

MINUTES

**AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY, JULY 21, 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
Sheriff Shawn Gillen
Chief Deputy Craig Holder
Darren Woods, EMA Director
Dana Gendreau, Finance Director (ZOOM)
Sherrill Campbell, Executive Assistant
Alex MacDougal, Reporter
Hannah Catlin, Reporter (ZOOM)
John Deveau, Caribou Resident (ZOOM)
Chris Lapton (ZOOM)
Various members of the public

Before the meeting a public hearing was called to order at 1:06 p.m. to present a remote meeting policy. Sue Tortello, of Houlton, spoke in favor of the policy. There were no adverse comments. The public hearing was closed at 1:05 p.m.

- ART. 1. Chair Paul J. Adams called the meeting to order at 1:06 p.m.
- ART. 2. Public comment. There was no public comment.
- ART. 3. Approval of Agenda.

MOTION:

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

VOTE:

Motion voted on and passed.

- ART. 4. Approval of minutes.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the minutes of the June 16, 2021 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 Twin Peaks Lodge in Sinclair.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the renewal of a liquor license for Twin Peaks Lodge in Sinclair.

VOTE:

Motion voted on and passed.

ART: 6. Remote meeting policy.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the Remote Meeting Policy as written.

VOTE:

Motion voted on and passed.

ART. 7. Second Amendment Sanctuary Resolution.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to withdraw the Second Amendment Sanctuary Resolution as was requested by the citizen that proposed the resolution.

VOTE:

Motion voted on and passed by a vote of two in favor and one against.

ART. 8. Freedom of Access Policy.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to adopt the Freedom of Access policy as written.

VOTE:

Motion voted on and passed.

ART. 9. Contract Approvals.

- A) Fire protection agreement with Reed Plantation for Bancroft Township.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the proposed fire protection agreement with Reed Plantation for Bancroft Township.

VOTE:

Motion voted on and passed.

- B) Fire protection agreement with the Town of Monticello for TCR2.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the proposed fire protection agreement with the Town of Monticello for TCR2

VOTE:

Motion voted on and passed.

- C) Fire protection agreement with the Town of Sherman for Benedicta and Silver Ridge.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the fire protection agreement with the Town of Sherman for Benedicta and Silver Ridge.

VOTE:

Motion voted on and passed.

- D) Snow removal contract with the Town of Bridgewater for TDR2.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the snow removal contract with the Town of Bridgewater for TDR2

VOTE:

Motion voted on and passed.

ART. 10 Application for utility location permit for locations in Sinclair.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the application for utility location permit for locations in Sinclair.

VOTE:

Motion voted on and passed.

- ART. 11. EMA Director Darren Woods requested approval for two fire fighters for North Lakes Fire and Rescue.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve Riley Bossie of Caribou, and Jessica O’Leary of Caribou as fire fighters for North Lakes Fire and Rescue.

VOTE:

Motion voted on and passed.

- ART. 12. Sheriff Shawn Gillen requested approval for one Case Manager and one Part-time Dispatcher.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Brandy Fuller for the position of Case Manager and Jennifer Michaud for Part-time Dispatcher.

VOTE:

Motion voted on and passed.

- ART. 13. Chevrolet Cargo van bid results.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to accept the bid from Carroll’s Auto Sales in the amount of \$31,206.00 for a 2022 Cargo Van.

VOTE:

Motion voted on and passed.

- ART. 14. County Finance Director Dana Gendreau presented the quarterly financial report. The County Commissioners thanked Ms. Gendreau for her presentation.

- ART. 15. Update on ARP Funding.

A) County Administrator Ryan D. Pelletier reported that 18 communities have returned their APR Service Contracts.

B) Mr. Pelletier provided slides from a PowerPoint for prospective programs to be used for data collection to help provide citizen feedback and scoring information for County of Aroostook projects and programs.

C) Mr. Pelletier reported receiving 9 of applications for the position of ARP Program Administrator.

