

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING  
WEDNESDAY, NOVEMBER 20, 2024 1:00 PM  
SHERIFF'S OFFICE BUILDING SECOND FLOOR CONFERENCE ROOM - HOULTON

**Present:**

Paul J. Underwood, Chair, County Commissioner - Zoom  
Norman L. Fournier, County Commissioner  
William Dobbins, County Commissioner  
Ryan D. Pelletier, County Administrator-Zoom  
Dana Gendreau, Finance Director  
Peter Johnson, Sheriff  
Erica Pelletier, Chief Deputy  
Amy Ouellette, Registrar of Deeds North-Zoom  
Melissa Richardson, Registrar of Deeds South  
Lt. Brian Harris, Maine State Police  
Jeremy Smith, Houlton Town Manager  
Tim DeLuca – Chief of Police, Houlton  
Galan Williamson, Northeast Workforce Development Board-Zoom  
Steve Pelletier, ARPA Administrator-Zoom  
Erik Lamoreau, Co-Chair Opioid Task Force-Zoom  
Tammy Pelletier, Operations Assistant

ART. 1. Commissioner Norman Fournier called the meeting to order at 1:04 PM. Introductions were made for all participants in attendance.

ART. 2. Pledge of Allegiance.

ART. 3. Commissioner Fournier opened the floor for a public comment period.  
No public comments.

ART. 4. **MOTION:**  
Motion by William Dobbins, seconded by Paul Underwood to approve the agenda for November 20, 2024.

**VOTE:**  
Motion voted on and passed.

ART. 5. Commissioner Fournier entertained a motion for approval of the October 16, 2024 Commissioners' Meeting minutes.

**MOTION:**  
Motion by Paul Underwood, seconded by William Dobbins to approve the meeting minutes of October 16, 2024.

**VOTE:**  
Motion voted on and passed.

ART. 6. The County Commissioners approved and signed the following:

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

ART. 7. Mr. Galan Williamson presented an update on the programs offered by the Northeast Workforce Development Board.

ART. 8. Mr. Ryan Pelletier presented for ratification the Consolidated Communications utility pole application for Adams Road, Connor Township.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to ratify the Consolidated Communications utility pole application for Adams Road, Connor.

**VOTE:**

Motion voted on and passed.

ART. 9. Mr. Ryan Pelletier presented an update on the Jail Needs Assessment. Justice Planners provided a Basic Needs Assessment Scope and Full Needs Assessment Scope outline for review. Next steps will include a Jail Commission meeting where the scope of service will be defined to be able to engage Justice Planners for the assessment. It will take 3-6 months to complete the assessment.

**MOTION:**

Motion by Paul Underwood, and seconded by William Dobbins to support a full needs assessment.

**VOTE:**

Motion voted on and passed.

ART. 10. Mr. Ryan Pelletier presented for consideration 2 options for updating the method in which dispatch service contracts are calculated for towns using County dispatching. Currently, the County is running at a deficit for dispatching services we provide to towns. Option 1 would prorate January-June 2025 at the current rates and then use the updated rates beginning July 1. Option 2 would assess new 12-month contracts based on call volume and phase in the change over a 3 year period.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to approve option 1 to bill Jan-Jun 2025 at current rates and further study will be done during the budget process to determine future contracts.

**VOTE:**

Motion voted on and passed.

ART. 11. Mr. Ryan Pelletier presented for consideration the hiring recommendation of Roy Guidry as Facilities Director.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to approve the hiring recommendation of Roy Guidry as Facilities Director.

ART. 12. Mr. Ryan Pelletier presented for consideration the Letter of Intent, Application, and process for disbursing Opioid Settlement Funds.

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to approve the Letter of Intent, Application, and process for disbursing Opioid Settlement Funds.

ART. 13. Mr. Ryan Pelletier presented for consideration the 2025 County Commissioner meeting schedule.

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to approve the 2025 County Commissioner meeting schedule.

