

## AGENDA

AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY AUGUST 17, 2022 - 1:00 P.M.

REGISTRY OF DEEDS FIRST FLOOR CONFERENCE ROOM – FORT KENT

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

MEETING ID: 878 4573 2453    PASSCODE: 992674

### REGULAR MEETING

- 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 JULY 20, 2022.
- ART. 5.        OTHER ITEMS FOR APPROVAL AND SIGNATURES.
  - A) ATTENDANCE RECORD
  - B) BILLS AND WARRANTS
- ART. 6.        TO CONSIDER UPDATES FROM THE LUPC. (Leo Trudel)
- ART. 7.        TO CONSIDER CHANGING THE COUNTY'S FISCAL YEAR. (Ryan)
- ART. 8.        TO CONSIDER THE QUARTERLY FINANCIAL REPORT. (Dana)
- ART. 9.        TO CONSIDER A REQUEST TO INCREASE THE FIXED ASSET LIMIT. (Dana)
- ART. 10.       TO CONSIDER THE DESIGNATION OF ARPA REVENUE FROM MUNICIPAL AGREEMENTS. (Dana)
- ART. 11.       TO CONSIDER THE APPROVAL OF FUNDING JAIL AND UT ACCURALS AS OF JUNE 30, 2022. (Dana)
- ART.12.       TO CONSIDER THE PROPOSED COUNTY ARPA PROJECTS. (Steve)
- ART. 13.       TO CONSIDER APPROVAL OF THE HIRING OF LORI AMNOT AND LACEY THIBODEAU FOR LEGAL ASSISTANTS IN THE DISTRICT ATTORNEY'S OFFICE. (Todd)

ART. 14. TO CONSIDER SNOW REMOVAL CONTRACTS IN THE UNORGANIZED TERRITORIES.  
(Paul)

- A) BENEDICTA
- B) COUNTY ROADS
- C) BANCROFT ROADS
- D) T9 R5 AND OXBOW

ART. 15. COUNTY COMMISSIONER'S REPORT.

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

ART. 16. OTHER BUSINESS

ART. 17. ADJOURNMENT

NEXT MEETING:

COUNTY COMMISSIONERS' MEETING – TUESDAY – SEPTEMBER 13, 2022– 1:00 P.M.  
SHERIFF'S OFFICE BUILDING – 2<sup>ND</sup> FLOOR CONFERENCE ROOM - HOULTON

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY, JULY 20, 2022  
– 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  
Joey Seeley, Commander, Sheriff's Office  
Craig Clossey, Jail Administrator, Sheriff's Office  
Paul Bernier, Community Services Director  
Steve Pelletier, ARPA Program Administrator (via Zoom)  
Darren Woods, EMA Director (via Zoom)  
Dana Gendreau, Finance Director  
Sue Tortello, Town of Houlton Council  
Kristen Wells, EDP Renewables  
Craig Nale, EDP Renewables  
Katie Chapman, EDP Renewables

ART. 1. Chair Paul J. Adams called the regular meeting to order at 1:03 p.m.

ART. 2. There was no public comment.

ART. 3. **MOTION:**

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

**VOTE:**

Motion voted on and passed.

ART. 4. Chair Paul J. Adams entertained a motion for approval of the June 1, 2022 and June 14, 2022 County Commissioners' meeting minutes.

**MOTION:**

Motion by Paul Underwood and seconded by Norman Fournier to approve the minutes of the June 1, 2022 and June 14, 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) Renewal of the liquor license for Roosevelt Center/Eagle Lake Sporting Camps
- D) BYOB Permit to Kristen Rush – St. Benedict Parish Hall, Benedicta TWP
- E) Boating Facilities Fund Grant Application for Cross Lake

**MOTION:**

A motion was made by Norman Fournier to approve the renewal of a liquor license for the Roosevelt Center and Eagle Lake Sporting Camps. The motion was seconded by Paul Underwood.

A motion was made by Paul Underwood to approve the BYOB Permit to Kristen Rush of the St. Benedict Parish Hall in Benedicta TWP. The motion was seconded by Norman Fournier.

A motion was made by Norman Fournier to approve the grant for the boating facilities for Cross Lake. The motion was seconded by Paul Underwood.

**VOTE:**

Motions voted on and passed.

ART. 6. Mr. Ryan Pelletier presented the discussion of changing the County's Fiscal Year.

Sue Tortello from Houlton Town Council made comments and thanked the Commissioners for their information.

ART. 7. Representatives of the EDP Renewables presented an update regarding the #9 Wind Farm Project. If approved, the estimated startup date would be in the year 2028. This would create 12 Aroostook County jobs and projected to sustain for 25 years.

ART. 8. Mr. Steve Pelletier presented a consideration of approval for a County ARPA Project for the Sheriff's Office in the amount of \$209,878.00 for new body cameras and tasers.

**MOTION:**

A motion was made by Norman Fournier and seconded by Paul Underwood to approve the proposal.

**VOTE:**

Motion voted on and passed.

