

AGENDA

AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY, APRIL 27, 2022 – 1:00 P.M. –
REGISTRY OF DEEDS FIRST FLOOR CONFERENCE- FORT KENT

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

MEETING ID: 839 0542 4639 PASSCODE: 084925

- 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 MARCH 16, 2022.
- ART. 5. OTHER ITEMS FOR APPROVAL AND SIGNATURES.
 - A) ATTENDANCE RECORD
 - B) BILLS AND WARRANTS
- ART. 6. TO CONSIDER A PROPOSAL FROM MISSION BROADBAND FOR A COUNTY WIDE BROADBAND MASTER PLAN. (RYAN PELLETIER & PAUL TOWLE)
- ART. 7. TO CONSIDER A REQUEST FROM CENTRAL AROOSTOOK AMBULANCE FOR COST SHARING OF EMERGENCY EQUIPMENT FROM THE UT (PAUL BERNIER).
- ART. 8. TO CONSIDER A LAWN MAINTENANCE AGREEMENT FOR SILVER RIDGE CEMETERY AND MEMORIAL. (PAUL BERNIER).
- ART. 9. TO CONSIDER AN OPERATIONS AGREEMENT FOR THE SINCLAIR TRANSFER STATION (PAUL BERNIER).
- ART. 10. TO CONSIDER A PROCLAMATION PROCLAIMING MAY 2022 AS COMMUNITY ACTION AND ACAP MONTH IN THE COUNTY OF AROOSTOOK (JASON PARENT).
- ART. 11. TO CONSIDER SNOW REMOVAL SERVICES AND BID RESULTS FOR THE NORTHERN AROOSTOOK REGISTRY OF DEEDS BUILDING (BRYAN JANDREAU).
- ART. 12. TO CONSIDER A DATE AND TIME FOR A PROPERTY TAX ABATEMENT HEARING (RYAN PELLETIER).
- ART. 13. TO CONSIDER A CHANGE IN THE DATE FOR THE JUNE COUNTY COMMISSIONERS MEETING (RYAN PELLETIER).

ART. 14. COUNTY COMMISSIONER'S REPORT.

- A) MCCA/RISK POOL UPDATE
- B) OTHER ITEMS OF INTEREST
- C) LEGISLATIVE REPORT

ART 15. OTHER BUSINESS

ART. 16. TO CONSIDER AN EXECUTIVE SESSION PURSUANT TO TITLE 1 § 405E
CONSULTATIONS BETWEEN A BODY OR AGENCY AND ITS ATTORNEY
CONCERNING THE LEGAL RIGHTS AND DUTIES OF THE BODY OR AGENCY.

ART. 17. ADJOURNMENT

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING - WEDNESDAY, MARCH 16, 2022
- 1:00 P.M. CARIBOU COURT HOUSE – 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
Shawn Gillen, Sheriff
Craig Holder, Chief Deputy
Paul Bernier, Community Services Director
Dana Gendreau, Finance Director
Steve Pelletier, ARP Program Administrator, VIA ZOOM
Darren Woods, EMA Director
Melissa Lizotte, The Aroostook Republican

- ART. 1. Chair Paul J. Adams called the meeting to order at 1:00 p.m.
- ART. 2. There was no public comment.
- ART. 3. Chair Paul J. Adams entertained a motion for approval of the agenda.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the agenda as amended to include 5.C – Commission Renewals and 5.D – Construction Over Limit Permit in Cary Pt.

VOTE:

Motion voted on and passed.

- ART. 4. Chair Paul J. Adams entertained a motion for approval of the February 16, 2022 County Commissioners' meeting minutes.

MOTION:

Motion by Norman Fournier and seconded by Paul J. Underwood to approve the minutes of the February 16, 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.
- C) Commission Renewals for Bill Campbell, Daniel Robertson and Jamie Pelletier
- D) Construction over limit permit for Cary Twp.

MOTION:

Motion made by Paul J. Underwood and seconded by Norman L. Fournier to approve the commission renewals as presented by Sheriff Gillen.

VOTE:

Motion voted on and passed.

MOTION:

Motion made by Paul J. Underwood and seconded by Norman L. Fournier to approve the Over limit construction permit for Cary Plt.

VOTE:

Motion voted on and passed.

ART. 6.

Mr. Pelletier requested that the April County Commissioners Meeting location for be moved to Fort Kent and the May County Commissioners Meeting location be moved to Houlton.

