

# County of Aroostook

## COMMISSIONERS' OFFICE

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### COUNTY ADMINISTRATOR

RYAN D. PELLETIER



### COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

### AGENDA

AROOSTOOK COUNTY COMMISSIONERS' SPECIAL MEETING - TAX ABATEMENT APPEAL  
HEARING – MONDAY, JULY 10, 2017 - 10:00 A.M.– CARIBOU COURTHOUSE –  
ADMINISTRATIVE HEARING ROOM– CARIBOU

- ART. 1. CALL TO ORDER.
- ART. 2. ITEMS FOR APPROVAL AND SIGNATURES:
  - 1) ATTENDANCE RECORD.
- ART. 3. TAX ABATEMENT HEARING FOR LARRY & GINETTE CORMIER V TOWN OF GRAND ISLE.
- ART. 4. OTHER BUSINESS
- ART. 5. ADJOURNMENT.

MINUTES

**AROOSTOOK COUNTY COMMISSIONERS' SPECIAL MEETING - TAX ABATEMENT APPEAL HEARING  
- MONDAY, JULY 10, 2017 - 10:00 A.M. - ADMINISTRATIVE HEARING ROOM - CARIBOU  
COURTHOUSE - CARIBOU**

PRESENT

- Paul J. Adams, Chairperson, County Commissioners
- Norman L. Fournier, County Commissioner
- Paul J. Underwood, County Commissioner
- Ryan D. Pelletier, County Administrator
- Larry & Ginette Cormier, Property Owners
- Theodore Smith, Attorney
- Debbie Gendreau, Grand Isle Town Clerk
- Terry Helmes Selectperson, Grand Isle
- Sherrill Campbell, Administrative Assistant

ART. 1. Chairperson Paul J. Adams called the meeting to order at 11:20 a.m.

ART. 2. The County Commissioners conducted a tax abatement hearing concerning Larry and Ginette Cormier v town of Grand Isle. The hearing was conducted in public session. After members testifying were sworn in, the County Commissioners heard testimony from both the Applicants and the Respondents. Chair Adams indicated that the matter would be deliberated in a future County Commissioners' meeting in open session and a written decision would follow within thirty (30) days of this hearing date. The decision will include Findings of Fact and Conclusion of Law.

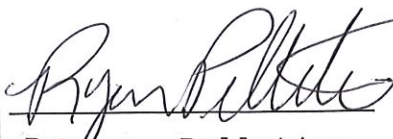
ART. 3. The Commissioners approved and signed the following:




- A) Attendance Record.

ART. 4. Adjournment.

Meeting adjourned by Paul J. Adams at 11:56 a.m.

ATTEST: A True Copy  
of Commissioners' Meeting

  
\_\_\_\_\_  
Ryan D. Pelletier  
County Administrator

  
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AROOSTOOK COUNTY COMMISSIONERS  
DATE: July 10, 2017

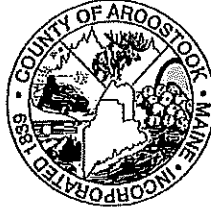
# County of Aroostook

## COMMISSIONERS' OFFICE

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### COUNTY ADMINISTRATOR

RYAN D. PELLETER



### COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

### AGENDA

AROOSTOOK COUNTY COMMISSIONERS' SPECIAL MEETING - TAX ABATEMENT APPEAL  
HEARING – MONDAY, JULY 10, 2017 - 10:00 A.M.– CARIBOU COURTHOUSE –  
ADMINISTRATIVE HEARING ROOM– CARIBOU

- ART. 1. CALL TO ORDER.
- ART. 2. ITEMS FOR APPROVAL AND SIGNATURES:
  - 1) ATTENDANCE RECORD.
- ART. 3. TAX ABATEMENT HEARING FOR LLOYD & HELEN FORTIN V TOWN OF GRAND ISLE.
- ART. 4. OTHER BUSINESS
- ART. 5. ADJOURNMENT.

MINUTES

**AROOSTOOK COUNTY COMMISSIONERS' SPECIAL MEETING - TAX ABATEMENT APPEAL HEARING  
- MONDAY, JULY 10, 2017 - 10:00 A.M. - ADMINISTRATIVE HEARING ROOM - CARIBOU  
COURTHOUSE - CARIBOU**

PRESENT

- Paul J. Adams, Chairperson, County Commissioners
- Norman L. Fournier, County Commissioner
- Paul J. Underwood, County Commissioner
- Ryan D. Pelletier, County Administrator
- Helen Fortin, Property Owner
- Theodore Smith, Attorney
- Debbie Gendreau, Grand Isle Town Clerk
- Terry Helmes Selectperson, Grand Isle
- Sherrill Campbell, Administrative Assistant

ART. 1. Chairperson Paul J. Adams called the meeting to order at 10:04 a.m.

ART. 2. The County Commissioners conducted a tax abatement hearing concerning Lloyd and Helen Fortin v town of Grand Isle. The hearing was conducted in public session. After members testifying were sworn in, the County Commissioners heard testimony from both the Applicants and the Respondents. Chair Adams indicated that the matter would be deliberated in a future County Commissioners' meeting in open session and a written decision would follow within thirty (30) days of this hearing date. The decision will include Findings of Fact and Conclusion of Law.


ART. 3. The Commissioners approved and signed the following:

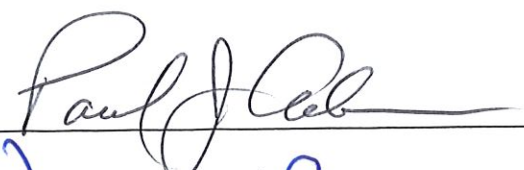
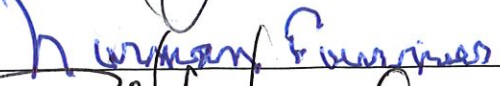
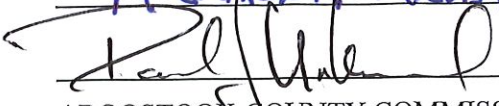
- A) Attendance Record.

ART. 4. Adjournment.

Meeting adjourned by Paul J. Adams at 11:14 a.m.

ATTEST: A True Copy  
of Commissioners' Meeting

  
\_\_\_\_\_  
Ryan D. Pelletier  
County Administrator

  
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\_\_\_\_\_  
  
\_\_\_\_\_  
AROOSTOOK COUNTY COMMISSIONERS  
DATE: July 10, 2017

# County of Aroostook

## COMMISSIONERS' OFFICE

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### COUNTY ADMINISTRATOR

RYAN D. PELLETIER



### COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

## AGENDA

AROOSTOOK COUNTY COMMISSIONERS' MEETING - WEDNESDAY, JULY 19, 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 JUNE 21, 2017 COUNTY COMMISSIONERS' MEETING.
- ART. 5. APPROVAL OF MINUTES OF THE JULY 10, 2017 SPECIAL TAX ABATEMENT MEETINGS.
- ART. 6. OTHER ITEMS FOR APPROVAL AND SIGNATURES:
  - A) ATTENDANCE RECORD.
  - B) BILLS AND WARRANTS.
  - C) APPROVAL OF EMA PUBLIC GIVEAWAY (JESSE BELANGER).
  - D) PROBATE COURT PUBLICATION FEE INCREASE.
- ART. 7. APPROVAL OF TWO PART-TIME CORRECTIONS OFFICERS. (SHERIFF CRANDALL)
- ART. 8. APPROVAL OF FULL-TIME CORRECTIONS OFFICER. (SHERIFF CRANDALL)
- ART. 9. APPROVAL OF SHERIFF COMMISSION RENEWAL. (SHERIFF CRANDALL)
- ART. 10. CONSIDERATION OF COPY FEE INCREASE FOR REGISTRY OF DEEDS.
- ART. 11. EXIT INTERVIEW PROCESS. (CHRISTINA THERIAULT)

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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)

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) BID AWARDS:

- 1) COUNTY VEHICLE – PELLETIER MOTOR.
- 2) HEATING OIL – DEAD RIVER.
- 3) INMATE PHONE AND JAIL OFFENDER MANAGEMENT SYSTEMS – SECURUS TECHNOLOGIES.
- 4) INMATE COMMISSARY AND ACCOUNTING SERVICES – KEEFE.
- 5) BENEDICTA PAVING PROJECT – STEELSTONE INDUSTRIES.

B) PROGRESS OF RECLASSIFICATION OF RESERVE BALANCE SHEET ACCOUNTS.

ART. 14. OTHER BUSINESS.

ART. 15. EXECUTIVE SESSION TO DISCUSS A PERSONNEL ISSUE RELATED TO AN EMPLOYEE IN THE SHERIFF'S OFFICE PURSUANT TO TITE 1 M.R.S.A. §405 (6A).

ART. 16. ADJOURNMENT.

