scopan Township (T11R4).

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to accept the recommendation of the Paul Bernier, Public Works Director, for a solid waste agreement with the City of Presque Isle for Scopan Township (T11R4) for 5 years.

**VOTE:**

Motion voted on and passed.

ART. 11. County Commissioners' Report:

- A) MCCA/Risk Pool Meeting.

Risk Pool Meeting. Commissioner Paul J. Underwood reported at that the February 22, 2017 meeting it was stated that last year more money was spent than taken in due to settlements of large cases.

MCCA Meeting. Commissioner Paul J. Underwood reported that a motion to allow County CFOs and Administrators to serve as members of the Risk Pool was rejected.

Risk Pool Meeting. Commissioner Norman L. Fournier reported that at the March 8, 2017 Risk Pool Meeting there were 5 new claims and 4 were closed. Financial statements were reviewed. The Auditors found the organization is financially sound. Commissioner Norman L. Fournier stated that a Legal Risk Management training session was held in Southern Maine and was well attended.

MCCA Meeting. Commissioner Fournier reported that there was discussion regarding the Executive Director position. Rosemary Kulow is retiring this month. The discussion resulted in a decision to hire an individual to deal with lobbying on a contractual basis. The association will advertise for an Executive Director position soon.

- B) Legislative Update.

Commissioner Norman L. Fournier reported that he attended a legislative hearing on March 15, 2017. He testified at length on LD 463, which is An Act to Improve the Funding of County Jails. This LD is sponsored by Rep. Roland D. Martin, with the intent to remove the 3% jail cap. A meeting with the Governor regarding jail funding will be held on March 21, 2017 and Commissioner Paul J. Underwood will attend. Commissioner Fournier also reported on several other bills that relate to County Government.

- C) Other items of interest.

None.

ART. 12. County Administrator's Report:

A) Approval of appointment to Finance Committee.

County Administrator Douglas F. Beaulieu recommended that Ryan Bushey of Houlton be appointed to serve on the Finance Committee for District 1. Ryan has the endorsement of Commissioner Paul J. Adams and Reynold Raymond, Finance Committee Chairman.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the recommendation of the County Administrator to appoint Ryan Bushey of Houlton to the Finance Committee for a term of four (4) years, ending December 31, 2020. (An invitation will be extended for Mr. Bushey to attend the next County Commissioners' meeting on April 26, 2017 in Houlton.)

**VOTE:**

Motion voted on and approved.

B) Potential scheduling of Hines' tax abatement.

After reviewing the file, the County Commissioners decided they would not hear the Hines v. Town of Hammond tax abatement. The County Commissioners requested that County Administrator Douglas F. Beaulieu draft a letter to be sent to the Hines' applicants.

C) Community Development Block Grant Application.

Public Works Director Paul Bernier explained that the CDBG is a Micro Enterprise Assistance Grant for a business expansion for a company in Cross Lake. Phase 1 has been completed and the application is ready to move forward. There will be a public hearing on March 21<sup>st</sup> at Cross Lake.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the Community Development Block Grant application.

**VOTE:**

Motion voted on and passed.

D) Maine Municipal Employees Health Trust Claims Experience Report.

County Administrator Douglas F. Beaulieu stated that the Maine Municipal Employees Health Trust Claims Experience Report was at 98%. This amount is under 100%, which is what we strive for.

E) Other Items of Interest.

None.

ART. 13. Other Business.

None.

ART. 14. Executive Session to discuss a confidential tax abatement matter (Poverty Abatement) and to discuss a personnel matter regarding the Office of County Commissioners.

**MOTION:**

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

“I move that we go into executive session pursuant to Title 36, M.R.S, §841(2E) to discuss a poverty tax abatement and a personnel matter regarding the Office of County Commissioners pursuant to Title 30-A, M.R.S., §405(6A).

**VOTE:**

Motion voted on and passed.

Upon returning to open session no action was taken.

ART. 15. Adjournment.


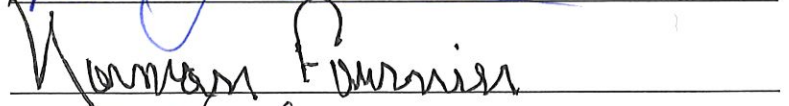

Motion by Paul J. Underwood and seconded by Norman L. Fournier to adjourn the meeting.

Meeting adjourned at 4:20 p.m.

ATTEST: A True Copy  
of Commissioners' Meeting



Douglas F. Beaulieu  
County Administrator

AROOSTOOK COUNTY COMMISSIONERS  
DATE: March 16, 2017

## AROOSTOOK COUNTY

## VOTES TO BE ADOPTED

Voted: That the Board of Commissioners of Aroostook County (the "County") hereby authorizes a borrowing in anticipation of tax receipts for the 2017 fiscal year in the original principal amount not to exceed One Million Seven Hundred and Fifty Thousand Dollars (\$1,750,000) from Katahdin Trust Company on behalf of the County with interest thereon at 2.90% per annum.

Voted: That under and pursuant to the provisions of Title 30-A M.R.S.A. Section 932 and Article III, Section 8(p) of the Charter of the County of Aroostook the Board of Commissioners and the Treasurer of the County be and they are hereby authorized to borrow in anticipation of tax receipts from Katahdin Trust Company in the name of the County the sum of up to One Million Seven Hundred and Fifty Thousand Dollars (\$1,750,000) at the interest rate of 2.90%; and that the Board of Commissioners and the Treasurer be and they are hereby authorized to issue general obligation securities of the County in an aggregate principal amount not to exceed One Million Seven Hundred and Fifty Thousand Dollars (\$1,750,000) and to execute and deliver a note or notes under the seal of the County attested by the County Administrator, dated on or about March 31, 2017 in such form as the Board of Commissioners and Treasurer may approve; and that the appropriate officials of the County be and hereby are authorized to execute and deliver on behalf of the County such documents and certificates as may be required in connection with such borrowing; and that no part of the proceeds of said borrowing shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the notes to be "arbitrage bonds" or "private activity bonds" within the meaning of Sections 148 and 141, respectively, of the Internal Revenue Code of 1986, as amended (the "Code"); and that the notes be designated as qualified tax-exempt obligations within the meaning of Section 265(b)(3) of said Code; and that the Board of Commissioners and the Treasurer be and they are hereby authorized to covenant on behalf of the County to file any information report and pay any rebate due to the United States in connection with the issuance of the notes, to take all other lawful actions necessary to ensure the interest on the notes will be excluded from gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause interest on the notes to become includable in the gross income of the owners thereof.

## AGENDA

SPECIAL MEETING TO DISCUSS 2017 WAGE AND BENEFITS STUDY - WEDNESDAY, APRIL 5, 2017 - 10:00 A.M., EOC ROOM, EMERGENCY MANAGEMENT AGENCY BUILDING, CARIBOU

ART. 1. CALL TO ORDER.

ART. 2. APPROVAL OF AGENDA.

ART. 3. APPROVAL OF MINUTES OF THE MARCH 16, 2017 COUNTY COMMISSIONERS' MEETING.

ART. 4. APPROVAL AND SIGNATURES:

- A) ATTENDANCE RECORD.
- B) BILLS AND WARRANTS.

ART. 5. PRESENTATION OF WAGE AND BENEFITS STUDY (AND OTHER MANAGEMENT CONSIDERATIONS) BY LAURIE BOUCHARD OF LBOUCHARD & ASSOCIATES, LLC TO THE COUNTY COMMISSIONERS.

ART. 6. EXECUTIVE SESSION.

ART. 7. ADJOURNMENT.

## NEXT MEETING

COUNTY COMMISSIONERS' MEETING – WEDNESDAY, APRIL 26, 2017 – 1:00 P.M. – SHERIFF'S OFFICE BUILDING – CONFERENCE ROOM - HOULTON

MINUTES

**AROOSTOOK COUNTY COMMISSIONERS' SPECIAL MEETING – WEDNESDAY, APRIL 5,  
2017 – 10:00 A.M. – EOC ROOM, EMERGENCY MANAGEMENT AGENCY BUILDING,  
CARIBOU**

PRESENT

Paul J. Adams, Chair, County Commissioners  
Norman L. Fournier, County Commissioner  
Paul J. Underwood, County Commissioner  
Douglas F. Beaulieu, County Administrator  
Paul Bernier, Public Works Director  
Darren Woods, EMA Director  
Christina Theriault, Human Resources Manager  
Shawn Gillen, Chief Deputy  
Anne-Marie Marquis, Financial Analyst  
Joyce Findlen, EMA Planning Associate  
Laura Haney, District Attorney Secretary  
Mandi Craig, District Attorney Secretary  
Sherrill Campbell, Administrative Assistant  
Laurie Bouchard, Consultant, LBouchard & Associates, LLC (participating by Skype)

ART. 1. Chair Paul J. Adams called the meeting to order at 9:58 a.m.

ART. 2. 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. 3. Minutes.

Chairperson Paul J. Adams entertained a motion to approve the minutes of the March 16, 2017 County Commissioners' Meeting.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the minutes of the March 16, 2017 County Commissioners' Meeting.

VOTE:

Motion voted on and passed.

ART. 4. The County Commissioners approved and signed the following:

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

ART. 5. Presentation of Wage and Benefits Study (and other management considerations) by Laurie Bouchard of LBouchard & Associates, LLC to the County Commissioners.

Christina Theriault, Human Resources Manager, introduced Laurie Bouchard of LBouchard & Associates, LLC, who has been hired as a consultant to complete a Wage and Benefits Study and other matters for Aroostook County.

Ms. Bouchard explained the basis and construct of the study, as well as which organizations participated in the survey. She reviewed the results of the survey entitled "Aroostook County 2017 Wage and Benefits Study" which is appended to the minutes (Attachment I) and answered questions from the County Commissioners.

Ms. Bouchard also advised the County Commissioners that she has been engaged to develop a recommendation to improve the operational efficiency and integrity of the Office of the County Commissioners.

County Administrator Douglas F. Beaulieu advised the County Commissioners and staff that he takes responsibility for the erosion of confidence in his office over the last four or five years. He also advised that both a proposed, revised salary structure and an office reorganization plan would be developed by Ms. Bouchard in the third quarter of this calendar year for consideration during the 2018 Budget Process or sooner, if applicable.

The County Commissioners thanked Laurie Bouchard for her informational presentation.

ART. 6. Executive Session.

None.

ART. 7. Adjournment.

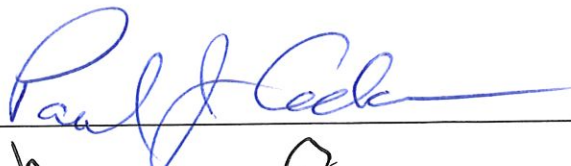

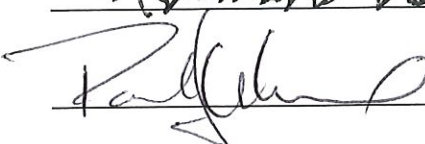
Motion by Norman L. Fournier and seconded by Paul J. Underwood to adjourn the meeting.

Meeting adjourned at 11:00 a.m.

ATTEST: A True Copy  
of Commissioners' Meeting



Douglas F. Beaulieu  
County Administrator

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

AROOSTOOK COUNTY COMMISSIONERS  
DATE: April 5, 2017



PROMOTING SUCCESS BY NURTURING HUMAN POTENTIAL

# **AROOSTOOK COUNTY**

## **2017 WAGE AND BENEFITS STUDY**

Completed March 2017

### Background Information

In early January 2017, Aroostook County contracted with LBouchard & Associates, LLC to conduct a comprehensive Wage & Benefits Study. The survey instrument was drafted and the participant list finalized during the month of January. The survey was sent out on February 4, 2017 with an initial deadline of February 17, 2017. Since the initial response rate was quite low, follow up emails were sent and the County Administrator made phone calls and sent emails to ask for participation. The deadline was extended several times and responses were accepted up until March 10, 2017 in order to maximize the number of participants.

### Survey Instrument

The actual instrument used to conduct the Wage & Benefits Survey is included as Exhibit A.

### Organizations Surveyed

The survey was sent to 21 entities, including all 16 counties in Maine and 5 of the larger municipalities in Aroostook County. Responses were received from 12 of the 16 counties (75%), including Aroostook County, and 3 of the 5 municipalities (60%), for a total of 15 participants (71% response rate overall). The survey participants are listed below:

ORGANIZATION	ANNUAL BUDGET	FTE
Aroostook County	\$10.5M	87
Knox County	\$10.2M	110
Hancock County	\$8.2M	90
Penobscot County	\$16.7M	192
Kennebec County	\$11.6M	DNR
Somerset County	DNR	DNR
Washington County	\$6.7M	71
Waldo County	\$8.2M	86
Sagadahoc County	DNR	56
Piscataquis County	\$4.1M	48
Franklin County	DNR	DNR
Androscoggin County	\$12.2M	112
City of Caribou	DNR	72
City of Presque Isle	DNR	DNR
Town of Madawaska	DNR	DNR
<b>AVERAGE (of just those reporting)</b>	<b>\$9.8M</b>	<b>92</b>

## Protocol, Assumptions and Definitions

The following information will be helpful in interpreting the survey results:

- All survey responses have been included in the results (highest and lowest responses were not eliminated), with the exception of the following:
  - No data is reported if there were fewer than two survey responses in addition to Aroostook County for a particular position.
  - If a participant reported wages for a position that was clearly not equivalent to the rest of the data, it was eliminated, as listed below:
    - Public Works Director - eliminated two counties
    - HR Manager - eliminated one municipality
    - Facilities Manager - eliminated one county and one municipality
    - Superintendent of Buildings - eliminated one county
    - Financial Analyst - eliminated one county
- A simple average salary rate was calculated for each position; in other words, the "Overall Average Rate" is the "average of the average rates" reported by each organization (i.e. they are not weighted averages based on the number of positions reported by each organization, as this would have skewed results towards the pay practices of the larger organizations).
- The "Aroostook County Position" reflects where the Aroostook County average rate falls in the stack ranked list of average rates reported for a particular position. The lower the position (e.g. 1st or 2nd), the lower the Aroostook County rate is in comparison to other rates reported. The higher the position (e.g. 8th of 9), the higher the Aroostook County rate is in comparison to other reported rates.
- The average years of service calculation is provided only for those positions where all organizations reporting data had only a single incumbent.
- Calculations were performed as follows:
  - 50th Percentile - midpoint between the lowest and highest rates for the position.
  - 25th Percentile - midpoint between the lowest rate and the 50th percentile for the position
  - 75th Percentile - midpoint between the 50th percentile and the highest rate for the position
  - Median - the point at which 50% of the responses were higher and 50% of the responses were lower (interpolated where there was an even number of responses).
  - Salary Range Values - the Range Minimums and Maximums are the average for those organizations who reported salary ranges (note: not all participants reported salary range information). The Salary Range Midpoint is calculated based on the average minimums and maximums.

## Survey Results

Exhibit B lists all of the consolidated compensation information from the Survey.

Exhibit C provides a comparison of Aroostook County midpoints to three key market measures (note: other survey participants do not receive this report).

Exhibit D provides a summary of the answers to the 7 questions regarding compensation practices following compensation table in the survey.

Exhibit E provides a summary of the benefits information from the survey. There are also two additional reports on health and dental insurance referenced in Exhibit D.