MOTION:

A motion was made by Paul J. Underwood and seconded by Norman L. Fournier to change the April and May meeting locations as requested.

VOTE:

Motion voted on and passed.

ART. 7.

EMA Director, Mr. Darren Woods presented the following for appointment as a paid on call fire fighters for North Lakes Fire Department:

Nick Ouellette, St. Agatha
Andrew Roy, St. Agatha
Dan Molaver, Woodland

MOTION:

A motion was made by Norman L. Fournier and seconded by Paul J. Underwood to approve the EMA Director's recommendation.

VOTE:

Motion voted on and passed.

ART. 8.

Sheriff Gillen presented the following for appointments in the Sheriff's Office:

- Thomas King, FT Dispatcher Position
- Christopher King, FT Corrections Officer
- Stephen Sullivan, FT Corrections Officer
- Daniel Fay, FT Corrections Officer
- Arthur Thorne Jr., Corrections Officer

MOTION:

A motion was made by Norman L. Fournier and seconded by Paul J. Underwood to approve the Sheriff's recommendations.

VOTE:

Motion voted on and passed.

ART. 9.

Mrs. Dana Gendreau, Finance Director presented the 2022 Tax Anticipation Note Resolution and the Votes of the County Commissioners.

MOTION:

A motion was made by Norman L. Fournier and seconded by Paul J. Underwood to approve the 2022 Tax Anticipation Note Resolution and Votes of the County Commissioners.

VOTE:

Motion voted on and passed.

ART. 10.

Mrs. Dana Gendreau, Finance Director presented the 2021 accruals for FY 2021 Sick Time and Vacation Time.

General Fund: \$15,675.98	\$55,000
Jail Fund: \$4,982.49	\$54,018.61
UT Fund: \$17.34	\$0

\$21,410.17 from GF Worker's Comp Ledger to GF Vacation Accrual Ledger

MOTION:

A motion was made by Norman L. Fournier and seconded by Paul J. Underwood to approve the Finance Director's recommendations regarding 2021 accruals for Sick and Vacation Time.

VOTE:

Motion voted on and passed.

ART. 11.

Mrs. Dana Gendreau, Finance Director presented the End of Year Financial Reports for the General Fund and the Second Quarter Financial Reports for the Jail Fund and UT Fund.

MOTION:

A motion was made by Norman L. Fournier and seconded by Paul J. Underwood to accept the Year End and Second Quarter Financial Reports as presented by the Finance Director.

VOTE:

Motion voted on and passed.

- ART. 12. Mr. Ryan Pelletier presented updated CDC Guidance regarding face coverings and also shared what the recent decisions were regarding optional masking made by the judiciary for court room settings. Mr. Pelletier recommended that effective immediately, the County should allow for face coverings as an option for employees and visitors inside county buildings with the exception of the jail and defined court facility spaces determined by jail standards and the judiciary.

MOTION:

A motion was made by Paul J. Underwood and seconded by Norman L. Fournier to approve the County Administrator's recommendation.

VOTE:

Motion voted and passed.

- ART. 13. Mr. Paul Bernier, Community Services Director presented a snow removal contract with the City of Caribou for Connor Twp.

MOTION:

A motion was made by Norman L. Fournier and seconded by Paul J. Underwood to approve the snow removal contract with the City of Caribou as presented.

VOTE:

Motion voted on and passed.

- ART. 14. Mr. Paul Bernier, Community Services Director presented an ambulance service agreement with the Town of Ashland for the Northwest UT's; Oxbow North Twp.; Scopan Twp., and 49 other townships in central and western Aroostook County.

MOTION:

A motion was made by Paul J. Underwood and seconded by Norman L. Fournier to approve the ambulance service contracts with the Town of Ashland.

VOTE:

Motion voted on and passed.

- ART. 15. Mr. Paul Bernier, Community Services Director presented a subsidy request for the Town of Ashland for library and recreation services for the residents of Oxbow North Twp.

MOTION:

A motion was made by Paul J. Underwood and seconded by Norman L. Fournier to approve the subsidy request for the Town of Ashland as presented.

VOTE:

Motion voted and passed.

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 was also provided regarding recent public hearing and work session regarding LD 1654, An Act to Stabilize Jail Funding. Information only, no motion made.

ART. 17 Other Business

There was no Other Business to be brought before the Board.

ART. 18. Adjournment.

MOTION:

A motion was made by Paul J. Underwood and seconded by Norman L. Fournier to adjourn the meeting at 2:15 pm.

VOTE:

Motion voted and passed.