#### **NEXT MEETING**

COUNTY COMMISSIONERS' MEETING – AUGUST 16, 2017, 1:00 P.M –FORT KENT – REGISTRY OF DEEDS BUILDING – CONFERENCE ROOM (FIRST FLOOR) – FORT KENT

MINUTES

**AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY, JULY 19, 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  
Ryan D. Pelletier, County Administrator  
Paul Bernier, Public Works Director  
Jesse Belanger, EMA Deputy Director  
Christina Theriault, Human Resources Manager  
Melissa Richardson, Register of Deeds, South  
Darleen Guy, Register of Probate  
Darrell Crandall, Sheriff  
Shawn Gillen, Chief Deputy  
Craig Clossey, Jail Administrator  
Joe McKenna, Law Enforcement Captain  
Joseph Cyr, Houlton Pioneer Times  
Richard Rhoda, Esq., Houlton  
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.

Richard Rhoda, Esq., Houlton, updated the County Commissioners on progress of the citizen funded gold leaf project for the Houlton Bell/Clock Tower and Dome. Mr. Rhoda also asked the County Commissioners to consider painting two vent cupulas that are in disrepair. County Administrator Pelletier stated that both he and Facilities Manager Bryan Jandreau are aware of the state of the cupulas and are taking into consideration making the repair. The County Commissioners thanked Mr. Rhoda for his efforts in obtaining funding for the gold leaf for the Dome.

ART. 3. Approval of Agenda.

County Administrator Ryan D. Pelletier asked that the following two items be added to Art. 15. Other Business:

- 1) Boiler Repair, Jail
- 2) Discussion of a personnel issue related to an employee in the Probate Office pursuant to Title 1 M.R.S.A. § 405(6A).

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 June 20, 2017 County Commissioners' Meeting.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the minutes of the June 20, 2017 County Commissioners' Meeting.

**VOTE:**

Motion voted on and passed.

ART. 5. Approval of Minutes of the July 10, 2017 Special Tax Abatement Hearings.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the minutes of the July 10, 2017 Special Tax Abatement Hearings.

**VOTE:**

Motion voted on and passed.

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

- A) Attendance Record.
- B) Bills and Warrants.
- C) Approval of EMA Public Giveaway. (Jesse Belanger)

EMA Deputy Director Jesse Belanger asked that the County Commissioners consider a proposal to implement giveaways in order to encourage public participation in surveys, etc. Mr. Belanger stated that he wanted to be sure that legalities were respected, as well as the wishes of the County Commissioners. Mr. Belanger estimated that at this time, there would be 1-2 giveaways per year, not to exceed \$20.00 for each. The County Commissioners stated their approval.

- D) Probate Court Publication Fee Increase.

Darleen Guy, Register of Probate was present to discuss new rates for publication fees in the Bangor Daily News. Rates will be increased by \$1.15 per column inch. An affidavit or tear sheet request will result in a \$15.00 charge. The current amount the Office of the Registry of Probate charges for publication (\$30.00) has been in effect since 2004. Ms. Guy's recommendation was to raise the publication fee to \$40.00 to allow for the increase in costs of publication services.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve an increase in rate to \$40.00 for Probate Court publication fees.

**VOTE:**

Motion voted on and passed.

ART. 7. Approval of two part-time Corrections Officers.

Sheriff Darrell Crandall recommended approval of Timothy Ivey of Houlton and Caitlin Miles of Houlton to fill the open positions of part-time Corrections Officers.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the two Applicants as presented by Sheriff Crandall, for the positions of part-time Corrections Officers.

ART. 8. Approval of full-time Corrections Officer.

Sheriff Darrell Crandall recommended the approval of Randy Foster of Blaine for the position of full-time Corrections Officer.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Sheriff Crandall's recommendation of Randy Foster of Blaine for the position of full-time Corrections Officer.

**VOTE:**

Motion voted on and passed.

ART. 9. Approval of Sheriff Commission Renewal.

Sheriff Darrell Crandall recommended the renewal of Deputy Sheriff Commission for Lieutenant Lawrence Goff of Monticello.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the renewal of Deputy Sheriff Commission for Lieutenant Lawrence Goff of Monticello.

**VOTE:**

Motion voted on and passed.

ART. 10. Consideration of copy fee increase for Registry of Deeds.

Melissa Richardson, Register of Deeds South, was present to discuss an in-office copy fee increase. Ms. Richardson's recommendation is to increase the in-office copy charge from fifty (50) cents to one (1) dollar with a January 1, 2018 effective date to allow for notification of the increase.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve an increase for copies made in-house to one (1) dollar/copy for the Registry of Deeds offices.

**VOTE:**

Motion voted on and passed.

ART. 11. Exit interview process.

Human Resources Manager Christina Theriault asked for consideration to begin providing employees with an exit questionnaire upon their departure. County Commissioner Norman L. Fournier remarked that he would like to see this questionnaire completed in person with the County Administrator.

**MOTION:**

Motion made by Paul J. Underwood and seconded by Norman L. Fournier to approve the proposed exit interview process.

**VOTE:**

Motion voted on and passed.

ART. 12. County Commissioners' Report:

A) MCCA/Risk Pool.

Risk Pool Meeting. Commissioner Norman L. Fournier stated that at the July 17<sup>th</sup> Risk Pool meeting: ten (10) claims were closed; there were ten (10) new claims opened, resulting in an increase in revenue of \$354,000.00; \$10,000.00 was approved to present Counties with safe driving awards; the Risk Pool will be reviewing ride-along policy and will be making suggestions to Counties that don't have one; the Risk Pool is currently sending out equipment surveys for reinsurance purposes; Franklin County has recently expressed that they will be going out to private bid for their insurance needs.

MCCA. Commissioner Norman L. Fournier stated that discussion at the MCCA meeting revolved around the announcement of Charlie Pray as the new Executive Director of the MCCA. Commissioner Fournier reported that Mr. Pray was the unanimous choice of both the hiring committee and the board, and his start date was July 17, 2017.

B) Legislative Update.

Commissioner Norman L. Fournier reported that the budget has been approved. He reported that the jails were allocated 12.2 million dollars for the July 1, 2017 through

June 30, 2018 year. Commissioner Fournier also reported that although an increase in the first year of \$3,000,000.00 was approved to cover jail deficits, an increase of \$3,800,000.00 was the approximate amount needed. Commissioner Fournier reported that estimates of County deficits and inmate counts will be taken into consideration as to distribution of the Jail funds. The Jail cap was raised to 4%.

ART. 13. County Administrator's Report.

A) Bid awards.

County Administrator Ryan D. Pelletier thanked Sheriff Crandall and Facility Manager Jandreau for their assistance in the awarding of bids for their respective departments. County Administrator Pelletier asked Public Works Director Paul Bernier to inform the Commissioners of the results of the bid opening for the Benedicta Paving Project. Mr. Bernier provided information on bids received and reported that the bid was granted to Steelstone Industries.

B) County Administrator Ryan D. Pelletier reported that the reclassification of several accounts, as suggested by Tim Poitras of Chester M. Kearney and approved by the County Commissioners at the June, 2017 meeting, has been completed.

ART. 14. Other Business.

A) County Administrator Ryan D. Pelletier reported that he received a memo from Facilities Manager Bryan Jandreau regarding failed breeching of the boiler at the Jail. Mr. Pelletier reported that there are no capital funds available for this repair and requested that the County Commissioners approve the amount of \$14,985.00 be taken from the contingency fund.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to use contingency funds in the amount of \$14,985.00 to complete the needed repairs on the boiler at the Jail.

**VOTE:**

Motion voted on and passed.

ART. 15. Executive Session.

**MOTION:**

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

"I move we go into executive session pursuant to Title 1, M.R.S., §405, paragraph 6 (A) to discuss a personnel issue related to an employee in the Sheriff's Office and to discuss a personnel issue related to an employee in the Registry of Probate Office."

**VOTE:**

Motion voted on and passed.

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

**MOTION:**

“I move that the County of Aroostook accept the recommendation of Sheriff Darrell Crandall regarding the non-punitive dismissal of an employee in the Sheriff’s Office”.

**VOTE:**

Motion voted on and passed.

**MOTION:**

“I move that the County of Aroostook approve leave without pay status for 30 days for an employee in the Registry of Probate Office and that the County of Aroostook continue to pay normal share of medical insurance costs for this employee”.

**VOTE:**

Motion voted on and passed.

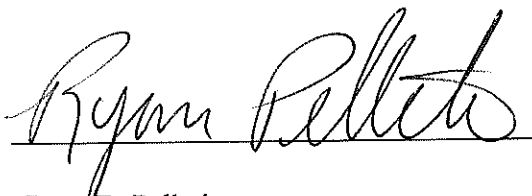
ART. 16. Adjournment.

**MOTION:**

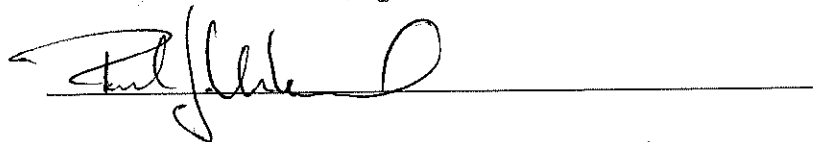
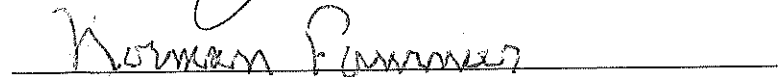
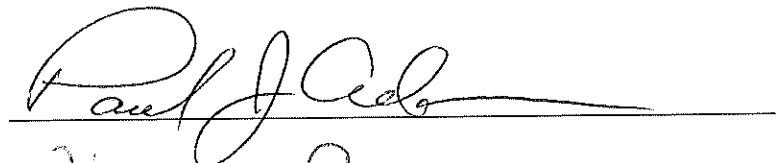
Motion by Paul J. Underwood and seconded by Norman L. Fournier to adjourn the meeting.