### **Questions**

Questions about the survey or results should be directed to:

**Laurie Bouchard, Owner**  
**LBouchard & Associates, LLC**  
**53 Bouchard Lane**  
**Jefferson, ME 04348**  
**207-563-1128**  
**[laurie@lbouchardllc.com](mailto:laurie@lbouchardllc.com)**

**2017 Wage and Benefits Survey**  
*On behalf of Aroostook County*  
 Facilitated by Laurie Bouchard, Independent HR Consultant

Name of Organization: \_\_\_\_\_  
 Your Name and Title: \_\_\_\_\_  
 Annual Operating Budget (Expense) \_\_\_\_\_  
 Total FTE (full time equivalent) \_\_\_\_\_

Position Title (to Descriptions)	(Refer	Number of Positions	Salaried (S) or Hourly (H)	2017 Hourly Rate (average if multi incumbent)	Salary Range			Years of Service in this Position (only if single incumbent)
					Minimum Hourly Rate	Midpoint Hourly Rate	Maximum Hourly Rate	

ADMINISTRATION								
County Administrator								
Administrative Assistant								
Public Works Director, Unorganized Territory								
Human Resources Manager								
MAINTENANCE								
Facilities Manager								
Superintendent of Buildings								
Custodian								
Maintenance Worker								
DISTRICT ATTORNEY OFFICE								
Secretary II								
Secretary III								
Post-Conviction Advocate								
Victim Witness Advocate								
EMERGENCY MANAGEMENT								
EMA Director								
Planning Associate								
Public Safety Coordinator								
Assistant Planner								
FINANCE/TREASURER								
Financial Analyst								
Purchasing Clerk/Payroll Clerk								
JAIL/CORRECTIONS								
Jail Administrator								
Community Corrections Caseworker								
Secretary								
Part-Time Cook								
Part-Time Corrections Officer								
Part-Time Dispatcher								
PROBATE								
Deputy Register of Probate								
Probate Clerk								
REGISTRY OF DEEDS								
Deputy Register of Deeds								
Deeds Clerk								
SHERIFF'S OFFICE/PATROL DIVISION								
Chief Deputy								
Captain								
Part-Time Patrol Deputy								
Secretary								
Civil Process Deputy								

**ADDITIONAL COMPENSATION QUESTIONS**

**COMPENSATION:** Please describe any compensation policies and practices that affect employee wages (or email an attachment describing these practices with your survey if that is easier):

Shift Differential:	
Other Differentials:	
Longevity Pay:	

Educational Incentives:	
Stipends:	
Other Special Compensation Practices:	
If you have salary ranges for each position, please describe what happens when an employee reaches the maximum of the range (such as eligibility for cost of living, special bonus, etc.):	

**PLEASE ANSWER THE FOLLOWING BENEFITS QUESTIONS FOR FULL TIME EMPLOYEES (see questions regarding part time employees at the end of the survey)**

## POSITION DESCRIPTIONS

### ADMINISTRATION

**County Administrator** - Serves as Chief Administrative Officer for the County of Aroostook, which also entails administrative oversight of the Unorganized Territories. Responsible for the administration of all offices and departments controlled by the County Commissioners pursuant to 30-A, M.S.R.A., Section 82 and the County Charter. Manages all phases of County operations, acts as purchasing agent and prepares and administers the County and Unorganized Territory budgets. Manages staff. Requires a B.A. or B.S. or equivalent and 5 -10 years of experience.

**Administrative Assistant** - Acts as the primary contact for communication with the administrative offices. Provides administrative and clerical assistance to the County Administrative Office staff, and performs general office duties under the direction of the County Administrator. Five to ten years of general office experience is essential including computer experience using Microsoft Windows and Microsoft Office software products. Reports to the County Administrator.

**Public Works Director, Unorganized Territory** -Oversees all unorganized territory projects including, but not limited to: road maintenance, solid waste disposal, regional septage disposal, unorganized territory voting, addressing, road naming, and signage. Responsible for unorganized territory contracts. Works with County Administrator, County Commissioners, and various contract service providers and public agencies. Assumes budgetary responsibilities. Associate degree or equivalent experience. Two to five years of related experience.

**Human Resources Manager** - Provides support to County Administrator and department heads in functional areas of human resources including, but not limited to: recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefit administration, performance management, training, budgeting, special projects and compliance with all applicable federal, state and local laws. Works with payroll/HR software system regarding HR related functions. Assists finance as needed and assists with budget process. Bachelor's degree and ten plus years of related experience.

### MAINTENANCE

**Facilities Manager** - Responsible for the overall management and administration of the Aroostook County building and ground and maintenance department. Oversees custodial and maintenance staff. Assumes budgetary responsibility. Oversees telephone wide area network and trouble shoots system problems with service provider. Associates degree or equivalent and five to ten years of experience.

**Superintendent of Buildings** - Responsible for the day to day operations of county owned and operated buildings. Supervises custodial and maintenance staff. Works with contractors. Prepares preliminary budgets. Associates degree or equivalent and two to five years of experience.

**Custodian** - Under minimal supervision, cleans and maintains buildings and provides ground maintenance and minor equipment and maintenance repairs. High school diploma or equivalent. No previous experience.

**Maintenance Worker** - Works closely with Superintendent of Buildings to perform maintenance repairs and responds to requests from employees regarding maintenance and building issues. Monitors and changes boilers, phematic water controls, repairs and/or replaces electronic door locks and door closers, repairs furniture, paints and performs monthly inspection reports. Performs lawn work and repairs equipment. Responsible for building security by opening and locking the buildings. High school diploma or equivalent. Up to two years of related experience.

### DISTRICT ATTORNEY OFFICE

**Secretary II**- Performs secretarial duties that require considerable experience, skill and knowledge of organizational policies and practices. Supports the office functions of the District Attorney's office. Works closely with the District Attorney, Assistant District Attorney and other office staff to complete daily tasks. Answers the phone, prepares letters and other documents such as contracts, briefs, summonses, complaints and motions. Data entry into computer database. Follows up with officers, jail staff and/or attorney to retrieve information requested by the District Attorney. Proficient in Microsoft office. High school diploma or equivalent. Two to five years of related experience.

**Secretary III** - Performs secretarial duties that require considerable experience, skill and knowledge of organizational policies and practices. Supports the office functions of the District Attorney's office. Works closely with the District Attorney, Assistant District Attorney and other office staff to complete daily tasks. Answers the phone, prepares letters and other documents such as contracts, briefs, summonses, complaints and motions. Data entry into computer database. Follows up with officers, jail staff and/or attorney to retrieve information requested by the District Attorney. Collects timesheets, orders supplies, makes travel reservations and prepares expense sheets. Maintains extradition account. Proficient in Microsoft office with some book keeping experience. High school diploma or equivalent. At least five years or more of related experience.

**Post-Conviction Advocate** - Evaluates individuals referred to the post-conviction release program and develops an intensive plan of care and provides follow up services to the individuals. Increases individual accountability while minimizing the collateral consequences that often occur when an individual is convicted of a crime. Screens, evaluates and interviews referrals made to the program. Reports information to District Attorney. Associate degree and up to two years of related experience.

**Victim Witness Advocate** - Works with victims of crime to provide information and support regarding criminal justice system to reduce the victims' stress and anxiety. Responsible for overseeing the prompt collection and disbursement of court-ordered restitution. Works closely with designated Accountant on restitution account to ensure accurate and efficient management of the account. Contacts, counsels and informs crime victims, their families, and witnesses to crimes; provides support, makes referrals, and prepares them for hearings and trials. High school diploma or equivalent. Two to five years of related experience.

#### **EMERGENCY MANAGEMENT**

**EMA Director** -Responsible for planning, organizing and coordinating the County's Emergency Management Program. Serves as an advisor to County Commissioners and County Administrator during periods of emergencies and/or disasters. Evaluates progress and results and recommends changes in procedures. Reviews progress with County Administrator and County Commissioners. Works with various towns and cities and state officials to coordinate training and services. Serves as the County's Homeland Security Coordinator to County Government as well as local communities. Also serves as the County's Homeland Security Grants Submission Coordinator. Administers grant funding process. Works on standard operating procedures and mutual aid

**Planning Associate** - Performs duties related to emergency management planning and preparedness as well as assist with response and recovery as needed. Writes new plans according to specifications utilizing boilerplates, when available or by interpreting and adhering to federal guidance or other state or federal standards. Updates plans annually and reviews plans with Director. Coordinates all functions of Local Emergency Planning Committee (LEPC) advisory committee. Provides clerical support to the Emergency Management Agency office and reviews, updates and maintains various Emergency Management Agency plans. Prepares various financial reports, oversees processing of the bills for payment, and work closely with finance department to ensure completion of these tasks. Answers phone for the office and works on various projects assigned by Emergency Management Agency personnel. Basic accounting skills a plus as well as proficiency in Microsoft office suite. High school diploma or equivalent and five to ten years of related experience.

**Public Safety Coordinator** - Assists the Emergency Management Agency Director with various projects, meetings, activities and trainings. Serves as a resource to the County, State and Federal Government during times of disasters or emergencies. Oversees the T17 R4 & R5 fire departments. Assumes responsibilities of the EMA Director when Director is out of the office or incapacitated. High school diploma or equivalent. Two to five years of experience.

**Assistant Planner** - Serves as a liaison with public and private sector partners to provide emergency management agency planning services. Works with various communities to assist with writing emergency related plans. Gathers, compiles and assembles data to prepare plans. Writes new plans according to specifications utilizing boilerplates, when available or by interpreting and adhering to federal guidance or other state and federal standards. Reviews final product with Emergency Management Agency Director. High school diploma or equivalent. Up to two years of related work experience.

#### **FINANCE / TREASURER**

**Financial Analyst**- Responsible for assisting in budget development. Oversees payroll, accounts payable and receivable. Prepares monthly expenditure reporting and other various financial reporting. Provides fiscal analysis to the County Administrator. Ensures compliance with applicable laws, regulations, policies, contracts and generally accepted accounting principles. Serves as Deputy Treasurer. B.A. or B.S. degree or equivalent experience. Five to ten years of experience.

**Purchasing Clerk/Payroll Clerk** - Provides assistance with accounts payable, accounts receivable and purchasing functions. Provides support to Financial Analyst. Works closely with administrative staff at County Commissioners office. Completes payroll and other payroll related duties. Completes accounts receivable functions. Answers the phone and directs calls and orders office supplies. Associates degree and two to five years of related experience.

#### **JAIL / CORRECTIONS**

**Jail Administrator** - Oversees jail personnel, budgeting, and overall jail operations. Responsible for the administration and operational functions of the jail. Assumes budget responsibility. Responds to immediate needs of the inmates, in a manner prescribed by applicable laws and standards. Responds to grievances of inmates in a manner prescribed by applicable laws and standards. Assures that all members of the corrections division are operating in compliance with the written directives which have been promulgated by the sheriff's office, Maine jail standards and current negotiated contract with bargaining unit. High school diploma or equivalent. Five to ten years of related experience. Must be a graduate of the Maine Criminal Justice Corrections Academy.

**Community Corrections Caseworker** - Screens and evaluates the risk of supervising inmates in the community as an alternative to incarceration. Works with stakeholders to facilitate the release of appropriate inmates and develops release plans. Supervises inmates assigned to the county's community corrections programs in a manner prescribed by the Sheriff. Makes recommendations to superiors, prosecutors and the courts as appropriate. Develops release plans and contracts in accordance with statutes and county policy. Manages inmates releases to county community corrections programs pursuant to county policy. Associate degree and up to two years of related experience.

**Secretary** - Provides secretarial support for the effective management of all components of the jail. Handles routine inquiries and refers more complex to the jail administrator, chief deputy or sheriff. Responsible for a variety of secretarial duties for the jail to include timesheets and leave reports, mail, correspondence, supply orders, bill processing and various other reports. High school diploma or equivalent and up to two years of related experience.

**Part-time Cook** - Prepares meals for the jail facility according to the department of corrections standards and under the direction of the Head Cook. Directs the work of the trusty inmates when they are working in the kitchen. Cleans and sanitizes kitchen, maintains kitchen equipment and replenishes kitchen supplies. High school diploma or equivalent and up to two years of related experience. Previous experience cooking in an institutional or commercial setting. Corrections certification from Maine Criminal Justice Academy within one year of hire. Serve safe certification within six months of hire.

**Part-time Corrections Officer**- Responsible for providing and maintaining the safety and security of inmates at the jail. Maintains discipline and orderly conduct among inmates. Completes appropriate paperwork and reports as directed. Utilizes jail standards and procedures to carry out job duties. Responsible for inmate counts and checks on a regular basis as established by jail standards and procedures. Completes Maine Criminal Justice Academy Basic Corrections course within first year of employment. High school diploma or equivalent.

**Part-time Dispatcher** - Responsible for dispatching calls to appropriate patrol deputies, fire and other emergency response personnel. Transfers incoming calls to county personnel. Accurately maintains phone and radio logs and incident tracking systems. Completes data reports and records in a timely and efficient manner. Assists visitors that come to the communication center. May direct visitors as needed. High school diploma or equivalent. Must have good communication and computer skills.

#### **PROBATE**

**Deputy Register of Probate** - Performs duties in accordance with Title 18-A M.R.S.A., Section 1-506. Assists with the daily office responsibilities and serves as Register when the Register is out of the office or otherwise incapacitated. Answers the phone and directs calls as appropriate. Handles general inquiries from the public and legal personnel concerning matters before the court either in person or via the phone. Prepares correspondence and other probate related documents as directed by the Register. Maintains probate files and prepares various office reports. High school diploma or equivalent and up to two years of related experience.

**Probate Clerk** - Responsible for various clerical and other general office duties, including data entry, customer service, filing, processing mail, preparing forms, and copying. High school diploma or equivalent and up to 2 years of related experience.

#### **REGISTRY OF DEEDS**

**Deputy Register of Deeds** - Performs duties in accordance with Title 33 M.R.S.A., Section 605. Provides support to the Deeds office under the direction of the Register. Processes records pertaining to incoming deeds. Enters appropriate data from deed documents into computer system. Handles public inquiries. Receives, records, indexes and scans documents. In the absence of the Register, the Deputy Register of Deeds administers and supervises the office, and may sign in place of the Register when necessary. High school diploma or equivalent and up to two years of related experience.

**Deeds Clerk** - Provides clerical support to the Deeds office under the direction of the Register of Deeds. Processes deeds documents and assist the public with questions. High school diploma or equivalent.

#### **SHERIFF'S OFFICE / PATROL DIVISION**

**Chief Deputy** - Appointed by the Sheriff and, as second in command, is primarily responsible for supervising the day-to-day duties, operations and administration of the Sheriff's Office, overseeing all patrol and jail functions. In the event of vacancy in the office of Sheriff, the Chief Deputy shall assume all responsibilities of the position until a new Sheriff is appointed by the Governor of the State or a new Sheriff is elected. High school diploma or equivalent. Five to ten years of related law enforcement experience supervisory experience. Certified graduate of the Maine Criminal Justice Academy Basic Law Enforcement Training Program.

