

AGENDA

AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY, MARCH 16, 2022 – 1:00
P.M. – CARIBOU COURT HOUSE ADMINISTRATIVE HEARING ROOM - CARIBOU

PLEASE USE THE FOLLOWING INFORMATION FOR ATTENDING THE MEETING VIA ZOOM:

MEETING ID: 890 3775 0518 PASSCODE: 692524

- ART. 1. CALL TO ORDER.
- ART. 2. PUBLIC COMMENT PERIOD.
- ART. 3. APPROVAL OF AGENDA.
- ART. 4. APPROVAL OF THE COUNTY COMMISSIONERS MEETING MINUTES OF FEBRUAY
16, 2022.
- ART. 5. OTHER ITEMS FOR APPROVAL AND SIGNATURES.
 - A) ATTENDANCE RECORD
 - B) BILLS AND WARRANTS
- ART. 6. TO CONSIDER A CHANGE IN LOCATION FOR THE APRIL &MAY COUNTY
COMMISSIONER MEETINGS (RYAN PELLETIER).
- ART. 7. TO CONSIDER THE APPROVAL OF THREE NEW MEMBERS TO THE NORTH LAKES
FIRE DEPARTMENT (DARREN WOODS).
- ART. 8. TO CONSIDER APPROVAL OF ONE FULL TIME DISPATCHER POSITION & FOUR
CORRECTION OFFICER POSITIONS. (SHERIFF GILLEN).
- ART. 9. TO CONSIDER THE 2022 TAX ANTICIPATION NOTE RESOLUTION AND VOTES OF
THE COUNTY COMMISSIONERS (DANA GENDREAU).
- ART. 10. TO CONSIDER THE FUNDING FOR 2021 ACCRUALS (DANA GENDREAU).
- ART. 11. TO CONSIDER THE END OF YEAR FINANCIAL REPORTS FOR THE GENERAL FUND
AND THE SECOND QUARTER FINANCIAL REPORTS FOR THE JAIL AND
UNORGANIZED TERRITORY FUNDS (DANA GENDREAU).
- ART. 12. TO CONSIDER UPDATES TO THE AROOSTOOK COUNTY COVID PROTOCOLS AND
FACE COVERING REQUIREMENTS IN COUNTY OWNED FACILITIES (RYAN
PELLETIER).
- ART. 13. TO CONSIDER A SNOW REMOVAL CONTRACT WITH THE CITY OF CARIBOU FOR
CONNOR TWP. (PAUL BERNIER).

- ART. 14. TO CONSIDER AN AMBULANCE SERVICE AGREEMENTS WITH THE TOWN OF ASHLAND FOR THE NORTHWEST UNORGANIZED TERRITORIES; OXBOW NORTH TWP. SCOPAN TWP AND 49 OTHER TOWNSHIPS IN CENTRAL AND WESTERN AROOSTOOK COUNTY. (PAUL BERNIER).
- ART. 15. TO CONSIDER A SUBSIDY REQUEST WITH THE TOWN OF ASHLAND FOR LIBRARY AND RECREATION SERVICES FOR THE RESIDENTS OF OXBOW NORTH TOWNSHIP. (PAUL BERNIER).
- ART. 16. COUNTY COMMISSIONER'S REPORT.
- A) MCCA/RISK POOL UPDATE
 - B) OTHER ITEMS OF INTEREST
 - C) LEGISLATIVE REPORT
- ART. 17. OTHER BUSINESS
- ART. 18. ADJOURNMENT

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING - WEDNESDAY, FEBRUARY 16, 2022
- 1:00 P.M. REGISTRY OF DEEDS BUILDING FIRST FLOOR CONFERENCE ROOM-
FORT KENT

PRESENT

Paul J. Adams, Chair, County Commissioners VIA ZOOM
Norman L. Fournier, County Commissioner
Paul J. Underwood, County Commissioner
Ryan D. Pelletier, County Administrator
Craig Holder, Chief Deputy
Paul Bernier, Community Services Director
Dana Gendreau, Finance Director
Christina Theriault, HR Director VIA ZOOM
Steve Pelletier, ARP Program Administrator
Darren Woods, EMA Director VIA ZOOM
Bryan Jandreau, Facilities & IT Director
John Gibson, EMA Deputy Director, VIA ZOOM

- ART. 1. Vice Chair Paul J. Underwood called the meeting to order at 1:05 p.m.
- ART. 2. There was no public comment.
- ART. 3. Vice Chair Paul J. Underwood entertained a motion for approval of the agenda.

MOTION:

Motion by Norman Fournier and seconded by Paul Adams to approve the agenda.

VOTE:

Motion voted on and passed.

- ART. 4. Vice Chair Paul J. Underwood entertained a motion for approval of the January 4, 2022 County Commissioners' meeting minutes.