ART. 14. Mr. Ryan Pelletier presented for consideration bill requests for this upcoming legislative session to include 1) Non residential property valued at \$1 million or higher should be the responsibility of the state board in regards to property tax appeals/abatements; and 2) drug court funding.

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to approve getting legislative sponsors for the bills as noted.

ART. 15. On behalf of Mr. Bryan Jandreau, Mr. Ryan Pelletier presented for ratification the hiring recommendation of Shea Daly as custodian at the Caribou Courthouse.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to ratify the hiring of Shea Daly as custodian.

ART. 16. Mrs. Dana Gendreau presented for consideration an update on the recent jail audits for 2021-2024.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to accept the jail audits for 2021-2024.

ART. 17. Mrs. Dana Gendreau presented for consideration the quarterly financial reports for July-September 2024.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to accept the quarterly financial reports for July-September 2024.

ART. 18. Mrs. Dana Gendreau presented for consideration the options for the jail funding shortfall of \$348,073. Based on contracts and current usage, costs were able to be reduced \$332,692 with a remaining shortfall of \$15,381. This amount should be able to be realized throughout the remainder of the fiscal year.

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to approve the options for the jail funding shortfall as outlined.

ART. 19. Mrs. Melissa Richardson and Mrs. Amy Ouellette presented for consideration the recommendation to award the Registry of Deeds Management Systems to Info Quick Solutions, Inc.

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to approve the recommendation to award the Registry of Deeds Management Systems to Info Quick Solutions, Inc.

ART. 20. Sherrif Peter Johnson presented for consideration the hiring recommendation of Joseph Foley as part-time Corrections Officer.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to approve the hiring recommendation of Joseph Foley as part-time Corrections Officer.

ART. 21. Sheriff Peter Johnson presented for consideration the sale of a surplus 2015 Ford Explorer with the highest bid of \$2555 from Curtis Seeley.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to approve the sale of a 2015 Ford Explorer for \$2555 to Curtis Seeley.

ART. 22. Sheriff Peter Johnson presented for consideration the sale of a surplus 2019 Chev Tahoe with the highest bid of \$12,659 from Embelton Auto.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to approve the sale of a 2019 Chev Tahoe for \$12,659 to Embelton Auto.

ART. 23. Sheriff Peter Johnson presented for consideration the Deputy Sheriff commissions for Caribou Police Chief Corey Saucier and Ashland Police Chief Christopher Cyr.

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to approve the Deputy Sheriff commissions of Police Chiefs Corey Saucier and Christopher Cyr.

ART. 24. County Commissioner's Report

Commissioner Norman Fournier provided an update from the Risk Pool. Car insurance deductibles will be going up from \$1,000 to \$2,500. MCCA is looking for 2 new representatives to fill the Chair and Vice Chair roles. Convention was not well attended with only 100 participants.

Legislatively, there was a 40% turnover this year after the election.

There is public service program that allows County's to post surplus vehicles on a national level. 10% would go to MCCA with no fee to the County.

ART. 25. Other Business

The tour of the Houlton Superior Court doors was postponed until all Commissioners were present.

ART. 26. Adjournment.

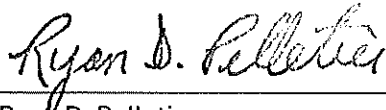
**MOTION:**

A motion was made by William Dobbins, seconded by Paul Underwood to adjourn the meeting at 2:54 PM.

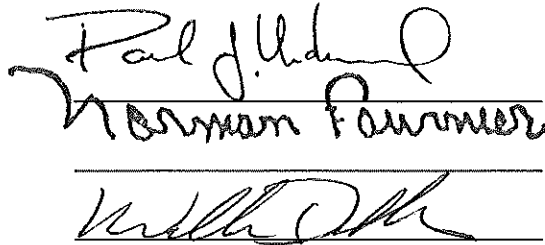
**VOTE:**

Motion voted on and passed.

ATTEST: A True Copy  
of Commissioners' Meeting



Ryan D. Pelletier  
County Administrator



AROOSTOOK COUNTY COMMISSIONERS  
DATE: December 18, 2024