ART. 16. The Finance Committee recommended Michael Greenlaw of Fort Fairfield to fill the vacancy in District 1, Area 1.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the recommendation of the Finance Committee to appoint Michael Greenlaw of Fort Fairfield to fill the vacant position in District 1, Area 1.

VOTE:

Motion voted on and passed.

ART. 17. County Commissioner Norman L. Fournier provided an update of the July MCCA and Risk Pool Board meetings, and provided a legislative update.

ART. 18 Other Business. None.

ART. 19. **MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to adjourn the meeting at 2:10 p.m.

VOTE:

Motion voted on and passed.

ATTEST: A True Copy

of Commissioners' Meeting

Ryan D. Pelletier
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: July 21, 2021

County of Aroostook
Bryan V. Jandreau - Facilities & IT Director



DT: July 29, 2021
TO: Ryan D. Pelletier, County Administrator
FR: Bryan Jandreau, Facilities & IT Director
RE: Plaque for Houlton Superior Court Building

Based on my review of the above-mentioned request, I recommend that the Aroostook County Commissioners approve the installation of a bronze plaque on the Houlton Superior Court Building by the Houlton Chamber of Commerce as part of their Publicized Walking Tour Project in association with the Southern Aroostook Development Commission. If approved, the plaque is to be installed at the 26 Court Street main entry (adequate space is available).

<https://www.maine.gov/mhpc/programs/national-register-of-historic-places>

A NOTE ON NATIONAL REGISTER PLAQUES

[There is no official plaque program associated with the National Register of Historic Places. Owners of listed property may purchase and install any plaque or marker of their choosing...]

Supportive Documentation for a bronze plaque on the Houlton Superior Court Building by the Houlton Chamber of Commerce in association with the Southern Aroostook Development Commission.

Jon A. McLaughlin
Executive Director
SADC
PO Box 783
Houlton, ME 04730
(207) 521-0157
(207) 521-0176 FAX
(207) 694-1101 CELL
jon@sadcaroostook.org

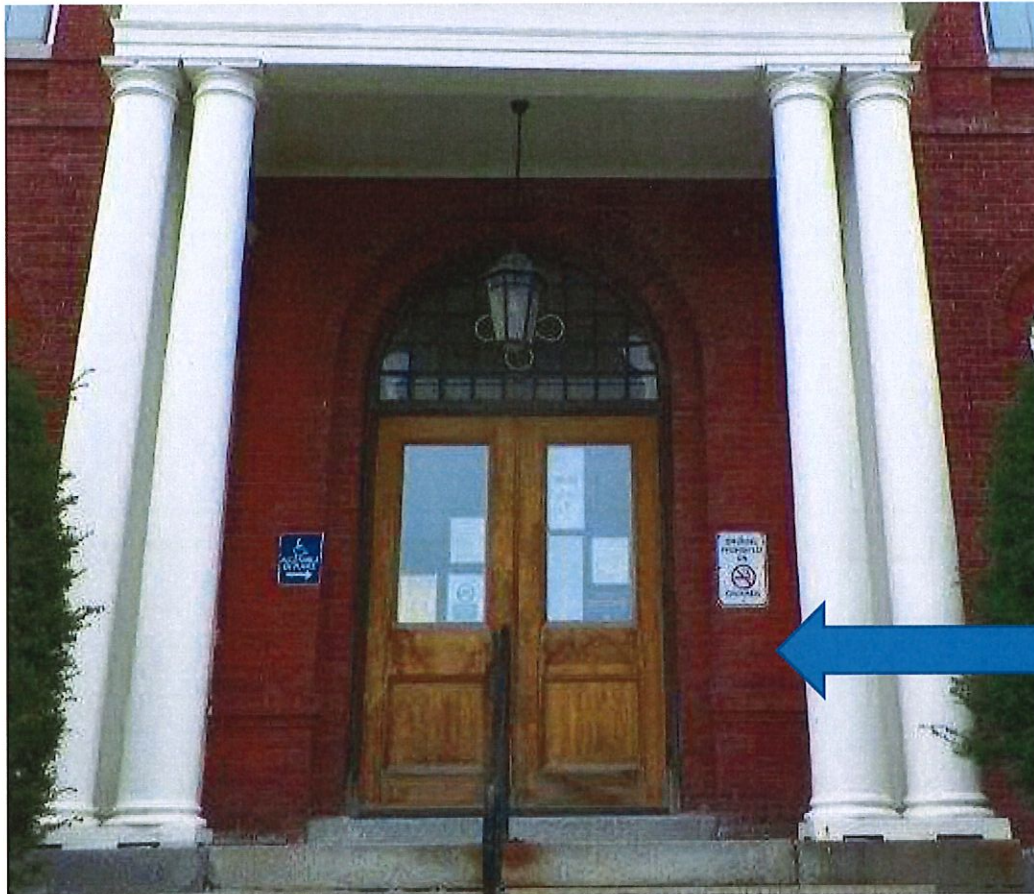
... "Beautiful bronze plaque stating the name of the building, it's architect(s) and the date(s) it was built. On the plaque is a QR Code that a person can scan with their phone camera and see about a 3-minute video on the history of the building.