MOTION:

Motion by Norman Fournier and seconded by Paul Adams to approve the minutes of the January 4, 2022 County Commissioners' meetings.

VOTE:

Motion voted on and passed

- ART. 5. The County Commissioner approved and signed the following:

- A) Attendance record.
- B) Bills and warrants.

ART. 6. Mr. Pelletier requested that the April County Commissioners Meeting date be changed from April 20, 2022 to a week late on April 27, 2022.

MOTION:

A motion was made by Paul Adams and seconded by Norman Fournier to change the April meeting date as requested.

VOTE:

Motion voted on and passed.

ART. 7. EMA Director, Mr. Darren Woods presented Matt Russell of Caribou for appointment as a paid on call fire fighter for North Lakes Fire Department.

MOTION:

A motion was made by Norman Fournier and seconded by Paul Adams to approve the request made by EMA Director Woods.

VOTE:

Motion voted on and passed.

ART. 8. Mr. Paul Bernier presented the Dispatch Service Contract with the Aroostook County Sheriff's Office for Cross Lake and Sinclair.

MOTION:

A motion was made by Norman Fournier and seconded by Paul Adams to approve the Dispatch Service Contract as presented.

VOTE:

Motion voted on and passed.

ART. 9. Mrs. Dana Gendreau, Finance Director presented the 2022 Tax Commitment, Due Date and Interest Rate for the 2022 County Taxes.

MOTION:

A motion was made by Norman Fournier and seconded by Paul Adams to approve the 2022 County Tax Commitment, Due Date and Interest rate.

VOTE:

Motion voted on and passed.

ART. 10. Mr. Bernier presented ambulance agreement with Ambulance Service Inc. serving Sinclair, Cross Lake, Square Lake, T14 R6, T15 R6 and T16 R6.

MOTION:

A motion was made by Paul Adams and seconded by Paul Underwood to approve the agreement as presented.

VOTE:

Motion voted on and passed. 2 in favor and 1 Abstention (Commissioner Fournier)

ART. 11. Mr. Steve Pelletier presented an update to the County Commissioners regarding the number of LOI requests received to date. Informational only, no motion needed.

ART. 12. Mr. Ryan Pelletier informed the Commissioners that only one bid was received for the DA Vehicle and it was outside the budgetary amount.

MOTION:

A motion was made by Norman Fournier and seconded by Paul Adams to reject the bid.

VOTE:

Motion voted and passed.

ART. 13. Mr. Pelletier presented his recommendation to amend the salary administration policy to give past credit for non exempt employees one year of service for one year of service. The Commissioners asked that in approving the change that an analysis be done and presented at a future meeting as to the effect this change will have on the existing personnel in the various departments.

MOTION:

A motion was made by Norman Fournier and seconded by Paul Adams to approve the change presented.

VOTE:

Motion voted on and passed.

ART. 14. Chief Deputy Holder presented the following recommended appointments:

- Two Deputy Commission Renewals
- Three Full Time Deputy Positions
- One Part Time Deputy Position
- Two Full Time Dispatcher Positions
- One Full Time ACCP Case Worker Position
- One Full Time Correction Officer Positions
- One Full Time MDEA Sponsored Position

MOTION:

A motion was made by Paul Adams and seconded by Norman Fournier to approve the recommended positions.

VOTE:

Motion voted on and passed.

ART. 15. Chief Deputy Holder presented various recommendations to assist with recruitment and retention efforts for law enforcement and corrections staff. The Commissioners agree that work must be done to improve our hiring efforts and asked County Administrator Pelletier and HR Director Theriault to analyze the recommendations and bring back a cost analysis at a future County Commissioner meeting. Information only, no motion made.

ART. 16. County Commissioner's Report

Commissioner Fournier presented various issues and information regarding the MCCA Board Meeting and Risk Pool Meetings held earlier this month. Information only, no motion made.

ART. 17 Other Business

Dana Gendreau presented information to the Commissioners regarding the 2022 Tax Anticipation Note. A formal resolution and vote will be required for the March Commissioners' Meeting.

ART. 18. Adjournment.

MOTION:

A motion was made by Norman Fournier and seconded by Paul Adams to adjourn the meeting at 2:30 pm.

VOTE:

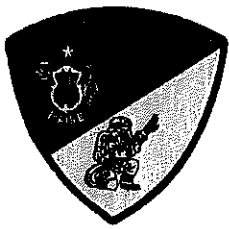
Motion voted and passed.

