

**AGENDA**

AROOSTOOK COUNTY COMMISSIONERS' MEETING – TUESDAY, JUNE 14, 2022 – 1:00 P.M.  
CARIBOU COURTHOUSE (ADMINISTRATIVE HEARING ROOM)– CARIBOU

PLEASE USE THE FOLLOWING INFORMATION FOR ATTENDING THE MEETING VIA ZOOM:

MEETING ID: 824 5059 3993      PASSCODE: 045924

**PUBLIC HEARING**

A PUBLIC HEARING WILL BE HELD TO SOLICIT COMMENTS REGARDING A CDBG ECONOMIC DEVELOPMENT PROGRAM PROJECT FOR MARTIN'S GENERAL STORE IN SINCLAIR.

**REGULAR MEETING**

- ART. 1.        CALL TO ORDER.
- ART. 2.        PUBLIC COMMENT PERIOD.
- ART. 3.        APPROVAL OF AGENDA.
- ART. 4.        APPROVAL OF THE COUNTY COMMISSIONERS MEETING MINUTES OF MAY 18, 2022.
- ART. 5.        OTHER ITEMS FOR APPROVAL AND SIGNATURES.
  - A) ATTENDANCE RECORD
  - B) BILLS AND WARRANTS
  - C) RENEWAL OF A LIQUOR LICENSE FOR HOMESTEAD LODGE OF OXBOW NORTH TWP.
- ART. 6.        TO CONSIDER ORDERS OF WINTER ROAD CLOSURES. (RYAN & PAUL B.)
- ART. 7.        TO CONSIDER BIDS FOR THE BACKUP GENERATOR (BRYAN)
- ART. 8.        TO CONSIDER A CHANGE IN THE MAINEPERS PLAN FOR THE CORRECTIONS UNIT EFFECTIVE JULY 1, 2022. (CHRISTINA)
- ART. 9.        TO CONSIDER A CHANGE IN MILEAGE REIMBURSEMENT FOR NON COUNTY VEHICLE USE (RYAN).
- ART. 10.      TO CONSIDER SIX DEPUTY COMMISSION RENEWALS (SHERIFF GILLEN).
- ART. 11.      TO CONSIDER THE APPOINTMENT OF TWO CORRECTION OFFICER POSITIONS (Sheriff Gillen).

- ART. 12. TO CONSIDER THE ARPA AWARD RECOMMENDATIONS. (STEVE).
- ART. 13. TO CONSIDER A TAX ABATEMENT HEARING OVER \$1 MILLION IN VALUATION (RYAN).
- ART. 14. TO CONSIDER THE APPOINTMENT OF THE EMA FINANCE PLANNING ASSOCIATE. (DARREN).
- ART. 15. TO CONSIDER SNOW REMOVAL BIDS FOR VARIOUS BUILDINGS AND ROADS IN THE NORTH LAKES REGION. (PAUL B.)
- ART. 16. TO CONSIDER A FIRE PROTECTION CONTRACT FOR TAR5. (PAUL B.)
- ART. 17. TO CONSIDER A FIRE PROTECTION CONTRACT FOR TDR2 & T9R3. (PAUL B.)
- ART. 18. TO CONSIDER A SOLID WASTE AGREEMENT FOR T2R2. (PAUL B.).
- ART. 19. TO CONSIDER THE 1<sup>ST</sup> QUARTER FINANCIAL SUMMARY FOR 2022. (DANA).
- ART. 20. TO CONSIDER AN ASSET FORFEITURE PURSUANT TO MRSA § 5824(S) & 5826(8)(A). (SHERIFF GILLEN).
- ART. 21. TO CONSIDER DISCUSSION REGARDING THE COUNTY'S FISCAL YEAR. (RYAN).
- ART. 22. TO CONSIDER DISCUSSION REGARDING THE COUNTY'S SALARY ADMINISTRATION POLICY. (RYAN).
- ART. 23. TO CONSIDER A TAX ABATEMENT DECISION IN THE MATTER OR SOBAJE VS. THE TOWN OF MADAWASKA. (RYAN).
- ART. 24. COUNTY COMMISSIONER'S REPORT.
- A) MCCA/RISK POOL UPDATE
  - B) OTHER ITEMS OF INTEREST
  - C) LEGISLATIVE REPORT
- ART. 25. OTHER BUSINESS
- ART. 26. ADJOURNMENT

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING - WEDNESDAY, MAY 18, 2022  
- 1:00 P.M. SHERIFF'S OFFICE BUILDING SECOND FLOOR CONFERENCE ROOM-  
HOULTON

PRESENT

Paul J. Adams, Chair, County Commissioners  
Norman L. Fournier, County Commissioner  
Paul J. Underwood, County Commissioner  
Ryan D. Pelletier, County Administrator  
Shawn Gillen, Sheriff  
Paul Bernier, Community Services Director  
Steve Pelletier, ARP Program Administrator  
Bryan Jandreau, Facilities & IT Director VIA ZOOM  
Darren Woods, EMA Director VIA ZOOM  
Craig Clossey, Jail Commander  
Terri Sennet, Jail Administrative Assistant  
Keith Wheeler, Former Deputy Sheriff  
Melissa McAvoy  
Kathleen Tomaselli, Houlton Pioneer Times

A public Hearing was held on the proposed winter closing of several roads located within the Unorganized Territories of Aroostook County. Chair Adams opened the public hearing and asked if anyone would like to speak in regards to any of the proposed roads. No comments were received.

ART. 1. Chair Paul J. Adams called the regular meeting to order at 1:05 p.m.

ART. 2. There was no public comment.

ART. 3. MOTION:

Motion by Paul Underwood and seconded by Norman Fournier to approve the agenda as amended to include Art. 6 C – Special Presentation by Sheriff Shawn Gillen.

VOTE:

Motion voted on and passed.

ART. 4. Chair Paul J. Adams entertained a motion for approval of the April 27, 2022 County Commissioners' meeting minutes.

MOTION:

Motion by Paul Underwood and seconded by Norman Fournier to approve the minutes of the April 27, 2022 County Commissioners' meetings.

VOTE:

Motion voted on and passed.

ART. 5. Mr. Bryan Jandreau presented information from resident Richard Rhoda regarding the removal of trees near the Superior Court Building in Houlton and the planting of trees in the same area. Mr. Jandreau indicated that while he is supportive of the project, it should follow standard county protocols and be brought forward during the County budget process with cost estimates and a recommendation from staff as to how to proceed. The Commissioners were in general agreement with the Facilities Director.

ART. 6. The County Commissioner approved and signed the following:

- A) Attendance record.
- B) Bills and warrants.
- C) Sheriff Shawn Gillen presented Terri Sennet with a special accommodation for her tireless work at the Aroostook County jail, particularly during the pandemic and Terri's unwavering dedication to the County of Aroostook during the most challenging times.

ART. 7. Mr. Bryan Jandreau presented his recommendation for the entryway replacement project at the Sheriff's Office Building to Building Etcetera of Houlton for \$19,952.

**MOTION:**

A motion was made by Norman Fournier and seconded by Paul Underwood to approve the Facilities Directors recommendation.

**VOTE:**

Motion voted on and passed.

ART. 8. Mr. Bryan Jandreau presented his recommendations for the Caribou Courthouse and EMA Building Parking Lot project.

**MOTION:**

A motion was made by Norman Fournier and seconded by Paul Underwood to approve the bid of \$123,700 by Northeast Paving utilizing \$24,000 from the UT Capital Reserve; \$12,000 from Contingency; and \$12,000 from the Cupola Reserve to cover the over expended balance in the Parking Lot Reserve.

**VOTE:**

Motion voted on and passed.

ART. 9. Mr. Pelletier requested up to \$10,000 from Contingency to cover the cost of the Law Library and HR Assistant Office renovation project.

**MOTION:**

A motion was made by Norman Fournier and seconded by Paul Underwood to approve the County Administrator's request.

**VOTE:**

Motion voted on and passed.

ART. 10. Sheriff Shawn Gillen presented the name of Joey Seely for a Deputy Commission renewal.

**MOTION:**

A motion was made by Paul Underwood and seconded by Norman Fournier to approve the Sheriff's recommendation.