ATTEST: A True Copy

of Commissioners' Meeting

Ryan D. Pelletier
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE:



mission broadband

Connecting America's Communities

AROOSTOOK COUNTY BROADBAND

PROPOSAL

Prepared For :
Paul Towle & Ryan Pelletier

Aroostook Partnership
11 W Presque Isle Rd.
Caribou, ME 04736

PROJECT SUMMARY



Aroostook County, in coordination and partnership with Aroostook Partners, NMDC, ACAP, and the city of Presque Isle, has applied for and received a ConnectME grant to assist in the development of a county-wide broadband expansion program plan.

Mission Broadband will assist with the creation of a county-wide broadband plan that will serve as a roadmap for underserved, and least served communities to pursue broadband projects. This includes a mapping study to accurately determine the areas of greatest need by identifying subregions of Aroostook County where the greatest gaps in broadband coverage exist in accordance with the ConnectME minimum speed standard.

Mission Broadband will also support the County Broadband Committee to maintain engagement with communities, and gather data from the mapping, outreach, remote worker, legislative & advocacy, and funding subcommittees, which will be incorporated into the final product. Mission Broadband will also work with the County Broadband Committee to support public forums (if needed), to help educate and engage communities within the county.

OUTLINE OF PROJECT WORK



Mission Broadband's work will be a collaborative approach involving a deep level of engagement with the County representatives and its stakeholders. Our team will help the Committee to ensure that the project is delivered to scope, and on time through consistent communication, and actionable advice.

Outlined below is how we would approach the outlined project milestones and we can provide any selected services for Aroostook County. Per the requirements of the ConnectME grant, we will gather information as needed and outlined below to include mapping, which will be used as comprehensive data for the region.

Data Gathering and Educational Sessions (Surveys & Outreach):

Understanding that the work has already begun, Mission Broadband will support the development of a detailed, actionable broadband analysis, and will work with the Committee and key stakeholders to complete the necessary data-gathering exercises and research to obtain the information required for the detailed, actionable broadband plan. Our process for data gathering and research for this project may include (but is not limited to) the following:

- Interview project team outlining their broadband vision by town and region
- Identify Stakeholder groups in concert with the project team
- Create surveys for the region (or by town). This may or may not be needed, depending on existing survey data that has been collected to date.
- Facilitate meetings (The intent of meetings will be to collect new data and provide education and content on the history of technology services as well as today's technology and how to best future-proof investments)
 - Attend town council meetings
 - Public forums
 - Business interviews
 - Public Anchor Institutions
 - Service Provider community
 - Others as deemed necessary
- Evaluate existing data points
- Determine uses of the network (i.e., residential, business, wholesale, utilities, anchor institutions, Internet Service Providers, etc.)
- Assess application usage and bandwidth requirements
- Determine end-user cost expectations
- Establish performance requirements of a broadband network
- Determine visual and aesthetic requirements
- Analyze data collection information
- Evaluate and summarize input from stakeholders
- Evaluate and assess technology options and solutions for a broadband network that would match and meet the needs of towns and regions

Data collected from community and stakeholder outreach will inform infrastructure assessment and gap analysis. The outreach will provide broadband user information not always captured from map reporting.

Development of Maps / Infrastructure Assessment:

Existing broadband internet assets will be identified utilizing multiple methods identified below:

Mission Broadband utilizes QGIS to collect and map data. Our technology is compatible with VETRO Fiber, ensuring a seamless transition between software tools to enhance collaboration and data sharing efforts.

With this collected data and mapping, Mission Broadband will develop a layered map to be used in the analysis of existing services and identify gaps in services:

- Research available map data (Federal, State, Local)
- Tax map and E-911 data
- Existing service providers

Broadband Plan Development and Delivery:

Mission Broadband will work with the County Broadband Committee and other required stakeholders to aggregate all of the data collected and compile it into an actionable broadband report that can act as a blueprint for communities within Aroostook County who wish to pursue broadband projects and funding. This will include a final presentation to the Committee and participating towns and a discussion of possible next steps.

mission broadband

Connecting America's Communities

 WWW.MISSIONBROADBAND.COM

 MICHAELLELIOTT@MISSIONBROADBAND.COM

DESCRIPTION	QTY	USD
County Broadband Project*	1	46,575
TOTAL		46,575

**ANY WORK OUTSIDE THE SCOPE OF THIS PROPOSAL AND AGREED UPON BY THE CLIENT, WILL BE BILLED AT A RATE OF \$200.00 PER HOUR PLUS EXPENSES.*

