

## PISCATAQUIS COUNTY COMMISSIONERS MEETING

February 7, 2017  
DOVER-FOXCROFT  
Minutes  
8:30 a.m.

### PLEDGE OF ALLEGIANCE

1. Piscataquis County Commissioners reviewed and approved the minutes of their January 17, 2017 meeting. M: Wayne Erkkinen S: James Annis V: 3-0
2. Piscataquis County Commissioners reviewed and approved the 2016 County expenditures in the amount of \$6,814.60. M: James Annis S: Wayne Erkkinen V: 3-0
3. Piscataquis County Commissioners reviewed and approved the special 2016 County expenditure in the amount of \$1,523.93. M: James Annis S: Wayne Erkkinen V: 3-0
4. Piscataquis County Commissioners reviewed and approved the 2017 County expenditures in the amount of \$62,492.10. M: James Annis S: Wayne Erkkinen V: 3-0
5. Piscataquis County Commissioners reviewed and approved the Jail expenditures in the amount of \$28,556.90. M: James Annis S: Wayne Erkkinen V: 3-0
6. Piscataquis County Commissioners reviewed and approved the Unorganized Territory expenditures in the amount of \$87,620.70. M: James Annis S: Wayne Erkkinen V:3-0
7. Piscataquis County Commissioners reviewed and approved the Payroll Warrant for January 26, 2017 in the amount of \$122,674.26. M: James Annis S: Wayne Erkkinen V: 3-0
8. Piscataquis County Commissioners reviewed and approved the Employee Benefit Warrant in the amount of \$61,924.10. M: James Annis S: Wayne Erkkinen V: 3-0
9. Piscataquis County Commissioners reviewed and approved a liquor license renewal for West Cove Lounge LLC located in Moosehead Jct. and owned by Vic-Sam Holdings LLC., Patrick H. Bryan. Sheriff John Goggin stated he reviewed the application and recommended the renewal. M: James Annis S: Wayne Erkkinen V: 3-0
10. Piscataquis County Commissioners reviewed, approved and signed the service agreement with Trane for maintenance of HVAC equipment in the County Courthouse. M: James Annis S: Wayne Erkkinen V: 3-0

## HVAC EQUIPMENT COVERAGE

### Piscataquis County Courthouse

The following "Covered Equipment" will be serviced at Piscataquis County Courthouse:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Air-Cooled Chiller, Scroll Compressors	1	Trane	CGAM030A2E	U11H24412	

**Description**  
CGAM Annual Inspection (Service 1)

**Quantity Per Term**  
1

**Service 1: CGAM Annual Inspection**

**Description**

- Customer Notification
- Initial Site Inspection
- Visual Condenser Coil Check
- Lock Out Tag Out (Standard)
- Electrical Inspection
- Remove Panels Generic
- Compressor Oil Level Check- Air-Cooled Scroll
- Oil Analysis - Air-Cooled Scroll
- Leak Test (High Pressure)
- Strainer Maintenance - BPHE Units
- Inspect Piping - CGAM
- Condenser Fan Blade Cleaning
- Coil Cleaning Solution
- TechView/KestrelView Connection
- Review Diagnostics
- Check Fans for Rubbing
- Check EXV Sight Glass
- Reinstall Panels Generic
- Run Service Report From TechView
- Techview/Kestrel View Disconnection
- Clean and Repaint



## PRICING AND ACCEPTANCE

Josh York  
Piscataquis County Courthouse  
161 East Main Street  
Dover Foxcroft, ME 04426 USA

Site Address:  
Piscataquis County Courthouse  
161 East Main Street  
DOVER FOXCROFT, ME 04426  
United States

### Trane Service Agreement

This Service Agreement consists of the pages beginning with the title page entitled "The Agreement," the consecutively numbered pages immediately following such title page, and includes and ends with the Trane Terms and Conditions (Service) (collectively, the "Service Agreement" or "Agreement"). Trane agrees to inspect and maintain the Covered Equipment according to the terms of this Service Agreement, including the "Terms and Conditions," and "Scope of Services" sections. Trane agrees to give preferential service to Customer over non-contract customers.