Meeting adjourned at 2:33 p.m.

ATTEST: A True Copy  
of Commissioners’ Meeting



Ryan D. Pelletier  
County Administrator



AROOSTOOK COUNTY COMMISSIONERS  
DATE: July 19, 2017

# County of Aroostook

## COMMISSIONERS' OFFICE

### COUNTY ADMINISTRATOR

RYAN D. PELLETIER



### COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

### AGENDA

AROOSTOOK COUNTY COMMISSIONERS' MEETING - WEDNESDAY – AUGUST 16, 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 JULY 19, 2017 COUNTY COMMISSIONERS' MEETING.
- ART. 5. OTHER ITEMS FOR APPROVAL AND SIGNATURES:
  - A) ATTENDANCE RECORD.
  - B) BILLS AND WARRANTS.
- ART. 6. INTRODUCTION OF RYAN BUSHEY, FINANCE COMMITTEE MEMBER, HOULTON.
- ART. 7. ANNUAL APPROVAL OF THE AROOSTOOK COUNTY EMERGENCY MANAGEMENT PLAN. (DARREN WOODS)
- ART. 8. UPDATE ON DIVERSION ACADEMY PROJECT. (TODD COLLINS)
- ART. 9. APPOINTMENT OF THREE (3) FULL-TIME CORRECTIONS OFFICERS AND ONE (1) PART-TIME CORRECTIONS OFFICER. (DARRELL CRANDALL)
- ART. 10. APPOINTMENT OF FULL-TIME DEPUTY SHERIFF. (DARRELL CRANDALL)
- ART. 11. COUNTY COMMISSIONERS' REPORT:
  - A) MCCA/RISK POOL UPDATE.
  - B) LEGISLATIVE UPDATE.
  - C) OTHER ITEMS OF INTEREST.

ART. 12. COUNTY ADMINISTRATOR'S REPORT:

- A) BUDGET PROGRESS REPORT.
- B) RESPONSE TO ABATEMENT HEARINGS.

ART. 13. OTHER BUSINESS.

ART. 14. EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES PURSUANT TO TITLE 1 M.R.S.A. §405 (6A) AND TO DISCUSS AN UPDATE ON LABOR NEGOTIATIONS WITH THE CORRECTIONS/DISPATCH/COOKS UNIT AND TEAMSTERS' LOCAL UNIT NUMBER 340.

ART. 15. ADJOURNMENT.

**NEXT MEETING:**

**FINANCE COMMITTEE MEETING – TUESDAY, SEPTEMBER 12, 2017 – 11:00 A.M. – NORTHERN MAINE DEVELOPMENT COMMISSION BOARD ROOM, 11 WEST PRESQUE ISLE ROAD, CARIBOU ME**

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

MINUTES

**AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY, AUGUST 16, 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  
Ryan D. Pelletier, County Administrator  
Paul Bernier, Public Works Director  
Darren Woods, EMA Director  
Christina Theriault, Human Resources Manager  
Todd Collins, District Attorney  
Adam Lavoie, Diversion Academy Advocate  
Darleen Guy, Register of Probate  
Darrell Crandall, Sheriff  
Shawn Gillen, Chief Deputy  
Don Eno, Fiddlehead Focus  
Sherrill Campbell, Administrative Assistant

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.

County Administrator Ryan D. Pelletier asked that the following amendments be made:

- 1) Article 9 should be change to read two (2) full-time corrections officers and two (2) part-time corrections officers.
- 2) Strike Article 6 from the agenda.

Commissioner Paul Underwood asked that Article 11 be changed to reflect C) Airport.

**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 July 19, 2017 County Commissioners meeting.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the minutes of the July 19, 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. Annual approval of the Aroostook County Emergency Management Plan.

Darren Woods, Emergency Management Director presented the Aroostook County EMA plan for annual approval. There were minor changes to the plan such as phone numbers, and the debris management plan was included. There were minor additions as well including resource management, storage of data base, volunteer support, etc.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the Aroostook County EMA plan as presented by Darren Woods, EMA Director.

ART. 7 Update on Diversion Academy Project.

District Attorney Todd Collins presented an update on the Diversion Academy Project. He explained the project and reported on its progression so far. The program currently has 9 members and has an 18 month follow up period. There will be no new admissions to the program as the state has not earmarked any funds to continue this grant, which will expire in July, 2018. Adam Lavoie, Diversion Academy Advocate, fielded questions from the Commissioners and the County Administrator.

Commissioner Paul J. Adams thanked the District Attorney and the Diversion Academy Advocate for their informative presentation.

ART. 8. Approval of two full-time Corrections Officers.

Sheriff Darrell Crandall recommended approval of Paul Deveau of Littleton and William Grant of Houlton to fill the open positions of full-time Corrections Officers and Justin Nelson of Oakfield and Nicholas Hannigan of Houlton for the positions of part-time Corrections Officers.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Paul Deveau of Littleton and William Grant of Houlton, for the positions of full-time Corrections Officers and to approve Justin Nelson of Oakland and Nicholas Hannigan of Houlton for the positions of part-time Corrections Officers as presented by Sheriff Crandall.

**VOTE:**

Motion voted on and passed.

ART. 9. Appointment of full-time Deputy Sheriff.

Sheriff Darrell Crandall presented Roy Guidry of Presque Isle for approval for the position of full-time Resident Deputy Sheriff.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Sheriff Darrell Crandall's recommendation of Roy Guidry from Presque Isle for full-time Resident Deputy Sheriff.

**VOTE:**

Motion voted on and passed.

ART. 10. County Commissioners' Report:

A) MCCA/Risk Pool.

Risk Pool Meeting. Commissioner Norman L. Fournier reported that at the August 9<sup>th</sup> meeting: seven (7) claims were opened; two (2) claims were closed; the Risk Pool will be awarding \$10,000.00 safe driving awards to Counties that qualify; a ride-along policy is currently under review and will be presented to Counties that don't have such a policy ; the Risk Pool will be drafting a driver awareness policy in light of the accidents that have been reported due to distracted driving; an increase in distracted driving accidents could result in higher deductibles for counties.

MCCA. Commissioner Norman L. Fournier reported that \$2,000.00 was approved for a Public Management Intern to research and develop a curriculum for schools so that they are more knowledgeable about County government and to provide historical research of Criminal Justice proceedings.

B) Legislative Update.

Commissioner Norman L. Fournier reported Aroostook County is set to receive \$224,000.00 of the jail funds allocated which can be used for any expenses incurred. A committee has been formed consisting of members from MCCA, County Commissioners, and Sheriffs to educate the Criminal Justice Committee on finances for the jail.

C) Airport.

Commissioner Paul J. Underwood reported on updates of the comprehensive plan for the Northern Maine Regional Airport. He stated that according to Airport Director Scott Wardwell, PennAir will remain as the airfare provider.

ART. 11. County Administrator's Report.

A) Budget progress report.

County Administrator Pelletier reported that final dates have been approved for the budget process with the Finance Committee. A memo containing the dates was included in the County Commissioners' packets. All department head budgets have been received by the County Administrator.

County Administrator Pelletier noted that there are several positions on the Finance Committee that will expire this calendar year. These positions will have to be filled by appointment as the incumbents will not appear on the November ballot.

B) Response to abatement hearings.

County Administrator Ryan D. Pelletier reported that he had a conversation with Attorney John Wall regarding the recent abatement hearings. It is the opinion of Attorney Wall that the proposed letter to the parties affected by the abatement drafted by the County Administrator should be revised. County Administrator Ryan D. Pelletier provided his revised copy of the letter to the Commissioners.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the revised response to the tax abatement hearings including the following findings of facts: The burden of proof is on the homeowner(s) and nothing presented to the Commissioners indicates that the Town did anything manifestly wrong, or that the assessment is grossly over assessed compared to similar properties provided during the abatement hearing.

**VOTE:**

Motion voted on and passed.

ART. 12. Other Business.

None.

ART. 13. 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 related to an employee in the Registry Probate Office and to discuss personnel issues related to the proposed salary structure and policies".

**VOTE:**

Motion voted on and passed.

Upon returning to open session there was no action taken on the labor negotiations with the corrections/dispatch/cooks unit and Teamster's Local Union Number 340.

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

**MOTION:**

"I move that we accept the proposed Salary Administration Policy and 2018 Salary Structure for Non-exempt and Exempt Employees as presented".

**VOTE:**

Motion voted on and passed.

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

**MOTION:**

"I move that the County of Aroostook authorize an extension of the Acting Deputy Register of Probate until August 27, 2017".

**VOTE:**

Motion voted on and passed.

ART. 14. Adjournment.