**ANY SIGNIFICANT MISCELLANEOUS EXPENSES INCURRED AS A RESULT OF THIS PROJECT (I.E. DOCUMENT REPRODUCTION, MAILINGS, ETC.) WILL BE BILLED ACCORDINGLY.*

County of Aroostook

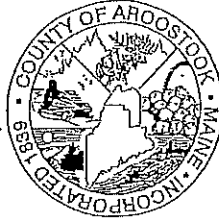
COMMISSIONERS' OFFICE

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: April 6, 2022
TO: Ryan D. Pelletier, County Administrator.
FROM: Paul Bernier, Community Services Director
RE: AMERICAN RESCUE PLAN ACT

The Central Aroostook County Ambulance Medical Services Authority (**Central Aroostook Ambulance Service / CAAS**) will be submitting an application to the County of Aroostook for funding through the American Rescue Plan Act. One of the requirements of the application is the ability of the applicant to provide the necessary matching funds required should the application score in a favorable manner.

CAAS provides ambulance coverage to the communities of Mars Hill, Blaine, Bridgewater, and the Unorganized Territories of E-Township, TDR2, and a few other Townships. To date, Blaine, Mars Hill and Bridgewater have each committed \$8,333.00 in matching funds for the project on behalf of their communities.

On behalf of the residents in the Unorganized territory service area of CAAS, I am recommending that the County of Aroostook commit matching funds in the amount of \$8,333.00. This recommendation is based on funds being committed by all of the above mentioned communities.

There are sufficient funds to cover the UT's commitment in the UT Capital "**Emergency Response Equipment**" line – Account # 2-3424.

Attached is a proposed letter from the County of Aroostook to CAAS committing the necessary matching funds identified above.

County of Aroostook

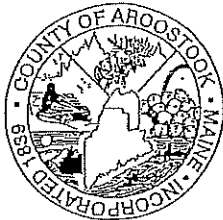
COMMISSIONERS' OFFICE

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COUNTY COMMISSIONERS

**PAUL J. ADAMS
HOULTON**

**NORMAN L. FOURNIER
WALLAGRASS**

**PAUL J. UNDERWOOD
PRESQUE ISLE**

April 27, 2020

Central Aroostook Ambulance Service
PO Box 338
Blaine, ME 04734

To whom it may concern;

The County of Aroostook held their monthly Commissioners meeting on Wednesday April 27th, 2022 at the Registry of Deeds Conference Room in Fort Kent. Article #7 was to consider a memorandum which recommends committing matching funds in the amount of \$8,333.00 on behalf of the Central Aroostook Ambulance Service for their American Rescue Plan Act application through the County of Aroostook. The request was unanimously approved and signed below by the County Commissioners.

Paul J. Adams

Norman L. Fournier

Paul J. Underwood

Proclamation

WHEREAS, Aroostook County Action Program, Inc. (ACAP) was formed on June 1, 1972 as the result of a merger between the Central Aroostook Action Program (incorporated 1965) and the St. John Valley Action Council (incorporated 1966); and

WHEREAS, ACAP is marking 50 years of service to the citizens of the County of Aroostook in 2022; and

WHEREAS, Team members of, and programs and services provided by ACAP County-wide, and to the citizens of the County of Aroostook, keep older adults and other vulnerable members of our community warm and safe in their homes; help individuals to attain education, employment and housing; assist families with young children by providing services such as early childhood education, nutrition assistance, health and wellbeing and supports to be more economically secure; and educate our community by providing information, resources and programming about making healthy life choices; and

WHEREAS, in the most recently completed year of service, ACAP provided more than \$19,539,255 in services across Aroostook County, and

WHEREAS, ACAP promotes community-wide solutions to challenges throughout the region; and

WHEREAS, ACAP delivers innovative services and supports that create greater opportunities for families and children of Aroostook County to succeed; and

WHEREAS, ACAP, in partnership with public officials, the private and consumer sector citizens, continues to identify areas of need and find solutions; and

WHEREAS, communities, counties, states and the nation recognize May as Community Action Month; and

WHEREAS, Aroostook County Action Program is celebrating five decades of innovation, impact, and providing proven results for families and individuals throughout the vast County of Aroostook;

NOW, THEREFORE, We, the elected officials of the County of Aroostook, as evidenced by our signatures below, do hereby proclaim and recognize:

May 2022 is
Community Action and ACAP Month
in the County of Aroostook

Signed,

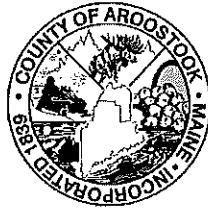
Dated: _____, 2022

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

REQUEST FOR BIDS SNOW REMOVAL COUNTY OF AROOSTOOK

The County of Aroostook is soliciting bids for snow removal, hauling, plowing, sanding and salting at the Registry of Deeds Building located at 22 Hall Street, Fort Kent, Maine.