This is a project of the Chamber and they have done these for about 21 historic buildings in our downtown area as part of what will be a publicized walking tour of the town once they are all installed. They are in the process now of getting approval of building administrators, owners, etc. so that they might start the installation process next week.

I am just following up on some buildings for them.

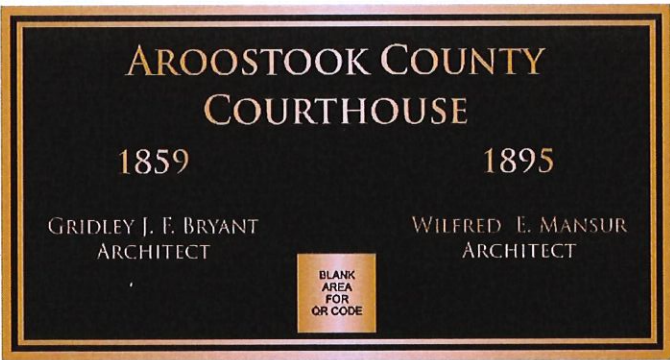
1. As the County Administrator can and will you please approve the installation of the plaque. I believe Jane sent you a photo of the plaque in an earlier email to you and;
2. I would assume you would like it somewhere near the doors on the Court Street side of the building (across from the Pioneer Time office – the main entrance) and not the side door on Military Street side (across from Bangor Savings Bank) ..."

RE: Plaque for Houlton Superior Court Building



Install location of
bronze plaque

Supportive Documentation for a bronze plaque on the Houlton Superior Court Building by the Houlton Chamber of Commerce in association with the Southern Aroostook Development Commission.

<p>17 in</p> <p>9 in</p> <p>2 in</p>  <p>\$500.00 Each</p>	<p>AMERICAN CAST BRONZE PLAQUES</p> <p>1-844-9-BRONZE 1-844-927-6693 www.AmericanCastBronzePlaques.com Sales@AmericanCBP.com</p> <p>©2020</p> <p>Order Number:</p>
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Please review proof carefully. Check that all spacing, punctuation, brackets & vertical centering, and layout is correct prior to approval. Customer provided layouts may have been altered, so please be sure to double check.

This design is owned by American Cast Bronze Plaques, LLC and is protected by copyright laws. The drawing is a proof designed by American Cast Bronze Plaques, LLC and is used to help customers to purchase a plaque. It is forbidden to copy, transmit, or display this drawing to another company other than who it was intended for until such time customer pays for either the product or the proof. In the event that the customer provides this proof to another company who provides the same product, the customer is held liable for proof fees, which equals 10% of the proposed plaque cost.

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER

July 15, 2021



COUNTY COMMISSIONERS

PAUL J. ADAMS
HOULTON

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

The County of Aroostook is soliciting "Price Quotes" for a road paving project in Cary Township.

All products must adhere to, and follow MaineDOT Specification §401.