**MOTION:**

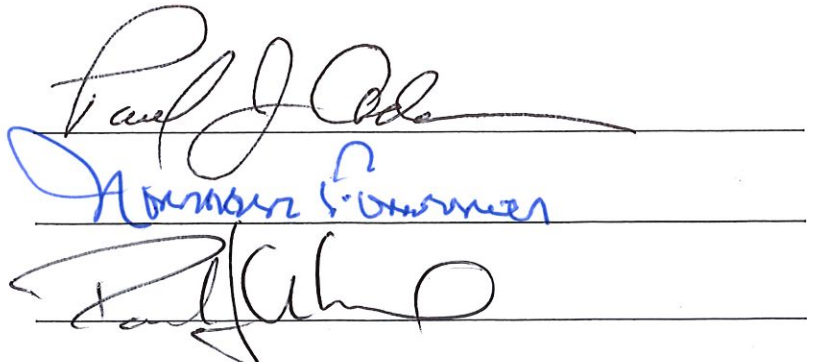
Motion by Paul J. Underwood and seconded by Norman L. Fournier to adjourn the meeting.

Meeting adjourned at 2:55 p.m.

ATTEST: A True Copy  
of Commissioners' Meeting



Ryan D. Pelletier  
County Administrator



AROOSTOOK COUNTY COMMISSIONERS  
DATE: August 16, 2017

MINUTES

2018 COUNTY BUDGET, 2018/2019 UNORGANIZED TERRITORY BUDGET AND 2019 JAIL BUDGET  
PUBLIC HEARING – NOVEMBER 14, 2017 - 4:30 P.M. - DISTRICT COURTROOM - COURTHOUSE -  
CARIBOU

PRESENT

Reynold Raymond, Chair, Finance Committee  
Durward Humphrey, Vice-Chair, Finance Committee  
Nelson Jandreau, Secretary, Finance Committee  
Richard Fortier, Finance Committee  
Ryan Bushey, Finance Committee  
Donald Savage, Finance Committee  
Paul J. Adams, Chair, County Commissioners  
Norman L. Fournier, County Commissioner  
Ryan D. Pelletier, County Administrator  
Anne-Marie Marquis, Financial Analyst  
Various department heads and members of the public

EXCUSED

Paul J. Underwood, County Commissioner  
Anthony "AJ" Edgecomb, Finance Committee  
Sue Powers, Finance Committee

- ART. 1. The meeting was called to order by Finance Committee Chair Reynold Raymond at 4:30 P.M. The Public Hearing notice was read. The Finance Committee members were introduced to the public.
- ART. 2. The County Commissioners introduced themselves to the public
- ART. 3. An overview of the County Budget, Unorganized Territory Budget and the Jail Budget was presented by Ryan D. Pelletier, County Administrator. Mr. Pelletier reported that the County Commissioners and Finance Committee propose a 8.3% increase in the overall budget, with a tax increase of 11.6% for the 2018 County Budget. The primary increase is due to the implementation of the new non-union salary structure. It's the County's objective to establish and maintain a compensation system to attract, retain, and reward qualified personnel at all levels of responsibility. Other increases include health insurance rate and union negotiations. As far as the Unorganized Territory Budget for 2018/2019, the overall, proposed budget is up 6.09%, and the tax line is up 11.32%, primarily as a result of including a new Deputy position into our service area. The proposed Jail 2019 Budget represents a decrease of 6.72% and the tax line is down 6.54% over the current year budget. The
- ART. 4. Presentation of the County Budget, the Unorganized Territory Budget and the Jail Budget by Ryan D. Pelletier, County Administrator.

The County Budget was presented as follows:

- Total Expenditures -	\$8,590,256.00
- Departmental Revenues -	\$1,855,885.00
- Tax Assessment (excluding overlay) -	
Non-Correctional -	\$4,285,668.00
Correctional -	\$2,448,703.00
Total Tax Assessment	<u>\$6,734,371.00</u>
- Total Revenues -	<u>\$8,590,256.00</u>

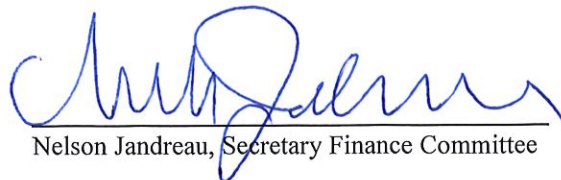
The Unorganized Territory Budget was presented as follows:

- Total Expenditures -	\$1,846,526.00
- Departmental Revenues -	\$ 388,300.00
- Tax Assessment -	<u>\$1,458,226.00</u>

Total Revenues - \$1,846,526.00  
The Jail Budget was presented as follows:

- Total Expenditures - \$3,285,444.00  
- Departmental Revenues - \$ 919,522.00  
- Tax Assessment - \$2,365,922.00  
- Total Revenues - \$3,285,444.00

- ART. 5. Public testimony and comments were received from the audience.
- ART. 6. After addressing testimony and comments, Finance Committee Chair, Reynold Raymond, thanked everyone for their attendance and adjourned the Public Hearing at 4:57 P.M.
- ART. 7. A joint meeting of the Finance Committee and County Commissioners was convened by Paul J. Adams, Chair, County Commissioners, and Reynold Raymond, Chair, Finance Committee.
- ART. 8. Motion by Durward Humphrey and seconded by Donald Savage to approve the minutes of the October 31, 2017 Finance Committee Meeting. So voted.
- ART. 9. Motion by Nelson Jandreau and seconded by Donald Savage to approve to increase the tax levy limit as established by State law (LD1) for the 2018 County Budget. So voted.
- Motion by Norman L. Fournier and seconded by Paul J. Adams to approve to increase the tax levy limit as established by State law (LD1) for the 2018 County Budget. So voted.
- ART. 10. Motion by Richard Fortier and seconded by Durward Humphrey to approve the 2018 County Budget with Total Expenditures of \$8,590,256.00, Departmental Revenues of \$1,855,885.00, and Tax Assessment (excluding overlay) of \$6,734,371.00. So voted.
- Motion by Norman L. Fournier and seconded by Paul J. Adams to approve the 2018 County Budget as approved by the Finance Committee. So voted.
- ART. 11. Motion by Richard Fortier and seconded by Nelson Jandreau to approve the 2018-2019 Unorganized Territory Budget with Total Expenditures of \$1,846,526.00, Departmental Revenues of \$388,300.00 and Tax Assessment of \$1,458,226.00. So voted.
- Motion by Commissioner Norman L. Fournier and seconded by Commissioner Paul J. Adams to approve the 2018-2019 Unorganized Territory Budget as approved by the Finance Committee. So voted.
- ART. 12. Motion by Donald Savage and seconded by Durward Humphrey to approve the FY 2019 Jail Budget with Total Expenditures of \$3,285,444.00, Revenues of \$919,522.00, and Tax Assessment of \$2,365,922.00. So voted.
- Motion by Commissioner Norman L. Fournier and seconded by Commissioner Paul J. Adams to approve the FY 2019 Jail Budget as approved by the Finance Committee. So voted.
- ART. 13. Motion by Richard Fortier and seconded by Donald Savage to adjourn at 5:08 P.M. So voted.  
Motion by Norman L. Fournier and seconded by Paul J. Adams to adjourn the joint meeting at 5:08 P.M. So voted.

  
Nelson Jandreau, Secretary Finance Committee

# County of Aroostook

## COMMISSIONERS' OFFICE

### COUNTY ADMINISTRATOR

RYAN D. PELLETIER



### COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

### AGENDA

AROOSTOOK COUNTY COMMISSIONERS' MEETING - WEDNESDAY – SEPTEMBER 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 AUGUST 16, 2017 COUNTY COMMISSIONERS' MEETING.
- ART. 5. OTHER ITEMS FOR APPROVAL AND SIGNATURES:
  - A) ATTENDANCE RECORD.
  - B) BILLS AND WARRANTS.
- ART. 6. CROSS LAKE BOAT LANDING. (PAUL BERNIER)
- ART. 7. CHRISTMAS CLUB. (RYAN PELLETIER AND CHRISTINA THERIAULT)
- ART. 8. <sup>Part</sup>~~FULL~~-TIME DEPUTY SHERIFF POSITION. (DARRELL CRANDALL)
- ART. 9. RENEWAL OF FOUR (4) DEPUTY SHERIFF COMMISSIONS. (DARRELL CRANDALL)
- ART. 10. COUNTY COMMISSIONERS' REPORT:
  - A) MCAA/RISK POOL UPDATE. (COMMISSIONER NORMAN L. FOURNIER)
    - 1) MCCA 2016 SAFE DRIVING AWARD.
  - B) LEGISLATIVE UPDATE.
  - C) OTHER ITEMS OF INTEREST.
- ART. 11. COUNTY ADMINISTRATOR'S REPORT:
  - A) MAINE MUNICIPAL EMPLOYEE HEALTH TRUST HEALTH CLAIMS EXPERIENCE REPORT.

- B) PSAP DISCUSSION, REVIEW OF CURRENT MOU.
- C) RFP FOR REGISTRY OF DEEDS SOFTWARE.
- D) MAINE MUNICIPAL ASSOCIATION RISK MANAGEMENT SERVICES MEMBERSHIP AWARD.
- E) OTHER ITEMS OF INTEREST.