ATTEST: A True Copy

of Commissioners' Meeting

Ryan D. Pelletier
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE:



NORTH LAKES FIRE & RESCUE DEPARTMENT
158 SWEDEN STREET • CARIBOU, MAINE 04736
PH: 207-493-4328 • FX: 207-493-4357
www.northlakesfireandrescue.org
darren@aroostookema.com

MEMO

DARREN R. WOODS
FIRE CHIEF

JOHN GIBSON
DEPUTY CHIEF

JOSHUA BELANGER
CAPTAIN
Cross Lake Station

JOEY LEVESQUE
CAPTAIN
Sinclair Station

HAROLD OLMSTEAD
CAPTAIN
Madawaska Lake Station

DON ENO
LIEUTENANT

LANE MOIR
LIEUTENANT

DYLAN CYR
LIEUTENANT

TERRY THIBODEAU
Safety Officer

TO: Ryan Pelletier, County Administrator

FROM: Darren R. Woods, Fire Chief

RE: North Lakes Fire Department

Date: 3- 8 – 2022

We would like to present a new member for acceptance to the North Lakes Fire & Rescue:

- Nick Ouellette
- Andrew Roy
- Dan Molaver
- St Agatha
- St Agatha
- Woodland

Let me know if you have any questions.

After these three are added, our roster will have 42 members.

Our goal is 50. You can only count on 1/3 of your roster to be available during an emergency which (at 50) would be 17 members. While this number is still small, it is a number that you can work with.

The nature of volunteerism has people coming and going frequently. While we try to retain them as long as possible, life changes happen so we do have people coming and going often.



Aroostook County
Sheriff's Office

Shawn D. Gillen, Sheriff
Craig Holder, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

To: Ryan Pelletier, County Administrator
From: Shawn Gillen, Sheriff
Date: March 8, 2022
RE: Agenda Items for March Commissioners meeting

Ryan:

I have one full-time dispatcher position available to replace Arthur Thorne who resigned last month. Thomas King of Easton has accepted the job and will start after the Commissioners approval. King has 20 years of experience as a dispatcher. King also used to work as a transport officer for the Sheriff's Office from 1999 to 2003. King has a B.A. in political science, B.A. in behavioral science and an A.A. in criminal justice. King also is a Notary Public and a Dedimus Justice. King brings a great amount of experience with him.

We currently still have 5 openings in the jail. Christopher King, out of Millinocket, applied for a full-time position and cleared his background, Stephen Sullivan, from Grand Isle, who retired after working 20 years at the New Hampshire Department of Corrections. Sullivan does not like being retired and wants to work full-time, and Daniel Fay of Merrill, who lives in Merrell, has past his background. All three have been offered a job and accepted.

Arthur Thorne Jr. had resigned from his full-time job last month but stayed on part-time. Thorne would like to come back full-time. Thorne left on good terms and has been placed back into the jail full-time.

Shawn

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

25 School St., Suite 216, Houlton, ME 04730

Tel: 207-532-3471

Fax: 207-532-7319



Aroostook County Sheriff's Office

Shawn D. Gillen, Sheriff
Craig Holder, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

Memorandum

To: Sheriff Shawn D. Gillen

From: Commander Joey D. Seeley

A handwritten signature in cursive script that reads "Joey D. Seeley".

cc: Chief Deputy Craig Holder

Date: March 07, 2022

Reference: Full Time Dispatcher

The Aroostook County Sheriff's Office recently advertised for fulltime and parttime dispatcher positions and Thomas King submitted an application. King previously worked for the Sheriff's Office from 1999 to 2003 as a Transport Aide and left in good standing. Mr. King has a 4-year degree from the University of Maine at Presque Isle (B.A. in Political Science, B.A. in Behavioral Science and an A.A. in Criminal Justice) and has approximately 20 years of dispatch experience with the majority being with the City of Presque Isle. In addition, Mr. King is a Notary Public and Dedimus Justice.

Mr. King will be required to attend the 1-week Certified Terminal Operator school held at the Maine Criminal Justice Academy this fall. Mr. King will need to resign from his current position and will be ready to begin work for the Aroostook County Sheriff's Office on April 4, 2022.

It is my recommendation that Thomas King be hired to fill the open full time dispatcher position that was recently advertised for.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

25 School St., Suite 216, Houlton, ME 04730

Tel: 207-532-3471

Fax: 207-532-7319

March 16, 2022

AROOSTOOK COUNTY
VOTES TO BE ADOPTED

Voted: That the Board of Commissioners of Aroostook County (the "County") accepts the proposal of Katahdin Trust Company, dated February 14, 2022, to provide a borrowing in anticipation of County tax receipts for the 2022 fiscal year in principal amount not to exceed **Three Million One Hundred Thousand Dollars (\$3,100,000)**.

