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MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING – TUESDAY, JUNE 20, 2017 – 1:00 P.M. – CARIBOU COURTHOUSE – 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
Paul Bernier, Public Works Director
Jesse Belanger, EMA Public Safety Coordinator, Deputy Director
Darrell Crandall, Sheriff
Shawn Gillen, Deputy Sheriff
Christina Theriault, Human Resources Manager
Anne-Marie Marquis, Financial Analyst
Tim Poitras, Chester M. Kearney
Sherrill Campbell, Administrative Assistant

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

ART. 2. Public Comment Period.

None.

ART. 3. Approval of Agenda.

One (1) item was added to Art. 5, Other Items for Approval and Signatures. Article 10 was removed.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the agenda as amended.

VOTE:

Motion voted on and passed.

ART. 4. Minutes.

Chair Paul J. Adams entertained a motion to approve the minutes of the May 17, 2017 County Commissioners' Meeting. County Administrator Ryan D. Pelletier asked that an amendment be made to Article 12, referencing his appointment as County Administrator, to include the positions of Public Information Officer, County Clerk, and Procurement Officer.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the minutes as amended, of the May 17, 2017 County Commissioners' Meeting.

VOTE:

Motion voted on and passed.

ART. 5. The County Commissioners approved and signed the following:

- A) Attendance Record.
- B) Bills and Warrants.
- C) Approval of Maliseet representative to the Northern Maine Development Commission (NMDC).

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to nominate Clarissa Sabattus as the Maliseet Representative to the Northern Maine Development Commission.

VOTE:

Motion voted on and passed.

- D) Liquor license renewal for Homestead Lodge.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the renewal of a liquor license for Homestead Lodge, Oxbow, Maine.

VOTE:

Motion voted on and passed.

- E) Solid Waste and Ambulance Contract Agreements with Town of Van Buren for T17R3 Van Buren Cove.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to accept the agreements for Solid Waste and Ambulance Service with the Town of Van Buren for T17R3 as presented.

VOTE:

Motion voted on and passed.

- F) Liquor License Renewal for M&D Bear Den Family Restaurant and Pub.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the renewal of a liquor license for M&D Bear Den Family Restaurant and Pub, Benedicta, Maine.

VOTE:

Motion voted on and passed.

ART. 6. Year-ending 2016 Undesignated Fund Balance for General Fund.

Tim Poitras of Chester M. Kearney made a presentation on the reconciliation of the County's fund balance as of December 31, 2016. He stated that his firm has been working to reconcile the audited fund balance as of December 31, 2015 to the County of Aroostook's December 31, 2015 and 2016 balance sheets. His presentation included calculations of the December 31, 2016 unaudited fund balance based on the December, 2015 audited fund balance, and the County of Aroostook's unaudited revenues and expenditures. He presented the County Commissioners with suggestions and recommendations as a result of his findings, including the recommendation to reclassify reserve balance sheet accounts from assets/liability to equity accounts.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to direct County Administrator Pelletier to ensure staff reclassifies reserve balance sheet accounts from assets/liability to equity accounts within 30 days and report back to the Commissioners at their July meeting.

VOTE:

Motion voted on and passed.

ART. 7. Revenue and Expenditure Reports. (Anne-Marie Marquis)

Financial Analyst Anne-Marie Marquis was present to report on revenues and expenditures on the three (3) County budgets (General Fund, Unorganized Territories, and Jail Fund).

The County Commissioners thanked Anne-Marie for her informative presentation.

ART. 8. Bids:

A) County Vehicle.

Bids were received from the following dealerships:

Dealer	Vehicle
Pelletier Motors:	2017 Dodge Durango G+ AWD
Percy's Auto Sales	2016 Dodge Durango Ltd AWD

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to table the bids on the County Vehicle pending review of the County Administrator, and to authorize the County Administrator to award the bid to the appropriate bidder, provided the bid specifications are met.

VOTE:

Motion voted on and passed.

B) Heating Oil.

Bids were received from the following vendors:

Daigle Oil Company
Dead River Company

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to table the heating oil bids pending review of the County Administrator and department head, and to authorize the County Administrator to award the bid to the lowest bidder, provided the bid specifications are met.

VOTE:

Motion voted on and passed.

C) Inmate Phone and Jail Offender Management Systems.

