

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING – OCTOBER 18, 2023– 1:00 P.M.
–SINCLAIR SENIOR CENTER –
SINCLAIR

Present:

Paul J. Underwood, County Commissioner
Norman L. Fournier, County Commissioner
Ryan D. Pelletier, County Administrator
Paul Bernier, Community Services Director
Bryan Jandreau, Facilities and IT Director
Steve Pelletier, ARPA Program Administrator
Dana Gendreau, Finance Director
Darren Woods, EMA Director
Derrick Ouellette, Deputy Director EMA
Peter Johnson, County Sheriff
Erica Pelletier, Deputy
Jason Parent, ACAP Executive Director/CEO
Sherry Locke, ACAP Chief Administrative Officer
Various residents of Sinclair (see sign in sheet)

Before the meeting took place at 1:00 p.m. the Sinclair Sanitary District Trustees election was held. County Administrator Ryan Pelletier read the Warrant and entertained a motion to elect a moderator.

A motion was made by Marin Dionne to nominate Norman Fournier as Moderator. The motion was seconded by Raymond Thibodeau. There were no other nominations. Vote was unanimous. Mr. Pelletier administered the Moderator's Oath of Office to Mr. Fournier.

Moderator Fournier explained the rules and procedures for today's election. He explained, three (3) trustees were to be elected. Two for a three-year term and one for a one-year term and that the three (3) year terms would be elected first, then the one (1) year term. Commissioner Fournier opened the floor for nominations.

Raymond Thibodeau nominated Tina Pratico for the first three-year position. The motion was seconded by Martin Dionne. No other nominations were received. The vote was unanimous.

Mike Pratico nominated Diane Berube for the second three-year position. The motion was seconded by Alan Dearborn. No other nominations were received. The vote was unanimous.

Mike Pratico nominated Michael San Antonio for the one-year position. The motion was seconded by Martin Dionne. No other nominations were received. The vote was unanimous.

Having no other business, Moderator Fournier declared the election closed at 1:09 pm.

Commissioner Paul Underwood invited Jason Parent, ACAP, to provide a special presentation to Commissioner Norman Fournier. ACAP will be naming their new housing building after Commissioner Fournier in recognition of his long career with ACAP that began in the early 1970's. The building located at 1 Edgemont Drive, Presque Isle will be named Norman L. Fournier Place. It is going through renovations and a ceremony is expected to take place on February 29th, 2024 to formally open the housing complex. A rendering of the building with the proposed signage was displayed.

ART. 1. Chair Paul J. Underwood called the regular meeting to order at 1:10 p.m.

ART. 2. Pledge of Allegiance.

ART. 3. Darren Woods, EMA Director, advised all attendees that there were free bottles of hand sanitizer and disinfecting wipes available to anyone who would like to take them. These were excess supplies.

ART. 4. Mr. Ryan Pelletier requested an addition to Article 15 to include A) To consider the hiring recommendation of Meaghan Flynn as Victim Witness Advocate in Caribou.

MOTION:

Motion by William Dobbins and seconded by Norman Fournier to approve the agenda as amended.

VOTE:

Motion voted on and passed.

ART. 5. Chair Paul Underwood entertained a motion for approval of the September 20, 2023 County Commissioners' meeting minutes.

MOTION:

Motion by William Dobbins and seconded by Norman Fournier to approve the minutes of the September 20, 2023 County Commissioners' meeting.

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. Jason Parent, ACAP, presented an update on the success of last year and projects that are upcoming for the new year. Last year they saw great success with the warming center, ARPA grant projects for a new Navigator role to assist the community with resources to meet their needs, Power Match program to help prevent power disconnections, increasing access to child care with recent daycare closures, jail programs to help those re-entering the workforce, energy assistance is going back to pre-pandemic levels so there will be less funding available, using weatherization program to help 60 homes so far and installed heat pumps in 90 homes all to help with heating costs, school programs focusing on prevention of tobacco/substance use. In the upcoming year, there will be a Mobile Service Unit that will be able to reach additional community members to provide assistance, diaper grant will help with costs of diapers for families, and there will also be a Comprehensive Community Assessment done statewide in 2024 which will also include all of Maine's hospitals. Mr. Parent presented for consideration the nominees for the 2024 ACAP Board.