**VOTE:**

Motion voted on and passed.

ART. 11. Sheriff Shawn Gillen presented the names of Thor Axe and Tristan Jackman for full time correction officer positions.

**MOTION:**

A motion was made by Norman L. Fournier and seconded by Paul J. Underwood to approve the Sheriff's recommendation.

**VOTE:**

Motion voted on and passed.

ART. 12. Mr. Bernier presented an ambulance and fire protection agreement for Cary Township with the Town of Houlton.

**MOTION:**

A motion was made by Paul Underwood and seconded by Norman Fournier to approve the Community Services Director's recommendation.

**VOTE:**

Motion voted on and passed.

ART. 13. Mr. Bernier presented a solid waste agreement for Benedicta and Silver Ridge Townships with the Town of Sherman.

**MOTION:**

A motion was made by Norman Fournier and seconded by Paul Underwood to approve the Community Services Director's recommendation.

**VOTE:**

Motion voted and passed.

ART. 14. Mr. Bernier presented a solid waste agreement for Molunkus Township.

**MOTION:**

A motion was made by Paul Underwood and seconded by Norman Fournier to approve the Community Services Director's recommendation.

**VOTE:**

Motion voted on and passed.

ART. 15. Mr. Bernier presented the bids received for the cemetery lawn maintenance for Cary Township and recommended awarding the bid to Heidi's Lawn Care.

**MOTION:**

Motion made by Norman Fournier and seconded by Paul Underwood to approve the Community Services Director's recommendation.

**VOTE:**

Motion voted on and passed.

ART. 16. Mr. Woods presented Leah Potter for employment as a volunteer paid on call fire fighter with North Lakes Fire Department.

**MOTION:**

A motion was made by Paul Underwood and seconded by Norman Fournier to approve the EMA Director's recommendation.

**VOTE:**

Motion voted on and passed.

ART. 17. Mr. Bernier presented the various proposed winter road closures and explained the mileage, the maintenance level and any circumstances such as seasonal or year round homes on each road. The Commissioners deliberated each road proposed.

No motion necessary.

ART. 18. Mr. Pelletier explained that he had reached out for a legal opinion from Attorney Marchesi because the subject property has a valuation greater than \$1 Million and is a commercial building.

**MOTION:**

A motion was made by Norman Fournier and seconded by Paul Underwood to table a decision until the June 14<sup>th</sup> meeting after receiving a legal opinion.

**VOTE:**

Motion voted on and passed.

ART. 19. County Commissioner's Report

Commissioner Fournier presented various issues and information regarding the MCCA Board Meeting and Risk Pool Meetings held earlier this month.

No motion necessary.

ART. 20. Other business

Mr. Pelletier recommended the County Commissioners approve the appointments of Norman Fournier and Clarissa Sabattus as the County representatives on the Northern Maine Development Commission (NMDC) Board of Directors and the appointment of Martin Dionne as the Unorganized Territory representative on the NMDC Board of Directors.

**MOTION:**

A motion was made by Paul Underwood and seconded by Paul Adams to approve the County Administrator's recommendation.

**VOTE:**

Motion voted on and passed.

ART. 21. Executive Session

**MOTION:**

A motion was made by Paul Underwood and seconded by Norman Fournier to enter executive session at 2:15 pm pursuant to Title 1 MRSA § 405(6)(D).

**VOTE:**

Motion voted and passed.

The Board exited Executive Session at 2:36 pm.

ART. 22.

A motion was made by Paul Underwood and seconded by Norman Fournier to adjourn the meeting at 2:37 pm. Motion voted and passed.

ATTEST: A True Copy

of Commissioners' Meeting

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Ryan D. Pelletier  
County Administrator

AROOSTOOK COUNTY COMMISSIONERS  
DATE: June 14, 2022

## Public Hearing Notice to Comply with Title VI Requirements

### Public Hearing Notice County of Aroostook

The County of Aroostook will hold a Public Hearing on **June 14, 2022, at 1:00 p.m.**, at the Caribou Courthouse Administrative Hearing Room to discuss an application being submitted to the State of Maine CDBG program for an **Economic Development Program** project. The purpose of the grant funding is to request funding assistance for Martin's General Store to replace their gasoline pumps and equipment. Public comments will be solicited at this Hearing and will be submitted as part of the Project Development Phase. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing. Comments may be submitted in writing to: Ryan Pelletier, County Administrator, 144 Sweden Street, Caribou, ME 04736 at any time prior to the Public Hearing. TDD/TTY users may call (711). If you are physically unable to access any of the Town's programs or services, please call Ryan Pelletier at 207-493-3318, so that accommodations can be made.



EQUAL HOUSING  
OPPORTUNITY

**STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**WHEREAS**, the County of Aroostook wishes to apply to the Department of Economic and Community Development for a Community Development Block Grant to carry out a community development program; and

**WHEREAS**, the planning process required by Maine Law and the CDBG Program have been complied with, including participation in the planning process by low- and moderate-income families and individuals and the County has conducted at least one duly advertised public hearing; and

**WHEREAS**, the County of Aroostook is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; and

**NOW THEREFORE**, be it resolved by the Board of the Aroostook County Commissioners that the County Administrator:

- 1) Is authorized and directed to submit an application for the following program(s) and dollar amount(s) within the State of Maine's CDBG Program:

Program: Economic Development Amount: \$30,000.00

To the Department of Economic and Community Development on behalf of the County of Aroostook, substantially in the form presented to this Board;

- 2) Is authorized to make assurances on behalf of the County of Aroostook required as part of such applications, and
- 3) Is authorized and directed, upon acceptance of said funds to carry out the duties and responsibilities for implementing and said program(s), consistent with the Charter of the County of Aroostook and the laws and regulations governing planning and implementation of community development programs in the State of Maine.

**DATE ENACTED:** June 14, 2022

County Seal

**AUTHORIZED SIGNATURES**

Name	Date June 14, 2022
Paul Adams	
Name	Date June 14, 2022
Norman Fournier	
Name	Date June 14, 2022
Paul Underwood	







13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes  No

If Yes, provide name of law enforcement officer and department where employed:

\_\_\_\_\_

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

16. Has the licensee/applicant(s) formerly held a Maine liquor license?  Yes  No

17. Does the licensee/applicant(s) own the premises?  Yes  No

If No, please provide the name and address of the owner:

\_\_\_\_\_

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: 12.00

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

Resturant/Bar is located in the lodge of the The Homestead Lodge. There is a small bar which seats 6 persons. The restaurant and bar are located on the first floor to the lower right of the building

20. What is the distance from the premises to the nearest school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Oxbow Congregational Church

Distance: 1.40

**Section II: Signature of Applicant(s)**

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 05/19/2022



Signature of Duly Authorized Person

Signature of Duly Authorized Person

Nicholas Bianchi-Coppola  
Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

**Section III: For use by Municipal Officers and County Commissioners only**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: \_\_\_\_\_

Who is approving this application?  Municipal Officers of \_\_\_\_\_

County Commissioners of \_\_\_\_\_ County

- Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of  
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

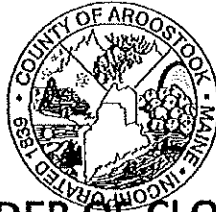
**A.** The bureau shall prepare and supply application forms.

**County of Aroostook**  
**COMMISSIONERS' OFFICE**

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**COUNTY ADMINISTRATOR**

RYAN D. PELLETER



**ORDER OF CLOSING**

**COUNTY COMMISSIONERS**

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

**THE BOARD OF COUNTY COMMISSIONERS OF AROOSTOOK  
COUNTY**

**TO: Ryan D. Pelletier, County Clerk**

Following a public hearing held on May 18, 2022 at Houlton, Maine pursuant to Title 23 MRSA § 2953(2), the undersigned County Commissioners of the County of Aroostook hereby order the Coulombe Road in Cross Lake Twp. (.35 miles) closed for a period of 10 years during the months of November to April.