ART. 12. OTHER BUSINESS.

ART. 13. EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES PURSUANT TO TITLE 1 M.R.S.A. §405 (6A) REGARDING THE OFFICE OF THE AROOSTOOK COUNTY COMMISSIONERS AND TO DISCUSS THE ELECTED OFFICIALS' SALARY STRUCTURE.

ART. 14. ADJOURNMENT.

**NEXT MEETINGS:**

COUNTY COMMISSIONERS' BUDGET WORK SESSION – TUESDAY - OCTOBER 10, 2017 – 10:00 A.M. – ADMINISTRATIVE HEARING ROOM – CARIBOU COURTHOUSE – CARIBOU

COUNTY COMMISSIONERS' BUDGET WORK SESSION - THURSDAY – OCTOBER 12, 2017 – 9:00 A.M. – SINCLAIR FIRE STATION – SINCLAIR

COUNTY COMMISSIONERS' MEETING – THURSDAY – OCTOBER 12, 2017 – 1:00 P.M. – SINCLAIR FIRE STATION - SINCLAIR

FINANCE COMMITTEE BUDGET WORK SESSION – TUESDAY - OCTOBER 31, 2017 – 10:00 A.M. – ADMINISTRATIVE HEARING ROOM – CARIBOU COURTHOUSE – CARIBOU

BUDGET PUBLIC HEARING – TUESDAY - NOVEMBER 14, 2017 – 4:30 – DISTRICT COURT ROOM – CARIBOU COURTHOUSE - CARIBOU

MINUTES

**AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY, SEPTEMBER 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  
Darren Woods, EMA Director  
Christina Theriault, Human Resources Manager  
Anne-Marie Marquis, Financial Analyst  
Darrell Crandall, Sheriff  
Shawn Gillen, Chief Deputy  
Dixie Shaw, Catholic Charities of Maine  
Sherrill Campbell, Administrative Assistant

ART. 1. Chair Paul J. Adams called the meeting to order at 1:10 p.m.

ART. 2. Public Comment Period.

Dixie Shaw of Catholic Charities of Maine, was present to inform the County Commissioners of a program between her organization and the County Jail. She explained that inmates are providing much needed and appreciated labor to her organization over the past 14-16 months. This has been the most successful labor program Ms. Shaw has been involved in. In turn, Ms. Shaw has provided the jail with clothing and food when she can. The County Commissioners thanked Ms. Shaw for her partnership with the Sheriff and for her informational presentation.

ART. 3. Approval of Agenda.

County Administrator Ryan D. Pelletier asked that the following amendments be made:

- 1) Strike Article 8 from the agenda.
- 2) Move 2017 Safe Driving Award from Article 10 A)1 to Article 12.

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 August 16, 2017 County Commissioners' meeting.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the minutes of the August 16, 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. Cross Lake Boat Landing.

Paul Bernier, Public Works Director, informed the County Commissioners that the current company maintaining the Cross Lake Boat Landing no longer wishes to continue in this capacity. Paul has been exploring the possibility of the County of Aroostook providing this service. Paul has contacted Malcolm Ulmer from the Maine County Commissioners' Association Risk Pool to find out what would be needed for Aroostook County to be insured in anticipation of providing these services. Mr. Ulmer stated that a lease from the landowner would be required for insurance purposes. Paul has been in contact with the landowner (Irving) to inquire about obtaining a deed to the land that the boat landing is on. Irving will not deed the land for the boat landing to the County of Aroostook. Mr. Bernier will keep the County Commissioners informed as things unfold.

ART. 7. Christmas Club.

County Administrator Ryan Pelletier is recommending that the Christmas club program offered by the County of Aroostook to its' employees be eliminated and presented a modification in the Personnel Policy to reflect such change. The program was established before electronic fund processing and is a tedious manual process. He stated that there will still be an option for employees to sign up for electronic deposits into an account at the bank of their choice.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to eliminate the Christmas club policy.

**VOTE:**

Motion voted on and passed.

ART. 9. Renewal of four (4) Deputy Sheriff Commissions.

Sheriff Darrell Crandall presented Aaron Neureuther of Houlton, Michael Gahagan of Caribou, Percy Thibeault of Frenchville, and Stewart Kennedy of Oakfield for renewal of Deputy Sheriff Commissions.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Sheriff Darrell Crandall's recommendation of Deputy Sheriff Commission renewals for Aaron Neureuther of Houlton, Michael Gahagan of Caribou, Percy Thibeault of Frenchville, and Stewart Kennedy of Oakfield.

**VOTE:**

Motion voted on and passed.

ART. 10. County Commissioners' Report:

A) MCCA/Risk Pool.

Risk Pool Meeting. Commissioner Norman L. Fournier reported that at the September 8, 2017 meeting: an appeal for updated assets was sent to all counties for insurance purposes; a request was received from Cumberland County to make Cyber Security Insurance a part of the plan for all counties; 8 new claims were reported; 6 claims were closed; Aroostook County received a \$1,500.00 Safe Driving award based on the number of reported claims and the number of miles driven.

MCCA. Commissioner Norman L. Fournier reported that the MCCA is in the process of planning a one-day retreat for new County Commissioners that would take place every two years. Commissioner Fournier stated that he has attended this very informational retreat. The next session may include training on tax abatements.

B) Legislative Update.

Commissioner Norman L. Fournier reported that the legislature is back in session. Governor LePage has stated that he will not be accepting the funds for Workforce Innovation and Opportunity. There are organizations in the County of Aroostook that will be affected by this decision. Governor LePage allegedly sent a letter to the US Department of Labor stating that Maine would not participate in the program. Charlie Pray has spoken with Senators Collins and King asking them to advocate for Maine with the US Department of Labor but they are hesitant as they have not seen Governor LePage's letter as of yet. A Freedom of Information Act was filed but there has been no response. There is a meeting scheduled with MCCA Board Chairman Tom Davis and Governor LePage, however, this meeting may be postponed until the content of the letter written to the US Department of Labor has been disclosed.

C) Other Items of Interest.

None.

ART. 11. County Administrator's Report.

A) Maine Municipal Employee Health Trust Health Claims Experience Report.

County Administrator Ryan D. Pelletier reported that our current MMEHT Health Claims Experience rate is at 100%. Mr. Pelletier has sent out an inquiry to municipalities to inquire as to what their current MMEHT rate is for comparison purposes and is waiting for responses to come in. County Administrator Pelletier will continue to monitor the MMEHT Health Claims Experience reports.

B) PSAP Discussion, Review of Current MOU.

County Administrator Ryan D. Pelletier stated that he brought this topic to the table to discuss whether the County Commissioners would like to consider any changes to the current agreement. Commissioner Norman L. Fournier stated that there was a 5 year expiration date on the current agreement and recommended that this end date be respected. County Administrator Pelletier stated that he would strive for a conversation regarding this issue to take place in mid-2018. He is of the opinion that the County would see great cost savings if this contract were to go to RFP.

C) RFP for Registry of Deeds Software.

County Administrator Ryan D. Pelletier asked the Commissioners for approval to put together a Request for Proposal for the Registry of Deeds software program.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to put out an RFP for the Registry of Deeds Software.

**VOTE:**

Motion voted on and passed.

D) Maine Municipal Association Risk Management Services Membership Award.

County Administrator Ryan D. Pelletier presented a certificate given to him for the County of Aroostook's 24 year membership in Maine Municipal Risk Management Services.

E) Other Items of Interest.

Public Works Director Paul Bernier reported that the last Public Hearing for the de-organization of Cary Plantation was held on September 14<sup>th</sup>. Both he and Commissioner Adams attended the hearing and felt that the Cary Board was prepared to go before the legislature which will happen in early 2018.

Public Works Director Paul Bernier reported that he has been in contact with the Bureau of Elections regarding the name change for T17R4 (Sinclair). The proposal will be voted on in the November election.

A picture was taken to commemorate a Safe Driving Award the County of Aroostook.

Art. 13. Executive Session.

**MOTION:**

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

“I move we go into executive session pursuant to Title 1, M.R.S.A., §405, paragraph 6(A) to discuss personnel issues related to the office of the Aroostook County Commissioners and to the elected officials’ salary structure”.

**VOTE:**

Motion voted on and passed.

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

**MOTION:**

“I move that we authorize the County Administrator to form an Ad-Hoc Committee and appoint its members, to review the administrative organization and structure in the Aroostook County Commissioners office and to report back to the County Commissioners by December 31, 2017”.

**VOTE:**

Motion voted on and passed.

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

**MOTION:**

“I move that the County Commissioners approve the proposed Salary Structure for elected officials.

**VOTE:**

Motion voted on and passed.

ART. 14. Adjournment.