### Service Fee

As the fee(s) (the "Service Fee(s)") for the inspection and maintenance services described in the Scope of Services section with respect to the Covered Equipment, Customer agrees to pay to Trane the following amounts, plus applicable tax, as and when due.

Contract Year	Annual Amount USD	Payment USD	Payment Term
Year 1	1,680.00	1,680.00	Annual

A one-time 3.00 % discount is offered for full payment of 1 year(s) in advance of the commencement of the Service Agreement. Invoice would be issued at start of the Agreement and is due net 15 days from date of invoice. The discount would be 50.40 USD if this option is selected. Tax will be calculated based upon the pre-discounted price. The discount for advance payment is not applicable to credit card transactions. Please check the box for this option.

In addition to any other amounts then due hereunder, if this Agreement is terminated or cancelled prior to its scheduled expiration, Customer shall pay to Company the balance of any amounts billed to but unpaid by Customer and, if a "Service Project" is included in the Agreement, the Cancellation Fee set forth in "Exhibit A" Cancellation Schedule attached hereto and incorporated herein, which Cancellation Fee represents unbilled labor, non-labor expenses and parts materials and components.

### Term

The Initial Term of this Service Agreement is 1 year, beginning February 01, 2017. However, Trane's obligation under this Agreement will not begin until authorized representatives of Trane and Customer have both signed this Agreement in the spaces provided below.

Following expiration of the initial term on January 31, 2018, this Agreement shall renew automatically for successive periods of 1 year (the "Renewal Term") until terminated as provided herein. If you do not want to renew this Agreement for the Renewal Term, please notify Trane by telephone or by U.S. mail prior to the expiration date set forth in the preceding sentence. If any questions arise regarding this Service Agreement or how to cancel this Agreement, Trane can be reached either by telephone at or by direct mail addressed to: 860 Spring Street, Unit 1 Westbrook, ME 04092.

### Renewal Pricing Adjustment

The Service Fees for an impending Renewal Term shall be the current Service Fees (defined as the Service Fees for the initial Term or Renewal Term immediately preceding the impending Renewal Term) annually

11. Piscataquis County Commissioners reviewed and approved the use of \$4,619 from the building improvement capital reserve account for Norris Inc. to upgrade alarm systems in the Peaks House and the County Courthouse. The Commissioners approved the \$4,619.00, but did not approve the yearly fee of \$700.00 for Norris Inc. to be connected to the fire alarms. The County Commissioners asked the County's Head of Maintenance, Joshua York to find out the cost for the alarm system to be tied into Piscataquis County's E-911. Thereby the County would be in control of any situation that might occur, instead of the alarm going to Norris Inc. and they in turn notify E-911. M: Wayne Erkkinen S: James Annis V: 3-0



Norris Inc  
78 Farm Rd  
Bangor, ME 04401

phone. 1-800-370-3473  
fax. 1-207-879-0540  
<http://www.norrisinc.com>

**Customer**

ACCOUNTS PAYABLE  
PISCATAQUIS COUNTY COMMISSIONERS  
DOVER-FOXCROFT, ME 04426

Tel. 207-564-2161

**Proposal Details**

Project Number 115762BA  
Alarm Systems Upgrades/Dialers  
Proposal Date 1/25/2017  
Purchase Order #: \_\_\_\_\_  
Proposal Total \$4,619.00