Dated at Caribou, Maine June 14, 2022

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Paul J. Adams, County Commissioner

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Norman L. Fournier, County Commissioner

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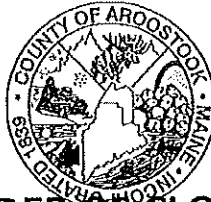
Paul J. Underwood, County Commissioner

**County of Aroostook**  
COMMISSIONERS' OFFICE

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**THE BOARD OF COUNTY COMMISSIONERS OF AROOSTOOK  
COUNTY**

**TO: Ryan D. Pelletier, County Clerk**

Following a public hearing held on May 18, 2022 at Houlton, Maine pursuant to Title 23 MRSA § 2953(2), the undersigned County Commissioners of the County of Aroostook hereby order the Hebert Road in Sinclair Twp. (.30 miles) closed for a period of 10 years during the months of November to April.

Dated at Caribou, Maine June 14, 2022

\_\_\_\_\_  
Paul J. Adams, County Commissioner

\_\_\_\_\_  
Norman L. Fournier, County Commissioner

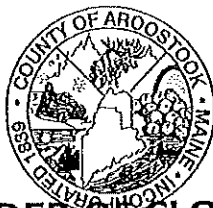
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Paul J. Underwood, County Commissioner

**County of Aroostook**  
**COMMISSIONERS' OFFICE**

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RYAN D. PELLETIER



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**THE BOARD OF COUNTY COMMISSIONERS OF AROOSTOOK  
COUNTY**

**TO: Ryan D. Pelletier, County Clerk**

Following a public hearing held on May 18, 2022 at Houlton, Maine pursuant to Title 23 MRSA § 2953(2), the undersigned County Commissioners of the County of Aroostook hereby order the Lakeshore Drive in Madawaska Lake Twp. (.32 miles) closed for a period of 10 years during the months of November to April.

Dated at Caribou, Maine June 14, 2022

\_\_\_\_\_  
Paul J. Adams, County Commissioner

\_\_\_\_\_  
Norman L. Fournier, County Commissioner

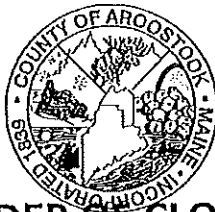
\_\_\_\_\_  
Paul J. Underwood, County Commissioner

**County of Aroostook**  
**COMMISSIONERS' OFFICE**

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**ORDER OF CLOSING**

**THE BOARD OF COUNTY COMMISSIONERS OF AROOSTOOK  
COUNTY**

**TO: Ryan D. Pelletier, County Clerk**

Following a public hearing held on May 18, 2022 at Houlton, Maine pursuant to Title 23 MRSA § 2953(2), the undersigned County Commissioners of the County of Aroostook hereby order the Damboise Road in Connor Twp. (.33 miles) closed for a period of 10 years during the months of November to April.

Dated at Caribou, Maine June 14, 2022

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Paul J. Adams, County Commissioner

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Norman L. Fournier, County Commissioner

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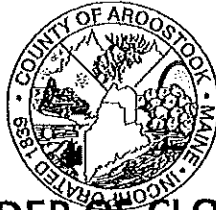
Paul J. Underwood, County Commissioner

**County of Aroostook**  
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**COUNTY ADMINISTRATOR**

RYAN D. PELLETER



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**THE BOARD OF COUNTY COMMISSIONERS OF AROOSTOOK  
COUNTY**

**TO: Ryan D. Pelletier, County Clerk**

Following a public hearing held on May 18, 2022 at Houlton, Maine pursuant to Title 23 MRSA § 2953(2), the undersigned County Commissioners of the County of Aroostook hereby order the Therhault Road in Connor Twp. (.60 miles) closed for a period of 10 years during the months of November to April.

Dated at Caribou, Maine June 14, 2022

\_\_\_\_\_  
Paul J. Adams, County Commissioner

\_\_\_\_\_  
Norman L. Fournier, County Commissioner

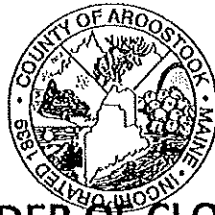
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**THE BOARD OF COUNTY COMMISSIONERS OF AROOSTOOK  
COUNTY**

**TO: Ryan D. Pelletier, County Clerk**

Following a public hearing held on May 18, 2022 at Houlton, Maine pursuant to Title 23 MRSA § 2953(2), the undersigned County Commissioners of the County of Aroostook hereby order the Town Line Road in Connor Twp. (1.47 miles) closed for a period of 10 years during the months of November to April.

Dated at Caribou, Maine June 14, 2022

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Paul J. Adams, County Commissioner

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Norman L. Fournier, County Commissioner

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Paul J. Underwood, County Commissioner

**County of Aroostook**  
**COMMISSIONERS' OFFICE**

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**COUNTY ADMINISTRATOR**

RYAN D. PELLETER



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**THE BOARD OF COUNTY COMMISSIONERS OF AROOSTOOK  
COUNTY**

**TO: Ryan D. Pelletier, County Clerk**

Following a public hearing held on May 18, 2022 at Houlton, Maine pursuant to Title 23 MRSA § 2953(2), the undersigned County Commissioners of the County of Aroostook hereby order the Madawaska Road in Connor Twp. (.20 miles) closed for a period of 10 years during the months of November to April.

Dated at Caribou, Maine June 14, 2022

\_\_\_\_\_  
Paul J. Adams, County Commissioner

\_\_\_\_\_  
Norman L. Fournier, County Commissioner

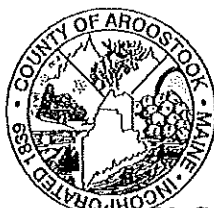
\_\_\_\_\_  
Paul J. Underwood, County Commissioner

# County of Aroostook

COMMISSIONERS' OFFICE

## COUNTY ADMINISTRATOR

RYAN D. PELLETER



## ORDER OF CLOSING

## COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

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PAUL J. UNDERWOOD  
PRESQUE ISLE

## THE BOARD OF COUNTY COMMISSIONERS OF AROOSTOOK COUNTY

TO: Ryan D. Pelletier, County Clerk

Following a public hearing held on May 18, 2022 at Houlton, Maine pursuant to Title 23 MRSA § 2953(2), the undersigned County Commissioners of the County of Aroostook hereby order the Guerrette Road in Connor Twp. (.60 miles) closed for a period of 10 years during the months of November to April.

Dated at Caribou, Maine June 14, 2022

\_\_\_\_\_  
Paul J. Adams, County Commissioner

\_\_\_\_\_  
Norman L. Fournier, County Commissioner

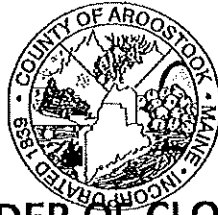
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Paul J. Underwood, County Commissioner

**County of Aroostook**  
**COMMISSIONERS' OFFICE**

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**COUNTY ADMINISTRATOR**

RYAN D. PELLETIER



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**ORDER OF CLOSING**

**THE BOARD OF COUNTY COMMISSIONERS OF AROOSTOOK  
COUNTY**

**TO: Ryan D. Pelletier, County Clerk**

Following a public hearing held on May 18, 2022 at Houlton, Maine pursuant to Title 23 MRSA § 2953(2), the undersigned County Commissioners of the County of Aroostook hereby order the Dubay Pit Road in Connor Twp. (1.42 miles) closed for a period of 10 years during the months of November to April.

Dated at Caribou, Maine June 14, 2022

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Paul J. Adams, County Commissioner

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Norman L. Fournier, County Commissioner

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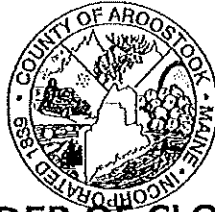
Paul J. Underwood, County Commissioner

**County of Aroostook**  
**COMMISSIONERS' OFFICE**

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**COUNTY ADMINISTRATOR**

RYAN D. PELLETER



**COUNTY COMMISSIONERS**

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

**ORDER OF CLOSING**

**THE BOARD OF COUNTY COMMISSIONERS OF AROOSTOOK  
COUNTY**

**TO: Ryan D. Pelletier, County Clerk**

Following a public hearing held on May 18, 2022 at Houlton, Maine pursuant to Title 23 MRSA § 2953(2), the undersigned County Commissioners of the County of Aroostook hereby order the Adams Road in Connor Twp. (.27 miles) closed for a period of 10 years during the months of November to April.

