

MINUTES

**AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY, SEPTEMBER 19,  
2018 - 1:00 P.M. – ADMINISTRATIVE HEARING ROOM – CARIBOU COURTHOUSE -  
CARIBOU**

PRESENT

Paul J. Adams, Chair, County Commissioners  
Norman L. Fournier, County Commissioner  
Paul J. Underwood, County Commissioner  
Ryan D. Pelletier, County Administrator  
Sandra Fournier, Deputy County Administrator of Finance  
Shawn Gillen, Chief Deputy  
Captain Terry “Joe” McKenna  
Paul Bernier, Public Works Director  
Bryan Jandreau, Facilities and IT Director  
Chief Darren Woods, EMA Director  
Jamie Chandler, ACAP Service Delivery Coordinator  
Benjamin Godsoe, Senior Planner LUPC  
Nicholas Livesay, Executive Director, LUPC  
Sherrill Campbell, Executive Assistant  
Sarah Leclaire, Woodland resident

ART. 1. Chair Paul J. Adams called the meeting to order at 1:06 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.

County Administrator Ryan D. Pelletier asked that the following amendments be made:

Article 5) D) Sinclair Sanitary District Warrant.

Article 10) Table until next budget workshop meeting.

Article 18) B) Table until the County Administrators' annual evaluation.

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.

Chairperson Paul J. Adams entertained a motion to approve the minutes of the August 16, 2018 County Commissioners' meeting.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the minutes of the August 16, 2018 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) Liquor License Renewal for Long Lake Sporting Club.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the renewal of a liquor license for Long Lake Sporting Club.

**VOTE:**

Motion voted on and passed.

- D) Sinclair Sanitary District Warrant.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to authorize the posting of the Sinclair Sanitary District Warrant.

**VOTE:**

Motion voted on and passed.

ART. 6. ACAP public sector designee.

Jamie Chandler, ACAP Service Delivery Coordinator, presented the names for the nomination to the public sector seats for the ACAP Board of Directors and handed out an informational packet on the Aroostook County Action Program to the County Commissioners.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the nominations as presented by Jamie Chandler, ACAP Service Delivery Coordinator.

**VOTE:**

Motion voted on and passed.

- ART. 7. LUPC presentation on proposed adjacency rule and new marijuana regulations for the Unorganized Territories.

Benjamin Godsoe, LUPC Senior Planner and Nick Livesay, LUPC Executive Director gave a presentation on the proposed adjacency rule and new marijuana regulations for the Unorganized Territories. Questions were asked and answered during and after the presentation.

The County Commissioners thanked the representatives from the LUPC for their informative presentation.

- ART. 8. Approval of three (3) paid-call volunteer Firefighters.

Fire Chief and EMA Director Darren Woods presented Samuel Ouellette of Fort Kent, James Butler of Sinclair, and Marina Feltis of Sinclair for the position of paid-call volunteer Firefighter.

**MOTION:**

Motion by Paul J. Underwood and seconded by Norman L. Fournier to approve the recommendation of Fire Chief and EMA Director Darren Woods to hire Samuel Ouellette, James Butler, and Marina Feltis for the position of paid-call volunteer Firefighter.

**VOTE:**

Motion voted on and passed.

- ART. 9. Insurance update.

Human Resources Director Christina Theriault presented a proposal for a new employee PPO 1500 insurance plan and an HRA account to be offered effective January 1, 2019.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the recommendation of Human Resources Director Christina Theriault to approve a new PPO 1500 employee insurance plan.

**VOTE:**

Motion voted on and passed.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the recommendation of Human Resources Director Christina Theriault to approve an employee insurance HRA account.

ART. 10. Elected Salary Structure approval.

Tabled until the October budget workshop meetings.

ART. 11. Request to modify Dubay Pit Road seasonal road closure.

Community Services Director Paul Bernier requested approval for an additional 1000 feet of snow removal services on the Dubay Pit Road. Mr. Bernier added that the additional cost could be absorbed in his budget.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the additional snow removal services on the Dubay Pit Road as requested by Community Services Director Paul Bernier.