Project #1: Skedgell Road (Cary Township)

Approximately 8,440 feet +/- @ 22 feet wide +/-, Beginning at the Hodgdon town line on the Skedgell Road and heading east to just beyond the Haney Road intersection (Project to include: One (1) lift of 1½" 12.5mm DOT Mix, followed by a second lift of 1" 12.5mm DOT Mix; butt joint to be grounded and tacked at the Hodgdon Town Line location; sweep & tac to be incidental for the 2nd lift.)

It is strongly recommended that interested contractors visit the project site prior to submitting price quotes. If need be, a County representative will meet with contractors on site. The sites have been pre-marked showing the areas to be paved. All questions should be referred to Paul Bernier, Community Services Director at 493-6306, or by cell at 227-5252.

****IT IS REQUIRED THAT THE PROJECT BE COMPLETED BY
SEPTEMBER 30, 2021****

This form must be submitted in a sealed envelope, clearly marked "County of Aroostook – Skedgell Road Paving Project", and delivered or mailed no later than 12:30 pm, Thursday, August 05, 2021 at which time all bids will be opened, read aloud and recorded.

Please submit bids to:

Ryan D. Pelletier, County Administrator
County Commissioners' Office
144 Sweden Street, Suite 1
Caribou, ME 04736

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



COUNTY COMMISSIONERS

PAUL J. ADAMS
HOULTON

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

R F P'S RECEIVED

PROJECT: Skedgell Road Paving Project (Cary Twp.)

DATE ADVERTISED: July 15, 2021 **DATE BID OPENING** Aug. 05, 2021

CONTRACTORS NAME / DATE RECEIVED

STEELSTONE INDUSTRIES - HAND DELIVERED 8-05-21 12:28 PM

STEELSTONE → 95.85 / TON (2,985 TONS)
99.60 w / TAC

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

MEMORANDUM

DATE: August 10, 2021
TO: Ryan D. Pelletier, County Administrator
FROM: Paul Bernier, Community Services Director
RE: Skedgell Road Paving Project, Cary Township

SKEDGELL PAVING ROAD PROJECT (Cary Township)
BID OPENING – August 05, 2021

Project #1: Skedgell Road (Cary Township)
Approximately 8,440 feet +/- @ 22 feet wide +/- . Beginning at the Hodgdon town line on the Skedgell Road and heading east to just beyond the Haney Road intersection Project to include: One (1) lift of 1½” 12.5mm DOT Mix, followed by a second lift of 1” 12.5mm DOT Mix; butt joint to be grounded and tacked at the Hodgdon Town Line location; sweep & tac to be incidental for the 2nd lift.

STEELSTONE IND.

1st Lift ▶ \$95.85/Ton (1,760 tons) = **\$168,696.00**
2nd Lift ▶ \$99.60/Ton w/Tac (1,175 tons) = **\$117,030.00**

NORTHEAST PAVING

NO BID

TOTAL COST PER CONTRACTOR:

Steelstone Industries ▶ \$ 285,726.00
Northeast Paving ▶ \$ 0.00

It is my recommendation that the County of Aroostook enter into a Purchase Order agreement with **Steelstone Industries for the above referenced project.

Pavement prices to be provided per ton, in-place and rolled to industry specifications (MDOT §401).

(#1)	Product	Price/Ton	Total Tons	w/Tac
	125 mm 9.5 mm Mix	<u>95.85</u>	<u>2,985</u>	<u>99.60</u>

Steelstone Industries
CONTRACTOR
Blake McQuade 694-2367

8/4/21
DATE

RECEIVED
AUG 05 2021
BY: 12:28 P.M.

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



COUNTY COMMISSIONERS

PAUL J. ADAMS
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NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

MEMORANDUM

DATE: June 21, 2021
TO: Ryan D. Pelletier, County Administrator
FROM: Paul G. Bernier, Community Services Director
RE: Solid Waste Agreement for Benedicta and Silver Ridge.

Attached is the proposed Solid Waste Interlocal Cooperation Agreement with the **Town of Sherman** for the Unorganized Townships of Benedicta and Silver Ridge.