Dated at Caribou, Maine June 14, 2022

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Paul J. Adams, County Commissioner

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Norman L. Fournier, County Commissioner

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Paul J. Underwood, County Commissioner

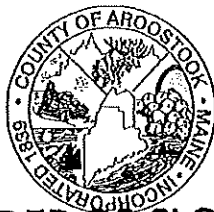
# County of Aroostook

## COMMISSIONERS' OFFICE

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### COUNTY ADMINISTRATOR

RYAN D. PELLETIER



### ORDER OF CLOSING

## THE BOARD OF COUNTY COMMISSIONERS OF AROOSTOOK COUNTY

### COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGHASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

TO: Ryan D. Pelletier, County Clerk

Following a public hearing held on May 18, 2022 at Houlton, Maine pursuant to Title 23 MRSA § 2953(2), the undersigned County Commissioners of the County of Aroostook hereby order the Mill Road in Benedicta Twp. (1.50 miles) closed for a period of 10 years during the months of November to April.

Dated at Caribou, Maine June 14, 2022

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Paul J. Adams, County Commissioner

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Norman L. Fournier, County Commissioner

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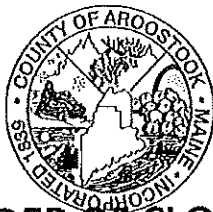
Paul J. Underwood, County Commissioner

# County of Aroostook

COMMISSIONERS' OFFICE

## COUNTY ADMINISTRATOR

RYAN D. PELLETER



## ORDER OF CLOSING

### THE BOARD OF COUNTY COMMISSIONERS OF AROOSTOOK COUNTY

## COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

TO: Ryan D. Pelletier, County Clerk

Following a public hearing held on May 18, 2022 at Houlton, Maine pursuant to Title 23 MRSA § 2953(2), the undersigned County Commissioners of the County of Aroostook hereby order the Smith Road in Cary Twp. (1.30 miles) closed for a period of 10 years during the months of November to April.

Dated at Caribou, Maine June 14, 2022

\_\_\_\_\_  
Paul J. Adams, County Commissioner

\_\_\_\_\_  
Norman L. Fournier, County Commissioner

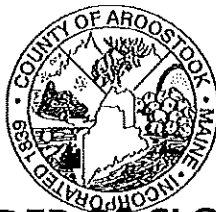
\_\_\_\_\_  
Paul J. Underwood, County Commissioner

**County of Aroostook**  
**COMMISSIONERS' OFFICE**

---

**COUNTY ADMINISTRATOR**

RYAN D. PELLEITER



**ORDER OF CLOSING**

**THE BOARD OF COUNTY COMMISSIONERS OF AROOSTOOK  
COUNTY**

**COUNTY COMMISSIONERS**

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

**TO: Ryan D. Pelletier, County Clerk**

Following a public hearing held on May 18, 2022 at Houlton, Maine pursuant to Title 23 MRSA § 2953(2), the undersigned County Commissioners of the County of Aroostook hereby order the River Road in Oxbow North Twp. (.64 miles) closed for a period of 10 years during the months of November to April.

Dated at Caribou, Maine June 14, 2022

\_\_\_\_\_  
Paul J. Adams, County Commissioner

\_\_\_\_\_  
Norman L. Fournier, County Commissioner

\_\_\_\_\_  
Paul J. Underwood, County Commissioner

# COUNTY OF AROOSTOOK

County Commissioners' Office - Ryan D. Pelletier, County Administrator  
Board of Commissioners: Paul J Adams, Houlton - Norman L. Fournier, Wallagrass - Paul J. Underwood, Presque Isle

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DT: May 31, 2022  
TO: Ryan D. Pelletier, County Administrator  
FR: Bryan V. Jandreau, Facilities & IT Director  
RE: Generator Project – Caribou Courthouse

The County of Aroostook did not receive any bids for the generator project for the Caribou Courthouse. Moving forward with our standard policy, I will reach out to a local vendor and attempt to negotiate an agreement for the work.

Sample wording for Aroostook County's executive body to change its  
MainePERS Plan.

To see if Aroostook County will vote to change its plan for its corrections employees and dispatchers effective July 1, 2022, for future service only. The County agrees to:

- a) Provide Special Plan 4C to its ~~corrections officers and corrections sergeants and dispatchers~~ effective July 1, 2022. Service rendered prior to July 1, 2022 remains under Regular Plan AC
- b) Continue to provide Special Plan 3C to its law enforcement officers.
- c) Continue to provide Regular Plan AC to all other employees and elected/appointed officials.
- d) Acknowledge that all County employees are eligible to participate except for per diem (on call) only employees who are excluded from membership by MainePERS Rule Chapter 401.
- e) To authorize (*Name and Title of County Administrator or Names and Titles of County Commissioners*) to sign the Amended Agreement between the County and the Maine Public Employees Retirement System.

Motion/Article approved as written.

June 9, 2022

TO: County Commissioners

FR: Ryan Pelletier, County Administrator

RE: Mileage Reimbursement for the remainder of 2022

Dear Commissioners:

Last fall you authorized an increase of .10 cents above our 2021 mileage reimbursement rate of .43 cents per mile for non county owned (personal vehicle) use. We had hoped to see a decrease in the cost of gasoline in the first quarter of 2022, but as we now know, the gasoline prices have only continued to rise. At this time, I am seeking approval to authorize an additional .03 cent increase in the County's mileage reimbursement to .56 cents per mile. (IRS maximum) for 2022. If approved, we would reevaluate this in the fall of 2022 when the 2023 rates are established and published.

**Ryan D. Pelletier**

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**From:** Shawn Gillen  
**Sent:** Tuesday, May 31, 2022 11:58 AM  
**To:** Ryan D. Pelletier  
**Subject:** Agenda Items  
**Attachments:** 20220531115627381.pdf

Ryan,

I have six reappointments for the commissioners this month.

William Campbell, from Presque Isle, assigned to MDEA  
Jamie Pelletier, from Madawaska PD, given a commission due to his position as a School Resource Office  
Daniel Roberston, from Woodland, Civil Process server  
Cyr Martin, from Eagle Lake, Civil Process server/Chief of Ashland and Washburn  
Shanna Morrison, from Oakfield, sergeant in the jail but serves civil process and arrests on warrants in the jail  
Ryan Doughty, of Ashland, Civil Process server

Sean Montpetit, was a full-time dispatcher but wanted to work in the jail. He started in the jail on May, 30, 2022. Pay will remain the same.

Loren Swimm, from Presque Isle, moving from part-time to full-time on June 15, 2022.

See attached resume and application for both Montpetit and Swimm.

Shawn

The County of Aroostook is subject to Maine Statutes relating to public records. Email sent or received by County employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of County email should presume that the email is subject to release upon request.

May 16, 2022

When I learned of your need for full-time Corrections Officers to join your staff at the Aroostook County Jail, I hurried to prepare and send my resume and application for your consideration. With over 6 months of excellent experience in the communications sector for the County of Aroostook—coupled with my communication and human relations abilities—I am prepared to significantly contribute to your facility's objectives in this role.

Although my work history has primarily focused on machinery, maintenance, and production, my training and employment time within the County of Aroostook is where I have felt challenged, successful, and meaningful. It has been my desire to enter the field of Law Enforcement for several years now, and I am hopeful that this will be my opportunity to contribute my skills and to fulfill my professional desires.

After reviewing my resume, I hope that you will agree that I am the type of competent and competitive candidate you are looking for. I believe my skills in communications have been proven, and I am confident my additional strengths will render me a valuable asset to your team within the Aroostook County Jail. I look forward to the opportunity to discuss this position and my qualifications further with you. Please contact me at 2072278762 or via email at [montpetitsean24@gmail.com](mailto:montpetitsean24@gmail.com) to arrange for a convenient meeting time if you desire.

Thank you for your time, and I hope to hear from you soon.