Voted: That under and pursuant to the provisions of Title 30-A M.R.S.A. Section 932 and Article III, Section 8(p) of the Charter of the County of Aroostook the Board of Commissioners and the Treasurer of the County are hereby authorized to borrow in anticipation of tax receipts from Katahdin Trust Company in the name of the County the sum of up to **\$3,100,000** at an interest rate of **2.21%** per annum and that a majority of the Board of Commissioners and the Treasurer be and they are hereby authorized to issue general obligation securities of the County in a principal amount not to exceed **\$3,100,000** (the "Note") and to execute and deliver the Note under the seal of the County attested by the County Administrator, dated on or about **March 31**, in such form as the Board of Commissioners and Treasurer may approve; and that the appropriate officials of the County be and hereby are authorized to execute and deliver on behalf of the County such documents and certificates as may be required in connection with such borrowing; and that (i) no part of the proceeds of the Note shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the Note to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, (the "Code"), and (ii) the proceeds of the Note shall not be used in a manner that would cause the Note to be a "private activity bond" within the meaning of Section 141 of the Code; and that the Note, as applicable, be designated as qualified tax-exempt obligations within the meaning of Section 265(b)(3) of said Code; and that the Board of Commissioners and the Treasurer be and they are hereby authorized to covenant on behalf of the County to file any information report and pay any rebate due to the United States in connection with the issuance of the Note, to take all other lawful actions necessary to ensure the interest on the Note will be excluded from gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause interest on the Note to become includable in the gross income of the owners thereof.

ADMINISTRATOR'S CERTIFICATION

I certify that the March 16, 2022 meeting of the Aroostook County Commissioners was: *[check one box]*

- conducted as a public meeting with no Commissioners participating remotely; or
- conducted through telephonic, video, electronic, or other similar means of remote participation, and that the Commissioners' vote on the matter attested to above was taken by roll call as follows:

COMMISSIONER	PARTICIPATION			VOTE		
	Physically Present	Attending Remotely	Not Attending	YES	NO	ABSTAIN
Paul J. Adams						
Paul J. Underwood						
Norman L. Fournier						
TOTALS:						

Date: _____, 2022

Ryan D. Pelletier, County Administrator

County of Aroostook

COMMISSIONERS' OFFICE

FINANCE DIRECTOR / DEPUTY TREASURER

Dana L. Gendreau



COUNTY COMMISSIONERS

PAUL J. ADAMS
HOULTON

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

March 7, 2022

Subject: Fiscal Year End Vacation & Sick Accruals

- The **FYE 2021 Sick Accruals** have been calculated. I recommend the approval of expensing the following amounts listed below, by fund, to properly fund the sick accrual ledger account as of December 2021.

General Fund: \$15,675.98

Jail Fund: \$4,982.49

UT Fund: \$17.34

- The **FYE 2021 Vacation Accruals** have been calculated. I recommend the approval of expensing the following amounts listed below, by fund, to properly fund the vacation accrual ledger account as of December 2021.

General Fund: \$55,000.00

Jail Fund: \$54,018.61

UT Fund: Fully funded. No additional funding needed as of December 2021.

- I recommend the General Fund Workman's Compensation ledger account with a credit balance of \$21,410.17, as of December 2021, be moved to the General Fund Vacation Accrual balance ledger.

Regards,

Dana Gendreau

Dana Gendreau
Finance Director

County of Aroostook

Quarterly Financial Summary

The purpose of this narrative is to provide a brief overview and highlights of the financials for the County of Aroostook's four funds. (General, ARPA, Jail and UT) This report is not meant to be all inclusive, however, will highlight areas that management feels need to be noted and observed to give Department Heads and Elected Officials necessary information for the budget over sight process.

General Fund

Year-To-Date: FY 2021 | January 2021 - December 2021

Benchmark %: 100%

GF Revenue:

- Departmental Revenue section collected \$2,217,761; equating to 7% above the anticipated budgeted amount, generating a \$144,893 departmental revenue surplus.
 - The \$144,893 is calculated using the departmental revenue generating \$394,893 over the projected budgeted revenue, less the \$250,000 the County budgeted from Fund Balance (\$250,000 is a budget entry only) to balance the revenue budget, totaling \$144,893 rolling to surplus from the departmental revenue section. The major department revenue lines contributing to the surplus are Registry of Deeds South, Registry of Deeds North, EMA, and Copier Revenue.
- Tax Revenue for 2021 has finalized at \$5,379,177 generating a surplus of \$135,411 which correlates to the overlay calculation of the mil rate for 2021.

GF Expense: The general fund expense ended its fiscal year with expenses totaling \$7,307,654 which is 99.9% of the approved 2021 expense budget.