MOTION:

A motion was made by Norman Fournier and seconded by William Dobbins to accept the ACAP Board nominees as presented.

VOTE:

Motion voted on and passed.

- ART. 8. Mr. Ryan Pelletier presented for consideration the 2024 County Commissioner meeting schedule.

Motion:

A motion was made by William Dobbins and seconded by Norman Fournier to approve the 2024 meeting schedule.

VOTE:

Motion voted on and passed.

- ART. 9 Mr. Ryan Pelletier presented an update on the Jail Commission. The process is taking more time than initially expected. The next step includes a series of Zoom meetings with the representatives from Practical Solutions for them to work on a complete Jail and Justice System Assessment. The first meeting will take place this year, a second meeting will take place in early 2024. The representatives expect to be on site in Spring 2024. They will do a complete assessment of the entire system to include judges, district attorneys, police, etc. to determine where the bottlenecks are and what is causing the overcrowded system. After this, the next step would be hiring a consultant.

No motion necessary.

- ART. 10. Mr. Bryan Jandreau presented for consideration a request for contingency funds (\$16,679.73) to help pay for the failing condensate tank at the Caribou Courthouse.

MOTION:

A motion was made by Norman Fournier and seconded by William Dobbins to approve the requested Contingency funds in the amount of \$16,679.73.

VOTE:

Motion voted on and passed.

- ART. 11. Mrs. Dana Gendreau presented for consideration a request to increase the aggregate credit limit to \$125,000.

MOTION:

A motion was made by Commissioner Norman Fournier to allow the County of Aroostook to establish a corporate credit card from Katahdin Trust Company in the master limit amount of \$125,000 to be used for working capital. Also, this motion gives County Administrator, Ryan Pelletier, permission to sign any required documents on behalf of the county. Commissioner William Dobbins, seconded the motion.

VOTE:

So voted. All in favor.

ART. 12. Mr. Paul Bernier presented for consideration the solid waste contract for Benedicta and Silver Ridge with the town of Sherman for FY 24 (7/1/2023-6/30/2024).

MOTION:

A motion was made by William Dobbins and seconded by Norman Fournier to approve the contract.

VOTE:

Motion voted and passed.

ART. 13. Sheriff Peter Johnson presented for consideration the hiring recommendation of Erica Pelletier as Patrol Commander.

MOTION:

A motion was made by Norman Fournier and seconded by William Dobbins to approve the hiring recommendation of Erica Pelletier as Patrol Commander.

VOTE:

Motions voted on and passed.

ART. 14. Sheriff Peter Johnson presented for consideration the recommissions of Aaron Neureuther, Michael Gahagan, and Jesse Belanger.

MOTION:

A motion was made by William Dobbins and seconded by Norman Fournier to approve the recommissions.

VOTE:

Motions voted on and passed.

ART. 15. Mr. Ryan Pelletier presented on behalf of Todd Collins, District Attorney, the hiring recommendation of John Verno as Office Support Supervisor in Caribou.

MOTION:

A motion was made by William Dobbins and seconded Norman Fournier to approve the hiring recommendation.

VOTE:

Motions voted on and passed.

A) Mr. Ryan Pelletier presented on behalf of Todd Collins, District Attorney, the hiring recommendation of Meaghan Flynn as Victim Witness Advocate in Caribou.

MOTION:

A motion was made by William Dobbins and Norman Fournier to approve the hiring recommendation.

VOTE:

Motions voted on and passed

ART. 16. County Commissioner’s Report

Commissioner Fournier provided an update on the MCCA Risk Pool with 16 new open cases last month and 10 closed. \$144,000 has been set aside for the claims for defense, settlements, etc. The MCCA Convention was held at Poland Springs with 125 attendees. Great feedback on the educational sessions that were provided.