Bids were received from the following vendors:

Legacy
Centartele
GTL
IC Solutions
Securus

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to table the Inmate Phone and Jail Offender Management Systems bids pending review of the County Administrator and department head, and to authorize the County Administrator to award the bid to the appropriate bidder, provided the bid specifications are met.

D) Inmate Commissary and Accounting Services.

One (1) bid was received from Keefe Commissary Network.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to table awarding the Inmate Commissary and Accounting Services bid pending review of the County

Administrator and department head, and to authorize the County Administrator to award the bid, provided the bid specifications are met.

VOTE:

Motion voted on and passed.

ART. 9. Approval of Paid Volunteer Firefighter for North Lakes Fire and Rescue.

Jesse Belanger, EMA Deputy Director, presented Amber Sandstrom for approval for the position of Junior Fire Fighter for North Lakes Fire and Rescue.

MOTION:

Motion made by Norman L. Fournier and seconded by Paul J. Underwood to approve the recommendation of EMA Deputy Director Jesse Belanger of Amber Sandstrom for the position of Volunteer Fire Fighter.

VOTE:

Motion voted on and passed.

ART. 11. Sheriff's Appointments:

A) Approval of full-time Cook.

Sheriff Darrell Crandall presented Denise Cummings for approval for the position of full-time Cook.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to confirm the appointment of Denise Cummings for the position of full-time Cook.

VOTE:

Motion voted on and passed.

B) Approval of Two (2) full-time Corrections Officers.

Sherriff Darrell Crandall presented Isaiah Eastham and Matthew Morrison for the positions of full-time Corrections Officers.

MOTION:

Motion made by Norman L. Fournier and seconded by Paul J. Underwood to confirm the appointment of Isaiah Eastham for the position of full-time Corrections Officer, and to confirm the appointment of Matthew Morrison conditionally (pending medical release as outlined in Mr. Morrison's employment memo dated June 21, 2017), for the position of full-time Corrections Officer.

VOTE:

Motion voted on and passed.

- C) Approval of part-time Deputy Sheriff.

Sheriff Darrell Crandall recommended the approval of Jesse Belanger for the position of part-time Deputy Sheriff.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to confirm the appointment of Jesse Belanger for the position of part-time Deputy Sheriff.

VOTE:

Motion voted on and passed.

- D) Approval of part-time Public Safety Dispatcher.

Sheriff Crandall presented for approval Carol Grant for the position of part-time Public Safety Dispatcher.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to confirm the appointment of Carol Grant for the position of part-time Public Safety Dispatcher.

VOTE:

Motion voted on and passed.

- E) Approval of change in employment status from full-time to part-time Corrections Officer.

Sheriff Darrell Crandall recommended an employment status change from full-time to part-time Corrections Officer for Devon Smith.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Sheriff Crandall's recommended change of employment status for Devon Smith from full-time Corrections Officer to part-time Corrections Officer

VOTE:

Motion voted on and passed.

- F) Approval of full-time Corrections Officer.

Sheriff Crandall presented James Mitchell for the position of full-time Corrections Officer.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to confirm the appointment of Sheriff Crandall's recommendation of James Mitchell for the position of full-time Corrections Officer.

VOTE:

Motion voted on and passed.

ART. 12. County Commissioners' Report.

A) MCCA/Risk Pool.

Risk Pool Meeting. Commissioner Norman L. Fournier reported that reports were made on various claims; 10 new claims were filed and 7 claims were closed increasing the reserve account by \$47,000; 2 cases are under review and one case is pending review; an agreement was made to assist Androscoggin County in one of their claims.

Commissioner Norman L. Fournier stated that a lengthy discussion was had regarding policy on ride-along passengers in Deputy Sheriffs' vehicles. The Board instructed Malcolm Ulmer to come up with a policy concerning liability sign-off on ride along passengers. Sheriff Crandall stated that Aroostook County already has such a policy.

MCCA. Commissioner Norman L. Fournier stated that Charlie Pray, Lobbyist for the MCCA provided an update on the shortfall for the Jail budgets; interviews for the four finalists for the Executive Director position will be held on June 27th with a recommendation being made on July 12th with preference given to someone with extensive experience working with the legislature; the annual convention will be held from September 8, 2017 through September 10, 2017, with registrations open at the end of this month; next year's MCCA Conference will be held in Portland.

B) Legislative Update.

Commissioner Norman L. Fournier stated that there is a chance the Jail cap will be increased to 4%.