Financial information/updates:

- *The County's 2021 UNDF balance has increased by \$289,284 from FYE 2020.*
- *2022 TAN is underway and late March/early April 2022 is the date projected to begin the use of TAN funds according to County cash flow documentation.*
- *The County currently has approximately \$285,000 in account receivables due from the State of Maine for various County departments. The County has started to see these 2021 payments come in the first quarter of 2022 but I predict it could be April 2022 before they are fully paid up.*

ARPA Fund (American Rescue Plan Act 2021)

Year-To-Date: FY 2021 | January 2021 - December 2021

ARPA Revenue: The first of two “tranches” of the American Rescue Plan Act fund has accrued \$12,936.97 of interest as of December 2021.

ARPA Expense: The County ended the fiscal year with ARPA Administration expenses at \$30,200 and Essential Pay/Benefit expense at \$405,767. These expenses are fully funded by the American Rescue Plan Act operating account.

Jail Fund

Year-To-Date: FY 2021-2022 | July 2021 - December 2021

Benchmark %: 50%

Jail Revenue: The Jail Fund departmental revenue collects their operational monies from the State in the first quarter of their fiscal year as well as other supplemental revenue. Collections for this section is currently at 102% for the 2nd quarter ending 12/31/2021. Monthly tax allocation transfer payments are made from the General Fund to the Jail Fund, which appropriately reflects a collection percentage of 50%, targeted benchmark.

Jail Expense: The Jail Fund overall expenses for the 2nd fiscal year quarter is trending slightly below target at 49.2%. Please note the jail property liability insurance has been expensed for the entire fiscal year and came in at an additional .9% or \$678.52 higher than the approved budget projection, thus the percentage for that line at 100.9%. The Jail’s capital appropriation has also been funded at 100% for the fund’s fiscal year.

UT Fund

Year-To-Date: FY 2021-2022 | July 2021 - December 2021

Benchmark %: 50%

UT Revenue: The Unorganized Territory departmental revenue is trending above 2nd quarter target at 73.3%. The two largest contributors to the increase in percentage collected is due to excise tax revenue trending 14.5% higher than the benchmark percentage of 50% and the LRAP (Local Road Assistance) revenue which was funded this quarter at \$98,804 and timely.

Tax revenue quarterly payment collected from the State of Maine is on target at 50%, as anticipated.

The revenue line UT surplus of \$50,000 is a budget entry only thus no activity in current year column.

UT Expense: The Unorganized Territory, 2nd quarter is reporting 56% of its operational budget expensed as of December 2021. The major contributing factor to the 6% increase over the benchmarked 50% is the UT Capital, funded at 100% or \$481,750, per the approved FY 2021-2022 budget as well as the increased costs associated with contracted ambulance and solid waste. Mathematically, if we would expense the UT Capital at 50%, being we are in the 2nd quarter fiscally, the UT Fund expense percentage used would be at 45.4%, which is under the projected benchmark of 50%.

Ryan D. Pelletier

From: Bryan Jandreau
Sent: Friday, March 4, 2022 8:34 AM
To: Ryan D. Pelletier; Christina Theriault
Subject: RE: Covid19 guidelines Federal, State and Local

Hello Ryan and Christina,
Wanted to update you. As of this morning the USCDC Community Level of Transmission for Aroostook County has gone down to Medium.

COVID-19 County Check

Find community levels and prevention steps by county.

[Go](#)

Medium

In **Aroostook County, Maine**, community level is **Medium**.

- If you are at high risk for severe illness, talk to your healthcare provider about whether you need to wear a mask and take other precautions
- Stay up to date with COVID-19 vaccines
- Get tested if you have symptoms

People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.

If you are immunocompromised, learn more about how to protect yourself.

March 3, 2022

How are these data measured?

Add This Widget To Your Site

Bryan V. Jandreau
Facilities & IT Director
County of Aroostook

From: Bryan Jandreau
Sent: Saturday, February 26, 2022 7:39 AM
To: Ryan D. Pelletier <ryan@aroostook.me.us>; Christina Theriault <christina@aroostook.me.us>
Subject: Covid19 guidelines Federal, State and Local

Hi Ryan and Christina,

As you may have seen in the news and from official web notifications, Covid19 has been on the decline in some areas of the United States. As recently as yesterday 02/25/2022 Governor Janet Mills released a statement on Covid19, directing the MCDC to review protocols. <https://www.maine.gov/governor/mills/news/governor-mills-statement-new-us-cdc-guidance-2022-02-25> (Please note that this review by the MCDC has not yet taken place.)

<https://www.npr.org/sections/health-shots/2022/02/25/1082249002/cdc-says-americans-can-now-go-unmasked-in-many-parts-of-the-country>

“The Centers for Disease Control and Prevention announced Friday it is relaxing its mask guidance for communities where hospitals aren’t under high strain. Under the new guidance, nearly 70% of the U.S. population lives in an area considered to be low or medium risk, and residents there are advised they can go indoors without masks. The CDC recommends continued mask use in communities where serious cases of COVID-19 are straining the health system.”