Sincerely,

Sean Montpetit

# Sean Montpetit

Emergency Communications Dispatcher

8 River Street  
Masardis, Maine 04732-6043  
(207) 227-8762  
sean.montpetit@aroostook.me.us

## EDUCATION

Northern Maine Community College, Presque Isle, Maine —  
*Associate of Applied Science: Automotive Technology*

August 2020 - Current (Expected Graduation Date May 2022)

Ashland District School, Ashland, Maine — *High School  
Diploma*

September 2016 - June 2020

## EXPERIENCE

County of Aroostook, Houlton, Maine — *Emergency  
Communications Dispatcher*

October 2021 - PRESENT

Monitored dispatch board and adjusted call priorities regularly based on caller needs. Kept detailed and updated records of calls in physical and electronic databases. Communicated with individuals within inbound call center settings to complete dispatch support for emergency calls.

Carroll's Auto Sales, Presque Isle, Maine — *Automotive  
Technician*

June 2021 - March 2021

Performed minor maintenance services, including gasket replacements, coolant flushes and tune-ups. Removed, replaced, balanced and rotated new or used tires to maintain on-road safety. Completed repairs and maintenance to major vehicle models to meet safety specifications. Evaluated, repaired and aligned vehicle suspensions. Kept detailed records of repairs, labor involved and parts used. Developed in-depth understanding of automotive systems and components to complete fast and accurate repairs.

Town of Ashland, Ashland, Maine — *Emergency Vehicle  
Operator*

May 2021 - Current

Responded to dispatch calls promptly. Sanitized medical equipment and inside of vehicles after each transport to avoid spread of germs.

## SKILLS

Dedicated employee

Strength in customer service, time management, and meeting goals/deadlines

Excellent verbal and written communicator

Strong background cultivating positive relationships

## MEMBERSHIPS

Masardis Volunteer Fire Department

Member of FreeMasons

## REFERENCES

Vance Palmer, Houlton,  
Maine- Co-worker  
207-694-0663

Marshall White, Ashland,  
Maine- Masonic brother  
207-461-0542

Joseph Basso, Masardis,  
Maine-  
Co-worker/Step-Father  
207-551-5453



Aroostook County  
Sheriff's Office

Shawn D. Gillen, Sheriff  
Craig Holder, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

**Memorandum**

**To:** Shawn D. Gillen, Sheriff  
**From:** Craig L. Clossey, Jail Administrator  
**cc:**  
**Date:** May 18, 2022  
**Re:** New Full-time Corrections Officer

Sheriff,

Sean Montpetit of Masardis has applied for the full-time corrections officer position. Mr. Montpetit has successfully passed all applicable tests and background checks. He is currently a full-time dispatcher with the Sheriff's Office

I recommend that Mr. Sean Montpetit be hired as a full-time Corrections Officer with a start date of May 30, 2022, at 0800 hours.

Thank you in advance for your consideration.

Cmdr.

*FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839*

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

Tel: 207-532-3471

Fax: 207-532-7319



Aroostook County  
Sheriff's Office

Shawn D. Gillen, Sheriff  
Craig Holder, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

**Memorandum**

**To:** Shawn D. Gillen, Sheriff  
**From:** Craig L. Clossey, Jail Administrator  
**cc:**  
**Date:** May 3, 2022  
**Re:** New Full-time Corrections Officer

Sheriff, Officer Loren Swimm is requesting full-time status. Officer Swimm has worked part-time as a corrections officer since June of 2021. She has been reliable and continues to do well in her position.

I recommend that Officer Swimm be hired as a full-time corrections officer starting June 15, 2022.

Thank you in advance for your consideration.

Cmdr.

*FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839*

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

Tel: 207-532-3471

Fax: 207-532-7319

Lauren Swimm

100 Hillview Avenue, Houlton, ME 04730, 207-694-3967 \*

May 2, 2022

Terri Sennett  
Jail Administrator  
Aroostook County Jail  
15 Broadway St  
Houlton, ME 04730

Dear Ms. Sennett,

I am writing you to inform you that I would like to advance my part-time position to a full-time position. I am going to be graduating from college in a couple of weeks with a degree in Criminal Justice which I believe would make me a good candidate for full-time.

On top of the degree that I am obtaining, my past year working part-time for the jail has given me a lot of experience. I also have learned how to properly do my job as a Corrections Officer and execute it well.

I feel that with my experience and knowledge I feel that I am a good fit for a full-time position. I look forward to furthering my career at the Aroostook County Jail.

Sincerely,

Lauren Swimm

# LAUREN SWIMM

100 Highway 200, LEBANON, NH 03756

I have always wanted a career in law enforcement, and I have been working toward building a career in a high school.

## EXPERIENCE

2012-2013 PRESIDENT

WINDSORVILLE ELEMENTARY

I have worked part-time over the last year and I enjoyed learning and using my skills to help

2012-2013 MEMBER

WINDSORVILLE

I worked actively in the grill or development areas to help create to make sure the dinner-time menu was

2012-2013 MEMBER

WINDSORVILLE COUNTRY STORE

I would take orders and help with orders and work efficiently to make sure that food was done to

2012-2013 MEMBER

WASHINGTON COUNTY COMMUNITY COLLEGE ADMINISTRATIVE

OFFICE

I worked to put mail together, photocopy or ahead papers, and the future of our own student

## EDUCATION

2012-2013 MEMBER

EASTERN MAINE COMMUNITY COLLEGE

I am currently attending, and I have a 3.2 GPA.

2012-2013 MEMBER

WASHINGTON COUNTY COMMUNITY COLLEGE

While I attended, I maintained a 3.5 GPA and won the Dean's List for the two semesters. I

2012-2013 MEMBER

REGION TWO SCHOOL OF APPLIED TECHNOLOGY

graduated from the two-year program and received certification.

WASHINGTON STATE

HOULTON HIGH SCHOOL

## SKILLS

Good with following orders  
Dependable  
Integrity  
Quick Learner

Outstanding  
Dedicated  
Determined

## ACTIVITIES

OSHA 10 Certified  
CPR Certified  
First Aid/CPR/First Aid  
Responsible for Law Enforcement

2022 Municipal & Non-Profit ARPA Grant Awards

Municipality	Dist.	Project Cost	Project	P. Health	Infrastructure	Matching Funds	P.I. Awards	P.H. Awards
Houlton Water Co.	1	\$482,253.00	Clean Water		\$241,126.00	\$241,127.00	\$241,126.00	
Town of Easton	1	\$701,044.00	Broadband		\$300,000.00	\$401,044.00	\$300,000.00	
Cent. Aroos. County Medical Service Auth.	1	\$66,405.00	Emergency Equip.	\$33,332.00		\$33,073.00		\$33,332.00
Smyrna	1	\$300,000.00	Salt/Sand Shed		\$75,000.00	\$225,000.00		\$75,000.00
Presque Isle E. Lake	2	\$966,000.00	E. Lake W. Water		\$300,000.00	\$666,000.00	\$300,000.00	
Presque Isle Forum	2	\$628,826.00	Forum HVAC	\$150,000.00		\$478,826.00		\$150,000.00
Washburn	2	\$566,000.00	Wastewater		\$150,000.00	\$416,000.00	\$150,000.00	
Caribou/Amb. Service	2	\$542,707.00	Emergency Equip.	\$150,000.00		\$392,707.00		\$150,000.00
IGNITE P.I.	2	\$3,955,977.00	Bus. Renovations	\$100,000.00		\$3,855,977.00		\$100,000.00
Fort Kent	3	\$2,000,000.00	Clean Water		\$300,000.00	\$1,700,000.00	\$300,000.00	
Eagle Lake Zoom Equip.	3	\$6,000.00	Upgrade Zoom	\$3,000.00		\$3,000.00		\$3,000.00
Wallagrass	3	\$264,000.00	Salt/Sand Shed		\$132,000.00	\$132,000.00	\$132,000.00	
Perham	3	\$147,000.00	Clean Water		\$73,500.00	\$73,500.00	\$73,500.00	
Ambulance Service Inc.	3	\$99,886.00	Emerg. Radios	\$50,000.00	\$49,886.00			\$50,000.00
ACAP	3	\$300,000.00	Staffing	\$75,000.00		\$225,000.00	\$75,000.00	
Total		\$11,026,098.00		\$561,332.00	\$1,621,512.00	\$8,618,254.00	\$1,571,626.00	\$561,332.00