Qty	Part Description	
	Proposals listed below will require owners IT/Network provided to provide a switch port for connections to equipment. Advise IT personnel be on site day of setup to make sure IP addressing and network availability are in place.	
	Commissioners Building: lower pull stations to ADA height of 48", replace horn-strobes, add intermediate communicator and IP dialer to existing fire alarm control.	
	County Courthouse: add IP communicator to existing fire alarm system.	
	700VA UPS will be provided for both buildings network switches that the dialers are connected to.	
	County Commissioners Building	
5	DAR DEVICE APPLIANCE RELOCATOR	
5	H/S, 12/24 VOLT, RED, MULTI-CANDELA 15,15/75, 30, 75,110,115 CD	
1	4 Channel dual line slave programmer DACT	
1	IP/GSM COMMUNICATOR - DUAL PRIMARY, UL	
1	PLUG IN TRANSFORMER BOX FOR IPGSM COMMUNICATOR	
1	12V 7AH SLA BATTERY	
4	UL 8P8C RJ31X JACK	
4	SILVER SATIN 2' PLUG - PLUG	
1	Sqaure D Breaker/Install Parts	
5	Horn-Strobe Adapter Plates-Custom	
1	Install Materials-Cell Dialer	
1	700VA LINE INTERACTIVE UPS	
1	Contract Customer Discount	
	Tech Services/Labor	
	Cost:	\$2,866.00

County Courthouse

\* Owner responsible to provide (1) 120VAC Duplex in IT Room for use on monitoring system.

- 1 IP/GSM COMMUNICATOR - DUAL PRIMARY, UL
- 1 PLUG IN TRANSFORMER BOX FOR IPGSM COMMUNICATOR
- 1 12V 7AH SLA BATTERY
- 1 700VA LINE INTERACTIVE UPS
- 4 UL 8P8C RJ31X JACK
- 2 SILVER SATIN 2' PLUG - PLUG
- 1 Misc Install Materials
- 1 Contract Customer Discount

Qty	Part Description	
	Tech Services/Labor	
	Cost:	\$1,753.00

Signature:  Date: 2-7-2017

Customer Signature

Project Total:                      \$4,619.00

12. Piscataquis County Commissioners met with labor relations consultant Annalee Rosenblatt to review the revised County Personnel Policy. After much discussion the Commissioners approved the policy pending the amended line items. M: James Annis S: Wayne Erkkinen V: 3-0 The line items were voted on individually and the changes will be reflected in the final draft that will be dated April 1, 2027. The following are the items that were voted on to be revised:

- **13.0 RECRUITMENT, TESTING AND HIRING:**

13.1 The County Manager shall be responsible for recruitment, testing, and hiring process for all employees. Candidates for all positions shall be evaluated on the basis of job related criteria. The Commissioners shall be the hiring authority for all County personnel except for statutory or constitutional officers. The revised line item will reflect the change of wording for the first sentence stating the manager is responsible for verifying compliance with the recruitment, testing and hiring process for all employees. M: James Annis S: Wayne Erkkinen V: 3-0

13.4 The County Manager shall be responsible for arranging for interviews, resume review, background checks, reference checks, and any pre-employment physical exam. The Manager, in collaboration with the Department Head is authorized to develop procedures, create forms, keep records, and make such reports as the Commissioners may require. All applications shall be received by the Manager's office. Copies of applications will be provided to the appropriate department head. All applications shall be retained in accordance with law. The revised line item will basically be reversed reflecting the department heads receiving the original applications, being responsible for arranging interviews, etc. and copies of the applications shall be provided to the County Manager to review. The hiring of a new employee will be in collaboration with the County Manager and the County Commissioners will have the final approval. M: James Annis S: Wayne Erkkinen V:3-0

- **29.0 CONDUCT EXPECTATIONS**

29.1 **Building Security** - The last person to leave the building each day shall secure the building. Persons entering the building during non-work hours shall do so with the permission of the County Manager or Head of Maintenance and shall be responsible for securing the building when they leave for any reason. The new wording will reflect the removal of, "Persons entering the building during non-work hours shall do so with the permission of the County Manager or Head of Maintenance ". The employee entering the building during non-work hours will still be responsible for securing the building. M: James Annis S: Wayne Erkkinen V: 3-0

- **37.0 OVERTIME**

37.2 Exempt employees are those who meet the definition of exempt under the Fair Labor Standards Act, are paid on a salary basis, and do not receive paid overtime. Salaried employees are expected to work the number of hours and schedule necessary to meet the expectations of the position. Salaried personnel are subject to recordkeeping requirement and must submit time sheets. "Salaried personnel are subject to recordkeeping requirement and must submit time sheets" will be removed completely. M: James Annis S: Wayne Erkkinen V: 3-0