The USCDC lays out protocols by County based on three factors. [New hospitalizations from Covid19, current hospital beds occupied by Covid19 (hospital capacity) and new Covid19 cases.] Based on a USCDC search by County, Aroostook County is still at a High Level of transmission. <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

Unfortunately, my interpretation of this data is that our County of Aroostook Protocols should remain unchanged until Aroostook’s Community Transmission Level falls to Medium or the MCDC’s impending protocol review directs otherwise (Aroostook’s current protocols are attached). Also note that our current protocols dovetail with the Maine Judicial Branch Covid19 Management Plan. <https://www.courts.maine.gov/covid19/index.html>

COVID-19 County Check

Find community levels and prevention steps by county.

High

In **Aroostook County, Maine**, community level is **High**.

- Wear a mask indoors in public
- Stay up to date with COVID-19 vaccines
- Get tested if you have symptoms
- Additional precautions may be needed for people at high risk for severe illness

People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.

If you are immunocompromised, learn more about how to protect yourself. February 24, 2022

This is only my interpretation of the data, but I wanted you to be aware of the notices from USCDC and MCDC.

Bryan

Bryan V. Jandreau

Facilities & IT Director

County of Aroostook

144 Sweden Street, STE 1, Caribou, Maine 04736

207-227-3538

207-493-6305

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

County of Aroostook

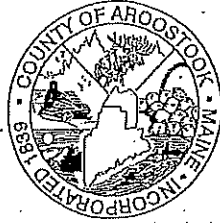
COMMISSIONERS' OFFICE

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**

MEMORANDUM

DATE: March 07, 2022
TO: Ryan D. Pelletier, County Administrator
FROM: Paul Bernier, Community Services Director
RE: Snow Removal Contract for Connor Township

Attached is a copy of the proposed Snow Removal Contract with the City of Caribou for snow removal services in Connor Township.

This contract is for the three (3) year period of July 21, 2021 through June 30, 2024, and represents a 3% incremental increase per year.

- July 01, 2021 to June 30, 2022 \$65,699.00
- July 01, 2022 to June 30, 2023 \$67,667.00
- July 01, 2023 to June 30, 2024 \$69,697.00

The Caribou City Council will be acting on this proposal at their meeting on Monday, March 14th. Should the proposed agreement be approved by the Council, I would recommend that the Commissioner's also review and approve the document. Once I receive a signed agreement from the City of Caribou, I will have the County Administrator sign the contract documents.

SNOW REMOVAL CONTRACT

Township

Connor

The Aroostook County Administrator acting in his capacity as Municipal Official for the Unorganized Territory of Connor hereinafter referred to as the "County", enters into an agreement with the City of Caribou in accordance with the vote of said Municipal Officials at a regular meeting held on _____, 2022, hereinafter referred to as the "Contractor" for the removal of snow and ice from the roads hereinafter described and designated under the following terms:

1. The Contractor agrees to remove snow accumulating from snowfall or drifting, and centerline ice on the following roads:

<u>Road</u>	<u>MDOT Inventory Number</u>	<u>Mileage</u>
Madawaska Road	SA 4	1.07
Beaulieu Road	SA 5	3.85
West Gate/Haney Roads	T.W. #534	3.27
Madawaska Road	T.W. #421	1.28
Cote Road	T.W. #409	1.32
Sheen Road	T.W. #602	0.65
Dubay Pit Road	T.W. #624	0.29
Adams Road	T.W. #2209	0.27
TOTAL MILES		12.00

2. The Contractor agrees to furnish adequate equipment and manpower necessary to perform the work specified to the satisfaction of the County.
3. The Contractor shall perform the duties required in this contract from the beginning of snow 2021 to the end of snow 2024.
4. The Contractor will commence plowing and sanding operations when snow on the road surface has reached a maximum depth of two (2) inches, either from actual snowfall or drifting caused by wind, and continue same until the roads are cleared of snow to the outside of the road shoulders.
5. The Contractor agrees to provide sufficient sand and salt for operations required by this contract. The County estimates that a minimum of 100 cubic yards of sand will be necessary for each centerline mile of road,
 - A. Maximum gradation of sand shall be one (1) inch, and all sand will be screened to that size prior to use on the road.
 - B. Contractor shall mix between 90 and 110 pounds of salt with each cubic yard of sand before the sand is stockpiled.