P. Infrastructure Max.		P. Health Max.	Neg. Eco. Impact	District #1
P. Infrastructure	\$1,166,667.00	Covid Mit.	House/Indiv.	District #2
Broadband Max.	\$407,808.00	Med. Expense	Businesses	District #3
		Behave. H. Care	S&L Gov.	Totals
		P.H. Safety/Staff		

<b>Totals</b>	\$1,574,475.00	\$2,849.00	\$22,001.00	\$116,667.00
	\$2,157,808.00			

**FARRELL, ROSENBLATT & RUSSELL**

ATTORNEYS AT LAW  
61 MAIN STREET  
P.O. BOX 788  
BANGOR, MAINE 04402-0788

ANGELA M. FARRELL  
NATHANIEL M. ROSENBLATT  
JON A. HADDOW  
GREGORY P. DORR  
ROGER L. HUBER  
BRIAN T. CROOKER  
BARRY A. COHEN

THOMAS A. RUSSELL (Retired)  
STUART M. COHEN (Retired)

TELEPHONE (207) 980-3814  
TELECOPIER (207) 941-0298

May 5, 2022

Ryan Pelletier, County Administrator  
Aroostook County Commissioner's Office  
144 Sweden Street, Suite 1  
Caribou, Maine 04736

(VIA EMAIL [Ryan@aroostook.me.us](mailto:Ryan@aroostook.me.us) and U.S. REGULAR MAIL)

*Re: Cassidy, Dana and Cassidy Holdings, LLC – Property Tax Abatement Appeal*

Dear Mr. Pelletier:


Cassidy Holdings, LLC hereby appeals to the Aroostook County Commissioners, pursuant to Title 36 M.R.S. § 844, from a decision of the City of Caribou Board of Assessors, dated March 9, 2022, denying Cassidy Holdings, LLC's request for a partial abatement of its 2021 taxes for the property located at 63 Sweden Street in Caribou. The property is identified on the City of Caribou's tax maps as Lot No. 32 on Map No. 31. The Board of Assessors having issued its decision on March 9, 2022, the appeal deadline is May 8, 2022. Thus, this appeal is timely. For your reference, I have enclosed a copy of the decision appealed from.

Based on our discussion this morning, I understand that this letter is sufficient to perfect an appeal to the Aroostook County Commissioners. I also understand that you will send me and the City of Caribou a request for information and, once provided, share that with the County Commissioners. The County Commissioners will set a hearing date and, once set, you will notify us of that date and provide us with a schedule for submitting evidence and legal argument.

If the parties reach an agreement at any point during the process, we will be certain to let you know immediately. I very much look forward to working with you and the County Commissioners on this matter. Please let me know if you have any questions.

Very truly yours,

FARRELL, ROSENBLATT & RUSSELL

  
Roger L. Huber

Enclosure

cc: Cassidy Holdings, LLC  
Penny Thompson, Caribou City Manager

# MEMO

To: Ryan Pelletier

From: Peter Marchesi, Esq.

Date: 5 2 2022

Re: Cassidy Holdings, LLC – Property Tax Appeal

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The question is whether the State Board of Property Tax Review has exclusive jurisdiction over this appeal, or if an appeal may also be taken to the County Commissioners. This will involve the interpretation of 36 M.R.S. § 844. After considering the statute, legislative history and case law, it does not appear that this question has a definitive answer. It is possible that the Aroostook County Commissioners could deny jurisdiction over this appeal and a court would conclude this was proper, but a court could also find that it was not proper.

The statute that governs this question is 36 M.R.S. § 844. Subsection 1 of the statute states in part: “Except when the municipality or primary assessing area has adopted a board of assessment review, if the assessors or the municipal officers refuse to make the abatement asked for, the applicant may apply to the county commissioners...” *36 M.R.S. § 844(1)*. Subsection 2 of the statute states: “Notwithstanding subsection 1, the applicant may appeal the decision of the assessors or the municipal officers on a request for abatement with respect to nonresidential property or properties having an equalized municipal valuation of \$1,000,000 or greater, either separately or in the aggregate, to the State Board of Property Tax Review within 60 days after notice of the decision from which the appeal is taken or after the application is deemed to be denied.” *36 M.R.S. § 844(2)*.

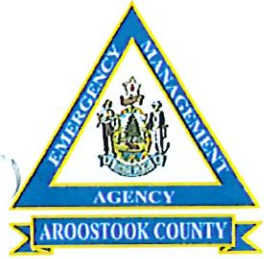
The State Board of Property Tax Review “shall have the following powers and duties: . . . Hear and determine appeals according to the following provisions of law: . . . (4) As provided in section 844.” *36 M.R.S. § 271*. “With regard to appeals relating to nonresidential property or properties with an equalized municipal valuation of \$1,000,000 or greater either separately or in the aggregate, as provided in sections 843 and 844, the state board shall hold a hearing de novo.” *36 M.R.S. § 273*.

I looked at the legislative history for 36 M.R.S. § 273. This section was enacted in 1985. In the original form of the law LD 2131 the analyst’s summary states, “Permits owners of non residential property valued over \$500,000 to bypass appeal to the local board or county commissioners and go directly to the State Board of Property Tax Review.” This version of the

was amended and the version that passed was LD 2364. The analyst's summary of this bill states, "Requires owners of commercial property valued at \$500,000 or more to appeal to local board of assessment review before appealing to the State Board."

I found two cases that deal with similar issues, but don't directly address the issue in this case. The first is *Ellen M. Leach Mem'l Home v. City of Brewer*, in which the Law Court considered whether the lower court had jurisdiction to hear an appeal from a local board's denial of an application for a review of a tax assessment for a care home. 1998 ME 118, ¶ 4. The issue came down to the application of 36 M.R.S. § 843 and whether the home was residential or not. Section 843 "provide[s] generally that any party may appeal a local board's denial of a taxpayer's request for an abatement to the Superior Court. The statute specifically provides, however, that in cases of nonresidential property with an equalized municipal valuation of \$ 1,000,000 or greater, a party may appeal directly to the State Board of Property Tax Review." The court held that the care home was nonresidential and therefore the superior court properly declined to hear the case. The appeal had to be taken to the State Board of Property Tax Review. Section 843 uses different language than section 844 so it is unclear if this has any impact on the interpretation of 844.

The other case is a Superior court case in which the court considered whether the Hancock County Commissioners properly denied jurisdiction over two tax abatement cases. The court held that the property was residential so the Commissioners committed an error of law by denying jurisdiction over the abatement appeal. *Old Point, Inc., v. Inhabitants of Lamoine*, 2013 Me. Super. LEXIS 198 (Oct. 12, 2013).



AROOSTOOK COUNTY EMERGENCY MANAGEMENT AGENCY  
158 SWEDEN STREET • CARIBOU, MAINE 04736  
PH: 207-493-4328 • FX: 207-493-4357

MEMO

DARREN R. WOODS  
DIRECTOR  
[darren@aroostookema.com](mailto:darren@aroostookema.com)

JOHN W. GIBSON  
DEPUTY DIRECTOR  
[john@aroostookema.com](mailto:john@aroostookema.com)

VACANT

BRIAN GOFF  
COMMUNITY OUTREACH  
PLANNER  
[brian@aroostookema.com](mailto:brian@aroostookema.com)

**TO:** Ryan Pelletier, County Administrator  
**FROM:** Darren R. Woods, Director – Aroostook County EMA  
**RE:** Finance and Planning Associate Recommendation  
**Date:** 6- 2-2022

---

On May 25<sup>th</sup>, 2022, Sheriff Shawn Gillen, Deputy Director John Gibson and I conducted interviews for the Finance and Planning Associate position at the County EMA Office. We had 6 applicants and interviewed 3. During the interviews, one candidate stood out.

Matthew Russell is the candidate that I would like to recommend for this position. Mr. Russell's background and work history along with his personal attributes makes him a great fit for this job.

Sheriff Gillen and I also took the time to review his work history to be able to provide you with a recommendation for a starting wage. After careful review of his qualifications, history, current job market and wanting to provide a good offer to him, I recommend that we start him at Grade Level 8, Step 10.