**Captain** - Oversees Sheriff's Office law enforcement unit, including employees, budgeting, and overall law enforcement operations. Responsible for the administration and operational functions of the law enforcement unit. Assumes budgetary responsibility. Ensures effective law enforcement operations by directing the administrative and operational oversight of patrol, criminal investigation division and dispatch operations. Guides departmental decisions by monitoring and enforcing policies, procedures and directives. Ensures accurate processing of personnel complaints by assigning internal investigations, reviewing those investigations, determining outcomes and either administering or recommending discipline as appropriate. Oversees the hiring of personnel by coordinating the advertising, recruiting and interviews of job candidates and making employment recommendations to the Chief Deputy. High school diploma or equivalent and ten plus years of related experience.

**Part-time Patrol Deputy** - Provides a wide spectrum of police services. Responsible for patrolling an assigned area to prevent and discover crime and to enforce laws. Reports directly to the supervisor of their squad. Completes all duties according to the Sheriff's office standard operating procedure. Provides traffic safety within the assigned patrol area by assisting motorists, regulating traffic when necessary, scheduling patrol activities by time and place so as to ensure maximum effectiveness in apprehending violators, and taking the appropriate actions necessary for gaining compliance and enhancing safety. Conducts investigations, makes arrests, and testifies in court. Responds to calls and takes necessary action at the scene of the crime and disturbance including, but not limited to crime scene analysis and evidence processing. Serves warrants, subpoenas, harassment orders, protection from abuse orders and other official documents. High school diploma or equivalent and up to two years of related experience. Maine Criminal Justice Academy Certification.

**Secretary-** Provides secretarial support for the effective management of all components of the Sheriff's office. Responsible for performing a variety of secretarial duties for the Sheriff's office including but not limited to: timesheets, and leave reports, and other related reports, mail, filing, correspondence, ordering supplies, processing bills and forwarding on for payment, and various other secretarial functions as needed. Assists with civil process, uniform crime reporting and the commissioning of Deputies. Receives paperwork, enters applicable information into appropriate databases and forwards paperwork to the correct individual. Handles routine inquiries and refers more complex issues to the Captain or Chief Deputy. Generates and maintains various statistical reports. High school diploma or equivalent and up to two years of related experience. Very good computer skills.

**Civil Process Deputy** - Assists the citizens of the County serving civil process documents in a professional and timely fashion; keeping records as required; and making returns of service of all documents. Knowledge of basic computer skills required. Must be able to serve civil papers during the day and evening. Must have the ability to exercise independent judgment in following appropriate procedures and policies, and in prioritizing multiple tasks in available time. Must be a certified Deputy.

**2017 Wage and Benefits Survey**

On behalf of Aroostook County

Facilitated by Laurie Bouchard, Independent HR Consultant

Position Title (to Descriptions)	2017 Aroostook County Rate	Aroostook County Years of Experience	Number of Organizations Reporting	Number of Positions Reported	Aroostook County Position	Average Hourly Rate	Average Tenure in Years (single infectants)	Lowest Paid Rate	Highest Paid Rate	25th Percentile	50th Percentile	75th Percentile	Salary Range				
													Minimum Hourly Rate	Midpoint Hourly Rate	Maximum Hourly Rate		
<b>ADMINISTRATION</b>																	
County Administrator	\$ 43.89	14	12	13	9th of 12	\$ 39.37	6	\$ 28.30	\$ 48.92	\$ 33.46	\$ 38.61	\$ 43.77	\$ 37.09	\$ 40.87	\$ 44.64	\$ 39.35	
Administrative Assistant	\$ 21.07	0	11	12	8th of 11	\$ 19.07	7	\$ 13.25	\$ 23.67	\$ 15.86	\$ 18.46	\$ 21.07	\$ 17.26	\$ 19.38	\$ 21.90	\$ 19.30	
Public Works Director, Unorganized Territory	\$ 30.75	8	5	6	3rd of 5	\$ 32.02	16	\$ 26.52	\$ 37.66	\$ 29.31	\$ 32.09	\$ 34.88	\$ 27.43	\$ 30.15	\$ 32.86	\$ 30.75	
Human Resources Manager	\$ 29.85	0	5	6	4th of 5	\$ 28.55	7	\$ 27.20	\$ 30.60	\$ 28.05	\$ 28.90	\$ 29.75	\$ 27.07	\$ 30.03	\$ 31.98	\$ 27.80	
<b>MAINTENANCE</b>																	
Facilities Manager	\$ 30.75	11	5	7	5th of 5	\$ 24.55	10	\$ 21.49	\$ 30.75	\$ 23.81	\$ 26.12	\$ 28.44	\$ 20.31	\$ 22.76	\$ 25.20	\$ 23.55	
Superintendent of Buildings	\$ 22.40	10	3	4	3rd of 3	\$ 21.15	9	\$ 18.56	\$ 23.40	\$ 19.77	\$ 20.98	\$ 22.19	\$ 20.05	\$ 22.60	\$ 25.15	\$ 21.50	
Custodian	\$ 14.03	**	8	17	6th of 8	\$ 13.49	**	\$ 10.00	\$ 15.52	\$ 11.38	\$ 12.76	\$ 14.14	\$ 12.39	\$ 14.24	\$ 16.09	\$ 13.57	
Maintenance Worker	\$ 17.16	**	6	10	4th of 6	\$ 16.25	**	\$ 12.25	\$ 18.11	\$ 13.72	\$ 15.18	\$ 16.65	\$ 15.22	\$ 17.00	\$ 18.77	\$ 16.97	
<b>DISTRICT ATTORNEY OFFICE</b>																	
Secretary II	\$ 17.27	**	10	36	5th of 10	\$ 18.13	**	\$ 15.60	\$ 22.15	\$ 17.24	\$ 18.88	\$ 20.51	\$ 15.57	\$ 17.61	\$ 19.65	\$ 17.36	
Secretary III	\$ 19.33	13	5	7	2nd of 5	\$ 21.82	**	\$ 17.51	\$ 25.70	\$ 19.56	\$ 21.61	\$ 23.65	\$ 17.20	\$ 19.81	\$ 22.42	\$ 21.39	
Post-Conviction Advocate	\$ 18.19	0															
Victim Witness Advocate	\$ 13.94	**	10	18	1st of 10	\$ 19.13	**	\$ 13.94	\$ 25.70	\$ 16.88	\$ 19.82	\$ 22.76	\$ 16.97	\$ 19.37	\$ 21.77	\$ 18.83	
<b>EMERGENCY MANAGEMENT</b>																	
EMA Director	\$ 33.19	4	11	13	8th of 11	\$ 28.41	11	\$ 20.24	\$ 37.38	\$ 24.53	\$ 28.81	\$ 33.10	\$ 24.31	\$ 27.60	\$ 30.89	\$ 27.26	
Planning Associate	\$ 19.33	8	7	8	4th of 7	\$ 18.57	8	\$ 13.76	\$ 22.15	\$ 15.86	\$ 17.96	\$ 20.05	\$ 16.97	\$ 19.60	\$ 22.22	\$ 19.33	
Public Safety Coordinator	\$ 23.40	4	3	3	3rd of 3	\$ 20.75	5	\$ 19.34	\$ 23.40	\$ 20.36	\$ 21.37	\$ 22.39	\$ 19.64	\$ 22.25	\$ 24.85	\$ 19.52	
Assistant Planner	\$ 13.23	0															
<b>FINANCE/TREASURER</b>																	
Financial Analyst	\$ 29.85	4	8	10	6th of 8	\$ 29.50	13	\$ 23.20	\$ 36.56	\$ 26.54	\$ 29.88	\$ 33.22	\$ 24.75	\$ 27.70	\$ 30.64	\$ 28.75	
Purchasing Clerk/Payroll Clerk	\$ 14.45	5	8	9	2nd of 8	\$ 17.96	10	\$ 12.00	\$ 25.52	\$ 15.38	\$ 18.76	\$ 22.14	\$ 17.24	\$ 19.28	\$ 21.32	\$ 17.53	
<b>JAIL/CORRECTIONS</b>																	
Jail Administrator	\$ 30.75	4	8	10	5th of 8	\$ 29.93	10	\$ 24.83	\$ 34.97	\$ 27.37	\$ 29.90	\$ 32.44	\$ 25.44	\$ 28.50	\$ 31.52	\$ 29.92	
Community Corrections Caseworker	\$ 17.18	**	3	4	2nd of 3	\$ 18.28	**	\$ 14.40	\$ 23.25	\$ 16.61	\$ 18.83	\$ 21.04	\$ 13.73	\$ 15.84	\$ 17.94	\$ 17.18	
Secretary	\$ 17.94	13	6	7	1st of 6	\$ 20.01	8	\$ 17.94	\$ 22.22	\$ 19.01	\$ 20.08	\$ 21.15	\$ 15.72	\$ 17.87	\$ 20.02	\$ 19.62	
Part-Time Cook	**	**	4	7	NA	\$ 12.48	**	\$ 10.59	\$ 14.34	\$ 11.53	\$ 12.47	\$ 13.40	\$ 11.29	\$ 12.88	\$ 14.46	\$ 12.50	
Part-Time Corrections Officer	\$ 11.21	**	9	60	1st of 9	\$ 13.42	**	\$ 11.21	\$ 16.76	\$ 12.60	\$ 13.99	\$ 15.97	\$ 12.13	\$ 13.30	\$ 14.47	\$ 13.49	
Part-Time Dispatcher	\$ 10.75	**	4	17	1st of 4	\$ 12.70	**	\$ 10.75	\$ 14.00	\$ 11.56	\$ 12.38	\$ 13.19	\$ 12.14	\$ 13.07	\$ 13.99	\$ 13.02	
<b>PROBATE</b>																	
Deputy Register of Probate	\$ 15.75	2	9	11	1st of 9	\$ 18.60	14	\$ 15.75	\$ 22.45	\$ 17.43	\$ 19.10	\$ 20.78	\$ 17.10	\$ 19.28	\$ 21.46	\$ 18.55	
Probate Clerk	\$ 12.10	1	10	16	2nd of 10	\$ 15.27	**	\$ 11.73	\$ 18.84	\$ 13.51	\$ 15.29	\$ 17.06	\$ 13.64	\$ 15.43	\$ 17.22	\$ 15.65	
<b>REGISTRY OF DEEDS</b>																	
Deputy Register of Deeds	\$ 18.25	**	9	12	6th of 9	\$ 18.94	**	\$ 16.97	\$ 22.40	\$ 18.33	\$ 19.69	\$ 21.04	\$ 16.84	\$ 19.17	\$ 21.50	\$ 18.05	
Deeds Clerk	\$ 12.45	2	9	19	1st of 9	\$ 16.46	**	\$ 12.46	\$ 18.06	\$ 13.86	\$ 15.26	\$ 16.66	\$ 14.12	\$ 15.99	\$ 17.85	\$ 17.51	
<b>SHERIFF'S OFFICE/PATROL DIVISION</b>																	
Chief Deputy	\$ 33.19	2	12	14	10th of 12	\$ 30.28	7	\$ 22.40	\$ 36.59	\$ 25.70	\$ 29.00	\$ 32.29	\$ 27.14	\$ 30.64	\$ 34.14	\$ 31.80	
Captain	**	**	6	7	NA	\$ 27.14	**	\$ 20.56	\$ 30.92	\$ 23.23	\$ 25.79	\$ 28.36	\$ 22.47	\$ 26.16	\$ 29.85	\$ 27.51	
Part-Time Patrol Deputy	\$ 13.34	**	9	48	3rd of 9	\$ 15.58	**	\$ 12.50	\$ 20.33	\$ 14.46	\$ 16.42	\$ 18.37	\$ 12.47	\$ 14.12	\$ 15.77	\$ 15.00	
Secretary	\$ 17.94	15	11	19	4th of 11	\$ 19.07	**	\$ 15.20	\$ 22.08	\$ 16.91	\$ 18.62	\$ 20.32	\$ 16.53	\$ 18.77	\$ 21.02	\$ 18.02	
Civil Process Deputy	\$ 13.62	**	6	13	3rd of 6	\$ 14.89	**	\$ 11.09	\$ 21.64	\$ 13.73	\$ 16.37	\$ 19.00	\$ 16.00	\$ 18.08	\$ 20.15	\$ 14.26	