ART. 9. Mr. Ryan Pelletier presented the consideration of approval to appoint Michael White for a vacant Trustee position for the Sinclair Sanitary District.

**MOTION:**

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

**VOTE:**

Motion voted on and passed.

ART. 10. Ms. Dana Gendreau presented the consideration of approval of the hiring of Mandi Craig for the position of Operations Assistant.

**MOTION:**

A motion was made by Paul Underwood and seconded by Norman Fournier to approve the recommendation.

**VOTE:**

Motion voted on and passed.

ART. 11. Mr. Craig Clossey presented the consideration of the ratification of medical services contract for the department of corrections. Mr. Craig Clossey shared information.

**MOTION:**

A motion was made by Norman Fournier and seconded by Paul Underwood to approve the recommendation.

**VOTE:**

Motion voted on and passed.

ART. 12. Mr. Joey Seeley presented the consideration of bids received on two surplus vehicles of the Sheriff's Department.

**MOTION:**

A motion was made by Norman Fournier and seconded by Paul Underwood to approve the acceptance of the bids.

**VOTE:**

Motion voted and passed.

ART. 13. Mr. Darren Woods presented the consideration of bids received on two surplus firetrucks of the North Lakes Fire Department. The bids went to the lowest bidder due to the condition of the firetrucks. The 1995 and the 1979 went to Michael Lagasse in the amount of \$500 each.

**MOTION:**

A motion was made by Paul Underwood and seconded by Norman Fournier to approve the acceptance of the bid for the 1995 firetruck.

A motion was made by Paul Underwood and seconded by Norman Fournier to approve the acceptance of the bid for the 1979 firetruck.

**VOTE:**

Motions voted on and passed.

ART. 14. Mr. Paul Bernier presented to consider contracts and agreements for the unorganized territories for the following:

- 1) Fire Protection Agreement for T15 R6 (Winterville and Eagle Lake)
- 2) Fire Protection Agreement for TA R2 (Linneus)
- 3) Solid Waste Agreement for Van Buren Cove Township
- 4) Ambulance Service Agreement for Van Buren Cove Township
- 5) Snow Removal Agreement for Connor TWP

**MOTION:**

A motion was made by Paul Underwood and was seconded by Norman Fournier of the 3% increase of the fire protection agreement for Winterville and Eagle Lake.

A motion was made by Paul Underwood and was seconded by Norman Fournier of the 3% increase of the fire protection agreement for Linneus.

A motion was made by Paul Underwood and was seconded by Norman Fournier of the 2% increase and a 5 year contract of the solid waste agreement for Van Buren Cove Township.

A motion was made by Paul Underwood and was seconded by Norman Fournier of the 1 year contract in the amount of \$7,872 for the ambulance service agreement for Van Buren Cove Township.

A motion was made by Paul Underwood and was seconded by Norman Fournier of the 7% increase and a 3 year contract in the amount of \$36, 205 for the snow removal agreement for Connor TWP and New Sweden.

**VOTE:**

Motions voted on and passed.

ART. 15. Ms. Dana Gendreau presented to consider the authorization of the finance director to reserve \$153,466.12 received from the 2022 fiscal year supplemental jail funding and \$65,185 received from MDOC reserve funds to the excess jail cost reserve.

**MOTION:**

A motion was made by Norman Fournier and seconded by Paul Underwood to approve the transfer of funds.

**VOTE:**

Motion voted on and passed.

- ART. 16. Mr. Ryan Pelletier presented his recommendation to change the location of the Commissioners' Meeting from Caribou to Houlton on September 13, 2022.

**MOTION:**

A motion was made by Norman Fournier and seconded by Paul Underwood to change the location as requested.

**VOTE:**

Motion voted and passed.

- ART. 17. Mr. Joey Seeley presented the consideration of approval of the hiring of Tessa Cloney and Jaimee Michaud for the dispatch positions and Eric Corbin for the Deputy Patrol position.

**MOTION:**

A motion was made by Paul Underwood and seconded by Norman Fournier to approve the hiring of the two dispatch positions.

A motion was made by Norman Fournier and seconded by Paul Underwood to approve the hiring of the deputy patrol position.

**VOTE:**

Motions voted and passed.

- ART. 18. County Commissioner's Report

Commissioner Fournier presented information regarding the MCCA Board Meeting for Commissioners and employees that will be attending in September at the Senator Inn in Augusta.

He also provided updates regarding the MCCA Risk Pool Meeting.

No motion necessary.

- ART. 19. Mr. Ryan Pelletier recommended consideration of an Executive Session pursuant to 1 MRSA § 405(6)(D) for discussion related to Labor Contract Negotiations between County of Aroostook and the New England Police Benevolent Association Local 601.

A motion was made by Norman Fournier and seconded by Paul Underwood to enter into Executive Session at 2:15pm.

The Board excused Executive Session at 2:30pm

A motion was made by Norman Fournier and seconded by Paul Underwood to approve the contract with Local 601 as discussed.

