

MINUTES

**AROOSTOOK COUNTY COMMISSIONERS' MEETING – TUESDAY, JANUARY 5, 2021 –  
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  
Ryan D. Pelletier, County Administrator  
Shawn Gillen, Sheriff.  
Craig Holder, Deputy Sheriff  
Craig Clossey, Jail Administrator  
Darren Woods, EMA Director  
Sherrill Campbell, Executive Assistant  
Alex MacDougall, Houlton Pioneer Times

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

ART. 2. Public Comment Period.

There was no public comment.

ART. 3. Election of officers.

A) Chair, Board of County Commissioners.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to elect Paul J. Adams as Chair, Board of County Commissioners for 2021.

VOTE:

Motion voted on and passed.

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

MOTION:

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

VOTE:

Motion voted on and passed.

ART. 4. Approval of agenda.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the agenda with the following additions:

- ART. 6 C) Ambulance agreement for Benedicta, Silver Ridge, T1R4, T5 R3 and T1R1; and,
- ART. 12 A) Vacancy in the MDEA, and 12 B) Appointment of Finance Committee members.

**VOTE:**

Motion voted on and passed.

ART. 5. Minutes.

Chair Paul J. Adams entertained a motion to approve the minutes of the December 16, 2020 County Commissioners' Meeting.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the minutes of the December 16, 2020 County Commissioners' meeting.

**VOTE:**

Motion voted on and passed.

ART. 6. The following items were signed and approved:

- A) Attendance record.
- B) Bills and warrants.
- C) Ambulance agreement for Benedicta, Silver Ridge, T1R4, T3R4, and T1R5.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the ambulance agreement for Benedicta, Silver Ridge, T1R4, T3R4, and T1R5.

**VOTE:**

Motion voted on and passed.

ART. 7. Business VISA Commitment.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to allow the County of Aroostook to establish a corporate credit card from Katahdin Trust Company in the master

limit amount of \$100,000.00 to be used for working capital and to allow County Administrator Ryan D. Pelletier to sign any required documents on behalf of the County.

**VOTE:**

Motion voted on and passed.

ART. 8. Approval of two paid volunteer Fire Fighters.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Alexander Laporte of Fort Kent and Richard Wark of Madawaska Lake as volunteer Fire Fighters.

**VOTE:**

Motion voted on and passed.

ART. 9. Supplemental Jail Fund balance sheet.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to take the recommendation of County Administrator Ryan D. Pelletier to receipt the payment received for cost overruns in the year ending June 30, 2020 to a General Fund Reserve labeled Excess Costs.

Jail

**VOTE:**

Motion voted on and passed.

ART. 10. Bid results for a surplus vehicle.

Sheriff Shawn Gillen recommended approval of the sale of a Ford F150 surplus vehicle to Todd Embleton of Embleton Auto in Presque Isle, in the amount of \$12,500.00.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the sale of a Ford F150 to Embleton Auto in the amount of \$12,500.00.

**VOTE:**

Motion voted on and passed.

ART. 11. County Commissioners' report.

A) MCCA/Risk Pool Meeting.

The MCCA/Risk Pool annual meeting will be held on January 13, 2021.

B) Legislative update.

County Commissioner Norman L. Fournier provided an update on legislature related to the Jails.

ART. 12. Other business.

- A) Sheriff Shawn Gillen reported that he will be bringing forth a candidate for the Commander vacancy in the MDEA at the February 17, 2021 County Commissioners' meeting.
- B) There are currently three Finance Committee vacancies. The vacancies are due to candidates' inability to submit required paperwork for the election due to Covid 19 restrictions. The vacant positions were advertised and there were 5 applicants. A consensus of the Finance Committee members resulted in Shawn D. Newell, District I, Ryan Bushey, District I, and Scott Moir, District III being recommended for appointment.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the recommendation of the Finance Committee to appoint Shawn D. Newell and Ryan Bushey of District I, and Scott Moir of District III to the Finance Committee.

**VOTE:**

Motion voted on and passed.

ART. 15. At 1:30 p.m. the following motion was made by Norman L. Fournier and seconded by Paul J. Underwood:

"I move that we enter into Executive session pursuant to Title 1, M.R.S.A. §405, sub-section 6, paragraph (A) for discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual."

**VOTE:**

Motion voted on and passed.

Upon return from executive session at 2:30 p.m. no action was taken.

**VOTE:**

Motion voted on and passed.

Art. 16. Adjournment.

**MOTION:**

Motion made by Paul J. Underwood and seconded by Norman L. Fournier to adjourn the meeting at 2:30 p.m.

**VOTE:**

Motion voted on and passed.

ATTEST: A True Copy  
of Commissioners' Meeting



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Ryan D. Pelletier  
County Administrator



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AROOSTOOK COUNTY COMMISSIONERS  
DATE: January 5, 2021