**2017 Wage and Benefits Survey**

On behalf of Aroostook County

Facilitated by Laurie Bouchard, Independent HR Consultant

Position Title (to Descriptions)	2017 County Rate	Number of Organizations Reporting	Number of Positions Reported	Aroostook County Position	Average Hourly Rate	Lowest Paid Rate	Highest Paid Rate	50th Percentile	Salary			Aroostook County Midpoint	AC Midpoint Compared to 50th Percentile	AC Midpoint Compared to Salary Range Midpoint	AC Midpoint Compared to Median	
									Midpoint Hourly Rate	Median Rate	Midpoint					
<b>ADMINISTRATION</b>																
County Administrator	\$ 43.89	12	13	9th of 12	\$ 39.37	\$ 28.30	\$ 48.92	\$ 38.61	\$ 40.87	\$ 39.85	\$ 38.77	0%	-5%	-5%	-1%	
Administrative Assistant	\$ 21.07	11	12	8th of 11	\$ 19.07	\$ 13.25	\$ 23.67	\$ 18.46	\$ 19.58	\$ 19.30	\$ 18.62	1%	-5%	-5%	-4%	
Public Works Director, Unorganized Territory	\$ 30.75	5	6	3rd of 5	\$ 32.02	\$ 26.52	\$ 37.66	\$ 32.09	\$ 30.15	\$ 30.75	\$ 27.16	-15%	-10%	-10%	-2%	
Human Resources Manager	\$ 29.85	5	6	4th of 5	\$ 28.55	\$ 27.20	\$ 30.60	\$ 28.90	\$ 30.03	\$ 27.80	\$ 27.16	-6%	-10%	-10%	-2%	
<b>MAINTENANCE</b>																
Facilities Manager	\$ 30.75	5	7	5th of 5	\$ 24.55	\$ 21.49	\$ 30.75	\$ 26.12	\$ 22.76	\$ 23.55	\$ 27.16	4%	19%	19%	15%	
Superintendent of Buildings	\$ 23.40	3	4	3rd of 3	\$ 21.15	\$ 18.56	\$ 23.40	\$ 20.98	\$ 22.60	\$ 21.50	\$ 24.68	18%	9%	9%	15%	
Custodian	\$ 14.03	8	17	6th of 8	\$ 13.49	\$ 10.00	\$ 15.52	\$ 12.76	\$ 14.24	\$ 13.57	\$ 13.55	6%	-5%	-5%	0%	
Maintenance Worker	\$ 17.16	6	10	4th of 6	\$ 16.25	\$ 12.25	\$ 18.11	\$ 15.18	\$ 17.00	\$ 16.97	\$ 15.84	4%	-7%	-7%	-7%	
<b>DISTRICT ATTORNEY OFFICE</b>																
Secretary II	\$ 17.27	10	36	5th of 10	\$ 18.13	\$ 15.60	\$ 22.15	\$ 18.88	\$ 17.61	\$ 17.36	\$ 15.84	-15%	-10%	-10%	-9%	
Secretary III	\$ 19.33	5	7	2nd of 5	\$ 21.82	\$ 17.51	\$ 25.70	\$ 21.61	\$ 19.81	\$ 21.39	\$ 17.08	-20%	-14%	-14%	-20%	
Post-Conviction Advocate	\$ 18.19															
Victim Witness Advocate	\$ 13.94	10	18	1st of 10	\$ 19.13	\$ 13.94	\$ 23.70	\$ 19.82	\$ 19.37	\$ 18.83	\$ 15.84	-20%	-18%	-18%	-15%	
<b>EMERGENCY MANAGEMENT</b>																
EMA Director	\$ 33.19	11	13	8th of 11	\$ 28.41	\$ 20.24	\$ 37.38	\$ 28.81	\$ 27.60	\$ 27.26	\$ 29.32	2%	6%	6%	8%	
Planning Associate	\$ 19.33	7	8	4th of 7	\$ 18.57	\$ 13.76	\$ 22.15	\$ 17.96	\$ 19.60	\$ 19.33	\$ 17.08	-5%	-13%	-13%	-12%	
Public Safety Coordinator	\$ 23.40	3	3	3rd of 3	\$ 20.75	\$ 19.34	\$ 23.40	\$ 21.37	\$ 22.25	\$ 19.52	\$ 24.68	15%	11%	11%	26%	
Assistant Planner	\$ 13.23															
<b>FINANCE/TREASURER</b>																
Financial Analyst	\$ 29.85	8	10	6th of 8	\$ 29.50	\$ 23.20	\$ 36.56	\$ 29.88	\$ 27.70	\$ 28.75	\$ 27.16	-9%	-2%	-2%	-6%	
Purchasing Clerk/Payroll Clerk	\$ 14.45	8	9	2nd of 8	\$ 17.96	\$ 12.00	\$ 25.52	\$ 18.76	\$ 19.28	\$ 17.53	\$ 13.55	-28%	-30%	-30%	-23%	
<b>JAIL CORRECTIONS</b>																
Jail Administrator	\$ 30.75	8	10	5th of 8	\$ 29.93	\$ 24.83	\$ 34.97	\$ 29.90	\$ 28.50	\$ 29.92	\$ 27.16	-9%	-5%	-5%	-9%	
Community Corrections Caseworker	\$ 17.18	3	4	2nd of 3	\$ 18.28	\$ 14.40	\$ 23.25	\$ 18.83	\$ 15.84	\$ 17.18	\$ 15.84	-16%	0%	0%	-8%	
Secretary	\$ 17.94	6	7	1st of 6	\$ 20.01	\$ 17.94	\$ 22.22	\$ 20.08	\$ 17.87	\$ 19.62	\$ 15.84	-21%	-11%	-11%	-19%	
Part-Time Cook	**	4	7	NA	\$ 12.48	\$ 10.59	\$ 14.94	\$ 12.47	\$ 12.88	\$ 12.50	\$ 11.92	-4%	-7%	-7%	-5%	
Part-Time Corrections Officer	\$ 11.21	9	60	1st of 9	\$ 13.42	\$ 11.21	\$ 16.76	\$ 13.99	\$ 13.30	\$ 13.49	\$ 12.02	-14%	-10%	-10%	-11%	
Part-Time Dispatcher	\$ 10.75	4	17	1st of 4	\$ 12.70	\$ 10.75	\$ 14.00	\$ 12.38	\$ 13.07	\$ 13.02	\$ 12.02	-3%	-8%	-8%	-8%	
<b>PROBATE</b>																
Deputy Register of Probate	\$ 15.75	9	11	1st of 9	\$ 18.60	\$ 15.75	\$ 22.45	\$ 19.10	\$ 19.28	\$ 18.55	\$ 17.08	-11%	-11%	-11%	-8%	
Probate Clerk	\$ 12.10	10	16	2nd of 10	\$ 15.27	\$ 11.73	\$ 18.94	\$ 15.29	\$ 15.43	\$ 15.65	\$ 13.54	-11%	-12%	-12%	-13%	
<b>REGISTRY OF DEEDS</b>																
Deputy Register of Deeds	\$ 18.25	9	12	6th of 9	\$ 18.94	\$ 16.97	\$ 22.40	\$ 19.69	\$ 19.17	\$ 18.05	\$ 17.08	-13%	-11%	-11%	-5%	
Deeds Clerk	\$ 12.46	9	19	1st of 9	\$ 16.46	\$ 12.46	\$ 18.06	\$ 15.26	\$ 15.99	\$ 17.51	\$ 13.55	-11%	-15%	-15%	-23%	
<b>SHERIFF'S OFFICE/PATROL DIVISION</b>																
Chief Deputy	\$ 33.19	12	14	10th of 12	\$ 30.28	\$ 22.40	\$ 35.59	\$ 29.00	\$ 30.64	\$ 31.80	\$ 29.32	1%	NA	NA	-8%	
Captain	**	6	7	NA	\$ 27.14	\$ 20.66	\$ 30.92	\$ 25.79	\$ 26.16	\$ 27.51	NA	NA	NA	NA	NA	

Part-Time Patrol Deputy	\$ 13.34	9	48	3rd of 9	\$ 15.58	\$ 12.50	\$ 20.33	\$ 16.42	\$ 14.12	\$ 15.00	\$ 12.02	-27%	-15%	-20%
Secretary	\$ 17.94	11	19	4th of 11	\$ 19.07	\$ 15.20	\$ 22.03	\$ 18.62	\$ 18.77	\$ 18.02	\$ 15.84	-15%	-16%	-12%
Civil Process Deputy	\$ 13.62	6	13	3rd of 6	\$ 14.89	\$ 11.09	\$ 21.64	\$ 16.37	\$ 18.08	\$ 14.26	\$ 12.02	-27%	-33%	-16%
Average of 3 market points is more than 10% under Aroostook County Midpoint														
Average of 3 market points is more than 10% over Aroostook County Midpoint														



PROMOTING SUCCESS BY NURTURING HUMAN POTENTIAL

**AROOSTOOK COUNTY**  
**2017 Wage & Benefits Study**  
**Exhibit C - Compensation Practices**

The following summarizes responses to the seven (7) questions regarding compensation practices that were included in the 2017 Wage Survey.

**NOTE:** Not all participants provided answers to the questions. Aroostook County responses are listed first and in red. This reference will be eliminated in participant reports.

**SHIFT DIFFERENTIAL**

- 1) Deputies and Sergeants get \$0.15 for shifts after 7 PM; \$0.25 for shifts at midnight on Saturday and Sunday.
- 2) Patrol union employees on duty between 6 PM and 4 AM receive \$0.50/hr; Jail and Communications union employees who are on duty between 8 PM and 7 AM receive \$0.50/hr.
- 3) Corrections and Dispatch paid shift differential of \$0.50 for all hours worked between 5:45 PM and 6:00 AM
- 4) No shift differential for the positions listed in this survey.
- 5) 1.00 per hour extra for police department employees who work between 5 PM and 5 AM.
- 6) \$0.40 night

**LONGEVITY PAY**

1. 3% Step Increases based on years of service.
2. None - the 16 Step system incorporates experience/longevity pay up to 16 years.
3. Jail after 20 years, 2%. LE year 4 is \$0.15, year 8 is \$0.30, year 12 is \$0.60, and year 16 is \$0.80.
4. Only for union employees.
5. Lump sum bonus of \$1000 at 20 year anniversary date, \$2000 at 25 years, \$3000 at 30 years, \$4000 at 35 years, and \$5000 at 40 years.
6. Full time pay scales have longevity increases at 1, 2, 5, 8, 12, 16, and 20 years.
7. 5 year - \$0.25; 10 year - \$0.50; 15 year - \$1.00; and 20 year - \$1.25

**EDUCATIONAL INCENTIVES**

- 1) None
- 2) Patrol union employees - \$0.20 for Associate's Degree and \$0.30 for Bachelor's Degree; Jail and Communications employees - \$0.15 for Associate's Degree and \$0.25 for Bachelor's Degree
- 3) Jail Associates \$0.50; Bachelor's \$0.70; LE Associates \$0.50, Bachelor's \$0.80; Master's \$1.00.
- 4) Only for union employees.
- 5) Full time corrections officers have educational incentives based on certain certifications.

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6) Master's Degree \$.60, Bachelor's \$.50, Associates \$.25

#### STIPENDS

- 1) Sergeants - officer of the day gets \$177.78/monthly; Deputies on call pay \$83.33/monthly; Deputies and Sergeants call pay is 3 hour minimum pay or actual hours worked; Detective pay \$83.33 monthly stipend.
- 2) Patrol, Jail and Communications union employees receive training stipends between \$50 and \$300 for instruction, various trainings/certifications, college credits earned that year, etc.
- 3) Employees are entitled to receive additional compensation for 2 specialties; \$250 for canine officer; special response team; accident reconstruction and mapping officer
- 4) Only for union employees.
- 5) Corrections administration receives a clothing allowance stipend of \$700 per year.
- 6) Some positions receive an \$80/month cell phone stipend.

#### OTHER SPECIAL COMPENSATION PRACTICES

1. None
2. Patrol union employees Island Allowance \$25/day not to exceed \$100/week; Officer in Charge - \$0.50/hr; On-call Detective - 2 hours of Compensatory Time for every 38 hours of on-call status
3. All Union - reserve; corrections officers; deputies; dispatchers; civil personnel - are paid \$12.00 per hour for newly hired personnel and \$14.00 per hour upon completion of required training
4. Corporal receives an additional \$0.50/hour, Sergeant receives an additional \$1.00 per hour, Lieutenant receives an additional \$1.50 per hour.
5. Patrol Deputies paid \$100 per month for being on call.
6. Full time pay scales - the last step is at 20 years. Then employee will receive cost of living if approved by the County Commissioners.
7. 7 Unions and Exempt.
8. The mid range is adjusted by COLAs annually, so the min/max is adjusted as well.
9. One union contract states "end of step, 2%"; another contract says \$0.60

#### COMPENSATION PRACTICES FOR THE TOP OF THE SALARY RANGE

1. They max out at the top of their Step and are no longer eligible for step increases. They are still eligible for COLAs if approved by the Finance Committee.
2. Employees at the top of the salary range (Step 16) may be entitled to a 2% bonus in lieu of a pay increase if they have above average performance; also eligible for a COLA increase when the salary ranges increase as long as they are not above the new Step 16 rate for that position.
3. The employee receives whatever cost of living adjustment the Commissioners approve for that calendar year.
4. The pay stays at the maximum amount.
5. We watch the ranges closely and make appropriate market adjustments to the range to keep employees within the range. We don't have any "redline" policies.
6. Salary range tops out after 20 years. Employees then remain eligible for annual COLA increases, but no more Step increases.



PROMOTING SUCCESS BY NURTURING HUMAN POTENTIAL

# **AROOSTOOK COUNTY**

## **WAGE & BENEFITS STUDY**

### **EXHIBIT D - BENEFITS SUMMARY**

**March 2017**

## BENEFITS SUMMARY

A total of 15 participants in the survey provided benefits information (although not all organizations answered all of the benefits questions). The results are summarized below. The information for Aroostook County (AC) is noted in **red** for ease of comparison to the averages and other details.

### 1. **Traditional Holiday/Vacation/Sick/Personal Time vs. Paid Time Off**

Of 15 survey responses, all but one organization (93%) reported a traditional time off program with separate categories for holiday, vacation, sick and personal time. Only one organization (7%) reported a paid time off program. None of the 15 organizations allocate paid time off differently for exempt staff vs. non-exempt staff.

**Paid Holidays** - Of the 14 organizations, 8 have 12 paid holidays, 4 have 11 paid holidays, 1 has 11.5 paid holidays, and 1 has 12.5 paid holidays. **AC has 12 paid holidays.**

**Personal Days** - 8 of the organizations offer Personal Days: 1 organization provides 3 personal days, 4 offer 2 personal days, 2 offer 1 personal day, and one organization allows employees to convert 2 sick days each year to personal days. **AC does not provide personal days.**

**Sick Days** - 13 organizations reported providing 12 sick days each year, with employees accruing 1 day per month. Comments about sick leave were as follows:

- **AC allows sick leave to accumulate to 90 days; 100% can be used for family FMLA; payout at termination is based on years of service.**
- Can accumulate to 90 days and can use sick leave for personal or family illness.
- 20% payout at termination of employment.
- Accrue to 120 days.
- 50% payout at termination of employment.
- Maximum accrual of 75 days.
- Accrue to 90 days and payout at termination of employment depends on years of service.
- Carry over up to 720 hours - any hours over the maximum are put into a catastrophic bank.
- Employees earn 2 hours of personal time for each month in which they don't use any sick time.
- Carry over up to 120 days - no payout at termination of employment.
- Maximum accrual 90 days.
- Carry over up to 720 hours and pay out 50% at termination of employment; also have a sick time donation program.

**Vacation** - 13 organizations provided information on their traditional vacation programs, as follows.

First Year - 2 organizations do not allocate vacation in the first year.

# of Days	5	6	10	12	13	15	18	20	21	22	24	25	27	30	35
During 1st Year	3	1	3	3				1							
After 1st Year	3		4	5				1							
After 2nd Year	1		5	5	1			1							
After 3rd Year			6	5	1			1							
After 4th Year			6	5			1	1							
After 5th Year			3	3		4	2	1							
After 6th Year			1	1		8	2	1							
After 7th Year				1		9	1	2							
After 8th Year						10	1	2							
After 9th Year						10	1	1				1			
After 10th Year						7	2	1	1			2			
After 11th Year						5	4	1	1			2			
After 12th Year						4	4	2	1			2			
After 13th Year						3	4	3	1			2			
After 14th Year						3	4	3	1			2			
After 15th Year						1	1	5	2		1	3			
After 16th Year						1		5	2	1	1	1		2	
After 17th Year								5	2	1	1	2		2	
After 18th Year								5	2	1	1	2		2	
After 19th Year								5	2	1	1	2		2	
After 20th Year								2		1	4	3		3	
After 21st Year								1			5	4		2	1
After 22nd Year								1			5	4		2	1
After 23rd Year								1			5	4		2	1
After 24th Year								1			5	4		2	1
After 25th Year								1			5	3		3	1
After 26th Year								1			4	3	1	3	1

## 2. Paid Time Off Program

One organization offers a paid time off program which includes vacation, sick and personal days. (Holidays are separate and they have 12 paid holidays.) Employees receive 24 days each year up through 5 years of service. From 6 - 10 years of service, employees receive 28 days, from 11 - 15 years of service they receive 32 days, from 16 - 20 years of service they receive 36 days, and at 21 or more years of service they receive 40 days.

## 3. Retirement

**Defined Benefit Programs (MainePERS, MainePERS)** - 10 organizations reported information:

	Employee Contribution	Employer Contribution
Organization #1	8%	9.5%
Organization #2 - SO/Transp	9.5%	11.4%
- Other	8%	9.5%
Organization #3 - Plan 1	9.1%	9.5%
- Plan 2	8%	8%
Organization #4	8%	9.5%
Organization #5 - SO only	9.5%	7.4%
Organization #6	7.5%	9.5%
Organization #7 - Plan 1	8%	9.6%
- Plan 2	8%	15.7%
- Plan 3	8%	10.1%
Organization #8	8%	9.5%
Organization #9	?	9%
Organization #10	?	9.5%
	?	9.1%

#### Defined Contribution Programs:

- Two 457 Deferred Comp plans - 100% employee contribution, no employer contribution
- Three plans - 1) employee contributes 3%, County contributes 7%; 2) 457 Deferred Compensation Plan (employee only, no employer contribution); 3) ROTH IRA plan
- Two 457 Deferred Comp Plans - if employee opts out of MainePERS, employer matches up to 6%
- 457 ad 401a plans
- IRA, match decided each year, not to exceed \$2000
- VOYA 457(b) - if not in MainePERS, employer matches up to 7%
- Mass Mutual Deferred Comp Plan
- ING Plan, employer contributes 7.5%
- If not in MainePERS, employer matches up to \$600/year
- 401(a) - Firefighters get employer contribution of 8%, police 9%, and Dispatch 7%; also a 457 plan with a 1% match for employees, 3% match for officers
- 457 plan, 3.5% match for employees, 5% match for top official
- Deferred Comp Plan for top official - 12%

#### 4. Health Insurance

Please see the attached chart of plans, deductibles, and cost sharing.