**MOTION:**

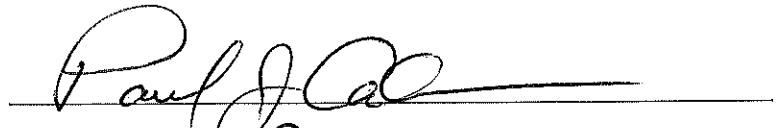
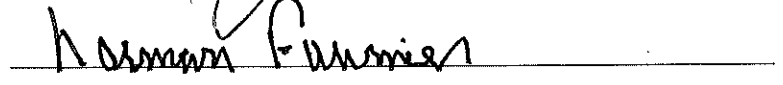
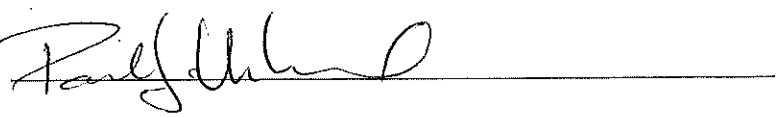
Motion by Paul J. Underwood and seconded by Norman L. Fournier to adjourn the meeting.

Meeting adjourned at 3:12 p.m.

ATTEST: A True Copy  
of Commissioners' Meeting



Ryan D. Pelletier  
County Administrator

AROOSTOOK COUNTY COMMISSIONERS  
DATE: September 20, 2017

# County of Aroostook

COMMISSIONERS' OFFICE

## COUNTY ADMINISTRATOR

RYAN D. PELLETIER



## COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

## AGENDA

AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY, OCTOBER 12, 2017 (CHANGE IN MEETING DATE) – 1:00 P.M. SINCLAIR FIRE STATION - SINCLAIR

1:00 P.M. - ELECTION OF TWO (2) TRUSTEES FOR THE SINCLAIR SANITARY DISTRICT BOARD OF TRUSTEES. (COUNTY COMMISSIONERS' MEETING TO FOLLOW)

ART. 1. CALL TO ORDER.

ART. 2. PUBLIC COMMENT PERIOD.

ART. 3. APPROVAL OF AGENDA.

ART. 4. MINUTES.

A) APPROVAL OF MINUTES OF THE SEPTEMBER 20, 2017 COUNTY COMMISSIONERS' MEETING.

ART. 5. OTHER ITEMS FOR APPROVAL AND SIGNATURES.

A) ATTENDANCE RECORD.

B) BILLS AND WARRANTS.

C) LONG LAKE SPORTING CLUB LIQUOR LICENSE.

D) THREE BROOKS BRIDGE AGREEMENT.

ART. 6. APPROVAL OF PUBLIC SECTOR SEAT ON THE ACAP BOARD OF DIRECTORS. (JASON PARENT)

ART. 7. APPROVAL OF EMA ASSISTANT PLANNER. (DARREN WOODS)

ART. 8. APPROVAL OF DEPUTY REGISTER OF PROBATE. (DARLEEN GUY)

ART. 9. APPROVAL OF TWO FULL-TIME DEPUTY SHERIFFS.

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) Website: <https://www.aroostook.me.us>

ART. 10. APPROVAL OF TWO PART-TIME DISPATCHERS.

ART. 11. APPROVAL OF PART-TIME CORRECTIONS OFFICER/COOK.

ART. 12. COUNTY COMMISSIONERS' REPORT.

- A) MCCA/RISK POOL UPDATE.
- B) OTHER ITEMS OF INTEREST.

ART. 13. COUNTY ADMINISTRATOR'S REPORT.

- A) PROPOSED 2018 COUNTY COMMISSIONERS' MEETING SCHEDULE.
- B) OTHER ITEMS OF INTEREST.

ART. 14. OTHER BUSINESS.

ART. 15. EXECUTIVE SESSION TO UPDATE NEGOTIATIONS WITH THE TEAMSTERS PURSUANT TO TITLE 1, M.R.S.A., §405, SUB-SECTION 6, PARAGRAPH (D).

ART. 16. ADJOURNMENT.

MINUTES

**AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY, OCTOBER 12, 2017  
– 1:00 P.M. – SINCLAIR SANITARY DISTRICT – SINCLAIR FIRE STATION – SINCLAIR**

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  
Darren Woods, EMA Director  
Jesse Belanger, EMA Deputy Director  
Christina Theriault, Human Resources Manager  
Anne-Marie Marquis, Financial Analyst  
Darrell Crandall, Sheriff  
Shawn Gillen, Chief Deputy  
Sherrill Campbell, Administrative Assistant

Before the County Commissioners' Meeting, an election was held to choose Trustees for the Sinclair Sanitary District.

ART. 1. Chair Paul J. Adams called the meeting to order at 1:30 p.m.

ART. 2. Public Comment Period.

None

ART. 3. Agenda.

Chair 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 September 20, 2017 County Commissioners' meeting.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the minutes of the September 20, 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) Long Lake Sporting Club Liquor License.
- D) Three Brooks Bridge Agreement.

ART. 6. Approval of the Public Sector seats on the ACAP Board of Directors.

Jason Parent, Executive Director/CEO of Aroostook County Action Program, presented six (6) public sector nominees for the ACAP Board of Directors. Mr. Parent requested that two members of the Aroostook County Legislative Delegation be seated with special consideration for the remaining seventh seat.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the Public Sector seats for the ACAP Board of Directors as presented by Jason Parent.

**VOTE:**

Motion voted on and passed.

ART. 7. Approval of EMA Assistant Planner.

Chief Darren Woods, EMA Director, presented Shawn Merrill of Fort Kent for the position of Emergency Management Agency Assistant Planner.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Chief Woods' recommendation of Shawn Merrill for the position of EMA Assistant Planner.

**VOTE:**

Motion voted on and passed.

ART. 8. Approval of Deputy Register of Probate.

In the absence of Darleen Guy, Register of Probate, Christina Theriault, Human Resources Director, presented Jenna Swallow of Hodgdon for the position of Deputy Register of Probate.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the recommendation of the Register of Probate that Jenna Swallow of Hodgdon be hired for the position of Deputy Register of Probate.

**VOTE:**

Motion voted on and passed.

ART. 9. Renewal of two (2) Full-time Deputy Sheriffs.

Sheriff Darrell Crandall presented Jesse Belanger of Caribou and Jonathan Desmarais of Irwin Tennessee for full-time Deputy Sherriff positions.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Sheriff Darrell Crandall's recommendation of Jesse Belanger of Caribou and Jonathan Desmarais of Irwin Tennessee for Full-time Deputy Sherriff positions.

**VOTE:**

Motion voted on and passed.

ART. 10 Approval of two part-time Dispatchers.

Sheriff Darrell Crandall presented Shannon Hubacher of Presque Isle and Kaitlin Hannigan of Houlton for the positions of Part-time Dispatcher.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Sheriff Crandall's recommendation of Shannon Hubacher of Presque Isle and Kaitlin Hannigan of Houlton for the positions of Part-time Dispatcher.

**VOTE:**

Motion voted on and passed.

ART. 11. Approval of Part-time Corrections Officer/Cook.

Sheriff Darrell Crandall presented Joshua Capozzi of Houlton for the position of Part-time Corrections Officer/cook.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Sheriff Crandall's recommendation of Joshua Capozzi of Houlton for the position of Part-time Corrections Officer/cook.

**VOTE:**

Motion voted on and passed.

ART. 12. County Commissioners' Report:

A) MCCA/Risk Pool.

Risk Pool Meeting. Commissioner Norman L. Fournier reported that at the October 11, 2017 meeting: a review of the fund balance showed adequate reserves to cover any of the open claims; 17 claims were opened and 9 claims were closed; Franklin County has put out an RFP and may be leaving the pool; individual County cyber liability insurance policy options have been researched and will be available with the full coverage County insurance policy options as well.

MCCA Meeting. Commissioner Norman L. Fournier reported that at the annual MCCA Board of Directors' meeting it was announced that County day at the Legislature will be on April 12<sup>th</sup>; the Executive Director of the MCCA will be in contact with the Executive Director of the Maine Sheriffs' Association to see if the two groups can combine their annual breakfast; there may be a change in the 90% fee rate that Registry of Deeds pays to the state in the future; NACC will provide assistance with the concern of the Governor refusing to accept WIA funds; Executive Director Charlie Pray plans to meet with representatives monthly; it was determined County Commissioners would be responsible for any marijuana regulations for their Unorganized Territories; there will be a forum with the legislators, Sheriffs and County Commissioners participating to ensure everyone is on the same page with regard to the jail fund; the annual MCCA convention was well attended; next year's annual convention will be in South Portland.

B) Other Items of Interest.

None.

ART. 13. County Administrator's Report.

A) Proposed 2018 County Commissioners' meeting schedule.

County Administrator Ryan D. Pelletier presented the proposed 2018 County Commissioners' meeting schedule. The schedule was reviewed and finalized.

B) Other items of interest.

County Administrator Ryan D. Pelletier stated that Community Development Block Grant funds earmarked for the removal or upgrade of underground fuel tanks are available for communities to apply for. Mr. Pelletier reported Aroostook County has been selected to be the grant administrator for the State with the approval of the County Commissioners.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve that state wide CDBG funds earmarked for removal or upgrade of underground fuel tanks be administered by Aroostook County.

**VOTE:**

Motion voted on and passed.

Art. 14. Other Business.

None.

Art. 15. Executive session.

**MOTION:**

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

"I move we go into executive session to update negotiations with the Teamsters pursuant to Title 1, M.R.S.A., §405, sub-section 6, paragraph (D)."