Justification of this step selection includes 12 years of Madawaska Fire (working with Hazardous Materials Team which falls within the LEPC and hazardous materials reporting), 3 years of administrative experience at Lajoie Funeral Home and 2 years of administrative experience running the food bank for Catholic Charities. We also heard from all three candidates (at no prompting from us) that they wouldn't find it to their advantage to take a position that starts less than \$20.00 per hour.

I also did a quick comparison to other County EMA's and found Androscoggin starts their planners with no experience at \$18.67, Cumberland starts at a base of \$20.54 without experience and York starts planners at \$25.00 with no experience.

# Matthew D. Russell

423 Sweden Street, Caribou, ME 04736 / Tel: 207-316-9695 / mru461@yahoo.com.

May 14, 2022

Dear Ms. Theriault,

I hope this correspondence finds you well. I proudly submit this letter of intent for the Finance and Planning Associate vacancy at the Emergency Management Agency. After reading the posted job description, I am confident that I am the right candidate for the position and will be an excellent asset to not only the Emergency Management Agency, but also to Aroostook County and its citizens.

In my lifetime, I have set high standards for myself, and these standards carry over into my everyday tasks. I strive for organization, punctual delivery of time sensitive material, and always taking the extra step to ensure outstanding customer service. As an Aroostook County Native, I was taught to live by a few fundamental core values: integrity, compassion, stewardship, and selfless service.

I come to your organization with an extensive background in public safety and private sector work experience. From working as a Firefighter/EMT to managing the largest Food Bank North of Auburn, I often have had to work in a multitude of fast paced, high stress environments where attention to detail is paramount. I have prior military experience as a combat medic. I have also worked in the funeral industry where I sharpened my administrative abilities. I have been in subordinate and supervisory roles and have excelled in both.

My most recent endeavor has led me to be the Food Bank Operations and Caribou Site Manager for Catholic Charities. This position required me to be solely responsible for all site facilities, employee management, coordination of trucking logistics, expense reports, inventory management, food quality and safety, as well as overseeing all daily operational tasks. All of the above tasks were properly documented and reported to higher by set deadlines. In times of short staffing, I often found myself in a truck delivering goods, preparing customer orders, and making sure that the needs of the organization were always met.

All of these previous endeavors combined have prepared me with the leadership skills, administrative versatility, and responsibility needed for the position at the Emergency Management Agency. I enjoy learning and have proven myself to be extremely trainable and able to adapt to any situation. Working in diverse fields has prepared me for this position. I believe my skill set would be of value to your organization. I am reachable by phone or email, and I look forward to hearing from you and interviewing for this position.

Kindest Regards,

Matthew D. Russell

# Matthew D. Russell

423 Sweden Street, Caribou, ME 04736 / Tel: 207-316-9695 / mru461@yahoo.com.

## Pertinent Skills and Attributes

- Administratively capable and versatile
- Technologically proficient
- Proficient with Microsoft Office
- Organized and punctual
- Highly trainable and adaptable
- Values sense of community
- Effective communication/public speaking skills
- Progressive, forward thinking
- Fiscally responsible
- Detail and safety oriented

## Work Experience

- 10/2020 to present **Food Bank Operations Manager/ Caribou Site Manager**  
Catholic Charities of Maine – Hunger and Relief Services
- Is directly responsible for all site facilities, employee management, coordination of trucking logistics, expense reports, inventory management, food quality and safety, tonnage reports, overseeing daily operational tasks, conducting/attending meetings, as well as all other associated administrative duties.
- 03/2020 to 11/2020 **Career Firefighter, Emergency Medical Technician – Basic, Instructor Coordinator**  
Fort Fairfield Fire and Rescue
- Was directly responsible for firefighter health and welfare, company level truck maintenance, leading, delegating and executing fireground tasks, prehospital patient care, patient care documentation and basic station duties.
- 01/2017 to 03/2020 **Funeral Director, Practitioner Trainee, Monument Technician**  
Lajoie Funeral Home
- Was directly responsible for body removal from place of death, sanitary care and preparation of human remains (embalming), assisting families through times of grief, conducting funeral arrangements, timely processing of vital paperwork, all administrative logistics involving services, conducting funeral services, monument repair, design, sales, and installation, effectively communicating (via phone/email).
- 09/2010 to Present **Lieutenant, Training Officer, Fire Prevention Officer, Emergency Medical Technician – Basic, Instructor Coordinator**  
Madawaska Fire Department / Madawaska Ambulance Service
- Is directly responsible for firefighter health and welfare, company level truck maintenance, leading, delegating and executing fireground tasks, trained all firefighters and was responsible for all training documentation. Provides prehospital patient care, patient care documentation and basic station duties.
- 06/2013 to 06/2019 **Line / Senior Medic - Instructor**  
Maine Army National Guard – 3-172<sup>nd</sup> B. Co MTN – Infantry
- Was directly responsible for leadership to all platoon level medics, direct patient care to all ill and injured soldiers, preventative medicine to all soldiers to help overall mission readiness, patient care documentation, administrative logics for the medical section, acted as an advisor to the command staff to help ensure the safety, health and welfare to all soldiers and detachments, functioned as qualified military mountaineer and site-specific rappel master.

## Education

- 2015 to 2017 **Keiser University – Sarasota, Florida**
- All fire related courses – Fire Science Degree Program
- 2017 to 2020 **American Academy McAllister Institute – New York, New York**
- Associate of Science - Mortuary Science

## References

Ryan Albert - Forest Ranger, Maine Forest Service, Frenchville, ME, (207)-316-3970

David Deprey -Funeral Attendant, Lajoie Funeral Home, Fort Kent Maine, (207)-834-6766

James Krysiak - Food Bank Manager (ret.), Catholic Charities of Maine, Presque Isle, Maine, (207) 551-7201

# County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

## MEMORANDUM

**DATE:** May 27, 2022  
**TO:** Ryan D. Pelletier, County Administrator  
**FROM:** Paul Bernier, Community Services Director  
**RE:** Snow Removal Bid Results:  
> **OPTION 2A** – Sinclair Fire Station / Sinclair Senior Center  
> **OPTION 2B** – Shore Road (Sinclair)  
> **OPTION 2C** – Cross Lake Fire Station / Lakeview Senior Center  
> **OPTION 2D** – St. Peter Road (Cross Lake)  
> **OPTION 2E** – Madawaska Lake Roads  
> **OPTION 2F** – Stockholm Facility

Attached are the bid results from the May 25, 2022 bid opening at the County Commissioners' Office for snow removal services for the above referenced locations for the three (3) year period of 2022-2023 through 2024-2025.

Based on a number of criteria including; bid price, reference checks, past history, sufficient equipment to perform the necessary tasks, and ability to provide a certificate of Liability Insurance with required coverage limits, it is my recommendation to enter into separate contractual agreements for each OPTION to:

- Babin Construction – OPTIONS 2B, 2D, 2E, 2F
- Martin's General Store - OPTIONS 2A, 2C

➤ FY23 Budget for Options A-F = \$34,091.00

➤ Total Low Bids for Options A-F = \$33,848.00 (\$243.00 under budget)

May 25, 2022

10:35 PM

SNOW REMOVAL BIDS - THREE (3) YEAR TERM (NORTHERN REGION)

Babin Construction

Martin General Store

OPTION 2A:

22-23	* 3,599.00
23-24	* 3,599.00
24-25	* 3,599.00

OPTION 2B:

22-23	* 7,950.00
23-24	* 8,450.00
24-25	* 8,950.00

OPTION 2C:

22-23	* 2,799.00
23-24	* 2,799.00
24-25	* 2,799.00

OPTION 2D:

22-23	* 5,400.00
23-24	* 5,600.00
24-25	* 5,800.00

OPTION 2E:

22-23	* 9,600.00
23-24	* 10,000.00
24-25	* 10,400.00

OPTION 2F:

22-23	* 4,500.00
23-24	* 4,800.00
24-25	* 5,100.00

*Christina Sharnett*

# County of Aroostook

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PRESQUE ISLE

## MEMORANDUM

**DATE:** June 08, 2022  
**TO:** Ryan D. Pelletier, County Administrator  
**FROM:** Paul Bernier, Community Services Director  
**RE:** Fire Protection Interlocal Cooperation Agreement for TAR5 (Molunkus).