Opt Out (for declining health insurance coverage)

- 10 of the organizations offer employees cash compensation if they opt out of the health insurance plan.

- Here are the responses received on the opt out amounts:

Organization	Employee Only	Employee/ Spouse	Employee/ Children	Employee/ Family
1	\$1093	\$1694	\$1967	\$2896
2 (SO only)	\$2000	\$2000	\$2000	\$2000
3	\$5370	\$5370	\$5370	\$5370
4	\$4120	\$4120	\$4120	\$4120
5	\$500	\$1599	\$1500	\$2000
6	\$3522	\$5571	\$5571	\$7631
7	\$4000	\$6000	\$5000	\$6000
8	\$1000	N/A	\$1800	\$2200
9	\$2600	\$2600	\$2600	\$2600
10	\$3600	\$3600	\$3600	\$3600

## 5. Wellness Incentives

- None of the survey participants are current providing incentives relative to health insurance premiums or benefits; two organizations reported that they are looking into them.

## 6. Wellness Program

- 10 of the 15 organizations reported having a Wellness Program for employees. A number of organizations have their Wellness Program as part of MMEBT and their health insurance program.
- Here are the responses received on the Wellness Program:
  - **classes and contests**
  - educational programs for awareness and some physical activity initiatives
  - educational programs, incentives, weight loss, coupons, etc.
  - exercise class offered (though low participation)
  - built a state-of-the-art fitness center for employees and their spouses, contract with trainers, competitions for fitness gear, gift cards, etc.
  - Health education programs and promotions
  - Have own wellness program - gym membership reimbursement of \$20/month, \$50 toward eligible wellness expenses per year per employee
  - Lunch and Learns, various programs, discount memberships
  - \$100/employee/year

## 7. Dental Insurance

- Please see the attached chart of plans, deductibles, and cost sharing.

## 8. Life Insurance

- 4 organizations do not provide a life insurance benefit, while 9 organizations offer life insurance as a benefit.

- Of the 9 organizations who provide a life insurance benefit, 6 provide one times salary as the benefit, and for most, it is included in the MMEHT health insurance plan.
- **One organization provides 1 times salary plus \$20,000 coverage.**
- One organization provides 2 times salary through MPERS and CIGNA.
- One organization provides a life insurance plan that employees may purchase, but does not provide any employer paid life insurance benefit.

## 9. Short Term Disability Insurance

- 8 organizations provide a short term disability insurance plan that employees can purchase (no employer contribution). **AC is in this group.** The plans vary as to the benefit level, the elimination periods, and how long an employee can benefit under the programs.
- 2 organizations offer a short term disability benefit. One offers 50% of salary up to \$300 per month with a 30 days elimination period, and then employees can buy up to another level if desired. The other organization provides a plan with a benefit of 70% of salary with a 7 day elimination period, and the employer contribution varies.

## 10. Long Term Disability Insurance

- **AC does not offer employee long term disability insurance.**
- Only 6 of the organizations participating in the survey offer employees a long term disability insurance plan.
- One organization pays for the benefit for employees. The other 5 offer it as a benefit that employees can purchase.
- The most common plans pay 60% of salary and have a 180 day elimination period. Benefits can be accessed to age 65 and then they are generally reduced.

## 11. Vision Insurance

- 7 of the survey participants provide Vision Insurance. In only one of the organizations does the employer pay for the benefit - for the other 6, it is employee paid.
- 4 organizations (1 employer paid and 3 employee paid) - \$5.31 for employee only, \$10.62 for employee and spouse, \$11.37 for employee and children, and \$18.18 for employee and family (**AC has this plan**).
- 1 organization has Vision coverage through CIGNA health insurance
- 1 organization provides flex dollars which employees can use to purchase vision insurance

## 12. Tuition Reimbursement

- Only one organization reported tuition assistance, and that was up to \$2000/year for Patrol only for job related courses.

### 13. Other Benefits

- Only one organization reported other benefits - top official with an employment contract is provided with a vehicle allowance, family health insurance and dental insurance.

### 14. Part Time Employee Benefits

- **Full Time Status:** The hours required to be considered full time vary between 30 and 40 hours, as follows:
  - 40 hours - 5 organizations **(including AC)**
  - 35 hours - 1 organization
  - 32.5 hours - 1 organization
  - 31 hours - 1 organization
  - 30 hours - 7 organizations
- **Part Time Employee Benefits**
  - Only 6 organizations offer benefits to part time employees; 9 do not.
  - The number of hours required for part time benefits ranged from 20 to 30 hours.
  - Responses included the following:
    - **30 hours required for part time benefits - all benefits prorated, including time off, health insurance employer subsidy, etc.**
    - Only 457 plan for part time employees - no match
    - Vacation and sick leave prorated - only
    - Only provide benefits to two part time union positions
    - Provide prorated holidays, sick and bereavement
    - MainePERS 15 hours/week, Group Life 20 hours/week, plus holidays
    - 401(a), prorated paid time off, 30 hours for health insurance - prorated subsidy
    - Prorated vacation and sick only
    - 50% of all full time benefits

### Questions

Questions about the survey or results should be directed to:

**Laurie Bouchard, Owner**  
**LBouchard & Associates, LLC**  
53 Bouchard Lane  
Jefferson, ME 04348  
207-563-1128  
[laurie@lbouchardllc.com](mailto:laurie@lbouchardllc.com)

Aroostook County  
2017 Wage Benefits Survey - Responses to Health Insurance Questions

	AC	B	C	D	E	F	G	H	I
<b>DEDUCTIBLES</b>									
Employee Only	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	Not listed
Employee & Spouse	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	Not listed
Employee & Children	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	Not listed
Family	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	Not listed
<b>EMPLOYER CONTRIBUTION %</b>									
Employee Only	100%	90%	100%	100%	100%	88%	93%	85%	80%
Employee & Spouse	93%	85%	0%	89%	75%	78%	86%	85%	80%
Employee & Children	90%	86%	0%	92%	75%	78%	86%	85%	80%
Family	90%	85%	0%	89%	75%	78%	86%	85%	80%
<b>EMPLOYER CONTRIBUTION \$</b>									
Employee Only	\$ 976.07	\$ 817.55	\$ 894.99	\$ 1,034.00	\$ 774.77	\$ 815.95	\$ 682.31	\$ 531.86	\$ 756.14
Employee & Spouse	\$ 1,481.64	\$ 1,720.96	\$ -	\$ 2,062.31	\$ 1,497.16	\$ 1,414.71	\$ 1,419.27	\$ 1,043.63	\$ 1,696.14
Employee & Children	\$ 1,971.05	\$ 1,276.64	\$ -	\$ 1,556.53	\$ 1,141.83	\$ 1,382.33	\$ 1,037.91	\$ 989.29	\$ 1,233.76
Family	\$ 1,971.05	\$ 1,720.96	\$ -	\$ 2,062.31	\$ 1,497.16	\$ 2,122.85	\$ 1,419.27	\$ 1,495.20	\$ 1,696.14

One other organization pays 100% of the employee premium and 80% of the other levels of coverage - no pricing listed.

One other organization is self funded, using Aetna/Meritain as the platform; employees pay \$42/month for single coverage, and \$45-50/month for dependent coverage; minimal copays

One other organization has a \$5000 individual and \$10,000 family deductible, and pays 100% for single coverage and 60% of dependent coverage; rates vary based on age

One other organization has a \$2000 individual and \$4000 family deductible, and pays 80% of single coverage and 70% of the other levels of coverage - no pricing listed.

Aroostook County

2017 Wage Benefits Survey - Responses to Dental Insurance Questions

	AC	B	C	D	E	F
<b>EMPLOYER CONTRIBUTION %</b>						
Employee Only	0%	0%	100%	0%	100%	50%
Employee & 1	0%	0%	100%	0%	100%	50%
Employee & 2 or more	0%	0%	100%	0%	100%	50%
<b>EMPLOYER CONTRIBUTION \$</b>						
Employee Only	\$ -	\$ -	\$ 42.10	\$ -	\$ 42.10	\$ 10.88
Employee & 1	\$ -	\$ -	\$ 72.67	\$ -	\$ 72.67	\$ 19.91
Employee & 2 or more	\$ -	\$ -	\$ 138.70	\$ -	\$ 138.70	\$ 34.64
<b>EMPLOYEE CONTRIBUTION %</b>						
Employee Only	100%	100%	0%	100%	0%	50%
Employee & 1	100%	100%	0%	100%	0%	50%
Employee & 2 or more	100%	100%	0%	100%	0%	50%
<b>EMPLOYEE CONTRIBUTION \$</b>						
Employee Only	\$ 42.10	\$ 42.10	\$ -	\$ 32.94	\$ -	\$ 10.88
Employee & 1	\$ 72.67	\$ 72.67	\$ -	\$ 66.43	\$ -	\$ 19.91
Employee & 2 or more	\$ 138.70	\$ 138.70	\$ -	\$ 106.71	\$ -	\$ 34.64

One other organization provides dental insurance but didn't provide details.

One other organization provides a High Option and a Low Option; the organization contributes \$3 per week; employees pay \$7.70-9.25/week for employee coverage, \$12.87 - 15.74/week for 2 person coverage, or \$20.47 - 27.36/week for 3+

One other organization provides dental insurance as an option and employees can purchase it with flex dollars

# County of Aroostook

## COMMISSIONERS' OFFICE

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### COUNTY ADMINISTRATOR

DOUGLAS F. BEAULIEU



### COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

AROOSTOOK COUNTY COMMISSIONERS' MEETING - WEDNESDAY, APRIL 26, 2017 - 1:00 P.M. - SHERIFF'S OFFICE BUILDING - CONFERENCE ROOM (SECOND FLOOR) - HOULTON

- ART. 1. CALL TO ORDER.
- ART. 2. PUBLIC COMMENT PERIOD.
- ART. 3. APPROVAL OF AGENDA.
- ART. 4. APPROVAL OF MINUTES OF THE APRIL 5, 2017 SPECIAL COUNTY COMMISSIONERS' MEETING.
- ART. 5. OTHER ITEMS FOR APPROVAL AND SIGNATURES:
  - A) ATTENDANCE RECORD.
  - B) BILLS AND WARRANTS.
  - C) STATE OF MAINE V. AKAHENTEN FERGUSON CRIMINAL FORFEITURE.
  - D) MDT OVERLIMIT PERMIT.
- ART. 6. UPDATE ON ACAP PROGRAMS AND PRIORITIES FOR 2017 BY JASON PARENT.
- ART. 7. APPROVAL OF PAID VOLUNTEER FIREFIGHTERS FOR NORTH LAKES FIRE AND RESCUE. (DARREN WOODS)
- ART. 8. SHERIFF'S APPOINTMENTS:
  - A) APPROVAL OF PART-TIME DISPATCHER.
  - B) APPROVAL OF PART-TIME CORRECTIONS OFFICERS.
- ART. 9. BIDS:
  - A) CONNOR RECREATION FACILITY MAINTENANCE.
- ART. 10. AUTHORIZATION TO EXECUTE A CONTRACT WITH SECURUS TECHNOLOGIES FOR JAIL INMATE TELEPHONE AND RECORDS MANAGEMENT SYSTEMS: (SHERIFF CRANDALL)

- ART. 11. CONSIDERATION OF PROPOSAL FROM KEEFE COMMISSARY NETWORK FOR JAIL COMMISSARY AND INMATE ACCOUNT SERVICES. (SHERIFF CRANDALL)
- ART. 12. COUNTY COMMISSIONERS' REPORT:
- A) MCCA/RISK POOL MEETING.
  - B) LEGISLATIVE UPDATE.
  - C) OTHER ITEMS OF INTEREST.
- ART. 13. COUNTY ADMINISTRATOR'S REPORT:
- A) SAFETY SCHOLARSHIP TRAINING GRANT APPLICATION.
  - B) PRIVATE AND SPECIAL LAW 2017, CHAPTER 2.
  - C) OTHER ITEMS OF INTEREST.
- ART. 14. OTHER BUSINESS.
- ART. 15. EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES CONCERNING THE OFFICE OF COUNTY COMMISSIONERS PURSUANT TO TITLE 1 M.R.S. §405 (6A).
- ART. 16. ADJOURNMENT.

**NEXT MEETING**

COUNTY COMMISSIONERS' MEETING – MAY 17, 2017 – 1:00 P.M. – FORT KENT 1:00 P.M. – REGISTRY OF DEEDS BUILDING – CONFERENCE ROOM (FIRST FLOOR) – FORT KENT

**MINUTES**

**AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY, APRIL 26, 2017 –  
1:00 P.M. – SHERIFF'S OFFICE BUILDING – CONFERENCE ROOM (SECOND FLOOR)**

**PRESENT**

Paul J. Adams, Chair, County Commissioners  
Norman L. Fournier, County Commissioner  
Paul J. Underwood, County Commissioner  
Douglas F. Beaulieu, County Administrator  
Darren Woods, EMA Director  
Jesse Belanger, EMA Deputy Director  
Darrell Crandall, Sheriff  
Shawn Gillen, Chief Deputy  
Craig Clossey, Jail Administrator  
Christina Theriault, Human Resources Manager  
Sherrill Campbell, Administrative Assistant  
Jason Parent, ACAP Executive Director

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

ART. 2. Public Comment Period.

None.

ART. 3. Approval of Agenda.

Paul J. Adams entertained a motion to approve the agenda. One (1) item was added to Art. 14, Other Business, EMA Vehicle Bid.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the agenda as amended.

**VOTE:**

Motion voted on and passed.

ART. 4. Minutes.

Chair Paul J. Adams entertained a motion to approve the minutes of the April 5, 2017 Special County Commissioners' Meeting.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the minutes of the April 5, 2017 Special County Commissioners' Meeting.

**VOTE:**

Motion voted on and passed.

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

- A) Attendance Record.
- B) Bills and Warrants.
- C) State of Maine V. Akahenten Ferguson Criminal Forfeiture.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to accept a total of \$578.00 in Criminal Forfeiture funds, with one half deposited against the Jail Fund Balance and one half deposited in the Sheriff's Equipment Fund.

**VOTE:**

Motion voted on and passed.

- D) MDOT Overlimit Permit.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to authorize a Maine Department of Transportation Overlimit Permit for project #STP-2205-(800) in the towns of New Sweden, Stockholm and Madawaska Lake Township.

**VOTE:**

Motion voted on and passed.

ART. 6. Update on Aroostook County Action Program Programs and Priorities for 2017. (Jason Parent, ACAP Executive Director)

Commissioner Paul J. Adams introduced Jason Parent, ACAP Executive Director.