ART. 20. Other business

NONE

ART. 21. Adjournment

A motion was made by Norman Fournier and seconded by Paul Underwood to adjourn the meeting at 2:32 pm. Motion voted 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: August 17, 2022

July 7, 2022

TO: Aroostook Municipal Officials (Town Managers, Selectpersons and Town Council Members)

FR: Ryan D. Pelletier, County Administrator

RE: County Fiscal Year Change Discussion

Greetings. On behalf of the Aroostook County Commissioners, I am writing today to invite representatives from your community to participate in any of the three upcoming County Commissioner meetings that will contain an agenda item regarding the County exploring a change in our fiscal year. Currently, the County develops three budget proposals (general fund; jail budget and unorganized territory budget). While the jail and unorganized territory budgets are on a July-June fiscal year, the general fund budget has remained on a calendar (Jan-Dec) fiscal year.

This requires our budget process to begin in early summer and conclude in late fall to accommodate adopted budgets before year end. Municipalities typically receive their county tax bill in February/March and by statute are required to pay the county tax by September 1 with interest beginning to accrue after November 1. This creates a cash flow problem that requires the County to borrow funds in anticipation of taxes and further increases the amount of county tax necessary to collect from each of the municipalities.

At these upcoming Commissioner meetings, we will be discussing the options of changing our fiscal year, the timeline that would be involved, the impact that such a change will have on our budget process as well as the impact to the municipalities through the first year of that change. We are open to ideas and suggestions from the municipalities and invite and encourage your participation in any of these three upcoming Commissioner meetings. The meetings will also be available to be attended via Zoom.

The dates, time and location of each of the three meetings are as follows:

**July 20, 2022 – Houlton**

**1:00 PM**

**Sherriff's Office Building (Second Floor Conference Room)**

**August 17, 2022 – Fort Kent**

**1:00 PM**

**Registry of Deeds Building (First Floor Conference Room)**

**September 13, 2022 – Caribou**

**1:00 PM**

**Caribou Superior Court Building (Admin Hearing Room)**

Thank you for your time and consideration and if you have any questions or suggestions, please feel free to reach out to me at 493-3318 or by email at [ryan@aroostook.me.us](mailto:ryan@aroostook.me.us)

## FISCAL YEAR CHANGE

### TIMELINE:

**September/October** – Budget process for special 6-month General Fund budget to begin January 1 – June 30 as well as the 12-month Jail Budget and UT Budget (July-June).

**November** – 6-Month General Fund Budget (Jan. – June) Adopted as well as 12-month Jail Budget and UT Budget (July -June).

**February** – Town are given notice about payment plan, must opt into payment plan or have full 6-month assessment added to their 12-month assessment in July.

**March/April** – Budget process for 12-month General Fund Budget to begin July 1.

**May** – Public Hearing and Adoption of July 1 – June 30 12-month General Fund Budget.

**July** – 12-month budget commitment and 1/3 special 6-Month General Fund budget assessed to local municipalities.

**Section 2.**  
**FINANCE COMMITTEE ORGANIZATION.**

The Finance Committee shall conduct its meetings in public at county buildings. The Board shall direct the County Clerk to call an organizational meeting of the Finance Committee no later than sixty days before the end of the County's fiscal year. The Board shall provide the Committee with necessary clerical assistance, office expenses and suitable meeting space, as well as access to county files and information. The Finance Committee shall select its own chairperson, vice-chairperson and secretary. The Finance Committee shall adopt its own rules or procedures and bylaws.

**Section 3.**  
**BUDGET PROCEDURES.**

(a) Proposed Budget. The Board shall submit itemized finance estimates, as described in 30-A M.R.S.A. §§ 701, 702 and 7503, in the form of a budget, to the Finance Committee in a timely fashion, no later than 60 days before the end of the County's fiscal year.

(b) Budget review process. The Finance Committee shall review the itemized estimated budget prepared by the Board, together with any supplementary material prepared by the head of each county department or provided by any independent board or institution or another governmental agency. The Finance Committee shall prepare a proposed budget and may increase, decrease or alter the estimated budget provided that:

(i) The Finance Committee enters into its minutes an explanation for any suggested change in the estimated expenditures and revenues as initially presented by the Board; and

(ii) In the proposed budget, the total estimated revenues, together with the amount of county tax to be levied, equals the total estimated expenditures.

(c) Public hearing. The Finance Committee shall hold a public hearing in the County on its proposed budget before the end of the County's fiscal year and before the final adoption of the budget. Notice of the hearing shall be given at least ten days before the hearing in all newspapers of general circulation within the County. Written notice and a copy of the proposed budget shall be sent by mail, or delivered in person, to the clerk of each municipality in the County. Each municipal clerk shall notify the municipal officials of the proposed budget.

(d) Finality of budget. After the public hearing is completed, the Finance Committee shall adopt a final budget and transmit that budget to the Board. The Board shall not further increase, decrease, alter or revise the budget as adopted by the Finance Committee, except by unanimous vote of the Board. If the adopted budget is changed by the Board, the Finance Committee may reject that change by a two-thirds vote of its membership. Those actions shall be final and not subject to further action by either the Board or Finance Committee.

