

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY, FEBRUARY 21, 2018 - 1:00 P.M. - REGISTRY OF DEEDS BUILDING – CONFERENCE ROOM (FIRST FLOOR), FORT KENT

PRESENT

Paul J. Adams, Chair, County Commissioners
Norman L. Fournier, County Commissioner (by teleconference)
Paul J. Underwood, County Commissioner (tardy, entered at 1:20 p.m. - just before Article 10)
Ryan D. Pelletier, County Administrator
Shawn Gillen, Chief Deputy
Paul Bernier, Public Works Director
Bryan Jandreau, Facilities and IT Director
Anne-Marie Marquis, Financial Analyst
Christina Theriault, Human Resources Director
Captain Terry "Joe" McKenna
Don Eno, St. John Valley Times
Sherrill Campbell, Executive Assistant

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

ART. 2. Public Comment Period.

There was no public comment.

ART. 3. Chairperson Paul J. Adams entertained a motion for the approval of the agenda.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Adams to approve the agenda.

VOTE:

Motion voted on and passed.

ART. 4. Minutes.

Chairperson Paul J. Adams entertained a motion to approve the minutes of the January 2, 2018 County Commissioners' Organizational Meeting.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Adams to approve the minutes of the January 2, 2018 County Commissioners' Organizational 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) Ambulance Services Agreement with the City of Caribou for Connor Township.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Adams to approve the ambulance services agreement with the City of Caribou for Connor Township.

VOTE:

Motion voted on and passed.

- D) Law Enforcement Contract.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Adams to approve the Law Enforcement Contract as presented.

VOTE:

Motion voted on and passed.

ART. 6. 2018 county tax, due date and interest on delinquent taxes.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Adams to approve the 2018 county tax, with a due date of September 1, 2018 and an interest rate of 8% on delinquent taxes.

VOTE:

Motion voted on and passed.

ART. 7. Approval of two Deputy Sheriff Commissions.

In the absence of Sheriff Darrell Crandall, Chief Deputy Shawn Gillen recommended renewal of Deputy Sheriff Commissions for Deputy Corey Saucier and Deputy Kenna Prue.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Adams to approve Chief Deputy Shawn Gillen's recommendation of renewal of Deputy Sheriff Commissions for Deputy Corey Saucier and Deputy Kenna Prue.

VOTE:

Motion voted on and passed.

ART. 8. Approval of part-time Dispatcher.

In the absence of Sheriff Darrell Crandall, Chief Deputy Shawn Gillen recommended approval of Jamie Lynn Heath of Houlton, for the position of part-time Dispatcher.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Adams to approve Chief Deputy Shawn Gillen's recommendation of Jamie Lynn Heath of Houlton, for the position of part-time Dispatcher.

VOTE:

Motion voted on and passed.

ART. 9. Approval of Deputy Register.

On behalf of Darleen Guy, Register of Probate, Christina Theriault, Human Resources Director recommended approval of Bonnie Folsom of Houlton, for the position of Deputy Register.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Adams to approve Bonnie Folsom of Houlton, for the position of Deputy Register.

VOTE:

Motion voted on and passed.

ART. 10. County Commissioners' Report.

A) MCCA/ Risk Pool update.

Risk Pool. County Administrator Ryan D. Pelletier and Paul J. Underwood attended the Legislative Breakfast and the Risk Pool meeting. The County Jails were the focus of discussion. All who attended were supportive of the Jail issues. There have been 18 new claims opened since the start of the year. Most were auto accidents. There will be a focus in 2018 for educational training.

MCCA. Commissioner Paul J. Underwood stated that the MCCA meeting was brief due in part to the Legislative Breakfast. There was a meeting in Cumberland to discuss jail funding. The March meeting will be held in Biddeford at the Pepperell Mill Campus.

B) Legislative Update.

None.

C) Other Items of Interest.

Commissioner Paul J. Underwood reported that the Presque Isle City Council has chosen United Airlines to be the new regional carrier at the Northern Maine Regional Airport. The decision still has to be approved by the US Department of Transportation. USDOT will meet in March to make the final decision. The current carrier is Penn Air with a contract in place until late June.

Commissioner Paul J. Underwood also reported that he attended the LWIB meeting on February 5, 2018. It was reported there that there is still a struggle with funding.

ART. 11. County Administrators Report.

A) Payroll policy amendment.

County Administrator Ryan D. Pelletier presented a change to the payroll policy. The new policy includes a statement regarding processing of manual checks.

MOTION:

Motion made by Norman L. Fournier and seconded by Paul Adams to approve the policy change as presented by County Administrator Ryan D. Pelletier.

VOTE:

Motion voted on and passed.

B) Aroostook County Accounting and Financial Practices Policy amendment.

County Administrator Ryan D. Pelletier presented a memo from Chief Darren Woods, EMA Director. Chief Woods is recommending a change to the Accounting and Financial Practices Purchasing Agreement Policy. The change in wording would allow bids to be placed on used equipment by the County Administrator. This practice has saved considerable money in the past but there is nothing in the policy that currently authorizes such purchases.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the amendment made as proposed by Chief Darren Woods, EMA Director.

VOTE:

Motion voted on and passed.

C) Use of undesignated fund balance.