Mr. Parent provided an informational packet to each of the Commissioners. Mr. Parent proceeded to discuss the 2016 ACAP Community Assessment purpose and background, the approach and methods of assessment, and key data findings. He also presented the strategic priorities of the organization and provided an Executive Summary, which is appended to the minutes (Attachment 1).

The County Commissioners thanked Jason Parent for an informative presentation.

ART. 7. Approval of paid volunteer firefighters for North Lakes Fire and Rescue.

Chief Darren Woods presented ten (10) applicants for the position of paid-call volunteer firefighters.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve all ten (10)

applicants as recommended by Chief Darren Woods.

**VOTE:**

Motion voted on and passed.

ART. 8. Sheriff's Appointments.

A) Approval of part-time dispatcher.

Sheriff Darrell Crandall recommended the approval of Cheyenne McNally of Monticello for the position of part-time dispatcher.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Cheyenne McNally of Monticello for the position of part-time dispatcher as recommended by Sheriff Crandall.

**VOTE:**

Motion voted on and passed.

B) Approval of part-time corrections officers.

Sheriff Darrell Crandall recommended the approval of Carey Suttter of Linneus, Kevin Harris of Houlton, and Randy Foster of Houlton as part-time corrections officers.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the hiring of Carey Suttter of Linneus, Kevin Harris of Houlton, and Randy Foster of Houlton as part-time corrections officers as recommended by Sheriff Crandall.

**VOTE:**

Motion voted on and passed.

Art. 9. Bids:

A) Connor Recreation Facility Maintenance (2017 - 2019).

Bids were received from the following contractors:

Precision Lawn	\$7,200.00
Pelletier Property Service	\$10,590.00
RM Lawncare	\$6,289.00

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to table the Connor Recreation Facility Maintenance bids pending review of the County Administrator and to authorize the County Administrator to award the bid to the lowest bidder provided the bid specifications are met.

**VOTE:**

Motion voted on and passed.

- Art. 10. Authorization to execute a contract with Securus Technologies for jail inmate telephone and records management systems.

(This article and article 11 were combined for decision making purposes.)

**MOTION:**

Motion made by Paul J. Underwood and seconded by Norman L. Fournier to issue an RFP for both Art. 10 and Art. 11 and to follow our bid process for these services.

**VOTE:**

Motion voted on and passed.

- Art. 11. Consideration of Proposal from Keefe Commissary Network for Jail Commissary and inmate account services.

(See above.)

- Art. 12. County Commissioners' Report:

A) MCCA/Risk Pool.

Risk Pool Meeting. Commissioner Norman L. Fournier stated reports were made on various claims; 17 claims were active and 2 were re-opened; the reserves were increased by \$385,000.00; and, some counties are no longer accepting cash in the DA Restitution Fund. Commissioner Fournier commended the Sheriff's Office staff for their excellent attendance rate at the Risk Management presentations. He stated that participation in training seminars may be taken into consideration when formulating rates in the future.

MCCA. Commissioner Norman L. Fournier stated a discussion was held regarding the Executive Director position. There were 17 applications. A decision will be made after the full board completes interviews.

B) Legislative Update.

Commissioner Norman L. Fournier reported that County Day at the Maine Legislature on April 3<sup>rd</sup> was well attended by the counties but there were not many Legislators in attendance as they were not in session; discussion was held on funding jails; the Diamond bill does not seem to have much support; and, the Criminal Justice Sub-committee will meet on the Jail Cap Bill sponsored by Rep. Roland D. Martin and will report back to the full Committee at a later date. Commissioner Fournier also reported that the Governor

will not support more money for the jails. He stated that the Governor did propose to give a percentage from sales tax for jail funding. This is unlikely to receive support from Legislators. Approximately 3 million dollars is needed to supplement jail funding. There is no support to remove the jail cap. Commissioner Norman L. Fournier stated that he feels the best bet is to receive supplemental funding from the Appropriations Committee.

County Administrator Douglas F. Beaulieu reported that the Municipal Cost Component Bill had a public hearing on Tuesday, April 25<sup>th</sup>. There were no opponents to the bill. The hearing took sixteen (16) minutes.

Art. 13. County Administrator's Report.

A) Safety Scholarship Training Grant Application.

County Administrator Douglas F. Beaulieu reported that the Maine Municipal Association did not award the Safety Scholarship Grant to North Lakes Fire and Rescue despite a creative application from Jesse Belanger. Chief Darren Woods stated that, despite not receiving the grant money, Mr. Belanger was able to complete the training.

B) Private and Special Law 2017, Chapter 2.

County Administrator Douglas F. Beaulieu stated that LD 24, "An Act To Change the Name of Township 17, Range 4, WELS, in the Unorganized Territory to Sinclair" has passed. The County Commissioners now have up to six (6) months after the adjournment of the 128<sup>th</sup> Legislature to submit the question for referendum.

C) Other Items of Interest.

County Administrator Douglas F. Beaulieu congratulated EMA Director Darren Woods for being named Northeast Emergency Management Director of the Year 2017. Mr. Woods and his staff are exceptionally good at what they do. We are proud of the department.

Art. 14. Other Business.

A) EMA Vehicle Bid.

The following bid was received for a 2017 F-250 Series 4x4 Crew Cab Vehicle for the EMA with a trade-in consideration.

York's of Houlton	\$17,683.00 (trade included)
-------------------	------------------------------

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to table the bid pending review of the County Administrator with authorization to award the bid provided all bid specifications are met.

**VOTE:**

Motion voted on and passed.

B) June Meeting Date Change.

It was agreed by the Commissioners to change the June County Commissioners' Meeting from June 21, 2017 to June 20, 2017 at 1:00 p.m. in the Administrative Hearing Room at the Caribou Courthouse.

Art. 15. Executive Session.

**MOTION:**

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

"I move we go into executive session pursuant to Title 1, M.R.S., §405, paragraph 6 (A) to discuss a personnel issue concerning the Office of County Commissioners."

**VOTE:**

Motion voted on and passed.

Upon returning to open session the following motion was made by Norman L. Fournier and seconded by Paul J. Underwood:

**MOTION:**

"I move that the County of Aroostook adopt the full portability of Douglas F. Beaulieu's years of service with the State of Maine from December 30, 1981 through September 5, 1995 to the PLD Consolidated Plan with Aroostook County to be used as though it was rendered with Aroostook County. This motion is contingent on said Beaulieu waiving his rights under Section 6 of an employment contract dated September 13, 2016".

**VOTE:**

Motion voted on and passed.

**MOTION:**

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

"I move we go into executive session pursuant to Title 1, M.R.S., §405, paragraph 6 (A) to discuss a personnel issue concerning the Office of County Commissioners."

**VOTE:**

Motion voted on and passed.

Upon returning to open session no action was taken.

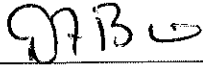
Art. 16. Adjournment.

**MOTION:**

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

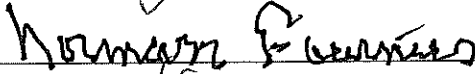
Meeting adjourned at 3:05 p.m.

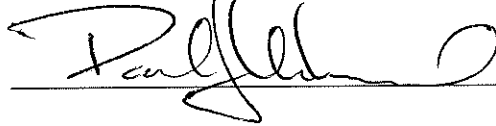
ATTEST: A True Copy  
of Commissioners' Meeting



Douglas F. Beaulieu  
County Administrator







AROOSTOOK COUNTY COMMISSIONERS  
DATE: April 26, 2017

## EXECUTIVE SUMMARY

### Purpose and Background

Community Action Agencies are non-profit private and public organizations that were established under the Economic Opportunity Act of 1964 to fight America's War on Poverty. Their purpose is to carry out the Community Action Program (CAP), with the goal of working to eliminate the causes and conditions of poverty. Today, there are over 1,100 Community Action Agencies operating throughout the United States.

Since it was established in 1972, Aroostook County Action Program, Inc. (ACAP) has provided the people of Aroostook County with services and resources to help achieve greater economic independence. ACAP serves approximately 14,000 clients per year and responds to human needs in four major program areas: early care and education, community health, energy and housing, and workforce development.

This assessment is a robust, comprehensive, and objective analysis of community needs and assets, conducted collaboratively with key stakeholders and the community-at-large. This assessment will allow ACAP and its partners, as well as the full breadth of other public and private stakeholders, including the community at-large to explore ways to more effectively leverage its activities and resources, and is a process that promotes community partnerships and collaboration, fosters broad community engagement, and encourages the development of a targeted, integrated, and sustainable strategic plan.

### Approach and Methods

The assessment was conducted in three phases. Phase I involved a comprehensive review of existing quantitative data along with a review of domain-specific reports and strategic plans. Phase II involved a series of qualitative interviews and forums with key stakeholders, service providers, and community members to characterize community need. During this phase, JSI also reviewed the results of a needs survey, administered by ACAP, to better understand the key characteristics and needs of community residents. Finally, Phase III involved strategic planning and reporting activities. This approach and process provided ample opportunity to vet the quantitative and qualitative data compiled during the assessment. While ACAP already has a robust set of programs and initiatives that address many of the issues identified through the data, this assessment provides new guidance and insight on quantitative trends and community perceptions that can be used to inform and refine ACAP's efforts and activities moving forward.

- **Phase 1:** Data sources included a broad array of publicly available secondary data that allowed JSI to gain an understanding of the demographic, socio-economic, geographic, health status, and access characteristics (See Appendix A: Quantitative Data Findings). JSI characterized status and need at the county level. Tests of significance were

- **Phase II:** JSI conducted five one-on-one interviews with external stakeholders representing schools, law enforcement, workforce and economic development, community organizations, and community health centers. Interviews were conducted using a standard interview guide and information was gathered related to major household, economic, and health needs. Interviewees were also asked about community strengths and assets, with the goal of understanding how conditions were perceived by community leaders. In addition to stakeholder interviews, JSI also conducted community and provider forums in three regions of Aroostook County: northern Aroostook, known as St. John Valley (Fort Kent), central Aroostook (Presque Isle), and southern Aroostook (Houlton). JSI posted a range of questions to solicit input on community characteristics, perceptions, and attitudes on whether quantitative data reflected actual conditions. While forum participants acknowledged regional differences, responses to the series of questions posted during the forums were very similar. It is important to note that given the relatively small sample size and the casual nature of questioning, results may not be generalizable to the larger population. Efforts were made to speak to a broadly representative group of stakeholders and residents, but the selection process was not random. Though community forums were held in three different towns, feedback from each meeting does not solely reflect the needs or interests of the area in which the meeting was held.
- **Phase III:** JSI met with senior leadership at ACAP to assess the results of the assessment, to identify priorities, and to determine a range of feasible strategies that ACAP may prioritize to meet specific needs of their target population. Strategies were drawn from data analyses, interview findings, and input from the community.

## **Key Data Findings**

Following is a summary of key findings drawn from the assessment's interviews and community forums, as well as a review of the existing quantitative data. A detailed discussion of assessment results is contained in the body of this report.

### ***Population Characteristics***

- Aroostook's population has been in decline since the 1960s, and decreased 4.5% between 2010 and 2015.<sup>1</sup>
- Community members identified out-migration as a concern. Common reasons for leaving Aroostook County include a desire to seek jobs and gain higher wages, causing a strain on the local workforce and economy.
- A common theme throughout stakeholder interviews and community/provider forums was that older adults (65+) represent a vulnerable population in the County.

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<sup>1</sup> U.S. Census Bureau Annual Estimates of Resident Population, April 2010 to July 2015

- Participants emphasized that many homes in the County, especially those owned by older adults, are in disrepair and in need of weatherization, safety upgrades, and basic upkeep.
- The numbers of individuals who are turned away due to the lack of an Emergency Shelter suggest that vulnerable and high-risk individuals are unable to access social services that are desperately needed.

### **Transportation**

- Lack of a reliable public transportation system was a major area of concern, and residents reported that the current system was inefficient and underutilized.
- Out of 827 respondents to ACAP's Community Survey, 10% reported that they did not own a reliable vehicle. When asked specifically about transportation challenges, 17% of 797 respondents said that they faced challenges with respect to auto repairs; 11% reported that they faced challenges related to the cost of fuel and gasoline, and 9% reported challenges with purchasing a reliable vehicle.

### **Health**

- Substance abuse and mental health were overwhelmingly named as the most critical issues for residents of Aroostook County. Community forum participants and interviewees cited substantial gaps in behavioral health services and family/child support services, particularly for low-income individuals and families with multi-generational substance use.
- After substance abuse and mental health, survey participants identified issues around obesity and access to healthy, nutritious foods as critical priorities.
- Residents of Aroostook County tended to have more chronic disease-related health issues compared to individuals in Maine. Adults in Aroostook were more likely to rate their health as "fair to poor," were more likely to have three or more chronic conditions, and were more likely to report that they were in poor physical health for more than 14 of the past 30 days compared to Maine residents overall.<sup>8</sup>
- Many forum participants identified residents' inability to access and/or afford healthy foods as a major issue for segments of the population in this region. Specifically, low-income individuals and families and isolated older adults were identified as at-risk with respect to food access.

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<sup>8</sup> Maine BRFSS 2011-2013

ability to live productive and fulfilling lives. The service system must continue to provide comprehensive services that work towards improvement in these areas.

#### **Strategic Priority 4: Reduce the Burden of Behavioral Health on the Population and Service System**

Mental health and substance abuse were identified as the leading health issues of concern amongst community residents; furthermore, rates of chronic disease were significantly higher amongst County residents compared to the state overall. Despite increased community awareness and sensitivity around mental illness and addiction, there is still a great deal of stigma related to these conditions and a general lack of appreciation for the fact that these issues are often rooted in genetics and physiology similar to other chronic diseases. Addressing these issues and supporting community residents to develop healthier habits in these areas should be addressed collaboratively on a County-wide level.

# County of Aroostook

## COMMISSIONERS' OFFICE

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### COUNTY ADMINISTRATOR

DOUGLAS F. BEAULIEU



### COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

### AGENDA

AROOSTOOK COUNTY COMMISSIONERS' MEETING - WEDNESDAY - MAY 17, 2017 - 1:00 P.M. -  
REGISTRY OF DEEDS BUILDING - CONFERENCE ROOM (FIRST FLOOR) - FORT KENT

- ART. 1. CALL TO ORDER.
- ART. 2. PUBLIC COMMENT PERIOD.
- ART. 3. APPROVAL OF AGENDA.
- ART. 4. APPROVAL OF MINUTES OF THE APRIL 26, 2017 COUNTY COMMISSIONERS' MEETING.
- ART. 5. OTHER ITEMS FOR APPROVAL AND SIGNATURES:
- A) ATTENDANCE RECORD.
  - B) BILLS AND WARRANTS.
  - C) LIQUOR LICENSE RENEWAL FOR EAGLE LAKE SPORTING CAMPS.
- ART. 6. CONSIDERATION OF ADDITIONAL HOURS FOR PART-TIME POSITION IN PROBATE OFFICE. (DARLEEN GUY, REGISTER OF PROBATE)
- ART. 7. BID OPENINGS:
- A) BELL/CLOCK TOWER AND DOME PROJECT.
  - B) CROSS LAKE STATION RUBBER ROOF RENOVATION.
  - C) PORTABLE WATER PUMP.
  - D) SHERIFF'S OFFICE SURPLUS VEHICLES.
- ART. 8. APPOINTMENTS TO NORTHERN MAINE DEVELOPMENT COMMISSION (NMDC) BOARD.
- ART. 9. COUNTY COMMISSIONERS' REPORT:
- A) MCAA/RISK POOL UPDATE.
  - B) LEGISLATIVE UPDATE.
  - C) OTHER ITEMS OF INTEREST.