Met with Governor’s office 2 weeks ago in efforts to secure additional funding for county jails. Providing the office with as much detail and back up information as possible to support the funding requests. Jail funding was flat funded last year while costs only increased for running jails, including pay rates, medical costs, food costs, etc. We are hoping for additional funding to be included in the special session.

Rural patrol is another area that is being worked on as there are 58 open State Police positions which reduces their ability to patrol rural communities. Local Police stations are also disbanding in some areas which puts the burden of coverage directly to the counties. State Police gets funding for rural patrol and if they are not able to due to staffing then the counties takes on the duty, and the funds should be allocated to the counties.

No motion necessary.

ART. 17. No other business.

ART. 18. Adjournment.

A motion was made by William Dobbins and seconded by Norman Fournier to adjourn the Meeting at 2:03 p.m. Motion voted and passed.

ATTEST: A True Copy

of Commissioners’ Meeting

Ryan D. Pelletier
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: November 15, 2023

County of Aroostook

COMMISSIONERS' OFFICE

HUMAN RESOURCES

Christina M. Theriault
HR Director

Joyce F. Findlen
HR Specialist



COUNTY COMMISSIONERS

WILLIAM DOBBINS
HOULTON

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

MEMORANDUM

November 1, 2023

TO: Ryan Pelletier, County Administrator
FR: ^{C.T.} Christina Theriault, Human Resources Director
RE: CTO Pay Out

This memo is a follow-up to our conversation about pay out for accrued CTO for an employee transferring to a position not eligible for CTO.

We recently had an employee transfer from a position eligible for overtime and therefore, CTO. This employee transferred to a position not eligible for overtime or CTO. Therefore, I think it makes sense to pay out the accrued CTO for this employee upon transfer. However, there is no specific policy when it comes to transfers. If the employee separates employment from us we would pay out the accrued CTO with the last check.

This is a unique situation that very rarely occurs. The employee is not separating and there is no policy in place that states paying out CTO when a transfer like this occurs. After reviewing all the information, I suggest that we pay out the accrued CTO for this employee at the rate the employee was paid when the employee was eligible for CTO. Without a policy I need your approval to do so.

Thank you for your consideration of this request.

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 oversight process.

General Fund

Year-To-Date: FY 2023 | January 2023 - September 2023

Benchmark %: 75%

GF Revenue:

The Departmental Revenue section, less the budget surplus transfer in amount of \$250,000, is currently reporting a 75.4% collection percentage, which is meeting the targeted benchmark of 75% as of September 2023.

The revenue line, GF Surplus, of \$250,000 is a budget entry only thus no activity in the current year column.

Tax Revenue section reflects the County has currently collected \$3,318,470 of the anticipated 2023 tax revenue equating to a 35.5% collection percentage as of September. October is our largest month for collection of County tax as the municipalities will submit their payment to the County before the November 1st deadline to avoid interest. This revenue line also accounts for a monthly revenue allocation to the Jail fund for its portion of the tax funding, currently a total of \$2,195,664 through September.

GF Expense:

The general fund expenses, as a total, are currently trending at 74.8%, which is on target for our 3rd quarter benchmark.

ARPA Fund (American Rescue Plan Act 2021)

Year-To-Date: FY 2023 | January 2023 – September 2023

ARPA Revenue:

Interest revenue collected as of September 2023 is reported at \$206,830.

ARPA Expense:

The County has expensed \$2,427,952 to the ARPA Fund expense department through September 2023 for awarded projects. These expenses are fully funded by the American Rescue Plan Act operating account and from the first and second round of grant awards.