- C. Sanding trucks shall be equipped with either tailgate or hopper sanders, which are capable of regulating the amount of sand/salt spread per mile to ensure evenness of application.
 - D. Contractor shall pay particular attention to the sanding of hills, curves, and intersections, and to apply extra sand/salt to such locations when necessary.
 - E. Contractor is responsible for the selection of a suitable site for the salt/sand stockpiles. By execution of this contract, the Contractor warrants that the salt/sand stockpiles are in compliance with all local, County, State, and Federal environmental rules, regulations, and statutes. The Contractor agrees to indemnify the County for any liability, claims, demands, causes or action or damages incurred as a result of the use of or stockpiling of salt/sand.
 - F. Contractor agrees to have all mixed sand/salt stockpiled by November 1st of every year of the contract.
 - G. The Contractor to prewet the salt and sand mixture with a 32% liquid calcium solution (or approved equivalent) over paved areas of the roads when the air temperature falls below 10 degrees Fahrenheit. The liquid should be applied at a rate of 5 to 6 gallons per cubic yard of salt and sand.
6. 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, or in accordance with the Maine Tort Claims Act, if applicable:

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 snow removal and sanding 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.

7. 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.
8. In consideration of the faithful performance of this work as set forth above, the County agrees to pay the Contractor the annual sum, for the 12 total miles of road covered by this contract;

July 01, 2021 to June 30, 2022	\$65,699.00
July 01, 2022 to June 30, 2023	\$67,667.00
July 01, 2023 to June 30, 2024	\$69,697.00

9. This agreement shall be in effect for three (3) years from **July 1, 2021 to June 30, 2024**. The County and Municipality shall review this agreement at the end of each anniversary date and either the County or the Contractor, by vote of their respective officials, can terminate this contract upon ninety (90) days written notice to the other party. At any given time during the term of the contract, in cases of unforeseen circumstances that may have a negative impact on either the Contractor or the County, this contract can be terminated by either the County or the Contractor by vote of their respective officials upon ninety (90) days written notice to the other party.
10. A payment schedule of six (6) separate monthly installments shall be paid annually, beginning in **November 2021** and ending in **April** of the ensuing year, for the term of the three (3) year contract. Payments shall be made in November, December, January, February, March, and April as part of the regular Unorganized Territory warrant schedule, typically on the third Wednesday of the month. Copies of the warrant schedule can be made available if requested.

IN WITNESS WHEREOF, the parties to these presents have executed this contract each of which will be deemed an original on the _____ day of _____ 2022.

WITNESS

OFFICIALS OF CARIBOU

WITNESS

Ryan D. Pelletier, County Administrator

Filed with Fiscal Administrator _____, 2022

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

MEMORANDUM

DATE: March 08, 2022
TO: Ryan D. Pelletier, County Administrator
FROM: Paul Bernier, Community Services Director
RE: Ambulance Services (Oxbow North, Scopan & 49 other Townships)

Attached are the 2022 subsidy requests from the **Town of Ashland** for Ambulance Service in Oxbow North Township, Scopan (T10R4, T11R4), and 49 other Townships in central and western Aroostook County.

This memo also includes subsidy requests from the Town of Ashland for Library and recreational activities for the residents of Oxbow North Township.

This is the third and final year of an on-going contractual agreement with the Town of Ashland for these services, however, the Town has submitted annual subsidy requests yearly.

AMBULANCE:

Oxbow North Twp. ► 2021 Subsidy \$ 5,397.72 / 2022 Subsidy \$6,360.46 + 17.8%
Scopan & 49 Twp's ► 2021 Subsidy \$42,000.00 / 2022 Subsidy \$46,500.00 + 10.7%

LIBRARY:

Oxbow North Twp. ► 2021 Subsidy \$1,483.58 / 2022 Subsidy \$2,228.24 + 50.2%

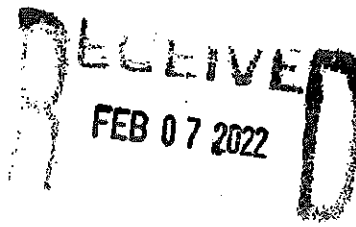
RECREATION:

Oxbow North Twp. ► 2021 Subsidy \$2,383.59 / 2022 Subsidy \$2,558.90 + 7.4%

It is my recommendation that these Subsidy requests be reviewed and approved the County Commissioners.

Ashland

Town of Ashland, P.O. Box 910, Ashland, ME 04732
(207) 435-2311 Fax (207) 435-2005
e-mail: townofashland@myfairpoint.net
www.townofashland.com



Incorporated February 18, 1862



"Gateway to the North Maine Woods"

February 2, 2022

Attn: Paul Bernier
Public Works Director
144 Sweden Street Suite 1
Caribou, Maine 04736

RE: 2022 County Subsidy

Dear Mr. Bernier,

The following subsidies have been calculated by using the same procedure as last year using the total budget for each department in Ashland and the population of each community. The subsidies follow the same guidelines as last year the only subsidy that can be opted out is the Police Department. The Ambulance, Fire, Library, and the Recreation Department are based on all or none. The Ambulance budget went up due to need to hire another full time Paramedic. Ambulance calls have increased due to Covid and other issues in all communities. See the attached sheets for all communities' subsidies for each Department. I have also enclosed the Subsidy Calculation sheet as well. Please feel free to call if you have concerns or questions.