(e) Assessment of taxes. The budget as so adopted and changed under subsection (d) is the final authorization for the assessment of county taxes. The approved final budget shall be sent to the Board and the county tax authorized shall be apportioned and collected in accordance with 30-A M.R.S.A. § 706. The approved final budget for the unorganized territories shall be sent to the State as provided by 30-A M.R.S.A. § 7503.

(f) Interim budget. Until a budget is finally approved, the County shall operate on an interim budget which shall not exceed the previous year's budget.

(g) Transfer of funds. The Board may transfer funds as provided in 30-A M.R.S.A. § 922.

(h) Fiscal Year. The fiscal year of the County shall be January 1 through December 31, but the Board may change the fiscal year in accordance with State law.

**Section 4.**  
**BUDGET AMENDMENTS.**

The approved final budget shall govern the expenditures of the County during the fiscal year. No expenses may be incurred in excess of those shown in the approved final budget, but the budget may be, from time to time, revised by the preparation and submission of a proposed amended budget by the Board to the Finance Committee for approval. Only after the Finance Committee has approved an amended approved final budget shall the amendment become effective. A report of approval of an amended budget shall be transmitted to the State Auditor within fifteen days of an approval of an amended budget by the Finance Committee.

**Section 5.**  
**FILING OF COUNTY BUDGET.**

A copy of the approved final budget and subsequent amendments shall be filed on forms approved by the Department of Audit with the State Auditor, who shall retain them for three years.

**Section 6.**  
**DISTRICT SUBDIVISIONS.**

The District subdivisions shall be as follows:

**DISTRICT 1**

**Area 1:** Amity, Bancroft, Cary Plantation, Crystal, Dyer Brook, Glenwood Plantation, Hammond, Haynesville, Hersey, Hodgdon, Island Falls, Linneus, Macwahoc Plantation, Merrill, Moro Plantation, Oakfield, Orient, Oxbow Plantation, Reed Plantation, Sherman, Smyrna, Weston, and the unorganized territories of Central Aroostook and South Aroostook.

**Area 2:** Houlton, Littleton, Ludlow, New Limerick.

**§708. Alternative fiscal year**

The county commissioners of a county may adopt a July 1st to June 30th fiscal year. A county may raise one or 2 taxes during a single valuation, if the taxes raised are based on appropriations made for one or more county fiscal years none of which exceeds 18 months. A county fiscal year may extend beyond the end of the current tax year. The county commissioners, when changing the county's fiscal year, may for transition purposes, adopt one or more fiscal years not longer than 18 months each. [PL 2009, c. 391, §2 (AMD).]

**SECTION HISTORY**

PL 1987, c. 737, §§A2,C106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §§C8,10 (AMD). PL 2009, c. 391, §2 (AMD).

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Municipality: \_\_\_\_\_

The Board of Selectmen/ Council voted on (Date)\_\_\_\_\_ to choose the ( one to five)\_\_\_\_\_

year plan for the county's six month transition assessment. We understand we may change that plan in the future.

# SIX-MONTH TRANSITIONAL BUDGET

## Frequently Asked Questions

### 1) What will the interest be on the six-month assessment?

The county will borrow a TAN each year for three years to finance the six-month assessment. Each town will be assessed their portion of the interest.

The county's cost of borrowing the annual TAN has been historically low. The 2022 TAN cost 1.75%.

We will not know the actual interest on the TAN until it is awarded by bid each year. We recommend you use 2% as a conservative estimate.

### 2) If we initially opt for the three-year payment plan, can we change it later and pay it off sooner.

Yes. You will need to let the county know well ahead of time so your payment is not calculated into the coming years TAN.

### 3) Can we make our payment early and avoid interest?

Yes. We would need the payment before we borrow the TAN. Alternatively, if you pay earlier in the year we would need to calculate how much interest is due.

### 4) The deadline to notify the county of which payment plan we choose is before our town meeting. Do we need to hold a special town meeting to choose which payment schedule?

No. The statute outlining this process, 30-A MRSA §932, sub-§3, states "the municipal officers of each municipality in the county shall notify the county clerk in writing of the manner in which the municipality intends to pay its portion of the transitional budget"

The statute clearly gives this authority to the board of selectmen.

# Legal Notes

## Emergency Services: No Duty, No Liability

**Question:** Are municipalities in Maine legally obligated to provide police, fire, or emergency medical services?

**Answer:** No, they're not. Although fire protection in particular is regarded as one of the traditional and core functions of local government in Maine and is provided in some manner by virtually all municipalities, the fact is that towns and cities are not legally required to provide any emergency services – not police, fire, or emergency medical services.

This issue has surfaced recently in several parts of the state where ambulance services have been disrupted, either because providers have ceased operation or because their fees have skyrocketed. The claim has been made that municipalities must provide ambulance services and that if they don't, they can be held liable.

