

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING  
WEDNESDAY, MARCH 20, 2024 – 1:00 PM  
CARIBOU COURTHOUSE-ADMINISTRATIVE HEARING ROOM-CARIBOU

**Present:**

Paul J. Underwood, Chair, County Commissioner via Zoom  
Norman L. Fournier, County Commissioner  
William T. Dobbins, County Commissioner  
Ryan D. Pelletier, County Administrator  
Tammy Pelletier, Operations Assistant  
Dana Gendreau, Finance Director  
Leigh Smith, Treasurer  
Steve Pelletier, ARPA Program Administrator  
Paul Bernier, Community Services Director  
Craig Clossey, Commander, Jail Administrator  
Darren Woods, Director, EMA  
Derrick Ouellette, Deputy Director, EMA

- ART. 1. Commissioner Norman Fournier called the meeting to order at 1:01 pm.
- ART. 2. Pledge of Allegiance.
- ART. 3. No public comment.
- ART. 4. Mr. Ryan Pelletier requested the following addition to Article 23: Other Business: To Consider A Contract/Grant Authorization Form; and a correction to Article 5 to reflect the correct date of February 21, 2024 for the Commissioner Meeting Minutes.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to approve the agenda as amended.

**VOTE:**

Motion voted on and passed.

- ART. 5. Commissioner Fournier entertained a motion for approval of the February 21, 2024 and March 7, 2024 Commissioners' Meeting minutes.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to approve the meeting minutes of February 21, 2024 and March 7, 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. Ryan Pelletier presented for consideration an alternative date/time for the Tax Abatement hearing in the matter of Cassidy Holdings, LLC V. City of Caribou. The Commissioners set the new date of May 7, 2024, at 10 am to be held at the Caribou Courthouse, Administrative Hearing Room.

No motion necessary.

ART. 8. Mr. Ryan Pelletier presented an update on the 6-month County Tax payment plans. 12 towns have returned the payment form with 1 – 2 Year option, 5 – 1 Year options, and 6 – 3 Year options.

No motion necessary.

ART. 9. Mr. Ryan Pelletier presented an update on the Dispatch contracts. There were inconsistencies in the population counts being used to determine contract fees. Central Aroostook Ambulance Service's contract was undercharged and they have been notified of the error with the current contract. The County Administrator recommended prorating the fee for 2024. Going forward, dispatch contracts will be handled by Administration and all data used to calculate fees will be updated to use the most recent census and costs associated with the provided service.

No motion necessary.

ART. 10. A) Mr. Ryan Pelletier presented for consideration a proposed change to the Salary Administration policy. Due to the Fiscal Year change, the guidelines for administering the Special Bonus have been updated to reflect 50% paid in December and 50% paid in June.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to approve the updated Salary Administration policy, with the understanding that the policy will be reviewed in the future to define what determines "very good performance."

**VOTE:**

Motion voted on and passed.

B) Ms. Dana Gendreau presented for consideration the special bonus adjustment cost for June 2024 based on the newly revised Salary Administration policy. The cost to be approved from the Contingency account.

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to approve the cost adjustment for the special bonuses in June 2024, and to utilize the Contingency account to cover said cost.

**VOTE:**

Motion voted on and passed.

- ART. 11. Ms. Dana Gendreau presented for consideration the General Fund fiscal year-end vacation and sick accrual expense recommendation.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to approve the General Fund vacation and sick accrual expense recommendation.

**VOTE:**

Motion voted on and passed.

- ART. 12. Ms. Dana Gendreau presented an update on the year-end financial reports for the General and ARPA Funds, and the quarterly reports for the Unorganized Territory and Jail Funds.

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to accept the year-end financial reports for the General and ARPA Funds, and the quarterly reports for the Unorganized Territory and Jail Funds.

**VOTE:**

Motion voted on and passed.

- ART. 13. Mr. Steve Pelletier presented for consideration the final ARPA Grant Budget.

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to approve the ARPA Grant Budget as presented.

**VOTE:**

Motion voted on and passed.

- ART. 14. Mr. Steve Pelletier presented an update on the awarded ARPA projects.

No motion necessary.

- ART. 15. Mr. Paul Bernier presented for consideration the 2024 Ambulance agreement with Central Aroostook Ambulance Services for E Plantation and 5 Townships.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to approve the 2024 Ambulance agreement with CAAS for E Plantation and 5 Townships.

**VOTE:**

Motion voted on and passed.

- ART. 16. Mr. Paul Bernier presented for consideration the Animal Control agreement with AJ Thorne for Cary Township.