Jail Fund

Year-To-Date: FY 2023-2024 | July 2023 - September 2023

Benchmark %: 25%

Jail Revenue:

The Jail Fund departmental revenue now collects their operational monies from the State in quarterly payments as opposed to one annual payment. The first quarter is currently trending 1.9% over our targeted benchmark of 25%. Supervision and Court Fines are currently under budget projection however these specific lines tend to see increased activity and reach budget benchmark as the fiscal year moves forward. Monthly tax allocation transfer payments are made from the General Fund to the Jail Fund, which appropriately reflects a collection percentage of 25%, targeted benchmark.

Jail Expense:

The Jail Fund overall expenses for the 1st quarter of the fiscal year are trending above the 25% benchmark target at 27.7%. The three contributors to this upward trend are:

- The Jail’s capital appropriation funded at 100% for the fund’s fiscal year at \$55,000.
- The Jail’s property, liability, and vehicle insurance funded at 100% for the fund’s fiscal year at \$79,924.

UT Fund

Year-To-Date: FY 2023-2024 | July 2023 – September 2023

Benchmark %: 25%

UT Revenue:

The Unorganized Territory departmental revenue excise tax is trending on target for the 1st quarter at 25.3%. Local Road Assistance Revenue is typically received in the month of December, thus no activity in the first quarter. Tax revenue quarterly payment collected from the State of Maine is on target at 25%, as anticipated.

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

UT Expense:

The Unorganized Territory first quarter expense is reporting 30.9% of its operational budget expensed as of September 2023. The major contributing factor to the 5.9% increase over the benchmarked 25% is the UT Capital, funded at 100% or \$493,750, per the approved FY 2023-2024 budget.



Aroostook County
Sheriff's Office

Peter A. Johnson, Sheriff
Joey D. Seeley, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

To: Peter Johnson, Sheriff

From: Joey Seeley, Chief Deputy

Date: October 24, 2023

Ref: November 15 County Commissioners Meeting Agenda Items

1. Approve Reappointment of Deputy Sheriff to Reid Clark
2. Approve Reappointment of Deputy Sheriff to Shane Campbell
3. Approve the Sale of the 2007 Toyota Camry Hybrid (Mileage: 205,098) to Chris Elliott for \$1,000.00

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319

**REQUEST FOR PROPOSAL
SURPLUS PROPERTY FOR SALE
2007 TOYOTA CAMRY HYBRID
COUNTY OF AROOSTOOK**

The County of Aroostook is soliciting proposals (BIDS) for the purchase of a 2007 Toyota Camry Hybrid. Current Mileage: 205,098

To inspect or view the vehicle, interested persons should contact Chief Deputy Joey Seeley at 207-532-3471.

Sealed bids must be marked "2007 Toyota Camry - DO NOT OPEN" and be received at the Office of the County Commissioners no later than **12 NOON on FRIDAY OCTOBER 20, 2023**. Bids will be opened, reviewed and approved by the Board of County Commissioners on November 15, 2023 at the County Commissioners Meeting in Houlton.

Submit Bid Proposals to:

**Ryan D. Pelletier, County Administrator
144 Sweden Street, Suite 1
Caribou, ME 04736**

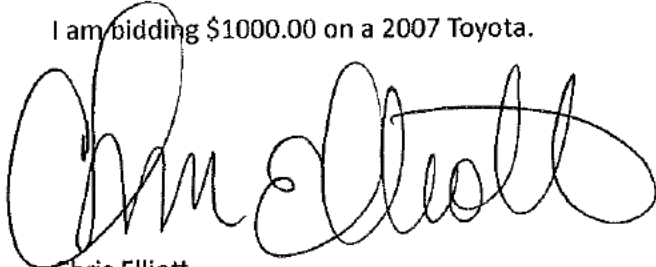
The County Commissioners reserve the right to accept or reject any or all bids.

Chris Jan - 

505.00 2007 - Toyota Camry

10/20/2023

I am bidding \$1000.00 on a 2007 Toyota.

A handwritten signature in black ink, appearing to read "Chris Elliott". The signature is written in a cursive, flowing style with large loops and a horizontal line across the middle.

Chris Elliott