While we don't dispute that emergency services of all kinds can be critical, neither claim is true. Not only are municipalities not mandated to provide emergency services, municipalities cannot be held liable if they don't, or if they do so "negligently." The Maine Supreme Court has denied claims for negligent police response (see *Selby v. Cumberland County*, 2002 ME 800), negligent firefighting (see *Day's Auto Body, Inc. v. Town of Medway*, 2016 ME 121), and negligent emergency rescue (see *Thompson v. Department of Inland Fisheries and Wildlife*, 2002 ME 78).

In each of these cases the Court held that the government had immunity from liability under the Maine Tort Claims Act because it was performing a "discretionary function." But for the negligent operation of a motor vehicle resulting in a collision (see 14 M.R.S. § 8104-B (3)), this discretionary function immunity for emergency services is full and complete. (By R.P.F.)

## County Taxes: No Local Appropriation Required

(Reprinted, as revised, from the November 2002 *Maine Townsman* Legal Notes)  
**Question:** As a municipality, don't we have to raise and appropriate our proportionate share of the annual county tax just as with other municipal disbursements?

**Answer:** Actually, no. The county commissioners instead issue their warrant directly to the local assessors requiring them to assess and commit to the tax

## MUNICIPAL CALENDAR

**JULY 4** — Independence Day, July 4 is a legal holiday (4 M.R.S. § 1051).

**ON OR BEFORE JULY 15** — Monthly/quarterly/semi-annual expenditure statement and claim for General Assistance reimbursement to be filed via online portal or sent to Department of Health and Human Services, General Assistance Unit, #11 SHS, Augusta, ME 04333-0011 (22 M.R.S. § 4311; DHHS regulations).

**ON OR BEFORE JULY 31** — Every employer required to deduct and withhold tax for each calendar quarter shall file a withholding return and remit payment as prescribed by the State Tax Assessor (36 M.R.S. § 5253).

collector the municipality's share of the county tax (see 30-A M.R.S. § 706). Assessors and collectors are thus made agents of the county for purposes of assessing and collecting county taxes – no appropriation is necessary because the obligation is statutory and independent of the local budgetary authority. (The same is true for regional school unit, school administrative district and community school district assessments – see 20-A M.R.S. §§ 1489, 1310 and 1703, respectively.)

Once the assessors have assessed and committed the county tax, they must return to the county treasurer a certificate with the name of the collector (see 36 M.R.S. § 712).

If, for three months after any warrant for a county tax has been issued, the assessors have failed to assess and certify the tax, the treasurer may notify the county commissioners, who must then appoint three or more suitable persons in the county to be assessors for that municipality (see 36 M.R.S. § 705). New warrants must then be issued to these assessors; these warrants supersede the originals. The new assessors must then assess the municipality's share of the county tax upon all taxable property within that municipality, together with reasonable charges for their time and expense as approved by the county commissioners.

If the county tax is not paid by the 60th day after the date for payment set by the county commissioners, the tax becomes delinquent and is subject to interest at the rate specified by the commissioners (see 36 M.R.S. § 892-A). Additionally, if the time for payment has expired and the tax remains unpaid, the county treasurer must give notice to the delinquent municipality, and unless the tax is paid within 60 days, the treasurer may issue a warrant

to the county sheriff, returnable within 90 days, requiring the sheriff to levy by distress (seizure) and sale upon the real and personal property of any inhabitant of the municipality (see 36 M.R.S. § 891). The sheriff or a deputy must execute the warrant. (By R.P.F.)

## Discharging a Lien upon Sale

**Question:** Should we discharge recorded tax liens after property has become tax-acquired but before it is sold?

**Answer:** No! The lien or liens that foreclosed are the legal basis for the municipality's claim of title to the property. Discharging them after foreclosure but before selling the property only undercuts this claim and serves no legitimate purpose. A quitclaim deed without covenants given by the municipality to the purchaser is legally sufficient to release any and all municipal claims to the property, so also discharging the lien or liens that foreclosed is simply unnecessary. Plus, as we noted, doing so unnecessarily calls into question the municipality's foreclosure and claim of title.

As for any un-foreclosed liens, these are presumed to be extinguished upon conveyance of the property by quitclaim deed, so it is legally pointless to discharge them, also.

Generally speaking, a property tax lien should be discharged only if (1) the tax has been fully and timely paid (i.e., before the 18-month redemption period has expired); (2) the tax has been fully and lawfully abated; or (3) the lien was recorded in error (e.g., against the wrong property or where no taxes were due).

If a tax lien was in fact fully and timely paid but no discharge was ever recorded, the proper way to clear title is not to give a quitclaim deed but to record an after-the-

# County of Aroostook

COMMISSIONERS' OFFICE

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FINANCE DIRECTOR / DEPUTY TREASURER  
Dana L. Gendreau



COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

August 3, 2022

Subject: Capitalized Dollar Amount for County of Aroostook Fixed Assets

The County of Aroostook current Accounting and Financial Practices and Procedures Manual currently states "All capitalized fixed assets of \$500.00 or more are recorded in a fixed asset software program."

It is my recommendation that the \$500.00 wording be changed to \$2,000.00 in the Accounting and Financial Practices and Procedure Manual.