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to approve the Animal Control Agreement with AJ Thorne for Cary Township.

**VOTE:**

Motion voted on and passed.

- ART. 17. Mr. Paul Bernier presented for consideration the 2024 subsidy request from Ambulance Services Inc. for ambulance coverage in Sinclair, Cross Lake, Square Lake, T15R6, T14R6, and T16R6.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to approve the 2024 subsidy request from Ambulance Services Inc. for ambulance coverage in Sinclair, Cross Lake, Square Lake, T15R6, T14R6, and T16R6.

**VOTE:**

Motion voted on and passed. Commissioner Fournier abstained, due to his service as a Board member of Ambulance Services Inc.

- ART. 18. Mr. Darren Woods presented a hiring recommendation for Dell Brissette as a North Lakes Firefighter.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to approve the hiring recommendation for Dell Brissette as a North Lakes Firefighter.

**VOTE:**

Motion voted on and passed.

- ART. 19. Cmdr. Craig Clossey, on behalf of Sheriff Peter Johnson, presented for consideration the recommissions of Deputy Richard York and Deputy Dan Marquis.

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to approve the recommissions of Deputy Richard York and Deputy Dan Marquis.

**VOTE:**

Motion voted on and passed.

- ART. 20. Cmdr. Craig Clossey, on behalf of Sheriff Peter Johnson, presented for consideration the dispatch contracts for Hodgdon and Littleton.

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to approve the dispatch contracts for Hodgdon and Littleton.

**VOTE:**

Motion voted on and passed.

ART. 21. Cmdr. Craig Clossey, on behalf of Sheriff Peter Johnson, presented for consideration the promotion recommendation for Reid Clark to Patrol Sergeant.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to approve the promotion recommendation for Reid Clark to Patrol Sergeant.

**VOTE:**

Motion voted on and passed.

ART. 22. County Commissioner's Report

Commissioner William Dobbins reported that the Risk Pool completed their annual audit and only had 3 adjustments. There were 22 new claims for the month with 27 claims closed. Claims are varied with most claims coming from Cumberland County. Kennebec County had a lot of claim expenses in 2023 for roofs due to the severe storms in that area.

MCCA Convention to be held at Sugarloaf from September 24-26. MCCA is closely monitoring the funding for immigration reform and asylum seekers, funding for jails, funding for Maine State Police to create 32 new positions, and the class action lawsuit to release inmates who have not been assigned public defenders.

ART. 23. Other Business

Mr. Ryan Pelletier presented for consideration the Contract/Grant Authorization form. The form will be required to be included with all contracts/grants submitted to the Finance Department and includes information required per County policies and guidelines.

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to approve the Contract/Grant Authorization form requirement for all Contracts/Grants.

**VOTE:**

Motion voted on and passed.

Commissioner Dobbins inquired about the age limit for our summer internships. The County has applied for 2 internship programs. One requires 2 years of college, and the other is for recent college graduates.

Commissioner Dobbins inquired about the work program materials that were to be provided by ACAP after the February Commissioners' Meeting. We will reach out to Kathy Williams for an update.

Commissioner Dobbins inquired about the status of the Elm tree project at the Houlton Courthouse. Bryan Jandreau has developed a planting and maintenance plan based on recommendations from Soil & Water Conservancy. Trees are currently being priced and the invoice will be sent to the Sponsor when finalized.

ART. 24. At 2:20 pm, the following motion was made by William Dobbins and seconded by Paul Underwood:

"I move that we enter Executive Session, 1) Pursuant to Title 1 MRSA 405(6)(A) to ratify the County Administrator's employment agreement; and 2) Pursuant to Title 1 MRSA 405(6)(D) to consider an update on the NCEU contract negotiations.

Upon return from Executive Session at 3:06 pm, the following motion was made:

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to ratify the County Administrator's employment agreement for 2024-2027.

**VOTE:**

Motion voted on and passed.

ART. 25. Adjournment.

**MOTION:**


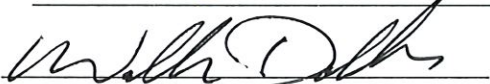
A motion was made by William Dobbins, seconded by Paul Underwood to adjourn the meeting at 3:08 pm.

**VOTE:**

Motion voted on and passed.

ATTEST: A True Copy  
of Commissioners' Meeting

  
\_\_\_\_\_  
Ryan D. Pelletier  
County Administrator

  
\_\_\_\_\_  
Norman Fournier  
  
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AROOSTOOK COUNTY COMMISSIONERS  
DATE: April 17th, 2024