ART. 10. COUNTY ADMINISTRATOR'S REPORT:

- A) BANCROFT FUNDS DISTRIBUTION.
- B) APPROVAL OF WELLNESS GIFT CARD.
- C) FINANCE COMMITTEE MEMBER APPOINTMENT(S).
- D) BID RESULTS.
  - 1. CONNOR RECREATION MAINTENANCE.
  - 2. EMERGENCY MANAGEMENT AGENCY VEHICLE.
- E) REMOVAL OF TREES AND BRUSH OVERGROWTH BETWEEN THE SHERIFF'S OFFICE BUILDING AND BANGOR SAVINGS BANK IN HOULTON.
- F) OTHER ITEMS OF INTEREST.

ART. 11. OTHER BUSINESS.

ART. 12. EXECUTIVE SESSION PURSUANT TO 1 M.R.S. §405 (6)(A) TO DISCUSS TWO PERSONNEL ISSUES CONCERNING THE OFFICE OF THE COUNTY OF COMMISSIONERS.

ART. 13. ADJOURNMENT.

**NEXT MEETING:**

COUNTY COMMISSIONERS' MEETING - TUESDAY – JUNE 20, 2017 – 1:00 P.M. – ADMINISTRATIVE HEARING ROOM, CARIBOU COURTHOUSE

MINUTES

**AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY, MAY 17, 2017 – 1:00 P.M. – REGISTRY OF DEEDS BUILDING – CONFERENCE ROOM (FIRST FLOOR) – FORT KENT**

PRESENT

Paul J. Adams, Chair, County Commissioners  
Norman L. Fournier, County Commissioner  
Paul J. Underwood, County Commissioner  
Douglas F. Beaulieu, County Administrator  
Darren Woods, EMA Director  
Dan Conklin, EMA Assistant Planner  
Paul Bernier, Public Works Director  
Darleen Guy, Register of Probate  
Christina Theriault, Human Resources Manager  
Sherrill Campbell, Administrative Assistant  
Ryan Pelletier, Town Manager, Madawaska

ART. 1. Chair Paul J. Adams called the meeting to order at 1:12 p.m.

ART. 2. Public Comment Period.

None.

ART. 3. Approval of Agenda.

Paul J. Adams entertained a motion to approve the agenda. County Administrator Douglas F. Beaulieu recommended that Article 12 be moved to follow Article 5 and to add Disaster Recovery Plan to Article 5, Other Items for Approval and Signatures under D).

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the agenda as amended.

VOTE:

Motion voted on and passed.

ART. 4. Minutes.

Chair Paul J. Adams entertained a motion to approve the minutes of the April 26, 2017 County Commissioners' Meeting.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the minutes of the April 26, 2017 County Commissioners' Meeting.

**VOTE:**

Motion voted on and passed.

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

- A) Attendance Record.
- B) Bills and Warrants.
- C) Liquor license renewal for Eagle Lake Sporting Camps.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the renewal of a liquor license for Eagle Lake Sporting Camps.

**VOTE:**

Motion voted on and passed.

- D) Disaster Recovery Plan.

Darren Woods, EMA Director, presented a Disaster Recovery Plan for approval. It is Mr. Woods' intent that this plan become part of the Aroostook County Emergency Operational Plan. The Disaster Recovery Plan is the first such plan in the State of Maine.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to accept the addition of the Disaster Recovery Plan to the Emergency Management Plan as presented by Darren Woods, EMA Director.

**VOTE:**

Motion voted on and passed.

ART. 12. Executive Session Pursuant to 1 M.R.S. §405 (6)(A) to discuss two personnel issues concerning the Office of the County Commissioners.

County Administrator Douglas F. Beaulieu stated that the items in Article 12 would be discussed in public session.

Regarding the first personnel issue, the following motion was made by Norman L. Fournier and seconded by Paul J. Underwood:

**MOTION:**

"I move we accept Douglas F. Beaulieu's retirement notice effective June 30, 2017 and that we authorize Chair Paul J. Adams to send a letter to Mr. Beaulieu outlining his benefits as he

transitions to retirement. Chair Adams or his designee is also authorized to execute any other documents or actions consistent with the May 17, 2017 separation letter.”

**VOTE:**

Motion voted on and passed.

Regarding the second personnel issue, the following motion was made:

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve hiring Ryan D. Pelletier of St. Agatha as the new County Administrator effective June 19, 2017.

**VOTE:**

Motion voted on and passed.

ART. 6. Consideration of Additional Hours for Part-time Position in Probate Office.

Darlene Guy, Register of Probate, explained that the full-time Deputy at the Probate Office is out on Family Medical Leave. She requested that the part-time Probate Clerk be allowed to work additional hours (not to exceed forty (40) hours per week) during the Deputy Register’s Family Medical Leave absence and that the part-time Clerk be allowed to function as Acting Deputy Register.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood that hours be increased to not more than forty (40) hours per week for the part-time Probate Clerk and that the part-time Probate Clerk be allowed to function as Acting Deputy Register provided it is permissible by statute.

**VOTE:**

Motion voted on and passed.

ART. 7. Bid Openings:

A) Bell/Clock Tower and Dome Project.

A bid was received from Mid Maine Restoration Inc. in the amount of \$35,615 for painting, \$15,985 for gold leafing, and \$6,745 for roofing.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to accept the bid from Mid Maine Restoration Inc., for the Bell/Clock Tower and Dome project pending review by the County Administrator with authorization to award the bid to the only bidder provided the bid specifications are met and funds are available particularly for the gold leafing given that this component of the project is privately funded.

**VOTE:**

Motion voted on and passed.

B) Cross Lake Station Rubber Roof Renovation.

A bid was received from Powers Roofing in the amount of \$24,480.00.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to accept the bid from Powers Roofing for the Cross Lake Station Rubber Roof Renovation pending review by the County Administrator with authorization to award the bid to the only bidder provided the bid specifications are met.

**VOTE:**

Motion voted on and passed.

C) Portable Water Pump.

Bids were received from the following vendors:

Jordan Lumber Company, Kingfield, ME	\$6,957.50
K&T Fire Equipment, Island Falls, ME	\$6,531.00
Industrial Protection Services, LLC, S Portland, ME	\$6,995.00

**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 lowest bidder provided the bid specifications are met.

**VOTE:**

Motion voted on and passed.

D) Sheriff's Office Surplus Vehicle.

A bid was received from David Sonderman for the Ford Crown Victoria in the amount of \$630.00.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to table the bid from David Sonderman pending review by the County Administrator with authorization to award the bid to Mr. Sonderman provided the bid specification is met.

**VOTE:**

Motion voted on and passed.

ART. 8. Appointments to the Northern Maine Development Board (NMDC).

County Administrator Douglas F. Beaulieu stated that Tom Clowes, current representative of the Unorganized Territory to the NMDC Board, does not wish to continue to serve in this capacity. Mr. Beaulieu recommended that Martin Dionne of Sinclair be approved to serve as the Unorganized Territory representative to the NMDC Board. The County Administrator also recommended that Norman L. Fournier be approved as representative of the County of Aroostook to the NMDC Board. Brenda Commander, who was recently approved as an NMDC Board representative from the Maliseet Indian Tribe, no longer serves as Tribal Chief. County Administrator Beaulieu proposed that contact be made with the new Chief (Clarissa Sabattis) to insure that Brenda Commander should continue to be the representative on the NMDC Board for the Maliseet Tribe.

**MOTION:**

Motion by Paul J. Underwood and seconded by Paul J. Adams to approve the appointments of Norman L. Fournier and Martin Dionne to the Northern Maine Development Commission Executive Board.

**VOTE:**

Motion voted on and passed.

ART. 9. County Commissioners' Report:

A) MCCA/Risk Pool Update.

Risk Pool. Commissioner Norman L. Fournier reported five (5) new claims opened and sixteen (16) claims closed resulting in a decrease in reserves by \$31,000.00; a case that involved excessive force has been continued until July 19, 2017; a York County case involving classification of an inmate has been settled out of court; a case in Penobscot County will likely be tried in July; and, an estate is suing in a Cumberland County case involving a fatal shooting in Windham. There was considerable discussion about a letter from Attorney Peter Marchesi to Malcolm Ulmer regarding the possibility of an increase in his compensation as counties are not providing information requested by Mr. Marchesi in a timely manner and sometimes the information provided is not complete causing court cases to be jeopardized. As a result, a letter will be drafted to all counties stating that information asked for by Attorney Marchesi should be provided within 10 days. If counties are not responsive, they risk being billed directly for any incurred, additional fees.

MCCA. Commissioner Norman L. Fournier reported that discussion ensued at the Director's Meeting regarding the hiring of an Executive Director. There were twenty-four (24) applicants, which will be narrowed down to people with experience in jail funding and lobbying.

B) Legislative Update.

Commissioner Norman L. Fournier conveyed that Charlie Pray, Lobbyist for the MCCA, has reported that things are moving slowly in the legislature regarding an increase for jail funding.

C) Other Items of Interest.

None.

ART. 10. County Administrator's Report:

A) Bancroft Funds Distribution.

County Administrator Douglas F. Beaulieu reported that Bancroft has de-organized, resulting in Aroostook County being the beneficiary of escrow funds in the amount of \$141,000.00. These funds will be used for various capital accounts – namely roads, bridges and vehicles.

B) Approval of Wellness gift card.

County Administrator Douglas F. Beaulieu requested the approval of a \$100.00 gift card for the Wellness Grant Biggest Loser contest winner. The funds are grant monies from the Maine Municipal Employee Health Trust and not part of the County Budget.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve a gift card in the amount of \$100.00 to the winner of the Biggest Loser Contest with funds awarded from the Maine Municipal Employee Health Trust Grant.

**VOTE:**

Motion voted on and passed.

C) Finance Committee Member Appointment(s).

County Administrator Douglas F. Beaulieu informed the County Commissioners that there are two (2) vacancies on the Finance Committee that need to be satisfied. He stated that Commissioner Underwood has been in contact with Anthony J. Edgecomb and he has expressed interest in filling the seat in District 1, Area 3, replacing Jackie Bradley on the Finance Committee. Discussion was held on appointing a member to fill the remaining vacancy. Commissioner Norman L. Fournier said that he has several candidates in mind and will make a recommendation soon.

**MOTION:**

Motion made by Paul J. Underwood and seconded by Norman L. Fournier to approve Anthony J. (A.J.) Edgecomb as a member of the Finance Committee for District 1, Area 3.

**VOTE:**

Motion voted on and passed.

D) Bid Results.

1. Connor Recreation Maintenance.

County Administrator Douglas F. Beaulieu apprised the County Commissioners that the Connor Recreation Maintenance bid was awarded to RM Lawn Care from Van Buren, Maine for the amount of \$6,289 for three years.

2. Emergency Management Vehicle.

County Administrator Douglas F. Beaulieu reported to the County Commissioners that the bid for the Emergency Management Vehicle has been awarded to York's of Houlton, in the amount of \$17,683.00.

E) Removal of trees and brush overgrowth between the Sheriff's Office Building and Bangor Savings Bank in Houlton.

County Administrator Douglas F. Beaulieu recommended removing trees and brush between the Sheriff's Office Building and Bangor Savings Bank in Houlton as recommended by Facilities Manager Bryan Jandreau. Pictures were provided for review of the area in question.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the removal of trees and brush between Bangor Savings Bank and the Sheriff's Office Building in Houlton.

**VOTE:**

Motion voted on and passed.

F) Other items of interest.

None

ART. 11. Other Business.

None.

ART. 13. Adjournment.

**MOTION:**

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

Meeting adjourned at 2:15 p.m.

ATTEST: A True Copy  
of Commissioners' Meeting

*D.F.B.*

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Douglas F. Beaulieu  
County Administrator

*Paul J. O'Leary*

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*Norman Fournier*

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*Paul J. O'Leary*

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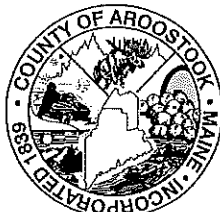
AROOSTOOK COUNTY COMMISSIONERS  
DATE: May 17, 2017

# County of Aroostook

## COMMISSIONERS' OFFICE

### COUNTY ADMINISTRATOR

RYAN D. PELLETER



### COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

## AGENDA

AROOSTOOK COUNTY COMMISSIONERS' MEETING - TUESDAY - JUNE 20, 2017 - 1:00 P.M. -  
ADMINISTRATIVE HEARING ROOM - CARIBOU COURTHOUSE - CARIBOU

- ART. 1. CALL TO ORDER.
- ART. 2. PUBLIC COMMENT PERIOD.
- ART. 3. APPROVAL OF AGENDA.
- ART. 4. APPROVAL OF MINUTES OF THE MAY 17, 2017 COUNTY COMMISSIONERS' MEETING.
- ART. 5. OTHER ITEMS FOR APPROVAL AND SIGNATURES:
- A) ATTENDANCE RECORD.
  - B) BILLS AND WARRANTS.
  - C) APPROVAL OF MALISEET REPRESENTATIVE TO NORTHERN MAINE DEVELOPMENT COMMISSION (NMDC) BOARD.
  - D) LIQUOR LICENSE RENEWAL FOR HOMESTEAD LODGE.
  - E) SOLID WASTE AND AMBULANCE CONTRACT AGREEMENTS WITH TOWN OF VAN BUREN FOR T17R3 VAN BUREN COVE.
- ART. 6. YEAR-ENDING 2016 UNDESIGNATED FUND BALANCE FOR GENERAL FUND. (TIM POITRAS, CHESTER M. KEARNEY)
- ART. 7. REVENUE AND EXPENDITURE REPORTS: (ANNE-MARIE MARQUIS)
- A) GENERAL FUND.
  - B) UNORGANIZED TERRITORY FUND.
  - C) JAIL FUND.
- ART. 8. BID OPENINGS:
- A) COUNTY VEHICLE.
  - B) HEATING OIL.
  - C) INMATE PHONE AND JAIL OFFENDER MANAGEMENT SYSTEMS

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**COURTHOUSE, 144 SWEDEN STREET, SUITE 1, CARIBOU, MAINE 04736**  
Tel: (207) 493-3318 Fax: (207) 493-3491 e-mail: [ryan@aroostook.me.us](mailto:ryan@aroostook.me.us)

- D) INMATE COMMISSARY AND ACCOUNTING SERVICES.
- ART. 9. APPROVAL OF PAID VOLUNTEER FIREFIGHTER FOR NORTHLAKES FIRE AND RESCUE.  
(DARREN WOODS)
- ART. 10. EXECUTIVE SESSION TO DISCUSS EMPLOYEE LEAVE STATUS IN CORRECTIONS' UNIT  
PURSUANT TO TITLE 1 M.R.S. §405(6A).
- ART. 11. SHERIFF'S APPOINTMENTS:
- A) APPROVAL OF FULL TIME COOK.
  - B) APPROVAL OF TWO (2) FULL-TIME CORRECTIONS OFFICERS.
  - C) APPROVAL OF PART-TIME DEPUTY SHERIFF.
  - D) APPROVAL OF PART-TIME PUBLIC SAFETY DISPATCHER.
  - E) APPROVAL OF CHANGE IN EMPLOYMENT STATUS FROM PART-TIME TO FULL-TIME CORRECTIONS OFFICER.
  - F) APPROVAL OF PART-TIME CORRECTIONS OFFICER.
- ART. 12. COUNTY COMMISSIONERS' REPORT:
- A) MCAA/RISK POOL UPDATE. (COMMISSIONER NORMAN L. FOURNIER)
  - B) LEGISLATIVE UPDATE.
  - C) OTHER ITEMS OF INTEREST.
- ART. 13. COUNTY ADMINISTRATOR'S REPORT:
- A) BID AWARDS.
    - 1) BELL/CLOCK TOWER AND DOME PROJECT.
    - 2) CROSS LAKE STATION RUBBER ROOF RENOVATION.
    - 3) PORTABLE WATER PUMP.
    - 4) SHERIFF'S OFFICE SURPLUS VEHICLE.
  - B) SCHEDULING OF FORTINS' ABATEMENT.
  - C) MAINE MUNICIPAL EMPLOYEE HEALTH TRUST HEALTH CLAIMS EXPERIENCE REPORT.
  - D) BIDS AND PROCUREMENT PROCESS.
  - E) OTHER ITEMS OF INTEREST.
- ART. 14. OTHER BUSINESS.
- ART. 15. EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER REGARDING THE OFFICE  
OF THE COUNTY COMMISSIONERS PURSUANT TO TITLE 1 M.R.S. §405 (6A).
- ART. 16. ADJOURNMENT.