**VOTE:**

Motion voted on and passed.

ART. 12. Approval of full time Custodian.

Facilities and IT Director Bryan Jandreau presented Steven Smart of Woodland for approval for the full-time Custodial position in the Caribou Courthouse.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to accept the recommendation of Facilities and IT Director Bryan Jandreau to hire Steven Smart for the full-time Custodial position at the Caribou Courthouse.

**VOTE:**

Motion voted on and passed.

ART. 13. Approval of full-time Community Caseworker.

Chief Deputy Shawn Gillen presented Brandy Fuller of Hodgdon for the position of full-time Community Caseworker.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve the recommendation of Chief Deputy Shawn Gillen to hire Brandy Fuller of Hodgdon to fill the position of full-time Community Caseworker.

**VOTE:**

Motion voted on and passed.

ART. 14. Approval of part time Deputy/Civil Process Server.

Chief Deputy Shawn Gillen presented Jasmine Cyr, of Houlton, for the position of part-time Deputy/Civil Process Server.

**MOTION:**

Motion by Norman L. Fournier and seconded by Paul J. Underwood to approve recommendation of Chief Deputy Shawn Gillen to hire Jasmine Cyr of Houlton for the position of part-time Deputy/Civil Process Server.

**VOTE:**

Motion voted on and passed.

ART. 15. County Commissioners' Report.

A) MCCA/Risk Pool Update.

MCCA. County Commissioner Norman L. Fournier reported that the MCCA meeting took place September 14<sup>th</sup>; a discussion of involving students in the Pirate Training Program took place with the MCCA supporting the proposal; the MCCA Convention was well attended and the classes were beneficial.

Risk Pool. County Commissioner Norman L. Fournier reported that Malcolm Ulmer sent an email to the counties regarding reinsurance rates which will average an increase of between 5-7%; 6 new claims were opened and 26 claims were closed resulting in an increase in financial resources of \$356,000.00; safe driving awards were given out at the MCCA convention; the Maine Sheriff's Association will receive \$200.00 toward defensive driving courses; there was discussion on the two suits against Aroostook County.

B) Legislative Updates.

County Commissioner Norman L. Fournier stated that the legislature has recessed for the year. Jail fund distribution was discussed.

C). Other Items of Interest.

None.

ART. 16. County Administrator's Report.

County Administrator Ryan D. Pelletier reported that he has received a resignation letter from A.J. Edgecomb for his position on the Finance Committee. The position will be posted on the website. The County Administrator also stated that there will be two additional vacancies on the Finance Committee, as two current members have not filed the necessary paperwork to appear on the ballot in November.

ART. 17. Other Business.

None.

ART. 18. 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 a personnel matter.”

**VOTE:**

Motion voted on and passed

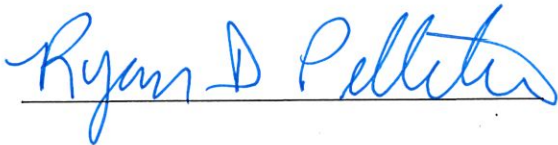
Upon return to regular session no action was warranted or taken.

ART. 19. Adjournment.

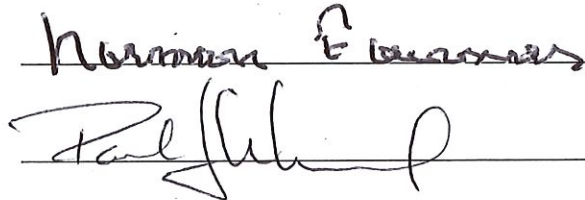
Motion by Norman L. Fournier and seconded by Paul J. Underwood to adjourn the meeting.

Meeting adjourned at 3:37 p.m.

ATTEST: A True Copy  
of Commissioners' Meeting



Ryan D. Pelletier  
County Administrator



AROOSTOOK COUNTY COMMISSIONERS  
DATE: September 19, 2018