C) Other items of interest.

None.

ART. 13. County Administrator's Report:

A) Bid awards.

The following bids were awarded:

- 1) Bell/Clock Tower and Dome Project – Mid Maine Restoration.
- 2) Cross Lake Station Rubber Roof Renovation – Powers Roofing.

- 3) Portable Water Pump – K&T Fire Equipment.
- 4) Sheriff's Office Surplus Vehicle – David Sonderman.

B) Fortin's Tax Abatement.

A discussion took place regarding the tax abatement for Lloyd and Helen Fortin v Town of Grand Isle. County Administrator Ryan D. Pelletier reported that the Town of Grand Isle recently completed a re-valuation and that the County Administrator's office is in receipt of another tax abatement request from Larry and Ginette Cormier v Town of Grand Isle. The County Commissioners agreed that they will hear both cases and asked Sherrill Campbell, Administrative Assistant to attempt to schedule both cases for the same day – either July 10, 2017 or July 13, 2017.

C) Maine Municipal Employee Health Trust (MMEHT) health claims experience report.

County Administrator Ryan D. Pelletier informed the County Commissioners that the MMEHT health claims first quarter report was very good at a rate of 83%.

D) Bids and procurement process.

County Administrator Ryan D. Pelletier proposed a procedural change in the bidding process. He recommended that future bids be opened at least one (1) week before a scheduled County Commissioners' meeting in an advertised public bid opening. The department head, or elected official, will review bids received, analyze the bids based on specifications contained in the RFP and then formulate a summary/recommendation to the County Administrator, who will include his recommendation on the next County Commissioners' meeting agenda.

Paul Bernier, Public Works Director, explained further that a current request for proposal for a paving project was advertised as due on June 27, 2017. By following current policy and waiting until the next County Commissioners' meeting, the bid award would have to wait a month, potentially causing the project to run behind.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to grant an exemption for the bid on the current project for Public Works, and to amend the current procedure to reflect County Administrator Ryan D. Pelletier's recommendations to have future bids read in a public bid opening at least one (1) week before a scheduled County Commissioners' meeting, reviewed and analyzed with appropriate department heads or elected officials, and awarded by the County Administrator subject to the confirmation of the County Commissioners.

VOTE;

Motion voted on and passed.

E) Other items of interest.

None

ART. 14. Other Business.

None.

ART. 15. Executive session to discuss a personnel matter regarding the Office of the County Commissioners pursuant to Title 1 M.R.S. §405 (6A).

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to offer domestic partner coverage for the County Administrator position only.

As agreed to in the Employment Agreement with the County Administrator the County is paying for the family plan of the County Administrator at 100% employer cost including the portion of the premium for the County Administrator's domestic partner.

VOTE:

Motion voted on and passed.

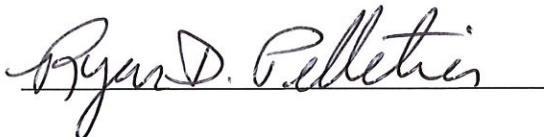
ART. 16. Adjournment.

MOTION:

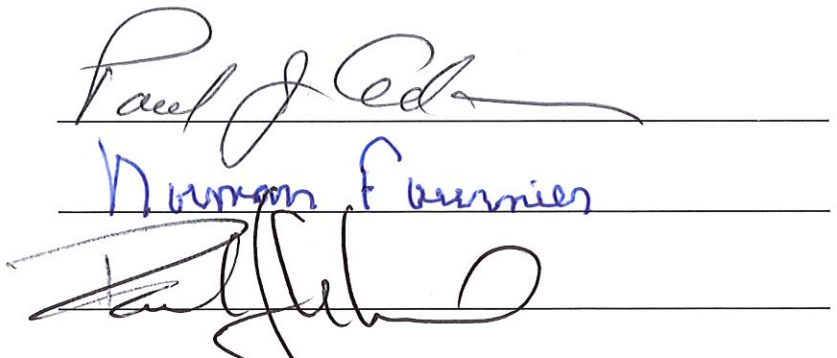
Motion by Norman L. Fournier and seconded by Paul J. Underwood to adjourn the meeting.

Meeting adjourned at 3:10 p.m.

ATTEST: A True Copy
of Commissioners' Meeting



Ryan D. Pelletier
County Administrator



AROOSTOOK COUNTY COMMISSIONERS
DATE: May 17, 2017