Regards,

*Dana Gendreau*

Dana Gendreau  
Finance Director

When effective communication has been made with the respective owner(s), replacement checks are issued after the original check has been determined to be missing, destroyed or has been returned. The banking institution that the check is drawn on must also be notified to stop payment on all missing checks that have been voided.

All other unclaimed property or abandoned property is reported and forwarded to the State Treasurer by due date of November 1<sup>st</sup> of each year.

### Petty Cash

Aroostook County provides for petty cash funds (used for payment of minor office expenditures, not for travel) only for valid transactions and periodically replenishes these funds up to an authorized balance limit of \$50.00.

Receipts are required for all disbursements from petty cash. The petty cash custodians prepare a reconciliation of the petty cash account on a periodic basis.

Petty cash reconciliations are subject to review by the Deputy Treasurer or his/her designee, who may also perform periodic surprise cash counts and reconciliations.

### Wire Transfers

The Financial Analyst or a person designated by the County Administrator is authorized to transact wire transfers from Aroostook County bank accounts. Personnel, other than the Deputy Treasurer, are authorized to verify to the bank the amount of the wire transfer.

## **FIXED ASSET MANAGEMENT**

### **Capitalization Practice**

#### Establishment and Maintenance of a Fixed Asset Listing

\* All capitalized fixed assets of \$500.00 or more are recorded in a fixed asset software program. This software includes the following information with respect to each asset:

1. Date of acquisition;
2. Cost; Description (including color, model, and serial number);
3. Location of asset;
4. Depreciation method;
5. Estimated useful life.

#### Receipt of Newly-Purchased Equipment and Furniture

At the time of arrival, all newly-purchased equipment and furniture is checked for obvious physical damage. If an asset appears damaged or is not in working order, it is returned to the vendor immediately. In addition, descriptions and quantities of assets per the packing slip or bill of lading are compared to the assets delivered. Discrepancies must be resolved with the vendor immediately. A designee from each department will be responsible for tagging assets and completing a fix asset tax record form. The fixed asset tag record form will be forwarded to the Financial Analyst for entry into the fixed asset software program.

#### Depreciation and Useful Lives

Property and equipment acquisitions are charged against the appropriate program as expenditures and also are recorded in net assets.

Fixed assets are depreciated over their estimated useful lives using the straight-line method.

In the year of acquisition, depreciation is recorded based on the number of months the asset is in service, counting the month of acquisition as a full month when an asset is purchased prior to the 15<sup>th</sup> day of the month.

# County of Aroostook

COMMISSIONERS' OFFICE

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FINANCE DIRECTOR / DEPUTY TREASURER  
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PRESQUE ISLE

August 3, 2022

Subject: ARPA Service Contract Revenue Account Designation

The County of Aroostook has collected approximate 74% of the ARPA service contract revenue at this time.

The current revenue receipted has been allocated to a general fund revenue line. However, it is my recommendation we designate this revenue to a reserve account for future use as this revenue has zero affiliation with the County general fund operations.

Regards,

*Dana Gendreau*

Dana Gendreau  
Finance Director

# County of Aroostook

COMMISSIONERS' OFFICE

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**FINANCE DIRECTOR / DEPUTY TREASURER**  
Dana L. Gendreau



**COUNTY COMMISSIONERS**

**PAUL J. ADAMS**  
HOULTON

**NORMAN L. FOURNIER**  
WALLAGRASS

**PAUL J. UNDERWOOD**  
PRESQUE ISLE

August 3, 2022

Subject: UT & Jail Fiscal Year End Vacation & Sick Accruals as of 6/30/2022

- The **FYE 2022 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 June 2022.

Jail Fund: \$0 (fully funded as of 6/30/22)

UT Fund: \$112.05

- The **FYE 2022 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 June 2022.