**VOTE:**

Motion voted on and passed.

Upon returning to open session no action was taken.

ART. 16. Adjournment.

**MOTION:**



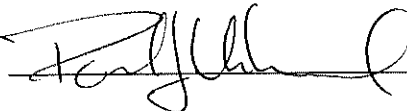
Motion by Paul J. Underwood and seconded by Norman L. Fournier to adjourn the meeting.

Meeting adjourned at 2:35 p.m.

ATTEST: A True Copy  
of Commissioners' Meeting



Ryan D. Pelletier  
County Administrator

AROOSTOOK COUNTY COMMISSIONERS  
DATE: October 12, 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, NOVEMBER 21, 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 OCTOBER 12, 2017 COUNTY COMMISSIONERS' MEETING.
- ART. 5. OTHER ITEMS FOR APPROVAL AND SIGNATURES:
  - A) ATTENDANCE RECORD.
  - B) BILLS AND WARRANTS.
  - C) EMPLOYEE RECOGNITION AWARDS.
- ART. 6. APPROVAL OF SHERIFF COMMISSION RENEWAL. (SHERIFF CRANDALL)
- ART. 7. APPROVAL OF PART-TIME CORRECTIONS OFFICER. (SHERIFF CRANDALL)
- ART. 8. APPROVAL OF DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT AGENCY. (DARREN WOODS)
- ART. 9. COUNTY COMMISSIONERS' REPORT:
  - A) MCCA/RISK POOL MEETING.
  - B) LEGISLATIVE UPDATE.
  - C) OTHER ITEMS OF INTEREST.
- ART. 10. COUNTY ADMINISTRATOR'S REPORT:
  - A) CONSIDERATION OF FINANCE COMMITTEE MEMBER.
  - B) NOMINATION OF 2018 MCCA BOARD OF DIRECTOR.
  - C) OTHER ITEMS OF INTEREST.

ART. 11. OTHER BUSINESS.

ART. 12. ADJOURNMENT.

**NEXT MEETING**

COUNTY COMMISSIONERS' MEETING – DECEMBER 20, 2017, 1:00 P.M – FORT KENT – REGISTRY OF  
DEEDS BUILDING – CONFERENCE ROOM (FIRST FLOOR) – FORT KENT

MINUTES

**AROOSTOOK COUNTY COMMISSIONERS' MEETING – TUESDAY, NOVEMBER 21, 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  
Ryan D. Pelletier, County Administrator  
Christina Theriault, Human Resources Manager  
Anne-Marie Marquis, Financial Analyst  
Shawn Gillen, Chief Deputy  
Joe McKenna, Law Enforcement Captain  
Joseph Cyr, Houlton Pioneer Times  
Susan Bell, Houlton Town Council  
Sherrill Campbell, Administrative Assistant

ART. 1. Chair Paul J. Adams called the meeting to order at 1:10 p.m.

ART. 2. Public Comment Period.

None.

ART. 3. Approval of Agenda.

County Administrator Ryan D. Pelletier asked that the following two items be added:

Art. 9. C) Sheriff Position.

Art. 10. C) Nomination of Risk Pool Director.

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 October 12, 2017 County Commissioners' Meeting.

MOTION:

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

minutes of the October 12, 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. (Two County Commissioners signed, one abstained.)
- C) Employee Recognition Awards.

ART. 6. Approval of Sheriff Commission Renewal.

In the absence of Sheriff Darrell Crandall, Chief Deputy Shawn Gillen recommended Renewal of Deputy Sheriff Commission for Reid Clark.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Adams to approve the recommendation for the Renewal of Deputy Sheriff Commission for Reid Clark.

**VOTE:**

Motion voted on and passed.

ART. 7. Approval of part-time Corrections Officer.

Chief Deputy Shawn Gillen recommended the approval of Jim Bell for the position of part-time Corrections Officer.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve Chief Deputy Gillen's recommendation of Jim Foster for the position of part-time Corrections Officer.

**VOTE:**

Motion voted on and passed.

ART. 8. Approval of Deputy Director of Emergency Management.

In the absence of EMA Director Darren Woods, Christina Theriault, Human Resource Manager, asked for approval of John Gibson of Caribou for the position of Deputy Director of Emergency Management.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to accept the recommendation of John Gibson for the position of Deputy Director of Emergency Management.

**VOTE:**

Motion voted on and passed.

ART. 9. County Commissioners' Report:

A) MCCA/Risk Pool Meeting.

Risk Pool. Commissioner Norman L. Fournier reported that at the November 1<sup>st</sup> meeting: 6 claims were opened in October and 12 claims closed increasing reserves by \$68,000; all counties have submitted information for insurance renewals; a decision regarding rate costs will be coming in December; insurance costs could increase, as Franklin County has made the decision to leave the risk pool and go with private insurance.

MCCA. Commissioner Norman L. Fournier reported: MCCA is searching for a county to host the 2019 MCCA Convention (Somerset has expressed interest); Governor LePage has recommended that WIOA funding be released as long as 60% be used as training which agencies have stated is too high of a percentage; lay-offs have already taken place in agencies in Aroostook County as a result of WIOA funding not being accepted by Governor LePage; the MCCA is in the process of forming a budget committee to begin meeting for the 2018 budget; Dave Lavway was appointed to a position with USDA; discussion occurred regarding marijuana ordinances in the Unorganized Territories.

B) Legislative Update.

Commissioner Norman L. Fournier reported that a meeting was held with County Sheriffs and County Administrators to try to get some feedback on where both sides stand on upcoming legislature. An exercise was conducted at this meeting to determine what the legislative priorities would be for the Sheriffs and the County Administrators. The three priorities identified were funding, the tax cap, and court delays. A meeting will take place in January between the Sheriffs, County Administrators and Legislators. County Administrator Ryan Pelletier added that a suggestion was made to invite municipal officials to the jails to see daily operations, have lunch, etc., and hopefully become more aware of everyday functions.

C) Other Items of Interest.

1) Sheriff Position for Unorganized Territories.

Commissioner Paul J. Underwood asked County Administrator Ryan D. Pelletier for more information regarding how this position was created. Commissioner Underwood recommended that the Chair of the Board of County Commissioners be in Augusta attend the public hearing in the spring of 2018 when the Unorganized Territory budget is presented.

ART. 10. County Administrator's Report.

A) Consideration of Finance Member.

County Administrator Ryan D. Pelletier recommended Scott Moir of Woodland for the open position of Finance Committee Member for District 3. Commissioner Norman L. Fournier and Reynold Raymond, Chair of the Finance Committee have approved this recommendation.

**MOTION:**

Motion made by Paul J. Underwood and seconded by Norman L. Fournier to approve the appointment of Scott Moir, of Woodland to represent District 3 on the Finance Committee.

**VOTE:**

Motion voted on and passed.

B) Nomination of 2018 MCCA Board of Director and Risk Pool Director.

**MOTION:**

Motion made by Paul Adams and seconded by Paul Underwood to nominate Commissioner Norman L. Fournier to serve as Director on the MCCA Board and Risk Pool Board. Discussion - Commissioner Paul J. Underwood volunteered to serve as Proxy for both of these Boards.

**VOTE:**

Motion voted on and passed.

C) Other Items of Interest.

None.

ART. 11. Other Business.

None.

ART. 12. Adjournment.

**MOTION:**

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

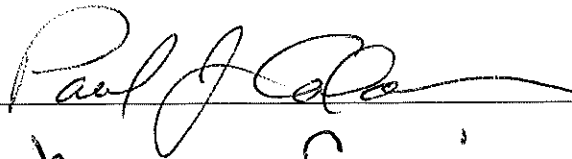
Meeting adjourned at 1:44 p.m.

ATTEST: A True Copy  
of Commissioners' Meeting




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Ryan D. Pelletier  
County Administrator



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AROOSTOOK COUNTY COMMISSIONERS  
DATE: November 21, 2017

## AGENDA

AROOSTOOK COUNTY COMMISSIONERS' MEETING - WEDNESDAY – DECEMBER 20, 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 NOVEMBER 21, 2017 COUNTY COMMISSIONERS' MEETING.
- ART. 5. OTHER ITEMS FOR APPROVAL AND SIGNATURES:
  - A) ATTENDANCE RECORD.
  - B) BILLS AND WARRANTS.
  - C) TOWN OF PATTEN AMBULANCE SERVICE AGREEMENT.
- ART. 6. PRESENTATION OF CARING FOR THE CROWN REPORT. (BOB DORSEY)
- ART. 7. APPROVAL OF PAID CALL VOLUNTEER FIREFIGHTERS. (DARREN WOODS)
- ART. 8. APPOINTMENT OF FULL-TIME CORRECTIONS OFFICER. (DARRELL CRANDALL)
- ART. 9. APPOINTMENT OF PART-TIME DEPUTY SHERIFF (CIVIL PROCESS). (DARRELL CRANDALL)
- ART. 10. JAIL REVIEW REPORT. (DARRELL CRANDALL)
- ART. 11. ACTING REGISTER OF PROBATE.
- ART. 12. COUNTY COMMISSIONERS' REPORT:
  - A) MCCA/RISK POOL UPDATE.
  - B) LEGISLATIVE UPDATE.
  - C) OTHER ITEMS OF INTEREST.