This contract is for a one (1) year period and represents a 15% increase from the previous contract.

	<u>Benedicta</u>	<u>Silver Ridge</u>
• July 01, 2021 to June 30, 2022	\$ 19,460.00	\$ 9,430.00

At their June 15, 2021 meeting, Sherman Town officials unanimously agreed to, and signed the proposed agreement. It is my recommendation that the contract be reviewed and signed by the County Administrator per authorization by the County Commissioners.

SOLID WASTE INTERLOCAL COOPERATION

Townships	Residential Structures	Population
BENEDICTA	_____	227
SILVER RIDGE	_____	110

The Aroostook County Administrator acting in his capacity as Municipal Official for the Townships of **Benedicta** and **Silver Ridge**, hereinafter referred to as the "County", enters into an agreement with the **Municipality of Sherman** in accordance with the vote of said Municipal Officials at a regular meeting held on 06/15, 2021, hereinafter referred to as the "Municipality" for solid waste disposal privileges to the residents of the above Townships, hereinafter described and designated under the following terms and pursuant to 30-A M.R.S.A., Section 2203.

1. The Municipality agrees to provide a solid waste disposal site to the residents of the above-mentioned Townships.
2. The Municipality agrees to provide the residents:
 - A. Notice of the hours of operation.
 - B. Access stickers for each household (if utilized).
 - C. Municipal solid waste rules and regulations.
3. The County and the Municipality have mutually agreed to the compensation, as specified in paragraph 4, which shall be paid by the County for solid waste disposal privileges. In reaching this agreement, both parties have considered the following conditions and factors, among others:
 - A. The fee is fair and equitable based on the prorated share of actual operation costs.
 - B. Non-residents (summer homes) have been treated as one quarter (1/4) residency.
 - C. Commercial/Industrial establishments have been treated separately.
 - D. Transients are not encompassed in this agreement, because their population is unmeasurable.
 - E. State parks and picnic areas are not part of the Unorganized Territories, and therefore, have not been included.

4. The Contractor shall have and maintain Compensation Insurance, General Liability Insurance, and Vehicle Liability Insurance during the life of the Contract in the following amounts:

Compensation Insurance:		As required by law
General Liability:	Bodily Injury	\$1,000,000.00
	Property Damage	\$1,000,000.00
Vehicle Liability:	Single Occurrence	\$1,000,000.00
➤ Workers' Compensation:	Each Accident	\$500,000.00 (or)
➤ Workers' Compensation State of Maine Approval Predetermination Status		

The Contractor shall furnish the Aroostook County Commissioners with the required Certificates of Insurance, with a minimum of that amount stated above. **SAID CERTIFICATES OF INSURANCE, IN ADDITION TO THE AMOUNT OF COVERAGE, SHALL CARRY A STATEMENT WORDED AS FOLLOWS:** In the event of Cancellation or Expiration of any of the foregoing policies, ten (10) days written notice by the Insurance Company shall be mailed to the Aroostook County Commissioners.

The Insurance Requirements for the Contractor shall also apply to any and all subcontractors hired by the Contractor.

The Contractor agrees to maintain liability insurance to protect it from personal injury, death or property damage claims which may arise from service operations under this contract. The Contractor further agrees to indemnify, assume the defense of, and save harmless the County, its agents and employees from liability, actions claims or damage for wrongful death, personal injury or property damage suffered by any person or association, which results from the willful or negligent action or inaction of the Contractor in the performance of duties, and the work performed under this contract.

5. If the Contractor is in violation of any of the terms of this contract, or if the County or its representative is of the opinion that work described in this contract is being performed unsatisfactorily, the County shall notify the Contractor by certified mail setting forth the basis for the County's complaint. Upon receipt of such notice, the Contractor shall have ten (10) days to comply with the terms and conditions of this contract or rectify the unsatisfactory work. If at the expiration of the ten (10) day period, the County's representative is dissatisfied with the Contractor's performance, or the Contractor is not in compliance with the terms of this contract, the County will, by certified mail, notify the Contractor to discontinue all work to be performed under this contract. The County may thereupon, by contract, or otherwise complete the work, and the Contractor or its surety shall be liable for costs that exceed the rate provided in this contract. Such charges shall be deemed liquidated damages.