28.5 All eligible employees may also participate in an annuity or other similar retirement program as provided through the County. Employees who are not enrolled in the Maine Public

Employees Retirement System will have any contributions they make matched up to a maximum of five (5%). This is a new benefit for the employees of Piscataquis County. The County Commissioners voted to accept and approve the new benefit starting January 2018.  
M: James Annis S: Wayne Erkkinen V: 3-0

13. Piscataquis County Commissioners accepted and approved the recommendations from Jail Administrator Maria Landry that Corrections Officer Kayla Goodine be hired as a full-time Dispatcher, part-time Corrections Officer Robert G. Sawyer Jr. be promoted to full-time Corrections Officer, and Samuel Murray of Greenville be hired as a part-time employee in both Corrections and Dispatch. M: James Annis S: Wayne Erkkinen V: 3-0
14. Department Head:
- a. Interim County Manager, Thomas Lizotte –
    - The Treasurer's Office is arranging for this year's Line of Credit, and Camden National Bank has offered the same fixed rate of 1.49%. Attorney David Gray will attend the Commissioners' March 7 meeting with the paperwork needed to secure the LOC.
    - County tax bills were mailed out to the 17 towns, two plantations and Tax Assessor for the Unorganized Territory on Jan. 20.
    - The Law Enforcement Task Force held its first meeting on Jan. 26 and will meet again on Feb. 16.
    - The state Bureau of Taxation has provided updated 2017 state property valuations for all towns and the Piscataquis Unorganized Territory. The overall county valuation has increased by more than \$40 million, to a new total of \$2,423,250,000. Most of the increase comes in the UT, which increased by \$31.2 million to a total of \$813,100,000.
    - Counties have asked for a supplemental jail budget appropriation from the state Legislature of \$2.9 million, in addition to the \$12.2 million included for county jails in the current Dept. of Corrections budget. Piscataquis is seeking an additional \$101,094 in state funding for this year to avoid a deficit in the jail budget.
    - This month's Maine County Commissioners Association newsletter features Piscataquis County.
  - b. County Treasurer, Johanna Greenfield – did not attend
  - c. Jail Administrator Maria Landry – no comment
  - d. Sheriff, John Goggin –
    - Informed the County Commissioners a representative from TC Hafford Basement System came to inspect the water problem in the basement which is considered the evidence room. Using a laser meter, he was able to identify the source of the problem and provided a solution to keeping it under control. To take care of this situation would cost the County \$3,500.00. Due to the urgency of this matter and the limited number of companies that are qualified to do this type of work, the County Commissioners voted to accept the quote that was given and have Sheriff Goggin get the job done as soon as possible. M: James Annis S: Wayne Erkkinen V: 3-0
  - e. EMA Director, Tom Capraro – did not attend
  - f. Probate Register Donna Peterson – no comment
  - g. Deeds Register, Linda Smith – did not attend
  - h. DA Administrative, Chris Almy – did not attend, but Administrative Assistant Corina Tibbetts spoke again about the lack of space the DA's Office has. She has had shelves installed and some rearranging of her office, but stated it did not solve the problem.
  - i. Head of Maintenance Joshua York – no comment

**OTHER BUSINESS:**

**Executive session:**

**Piscataquis County Commissioners voted to enter an executive session under Maine Revised Statutes, Title 1, Chapter 13, section 405-A, paragraph 6.A., to discuss a Personnel matter (appointment of County Manager).**

**Motion to enter executive session at 10:24 a.m by Erkkinen, seconded by Annis.**

**Motion to leave executive session at 10:35 a.m. by Annis, seconded by Erkkinen.**

**Motion by Annis to appoint Tom Lizotte as full-time County Manager, seconded by Erkkinen, with the understanding that Lizotte has not requested an employment contract. V: 3-0.**

**Meeting adjourned 10:39 a.m.**