ART. 13. COUNTY ADMINISTRATOR'S REPORT:

A) BID AWARD:

1) THREE (3) 2018 FORD INTERCEPTOR ALL WHEEL DRIVE SUVs.

B) OTHER ITEMS OF INTEREST.

ART. 14. OTHER BUSINESS.

ART. 15. EXECUTIVE SESSION PURSUANT TO TITLE 1 §405 (6) (A) AND TITLE 1 §405 (6) (D) TO DISCUSS:

1) UPDATE BY ADHOC ADMINISTRATIVE COMMITTEE.

2) UPDATE ON LAW ENFORCEMENT NEGOTIATIONS WITH NEW ENGLAND POLICE BENEVOLENT ASSOCIATION LOCAL 601.

3) COUNTY ADMINISTRATOR'S SIX MONTH EVALUATION.

ART. 16. ADJOURNMENT.

**NEXT MEETING:**

COUNTY COMMISSIONERS' ORGANIZATIONAL MEETING - TUESDAY – JANUARY 2, 2018 – 1:00 P.M. – SHERIFF'S OFFICE BUILDING – CONFERENCE ROOM (SECOND FLOOR) - HOULTON

MINUTES

**AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY, DECEMBER 20, 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  
Ryan D. Pelletier, County Administrator  
Paul Bernier, Public Works Director  
Bryan Jandreau, Facilities Manager  
Darrell Crandall, Sheriff  
Shawn Gillen, Chief Deputy  
Bob Dorsey, President, CEO, Aroostook Partnership  
Sherrill Campbell, Administrative Assistant

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

ART. 2. Public Comment Period.

Commissioner Paul J. Underwood commended the race coordinators for the New England Nordic Ski Association Eastern Cup Nordic Ski races, held over December 16<sup>th</sup> and 17<sup>th</sup> in the town of Fort Kent stating that volunteers and race coordinators did an excellent job.

ART. 3. Approval of Agenda.

County Administrator Ryan D. Pelletier asked that the following additions be made to article 5:

- D) Bargaining Agreement, Teamsters Local Union 340.
- E) St. Peter's Store Liquor License Renewal.
- F) M&D Bear Den Catering Permit Application.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood 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 November 21, 2017 County Commissioners meeting.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the minutes of the November 21, 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) Town of Patten Ambulance Service Agreement.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the Town of Patten Ambulance Service Agreement.

**VOTE:**

Motion voted on and passed.

- D) Teamsters Local Union 340 Bargaining Agreement.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the Teamsters Local Union 340 Bargaining Agreement.

**VOTE:**

Motion voted on and passed.

- E) St. Peter's Store liquor license renewal.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve a liquor license renewal for St. Peter's Store.

**VOTE:**

Motion voted on and passed.

- F) M&D Bear Den Catering Permit Application.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve a catering permit application for M&D Bear Den.

**VOTE:**

Motion voted on and passed.

ART. 6. Presentation of Caring for the Crown report by Bob Dorsey.

Bob Dorsey, President and CEO of Aroostook Partnership gave a PowerPoint presentation to those in attendance entitled, "Caring for the Crown: Taking stock of the Future and a Renewed Call for Action".

The County Commissioners thanked Mr. Dorsey for his informative presentation.

ART. 7 Approval of Paid Call Volunteer Firefighters.

In the absence of Fire Chief Darren Woods, County Administrator Ryan D. Pelletier presented Jamie Pelletier of Fort Kent, for approval as a paid-call junior firefighter, and Daniel Dudar of New Canada, for approval as a paid-call volunteer firefighter.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the Fire Chief's recommendations.

**VOTE:**

Motion voted on and passed.

ART. 8. Approval of full-time Corrections Officer.

Sheriff Darrell Crandall recommended approval of Nicholas Hannigan of Houlton to fill the position of full-time Corrections Officer.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Nicholas Hannigan of Houlton to fill the position of full-time Corrections Officer as presented by Sheriff Crandall.

**VOTE:**

Motion voted on and passed.

ART. 9. Appointment of part-time Deputy Sheriff (Civil Process).

Sheriff Darrell Crandall presented Richard York of Island Falls for approval for the position of part-time Deputy Sheriff.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve Sheriff Darrell Crandall's recommendation of Richard York of Island Falls for the position of part-time Deputy Sheriff.

**VOTE:**

Motion voted on and passed.

ART. 10. Jail Review Report.

Sheriff Darrell Crandall reported that a comprehensive simulated inspection of the Aroostook County Jail was conducted on November 30, 2017 and December 1, 2017 at the request of the Aroostook County Sheriff's Office. The inspection resulted in positive feedback in the areas of implementing practical programs that can be useful to offenders such as money management, life skills and servesafe certification. Also reported was that turnover is minimal in the Jail and as a result the staff interviewed during the inspection demonstrated great experience and awareness in regard to respective assignments to include area searches, key control, and relative post orders to name a few. There were several recommendations made in the report and Sheriff Crandall stated that he will have his staff attend to them.

County Commissioner Paul J. Adams thanked Sheriff Crandall and congratulated him and his staff on a successful inspection.

ART. 11. Acting Deputy Register of Probate.

The County Commissioners approved and signed the original appointment of Donna M. Rockwell as acting Deputy of Probate.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve Donna M. Rockwell as acting Deputy of Probate.

**VOTE:**

Motion voted on and passed.

ART. 12. County Commissioners' Report:

A) MCCA/Risk Pool.

MCCA. Commissioner Norman L. Fournier reported that an information seeking meeting was held between the County Commissioners and the Sheriffs on December 11<sup>th</sup> to determine priorities for the upcoming legislative year and the priorities that were identified were funding, tax caps, court delays, and the lack of funding; it was recommended that funding be distributed via a formula rather than distributed on need; there is an increased concern regarding funding for the upcoming year; MCCA county dues increased dues by 2%; there was a suggestion to conduct a training session for County Commissioners at the January 10<sup>th</sup> Annual Meeting to be held at the Senator Inn; a discussion was held on the County Commissioners' role in marijuana regulations in the

Unorganized Territories; law may be amended so that County Commissioners have the same power as selectmen regarding authorization to adopt marijuana regulation ordinances in the Unorganized Territories.

Risk Pool. There were 12 claims opened and 12 claims closed resulting in an increase in the reserves by \$54,000.00; cyber insurance will be a separate policy; Aroostook County will receive a 4.6% increase in the cost of insurance premiums which is approximately \$4,000.00.

B) Legislative Update.

Commissioner Norman L. Fournier reported that as soon as the Commissioners recommendations are presented to legislature action may be taken on the Jail.

ART. 13. County Administrator's Report.

A) Bid award for three (3) 2018 Ford Interceptor All Wheel Drive SUVs.

County Administrator Ryan D. Pelletier stated that two bids were received for three (3) 2018 Ford Interceptor All Wheel Drive SUVs. Recommendation was made that the bid be awarded to the lowest bidder, Pelletier Ford of Fort Kent.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Adams to award Pelletier Ford of Fort Kent the bid for three (3) 2018 Ford Interceptor All Wheel Drive SUVs.

**VOTE:**

Motion voted on and passed.

B) Other items of interest.

None.

ART. 14. Other Business.

Commissioner Paul J. Underwood stated he had done some research on the Letter of Map Amendment. Commissioner Underwood stated that any letters sent from the Aroostook County Commissioners should clarify that applicants should work with FEMA and LUPC as the Aroostook County Commissioners have no jurisdiction. Public Works Director Paul Bernier will have a follow up conversation with Commissioner Underwood at a later date.

ART. 15. Executive Session.

**MOTION:**

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

"I move we go into executive session pursuant to Title 1, M.R.S., §405, (6) (A) and Title 1, M.R.S., §405,

(6) (D) to discuss:

- 1) Update by Adhoc Administrative Committee.
- 2) Update on Law Enforcement Negotiations with New England Police Benevolent Association Local 601.
- 3) County Administrator's six month evaluation.
- 4) Deeds/Probate.

**VOTE:**

Motion voted on and passed.

Upon returning to open session there was no action taken.

ART. 16. Adjournment.

**MOTION:**

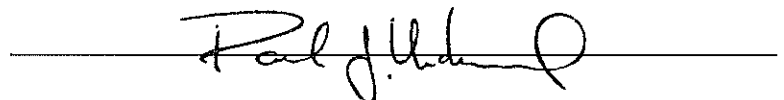
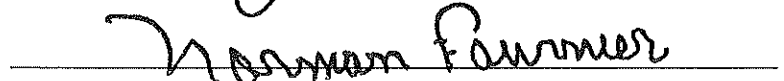
Motion by Norman L. Fournier and seconded by Paul J. Underwood to adjourn the meeting.

Meeting adjourned at 3:45 p.m.

ATTEST: A True Copy  
of Commissioners' Meeting



Ryan D. Pelletier  
County Administrator



AROOSTOOK COUNTY COMMISSIONERS  
DATE: December 20, 2017