6. The County shall compensate the Municipality for providing this service in the following annual amounts:

	<u>Benedicta</u>	<u>Silver Ridge</u>	<u>Total</u>
July 01, 2021 to June 30, 2022	\$19,460.00	\$9,430.00	\$28,890.00

7. Payment for this agreement shall be made quarterly upon receipt of invoice from the Municipality pursuant to the Agreement. Failure to pay such invoice within sixty (60) days from date of invoice shall be deemed sufficient cause for cancellation of this Agreement at the discretion of the Municipality.

8. This Agreement shall be in effect for a period of one (1) year from July 01, 2021 to June 30, 2022. The County and Municipality shall review this Agreement approximately three (3) months prior to the end of this period, at which time negotiations will commence for a new Cooperation Agreement. At any time, during the term of this Agreement, either the County or the Municipality, by vote of their respected officials, can terminate this Agreement upon ninety (90) days written notice to the other party. This Agreement can be amended only by written agreement of the parties and shall not be changed or amended orally.

IN WITNESS WHEREOF, the parties to these present have executed this contract each of which will be deemed an original on the 15TH day of JUNE 2021.

David L. Ladd
David Joy
Jeffrey C. Packard
Chris W. [unclear]
Rosemarie Bragdon
 OFFICIALS OF SHERMAN

Debra J. O'Loak
 WITNESS

 WITNESS

 Ryan D. Pelletier, County Administrator

Filed with Fiscal Administrator _____, 2021

FW: Finance Committee

Ryan D. Pelletier <ryan@aroostook.me.us>

Fri 8/6/2021 11:55 AM

To: Sherrill Campbell <sherrill@aroostook.me.us>

For the next agenda.....

From: rjr48@fairpoint.net

Sent: Friday, August 6, 2021 11:48 AM

To: Ryan D. Pelletier <ryan@aroostook.me.us>

Cc: anfournier@roadrunner.com

Subject: Finance Committee

Hi Ryan,

Please accept this message as my formal resignation from County Finance Committee. Personal circumstances currently require my full time attention. It was a pleasure representing my districts on the finance committee for these many years.

Wishing you the best,

Reynold

This email comes from outside the County of Aroostook email system. Please be cautious opening or clicking on any attachments or links.

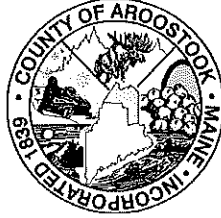
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County of Aroostook

COMMISSIONERS' OFFICE

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PRESQUE ISLE

August 18, 2021

TO: Board of County Commissioners

FR: Ryan D. Pelletier, County Administrator

RE: ARPA Program Administrator

Dear County Commissioners:

We received a great deal of interest in the ARPA Program Administrator position. After reviewing the applications and individually rating each one, Christina, Dana and I narrowed the field down to four applicants to interview. Prior to the first interview, one of the candidates withdrew themselves from consideration. We interviewed the remaining three. Each candidate had strengths and abilities that made them individually qualified. Their different experiences and backgrounds certainly made the process difficult to choose. However, in the end, it is our recommendation that Steve Pelletier of St. John Plantation be hired for the ARPA Program Administrator position.

Steve has served the past nine years as the Director of Economic and Community Development for the Town of Fort Kent. The last couple of years he has also served as the Town's Code Enforcement Officer and Building Inspector. He has direct experience managing and administering over \$6 Million in federal and state grants including CDBG; Rural Development; and other state programs including the SRF DEP grant/loan program. His references all gave Steve glowing reviews as someone who works hard, doesn't quit until he figures out a solution and is very knowledgeable in the areas of grant writing and grant administration.

If hired, Steve would plan to join us on September 13th as his first official start date.

Thank you for your consideration.