Jail Fund: \$15,916.13

UT Fund: \$698.30

Regards,

*Dana Gendreau*

Dana Gendreau  
Finance Director

2022 County Proposed ARPA Projects

Department	Project Cost	Project	P. H. Funds	P. I. Funds	Eligible	Match	Proposed	Proposed
Facilities & IT	\$6,047.00	Court House - Steam Traps	\$6,047.00		x		x	\$6,047.00
Facilities & IT	\$15,000.00	Broadband - Active Directory Server		\$15,000.00	x		x	\$15,000.00
Facilities & IT	\$4,000.00	Broadband - New Routers		\$4,000.00	x		x	\$4,000.00
Facilities & IT	\$7,224.00	Facilities - Improved Wifi Broadband		\$7,224.00	x		x	\$7,224.00
Facilities & IT	\$17,920.00	County Jail - Sewer Access		\$17,920.00	x		x	\$17,920.00
Facilities & IT	\$25,088.00	FK Reg. of Deeds Building - Drain Tile		\$25,088.00	x		x	\$25,088.00
Facilities & IT	\$1,050.00	EMA Building - Backup Server		\$1,050.00	x		x	\$1,050.00
Facilities & IT	\$440,000.00	Houlton Court - 1st Floor HVAC Sys.	\$440,000.00		x		x	\$440,000.00
Facilities & IT	\$440,000.00	Sherriffs Office Building - HVAC Sys.	\$440,000.00		x			
Facilities & IT	\$17,920.00	Sherriffs Office Building - Rain Gutters	\$17,920.00		x		x	\$17,920.00
EMA	\$180,000.00	EOC/Communications Trailer	\$180,000.00		x		x	\$180,000.00
EMA	\$500,000.00	EMA Storage Building	\$500,000.00		x			
North Lakes	\$90,000.00	North Lake's/Cross Lake Addition	\$90,000.00		x			
North Lakes	\$2,000,000.00	Sinclair Fire Station	\$2,000,000.00		x			
North Lakes	\$90,000.00	North Lake's/Stockholm Addition	\$90,000.00		x		x	\$90,000.00
North Lakes	\$100,000.00	North Lake's Rescue Truck	\$100,000.00		x		x	\$100,000.00
Sherriff's Dept.	\$3,923,160.00	Radio Communication System	\$3,923,160.00		x		x	\$3,173,160.00
Sherriff's Dept.	\$169,000.00	County Jail Body Scanner	\$169,000.00		x		x	\$169,000.00
Sherriff's Dept.	\$209,879.00	Tasers/Body Cameras	\$209,879.00		x		x	\$209,879.00
Sherriff's Dept.	\$55,000.00	AMHC - Mental Health	\$55,000.00		x		x	\$55,000.00
Administration	\$46,575.00	County Wide Broadband Plan		\$26,575.00	x	\$20,000.00	x	\$26,575.00
<b>Total</b>	<b>\$8,337,863.00</b>		<b>\$8,221,006.00</b>	<b>\$96,857.00</b>		<b>\$20,000.00</b>		<b>\$4,537,863.00</b>

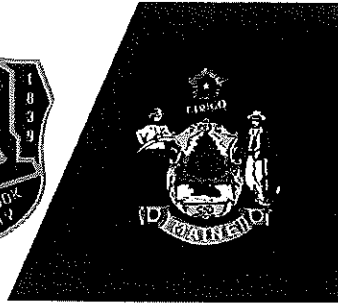
Total ARPA Funds \$6,551,223.00  
 2022 Proposed \$4,537,863.00  
 Balance \$2,013,360.00

TODD R. COLLINS  
District Attorney

STATE OF MAINE

144 Sweden Street  
Caribou, ME 04736-2353  
207-498-2557  
FAX 207-493-3493

KARI WELLS-PUCKETT  
Deputy District Attorney



27 Riverside Drive  
Presque Isle, ME 04769-2730  
207-764-0504  
FAX 207-764-2046

CHRISTIANA REIN  
MATTHEW HUNTER  
CHARLES E. FYLER II  
IAN M. ANDERSON  
Assistant District Attorneys

OFFICE OF THE DISTRICT ATTORNEY  
AROOSTOOK COUNTY  
PROSECUTORIAL DISTRICT NUMBER 8

26 Court Street, Suite 101  
Houlton, ME 04730  
207-532-4294  
FAX 207-532-1504

August 3, 2022

To: County Commissioners  
Re: Permission to Hire

Gentlemen,

I am requesting that the County approve the hiring of

Lori Amnot

and Lacy Thibodeau

as Legal Assistants for the District Attorney's Office.

I appreciate your consideration of this request at your August, 2022, meeting. Until then,

Be Well and Stay Safe,

Todd R. Collins  
District Attorney, Aroostook County

## EXPERIENCE


- **Accounts Payable Clerk Pineland Farms Potato Company**  
Responsible for overseeing weekly payment of invoices, by using SAP Accounting Software and Vendor Invoicing Software. I verify the goods received match the invoice and identify any inconsistencies by communicating with the vendor or buyer to resolve any issues. I provide information to the Accounting Manager with regard to monthly accruals and reconcile accounts.
- **Safety Coordinator Pineland Farms Potato Company**  
Oversaw the safety of plant workers to include chairing the Safety Committee, making sure safety hazards are identified and corrected. Was a member of Aroostook County Safety Directors. Helped Pineland Farms achieve the SHARP Award.
- **Assistant Clerk Presque Isle District Court**  
Worked primarily in Family Law, Real Estate Foreclosure program, Civil Law and Protection Orders. Assisted with all other aspects of the Clerk's office to include answering phones, assisting in court room, customer service window, small claims, and criminal docket.
- **Legal Assistant O'Mara Law Office**  
Was legal receptionist/administrative assistant for three years preparing court documents, filed, scheduled appointments, and billed clients for a local attorney.
- **Paralegal United States Air Force and United States Air Force Reserve (20 years)**  
Highest rank obtained Senior Master Sergeant (E-8). Duties included claims adjudicator/investigator, military justice paralegal, defense paralegal, law office manager, law librarian, and court reporter as needed. Oversaw daily operations of a busy law office, supervised office personnel, responsible for yearly budget and supervised reserve personnel at HQ 2<sup>nd</sup> Air Force and Air Education and Training Command.