Respectfully

Cyr Martin

Cyr Martin
Town Manager

Town of Oakland

Subsidy Payments 2022

Department	#	Portage		Masardis		Garfield	
		2021	2022	2021	2022	2021	2022
Library		\$ 8,785.77	\$ 12,120.25	\$ 5,125.11	\$ 6,887.27	\$ 1,820.76	\$ 2,667.13
Recreation		\$ 14,122.91	\$ 13,918.86	\$ 8,234.23	\$ 7,909.33	\$ 2,925.32	\$ 3,062.93
Ambulance		\$ 31,975.98	\$ 34,597.06	\$ 18,646.66	\$ 19,659.61	\$ 6,624.47	\$ 7,613.28
Police		\$ -	\$ -	\$ -	\$ -	\$ 8,124.02	\$ 15,725.52
Fire		\$ -	\$ -	\$ 6,178.68	\$ 6,739.64	\$ 2,195.06	\$ 2,609.96
Total		\$ 54,884.66	\$ 60,636.17	\$ 38,184.68	\$ 41,195.85	\$ 21,689.63	\$ 31,678.82

Department	#	Nashville		Oxbow (County)		County (North Maine Woods)	
		2021	2022	2021	2022	2021	2022
Library		\$ 1,034.01	\$ 911.55	\$ 1,483.58	\$ 2,228.24	\$ -	\$ -
Recreation		\$ 1,661.29	\$ 1,046.82	\$ 2,383.59	\$ 2,558.90	\$ -	\$ -
Ambulance		\$ 3,762.05	\$ 2,602.01	\$ 5,397.72	\$ 6,360.46	\$ 42,000.00	\$ 46,500.00
Police		\$ 4,613.64	\$ 5,374.55	\$ -	\$ -	\$ -	\$ -
Fire		\$ 1,246.58	\$ 892.01	\$ -	\$ -	\$ -	\$ -
Total		\$ 12,317.57	\$ 10,826.94	\$ 9,264.89	\$ 11,147.60	\$ 42,000.00	\$ 46,500.00

Department	#	Total	
		2021	2022
Library		\$ 18,249.23	\$ 24,814.44
Recreation		\$ 29,327.34	\$ 28,496.84
Ambulance		\$ 108,406.88	\$ 117,332.41
Police		\$ 12,737.66	\$ 21,100.07
Fire		\$ 9,620.32	\$ 10,241.62
Total		\$ 178,341.43	\$ 201,985.37

\$ 23,643.94 "

	B	C	D	E	F	G	H	I
1	SUBSIDY FOR 2022							
2	BUDGET PER SERVICE							
3								
4			LIBRARY	RECREATION	AMBULANCE	POLICE	FIRE	TOTAL
5			\$ 65,395	\$ 75,100	\$ 186,670	\$ 276,690	\$ 57,155	\$ 661,009
6								
7			Population per Town					
8			1202	\$ 38.77	\$ 96.37	\$ 199.06	\$ 33.04	\$ 481,999.25
9			359	\$ 46,602.99	\$ 115,837.50	\$ 239,266.83	\$ 39,711.04	\$ 60,636.17
10			204	\$ 13,918.86	\$ 34,597.06	\$ -	\$ -	\$ 41,195.85
11			79	\$ 7,909.33	\$ 19,659.61	\$ -	\$ 6,739.64	\$ 31,678.82
12			27	\$ 3,062.93	\$ 7,613.28	\$ 15,725.52	\$ 2,609.96	\$ 10,826.94
13			66	\$ 1,046.82	\$ 2,602.01	\$ 5,374.55	\$ 892.01	\$ 11,147.60
14				\$ 2,558.90	\$ 6,360.46	\$ -	\$ -	\$ 637,484.62
15			1937	\$ 75,099.82	\$ 186,669.91	\$ 260,366.90	\$ 49,952.66	\$ 637,484.62
16								
17			Totals minus Ashland portion	\$ 24,814.44	\$ 70,832.41	\$ 21,100.07	\$ 10,241.62	\$ 155,485.37
18								
19								
20			Average Calls Yr	Average Miles	Vehicle Cost per mile			
21			15	150	\$ 19.00			
22			Total Miles	2,250	\$ 42,750			\$ 46,500.00
23								
24								
25			\$ 201,985.37					Total Subsidy \$ 683,984.62
26			\$ 178,341.43					Less Ashland \$ 481,999.25
27			\$ 23,643.94					Total Other Town Subsidy \$ 201,985.37