**NEXT MEETING:**

COUNTY COMMISSIONERS' MEETING - WEDNESDAY - JULY 19, 2017 - 1:00 P.M. - SHERIFF'S  
OFFICE BUILDING - CONFERENCE ROOM - SECOND FLOOR - HOULTON

*Adams*

MINUTES

**AROOSTOOK COUNTY COMMISSIONERS' MEETING – TUESDAY, JUNE 20, 2017 – 1:00 P.M. – CARIBOU COURTHOUSE – ADMINISTRATIVE HEARING ROOM– CARIBOU**

PRESENT

Paul J. Adams, Chair, County Commissioners  
Norman L. Fournier, County Commissioner  
Paul J. Underwood, County Commissioner  
Ryan D. Pelletier, County Administrator  
Paul Bernier, Public Works Director  
Jesse Belanger, EMA Public Safety Coordinator, Deputy Director  
Darrell Crandall, Sheriff  
Shawn Gillen, Deputy Sheriff  
Christina Theriault, Human Resources Manager  
Anne-Marie Marquis, Financial Analyst  
Tim Poitras, Chester M. Kearney  
Sherrill Campbell, Administrative Assistant

ART. 1. Chair Paul J. Adams called the meeting to order at 1:03 p.m.

ART. 2. Public Comment Period.

None.

ART. 3. Approval of Agenda.

One (1) item was added to Art. 5, Other Items for Approval and Signatures. Article 10 was removed.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the agenda as amended.

VOTE:

Motion voted on and passed.

ART. 4. Minutes.

Chair Paul J. Adams entertained a motion to approve the minutes of the May 17, 2017 County Commissioners' Meeting. County Administrator Ryan D. Pelletier asked that an amendment be made to Article 12, referencing his appointment as County Administrator, to include the positions of Public Information Officer, County Clerk, and Procurement Officer.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the minutes as amended, of the May 17, 2017 County Commissioners' Meeting.

**VOTE:**

Motion voted on and passed.

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

- A) Attendance Record.
- B) Bills and Warrants.
- C) Approval of Maliseet representative to the Northern Maine Development Commission (NMDC).

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to nominate Clarissa Sabattus as the Maliseet Representative to the Northern Maine Development Commission.

**VOTE:**

Motion voted on and passed.

- D) Liquor license renewal for Homestead Lodge.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the renewal of a liquor license for Homestead Lodge, Oxbow, Maine.

**VOTE:**

Motion voted on and passed.

- E) Solid Waste and Ambulance Contract Agreements with Town of Van Buren for T17R3 Van Buren Cove.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to accept the agreements for Solid Waste and Ambulance Service with the Town of Van Buren for T17R3 as presented.

**VOTE:**

Motion voted on and passed.

- F) Liquor License Renewal for M&D Bear Den Family Restaurant and Pub.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the renewal of a liquor license for M&D Bear Den Family Restaurant and Pub, Benedicta, Maine.

**VOTE:**

Motion voted on and passed.

**ART. 6. Year-ending 2016 Undesignated Fund Balance for General Fund.**

Tim Poitras of Chester M. Kearney made a presentation on the reconciliation of the County's fund balance as of December 31, 2016. He stated that his firm has been working to reconcile the audited fund balance as of December 31, 2015 to the County of Aroostook's December 31, 2015 and 2016 balance sheets. His presentation included calculations of the December 31, 2016 unaudited fund balance based on the December, 2015 audited fund balance, and the County of Aroostook's unaudited revenues and expenditures. He presented the County Commissioners with suggestions and recommendations as a result of his findings, including the recommendation to reclassify reserve balance sheet accounts from assets/liability to equity accounts.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to direct County Administrator Pelletier to ensure staff reclassifies reserve balance sheet accounts from assets/liability to equity accounts within 30 days and report back to the Commissioners at their July meeting.

**VOTE:**

Motion voted on and passed.

**ART. 7. Revenue and Expenditure Reports. (Anne-Marie Marquis)**

Financial Analyst Anne-Marie Marquis was present to report on revenues and expenditures on the three (3) County budgets (General Fund, Unorganized Territories, and Jail Fund).

The County Commissioners thanked Anne-Marie for her informative presentation.

**ART. 8. Bids:**

**A) County Vehicle.**

Bids were received from the following dealerships:

Dealer	Vehicle
Pelletier Motors:	2017 Dodge Durango G+ AWD
Percy's Auto Sales	2016 Dodge Durango Ltd AWD

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to table the bids on the County Vehicle pending review of the County Administrator, and to authorize the County Administrator to award the bid to the appropriate bidder, provided the bid specifications are met.

**VOTE:**

Motion voted on and passed.

B) Heating Oil.

Bids were received from the following vendors:

Daigle Oil Company  
Dead River Company

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to table the heating oil bids pending review of the County Administrator and department head, and to authorize the County Administrator to award the bid to the lowest bidder, provided the bid specifications are met.

**VOTE:**

Motion voted on and passed.

C) Inmate Phone and Jail Offender Management Systems.

Bids were received from the following vendors:

Legacy  
Centartele  
GTL  
IC Solutions  
Securus

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to table the Inmate Phone and Jail Offender Management Systems bids pending review of the County Administrator and department head, and to authorize the County Administrator to award the bid to the appropriate bidder, provided the bid specifications are met.

D) Inmate Commissary and Accounting Services.

One (1) bid was received from Keefe Commissary Network.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to table awarding the Inmate Commissary and Accounting Services bid pending review of the County

Administrator and department head, and to authorize the County Administrator to award the bid, provided the bid specifications are met.

**VOTE:**

Motion voted on and passed.

ART. 9. Approval of Paid Volunteer Firefighter for North Lakes Fire and Rescue.

Jesse Belanger, EMA Deputy Director, presented Amber Sandstrom for approval for the position of Junior Fire Fighter for North Lakes Fire and Rescue.

**MOTION:**

Motion made by Norman L. Fournier and seconded by Paul J. Underwood to approve the recommendation of EMA Deputy Director Jesse Belanger of Amber Sandstrom for the position of Volunteer Fire Fighter.

**VOTE:**

Motion voted on and passed.

ART. 11. Sheriff's Appointments:

A) Approval of full-time Cook.

Sheriff Darrell Crandall presented Denise Cummings for approval for the position of full-time Cook.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to confirm the appointment of Denise Cummings for the position of full-time Cook.

**VOTE:**

Motion voted on and passed.

B) Approval of Two (2) full-time Corrections Officers.

Sherriff Darrell Crandall presented Isaiah Eastham and Matthew Morrison for the positions of full-time Corrections Officers.

**MOTION:**

Motion made by Norman L. Fournier and seconded by Paul J. Underwood to confirm the appointment of Isaiah Eastham for the position of full-time Corrections Officer, and to confirm the appointment of Matthew Morrison conditionally (pending medical release as outlined in Mr. Morrison's employment memo dated June 21, 2017), for the position of full-time Corrections Officer.

**VOTE:**

Motion voted on and passed.

- C) Approval of part-time Deputy Sheriff.

Sheriff Darrell Crandall recommended the approval of Jesse Belanger for the position of part-time Deputy Sheriff.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to confirm the appointment of Jesse Belanger for the position of part-time Deputy Sheriff.

**VOTE:**

Motion voted on and passed.

- D) Approval of part-time Public Safety Dispatcher.

Sheriff Crandall presented for approval Carol Grant for the position of part-time Public Safety Dispatcher.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to confirm the appointment of Carol Grant for the position of part-time Public Safety Dispatcher.

**VOTE:**

Motion voted on and passed.

- E) Approval of change in employment status from full-time to part-time Corrections Officer.

Sheriff Darrell Crandall recommended an employment status change from full-time to part-time Corrections Officer for Devon Smith.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Sheriff Crandall's recommended change of employment status for Devon Smith from full-time Corrections Officer to part-time Corrections Officer

**VOTE:**

Motion voted on and passed.

- F) Approval of full-time Corrections Officer.

Sheriff Crandall presented James Mitchell for the position of full-time Corrections Officer.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to confirm the appointment of Sheriff Crandall's recommendation of James Mitchell for the position of full-time Corrections Officer.

**VOTE:**

Motion voted on and passed.

ART. 12. County Commissioners' Report.

A) MCCA/Risk Pool.

Risk Pool Meeting. Commissioner Norman L. Fournier reported that reports were made on various claims; 10 new claims were filed and 7 claims were closed increasing the reserve account by \$47,000; 2 cases are under review and one case is pending review; an agreement was made to assist Androscoggin County in one of their claims. Commissioner Norman L. Fournier stated that a lengthy discussion was had regarding policy on ride-along passengers in Deputy Sheriffs' vehicles. The Board instructed Malcolm Ulmer to come up with a policy concerning liability sign-off on ride along passengers. Sheriff Crandall stated that Aroostook County already has such a policy.

MCCA. Commissioner Norman L. Fournier stated that Charlie Pray, Lobbyist for the MCCA provided an update on the shortfall for the Jail budgets; interviews for the four finalists for the Executive Director position will be held on June 27<sup>th</sup> with a recommendation being made on July 12<sup>th</sup> with preference given to someone with extensive experience working with the legislature; the annual convention will be held from September 8, 2017 through September 10, 2017, with registrations open at the end of this month; next year's MCCA Conference will be held in Portland.

B) Legislative Update.

Commissioner Norman L. Fournier stated that there is a chance the Jail cap will be increased to 4%.

C) Other items of interest.

None.

ART. 13. County Administrator's Report:

A) Bid awards.

The following bids were awarded:

- 1) Bell/Clock Tower and Dome Project – Mid Maine Restoration.
- 2) Cross Lake Station Rubber Roof Renovation – Powers Roofing.

- 3) Portable Water Pump – K&T Fire Equipment.
- 4) Sheriff's Office Surplus Vehicle – David Sonderman.

B) Fortin's Tax Abatement.

A discussion took place regarding the tax abatement for Lloyd and Helen Fortin v Town of Grand Isle. County Administrator Ryan D. Pelletier reported that the Town of Grand Isle recently completed a re-valuation and that the County Administrator's office is in receipt of another tax abatement request from Larry and Ginette Cormier v Town of Grand Isle. The County Commissioners agreed that they will hear both cases and asked Sherrill Campbell, Administrative Assistant to attempt to schedule both cases for the same day – either July 10, 2017 or July 13, 2017.

C) Maine Municipal Employee Health Trust (MMEHT) health claims experience report.

County Administrator Ryan D. Pelletier informed the County Commissioners that the MMEHT health claims first quarter report was very good at a rate of 83%.

D) Bids and procurement process.

County Administrator Ryan D. Pelletier proposed a procedural change in the bidding process. He recommended that future bids be opened at least one (1) week before a scheduled County Commissioners' meeting in an advertised public bid opening. The department head, or elected official, will review bids received, analyze the bids based on specifications contained in the RFP and then formulate a summary/recommendation to the County Administrator, who will include his recommendation on the next County Commissioners' meeting agenda.

Paul Bernier, Public Works Director, explained further that a current request for proposal for a paving project was advertised as due on June 27, 2017. By following current policy and waiting until the next County Commissioners' meeting, the bid award would have to wait a month, potentially causing the project to run behind.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to grant an exemption for the bid on the current project for Public Works, and to amend the current procedure to reflect County Administrator Ryan D. Pelletier's recommendations to have future bids read in a public bid opening at least one (1) week before a scheduled County Commissioners' meeting, reviewed and analyzed with appropriate department heads or elected officials, and awarded by the County Administrator subject to the confirmation of the County Commissioners.

**VOTE:**

Motion voted on and passed.

E) Other items of interest.

None

ART. 14. Other Business.

None.

ART. 15. Executive session to discuss a personnel matter regarding the Office of the County Commissioners pursuant to Title 1 M.R.S. §405 (6A).

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to offer domestic partner coverage for the County Administrator position only.

As agreed to in the Employment Agreement with the County Administrator the County is paying for the family plan of the County Administrator at 100% employer cost including the portion of the premium for the County Administrator's domestic partner.

**VOTE:**

Motion voted on and passed.

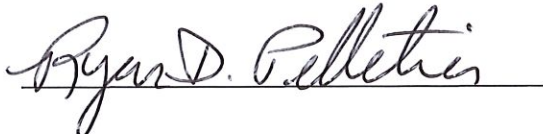
ART. 16. Adjournment.

**MOTION:**

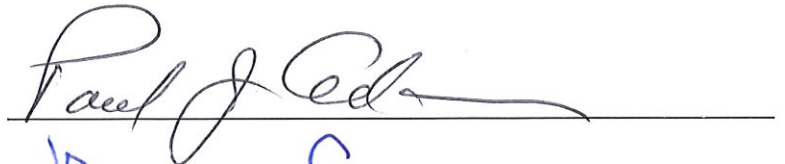
Motion by Norman L. Fournier and seconded by Paul J. Underwood to adjourn the meeting.

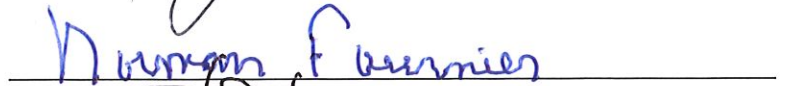
Meeting adjourned at 3:10 p.m.

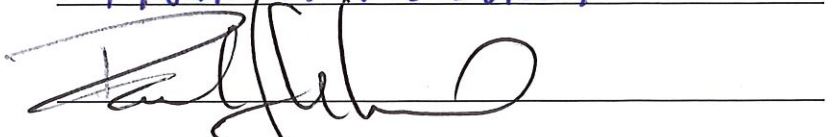
ATTEST: A True Copy  
of Commissioners' Meeting



Ryan D. Pelletier  
County Administrator







AROOSTOOK COUNTY COMMISSIONERS  
DATE: ~~May 17, 2017~~ June 20, 2017