For further information and specifications, please contact Bryan Jandreau, Facilities & IT Director, at 493-6305 or 227-3538 or at our website <https://www.arostook.me.us> under the bids and proposals section.

Snow Removal bids must be sealed and marked “**Snow Removal Fort Kent Registry Building – Do Not Open**” and received at the office of the County Commissioners no later than 4:30 p.m. on Wednesday, April 6, 2022. Bids shall be presented at the County Commissioners’ Meeting at the Registry of Deeds Building, 22 Hall Street, Fort Kent, Maine, on Wednesday, April 27, 2022, at 1:00 p.m.

Please submit bids to:

Ryan D. Pelletier
County Administrator
County Commissioners’ Office
144 Sweden Street, Suite 1
Caribou, Maine 04736
493-3318

The County Commissioners reserve the right to accept or reject any or all bids.

COUNTY OF AROOSTOOK

County Commissioners' Office - Ryan D. Pelletier, County Administrator
Board of Commissioners: Paul J Adams, Houlton - Norman L. Fournier, Wallagrass - Paul J. Underwood, Presque Isle



DT: April 7, 2022
TO: Ryan D. Pelletier, County Administrator
FR: Bryan V. Jandreau, Facilities & IT Director
RE: Snow Removal Bids, Fort Kent Registry Building



The County of Aroostook did not receive any bids regarding the snow removal request for proposal for the Fort Kent Registry of Deeds Building.

It is my recommendation that the County of Aroostook Board of Commissioners authorize me to reach out to our current snow removal service provider to negotiate a snow removal agreement for the next three snow seasons 2022-2023, 2023-2024 and 2024-2025.

Ryan D. Pelletier

From: Bryan Jandreau
Sent: Monday, April 11, 2022 9:08 AM
To: Ryan D. Pelletier
Subject: FW: April Agenda Items
Attachments: FK snow removal rfp letter to ryan 04072022.pdf; fort kent snow removal bid result 2022 _2025.pdf

Hello Ryan,

As indicated in my April 7th letter to you, we did not receive any snow removal bids for your Fort Kent Deeds Building. After the bid close date, I received a hand delivered bid from our current snow removal contractor. Because we did not receive any bids during the proposal time frame, I am recommending that the County Commissioners consider accepting the attached bid from KR Property Maintenance. Please note that if we had received other bids during the proposal time frame, we would have rejected this bid.

Thank you for this consideration,

Bryan

Bryan V. Jandreau
Facilities & IT Director
County of Aroostook

SECTION 2
BID PROPOSAL FORM
FORT KENT REGISTRY BUILDING
SNOW REMOVAL

Aroostook County Commissioners
144 Sweden Street Suite 1
Caribou, Maine 04736

Having carefully examined the Instruction to Bidders, Form of Contract, General Conditions, as well as the premises and conditions affecting the work, we, the undersigned, propose to furnish all labor, equipment, and materials necessary for and reasonably incidental to the removal of snow, hauling, plowing, sanding and salting required at 22 Hall Street, Fort Kent, Maine for the completion of this Proposal.

2022-2023 2023-2024 2024-2025

Snow removal, hauling, plowing,
sanding, salting, etc. (LUMP SUM)

\$ 2,400 \$ 2,475 \$ 2,525


The Contractor shall list any and all equipment that he/she intends to use.

99 Deere loader

2016 F250 w/ plow

2004 F350 w/ plow and Sander

The undersigned agrees, if this Proposal is accepted, to submit all valid certificates of insurances, a commercial driver's license compliance plan, needed permits and registrations, as required, along with any and all documents and requirements set forth by local, state, and federal governments, within seven (7) calendar days after the date of notification of such acceptance, and sign a contract within two (2) days of receipt of the certificate of insurance by the Office of the County Commissioners.

Signed: 

By: Kevin Raymond

Firm Name: KR Property Maintenance

Address: 41 First Ave Fort Kent ME 04743

Telephone Number: 207-318-2277 Cell Number: Same

Email Address: KRProperty2018@yahoo.com