County Administrator Ryan D. Pelletier presented a memo sent to the County Commissioners regarding his proposal to redirect and recapitalize some of the capital

reserve curtailments that were made during the development of the FY 2018 budget and to establish a Capital Reserve Fund for Economic Development and Advocacy.

MOTION:

Motion made by Paul J. Underwood to table this item until notice can be sent to the Finance Committee. After discussion that motion was withdrawn. A motion was made by Commissioner Paul J. Underwood and seconded by Commissioner Norman L. Fournier to have County Administrator Ryan D. Pelletier prepare a memo and send it to the Finance Committee members with detailed explanation of the proposed use of undesignated fund balance, and report comments back to the County Commissioners.

VOTE:

Motion voted on and passed.

D) Scheduling of tax abatement hearings.

Ryan D. Pelletier presented applications for tax abatement from two homeowners. A date of March 26th or 27th was proposed for the parties to be heard.

MOTION:

Motion by Norman L. Fournier and seconded by Paul J. Underwood to set up tax abatement hearings for two property owners on March 26th or March 27th, whichever date is the most convenient.

VOTE:

Motion voted on and passed.

E) DA vehicle bid award.

County Administrator Ryan D. Pelletier presented the two bids received for the DA Vehicle. The bids received would require \$3,000.00 to come out of the contingency fund.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to authorize the bid to the lowest bidder, York's of Houlton, with a bid of \$26,317.57.

VOTE:

Motion voted on and passed.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve \$3,000.00 to come from the contingency fund for the purchase of the DA vehicle.

VOTE:

Motion voted on and passed.

F) Belleau presentation on opioid epidemic in March.

Commissioner Fournier reported that at the annual MCCA meeting Attorney Belleau made an informative presentation on the opioid epidemic. County Administrator Ryan D. Pelletier suggested that a presentation be made in the County of Aroostook and that municipalities be invited to attend. An informational presentation will be scheduled on March 21, 2018 and an invitation will be extended to municipalities, if determined to be feasible.

G) Regional Efficiency Grant information.

County Administrator Ryan D. Pelletier stated that the AMA has an item on its' upcoming meeting agenda to discuss a partnership for costs relating to municipal tax assessing and code enforcement. County Administrator Pelletier has initiated a survey to local municipalities to determine their assessing and code enforcement costs. County Administrator Pelletier discussed the importance of cost sharing in the future and suggested that increased conversation needs to take place between the towns and cities and the County to determine how this can be accomplished. A meeting between County Administrator Pelletier and municipalities will take place on February 28, 2018 and an update on findings from that meeting will be on the agenda for the March County Commissioners' meeting.

ART. 11. Other Business.

County Commissioner Paul J. Underwood stated he would like to see a formal vote take place regarding the appointment of a part-time Deputy Probate position that was recently filled.

MOTION:

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve Darcy Merry for the position of part-time Deputy Probate.

VOTE:

Motion voted on and passed.

ART. 12. Executive Session.

MOTION:

The following motion was made by Norman L. Fournier and seconded by Paul J. Underwood:

"I move we go into executive session pursuant to Title 1, M.R.S.A., §405(6)(A) to discuss the Ad hoc committee update."

VOTE:

Motion voted on and passed

MOTION:

Upon return to open session the following motion was made by Norman L. Fournier and seconded by Paul J. Adams:

“I move to authorize the County Administrator to implement the recommendations of the Ad hoc committee report regarding the Aroostook County Commissioners’ Office.”

Namely, the County Administrator will implement the creation of a Deputy County Administrator/Finance Director position and eliminate the position of Financial Analyst due to the lack of adequate funding for two positions, and a determination that there is sufficient overlap between the functions of the two positions to allow a single position to perform all functions.

In addition, the County Commissioners will seek County voter approval to amend the Aroostook County Charter to allow for an appointed County Treasurer position and seek approval to eliminate the elected County Treasurer position as is allowed under MRSA Title 30-A §156. All other recommendations are to be implemented by the County Administrator by reference in the ad hoc committee report, a copy of which is on file with the Aroostook County Commissioners’ Office.

VOTE:

Motion voted on with two (2) Commissioners in favor (Fournier and Adams) and one (1) Commissioner opposed (Underwood).

ART. 13. Adjournment.

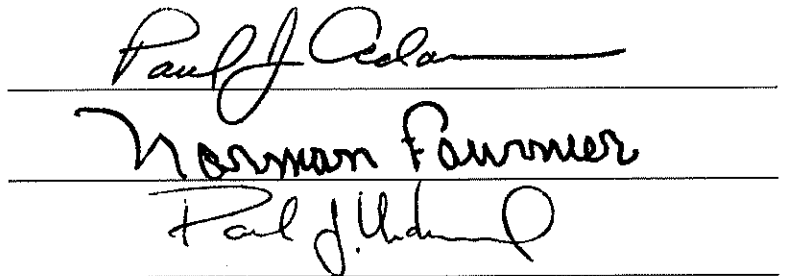
Motion by Paul J. Underwood and seconded by Norman L. Fournier to adjourn the meeting.

Meeting adjourned at 2:35 p.m.

ATTEST: A True Copy
of Commissioners’ Meeting



Ryan D. Pelletier
County Administrator



AROOSTOOK COUNTY COMMISSIONERS
DATE: February 21, 2018