## EDUCATION

- **Northern Maine Technical College**  
Completed classes in Business Law, Accounting, Business Management, Algebra, Psychology, Microsoft Office Suite, Business Communications and Transcription.
- **Air Force Judge Advocate School and Noncommissioned Officer Academy**  
Completed courses for paralegal, claims and tort litigation, law office manager, supervisory skills to include writing performance reports and evaluations as well as third party hospital insurance recovery and common carrier money recovery.
- **Community College of the Air Force**  
Completed courses in math, history, English, business and society, principles of management, and anthropology.

## COMMITTEES AND ACTIVITIES

Reserve Forces Senior Enlisted Paralegal Executive Council, Office Administration Advisory Committee - Northern Maine Technical College, church clerk, choir member, nursery worker, cleaner and children's church teacher at New Life Baptist Church. Former member of Post 118 Mars Hill American Legion.



## Work Experience

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### **Dental Assistant**

St Apollonia Dental Clinic - Presque Isle, ME  
August 2021 to June 2022

Customer service  
Cash handling  
Multi tasking  
Excellent verbal skills  
Computer skills

### **Sales Associate**

Marden's Surplus & Salvage - Presque Isle, ME  
2012 to 2019

- Supervised floor sales
- Supervised cashiers and register transactions
- Answered product and service related questions
- Made outbound calls to prospective customers

### **Teller I**

## Education

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### **High school or equivalent**

Presque Isle High School - Presque Isle, ME  
2009 to 2013

### **High school or equivalent**

## Skills

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- Bank Teller
- Cash Handling
- Cashier Customer Service
- Customer Service
- Credit Union
- Mobile devices
- Dental Assisting

- Eaglesoft
- ~~Chairside~~ Assisting
- Infection Control Training

# County of Aroostook

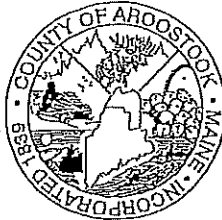
COMMISSIONERS' OFFICE

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:** July 27, 2022  
**TO:** Ryan D. Pelletier, County Administrator  
**FROM:** Paul Bernier, Community Services Director  
**RE:** Snow Removal Bid Results  
> **Benedicta Roads (10.94 Miles)**  
> **County Roads (16.43 Miles)**  
> **Bancroft Roads (13.79 Miles)**  
> **T9R5 & Oxbow North Roads (8.89 Miles)**

Attached are the bid results from bid openings on July 21, 2022 for snow removal services for the above referenced locations for the FY23 snow season only. This represents the first year one of the three (3) year period of FY 2023 – FY 2025. Annual negotiations for years 2 & 3 will occur annually with the chosen contractor. As expected, the unknowns of diesel cost, a 20% increase in road salt and salt sand, had a huge impact on the bids received.

Based on a number of criteria including; reference checks, past history, sufficient equipment to perform the necessary tasks, and ability to provide a current Certificates of Liability and Workers Compensation Insurance with required coverage limits, it is my recommendation to enter into contractual agreements for the following regions to:

- **JMQ, Inc. – Benedicta-Roads Region** *(Over Budget - \$ 11,414)*
- **C.D. Elwell Trucking – County Roads Region** *(Under Budget - \$ 715)*
- **Foss & Son, Inc. – Bancroft Roads Region** *(Under Budget - \$ 333)*
- **M. Rafford Trucking, Inc. – Oxbow North Roads Region** *(Over Budget - \$ 8,000)*

**It is also important to note that each region only had one (1) bid submitted**

\*\* The total annual cost for all locations is approximately \$353,075. The total mileage for these regions is 50.05 miles, resulting in a cost of \$7,054 per mile.

- **Total FY23 Budget** = \$334,710.00
- **Total Net Costs (Estimate)** = \$353,076.00 (\$18,366.00 over budget)

COUNTY OF AROOSTOOK  
 BID RESULTS  
 SNOW REMOVAL & SAND/SALTING  
 July 21, 2022 – 12:30 PM

**Benedicta Package: (Southern Aroostook)**

**JMQ, Inc.**

Benedicta, Casey, Pond, Aroostook, Sweeney, Mill,  
 Gantnier, Lawler Ridge Roads

Total Miles = 10.94

\$8,220 / mile (Total = \$89,927)

**County Roads Package: (Southern Aroostook)**

**C.D. Elwell Trucking**

Silver Ridge (Pond Road), Benedicta (Aroostook Road),  
 T1R5 (Aroostook Road), TAR5 (Aroostook Road)

Total Miles = 16.43

\$5,994 / mile (Total = \$98,481)

**Bancroft Roads Package: (Southern Aroostook)**

**Foss & Son, Inc.**

Bancroft, Kelly, Hinch, Mill, Schoolhouse Roads

Total Miles = 13.79

\$5,700 / mile (Total = \$78,603)

**T9R5 & Oxbow Package: (Northern Aroostook)**

**M. Rafford Trucking, Inc.**

Oxbow Road

Total Miles = 8.89

\$8,774 / mile (Total = \$78,000)