Attached is the proposed Fire Protection Interlocal Cooperation Agreement with the Town of Medway for the Unorganized Township of TAR5 (Molunkus).

This Agreement is for the three (3) year period of July 01, 2022 through June 30, 2025, and reflects a 6% increase per year for the term of the contract.

- July 01, 2022 to June 30, 2023 \$ 4,915.00
- July 01, 2023 to June 30, 2024 \$ 5,210.00
- July 01, 2024 to June 30, 2025 \$5,523.00

The Medway Board of Selectmen met on April 18, 2022 and reviewed and signed the proposed agreement. It is my recommendation that this contract be approved and signed by the County Administrator.

## FIRE PROTECTION INTERLOCAL COOPERATION

### TOWNSHIP

#### TAR5 (Molunkus)

The Aroostook County Administrator acting in his capacity as Municipal Official for Township A Range 5 (Molunkus), hereinafter referred to as the "County", enters into an agreement with the Municipality of Medway in accordance with the vote of said Municipal Officials at a regular meeting held on APRIL 18, 2022, hereinafter referred to as the "Municipality" for fire protection to the residents of the above Townships, hereinafter described and designated under the following terms and pursuant to 30-A M.R.S.A., Section 2203.

1. The Municipality agrees to provide auxiliary or supplemental fire protection to the residents of the Unorganized Territory of TAR5 (Molunkus);
2. When a call for aid or assistance from any person in the Unorganized Territory of TAR5 (Molunkus) is received at the Municipal Fire Station, the following procedures will be followed:
  - A. When the Municipal Fire Department is not preparing to attend or attending a fire or engaged in rescue or life-saving, the dispatcher shall immediately notify his superior and dispatch such force to respond to such call as he may deem necessary and proper under the circumstances, but in no case leaving the Municipality without any fire protection.
  - B. When the Municipal Fire Department is preparing to attend or attending a fire or engaged in rescue or life-saving, the dispatcher shall immediately notify the available ranking officer who shall decide what force, if any, can be sent to answer such call and shall issue his orders accordingly. The dispatcher answering the call for aid shall then inform any County Officers of the action taken.
3. A force sent to aid and assist shall at all times be directly under the order and control of the Municipal Fire Department officers in charge of the forces; however, while within the limits of the Unorganized Territory, the force is acting in behalf of and as an agent of the County.
4. When in the opinion of the officer in charge the services of the Department are no longer needed, he shall order the force to return to the station. The officer may, however, leave such equipment as he deems advisable for use by the men on standby, if there is a danger of the fire breaking out again.
5. The ranking officer shall have the power to order the return of a force at any time when in his opinion the services of, or the presence of such forces is required within the Municipality.

6. The Maine Forest Service has the responsibility to handle suppression of all grass or brush fires but will reimburse any Municipality that fights a grass or brush fire that is a threat to the forest in the Unorganized Territory. They will also respond to structural fires when and only when personnel and equipment are nearby and available and will do so in recognition of lack of other readily available sources of help or a potential hazard to the forest.
  
7. The Contractor shall not commence work under this contract until all insurance required has been obtained. The Contractor agrees to maintain liability insurance to protect it from personal injury, death or property damage claims which may arise from snow removal and sanding operations under this contract. The Contractor shall have and maintain Workers' Compensation Insurance for his employees, General Liability Insurance, and Vehicle Liability Insurance during the life of the Contract in the following amounts as required by State Law.

Compensation Insurance:	As required by State Law	
General Liability Insurance:	Bodily Injury	\$1,000,000
	Property Damage	\$1,000,000
Vehicle Liability Insurance:	Single Occurrence	\$1,000,000
<ul style="list-style-type: none"> <li>➤ Workers' Compensation: Each Accident \$500,000.00 (or)</li> <li>➤ Workers' Compensation State of Maine Approval Predetermination Status</li> </ul>		

The Contractor shall furnish the Aroostook County Commissioners with the required Certificates of Insurance, with a minimum of that amount stated above. **SAID CERTIFICATES OF INSURANCE, IN ADDITION TO THE AMONUT OF COVERAGE, SHALL CARRY A STATEMENT WORDED AS FOLLOWS:** In the event of Cancellation or Expiration of any of the foregoing policies, ten (10) days written notice by the Insurance Company shall be mailed to the Aroostook County Commissioners. Annual renewals of the insurance policies during the life of the Contract shall be furnished to the Owner.

The Insurance Requirements for the Contractor shall also apply to any and all Subcontractors hired by the Contractor.

The Contractor further agrees to indemnify, assume the defense of, and save harmless the County, its agents and employees from liability, actions claims or damage for wrongful death, personal injury or property damage suffered by any person or association, which results from the willful or negligent action or inaction of the Contractor in the performance of duties, and the work performed under this Contract.

8. The County shall compensate the Municipality for providing this service in the amounts referenced below per year. This agreement shall be in effect for a period of three (3) years from:

July 01, 2022 to June 30, 2023 - \$4,915.00  
July 01, 2023 to June 30, 2024 - \$5,210.00  
July 01, 2024 to June 30, 2025 - \$5,523.00

The County and Municipality shall review this agreement at the end of each anniversary date and either the County or the Municipality, by vote of their respective officials, can terminate this contract upon ninety (90) days written notice to the other party.

The County and Municipality shall review this agreement at the end of each anniversary date and either the County or the Municipality, by vote of their respective officials, can terminate this contract upon ninety (90) days written notice to the other party.

9. Payment for this agreement shall be made quarterly upon receipt of invoice. Failure to pay such invoices within sixty (60) days from the date of invoice shall be deemed sufficient cause for the cancellation of this contract at the discretion of the Municipality.

IN WITNESS WHEREOF, the parties to this present have executed this contract each of which will be deemed an original on the 18 day of April, 2022.

Bruce C. Jones  
Chester Whitmer  
[Signature]

K. A. Lee  
WITNESS

OFFICIALS OF MEDWAY

WITNESS

Ryan D. Pelletier, County Administrator

Filed with Fiscal Administrator \_\_\_\_\_, 2022

# County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

## MEMORANDUM

**DATE:** June 08, 2022  
**TO:** Ryan D. Pelletier, County Administrator  
**FROM:** Paul Bernier, Community Services Director  
**RE:** Fire Protection Agreement for TDR2 & T9R3.

Attached is the proposed Fire Protection Interlocal Cooperation Agreement with the Town of Bridgewater for the Unorganized Townships of TDR2 and T9R3.

This agreement is for the three (3) year period of July 01, 2022 through June 30, 2025, and reflects a 3% increase per year for the term of the agreement.

- July 01, 2022 to June 30, 2023 \$ 1,696.00
- July 01, 2023 to June 30, 2024 \$ 1,747.00
- July 01, 2024 to June 30, 2025 \$ 1,799.00

At their regularly scheduled May 05, 2022 meeting, Bridgewater Town officials unanimously agreed to the proposed agreement and signed the document. It is my recommendation that the contract be reviewed, approved and signed by the County Administrator.

## FIRE PROTECTION INTERLOCAL COOPERATION

### TOWNSHIP

### TDR2 / T9R3

The Aroostook County Administrator acting in his capacity as Municipal Official for Township D Range 2 and Township 9 Range 3, hereinafter referred to as the "County", enters into an agreement with the Municipality of Bridgewater in accordance with the vote of said Municipal Officials at a regular meeting held on MAY 05, 2022, hereinafter referred to as the "Municipality" for fire protection to the residents of the above Townships, hereinafter described and designated under the following terms and pursuant to 30-A M.R.S.A., Section 2203.

1. The Municipality agrees to provide auxiliary or supplemental fire protection to the residents of the Unorganized Townships of TDR2 and T9R3.
2. When a call for aid or assistance from any person in the Unorganized Townships of TDR2 and T9R3 is received at the Municipal Fire Station, the following procedures will be followed:
  - A. When the Municipal Fire Department is not preparing to attend or attending a fire or engaged in rescue or life-saving, the dispatcher shall immediately notify his superior and dispatch such force to respond to such call as he may deem necessary and proper under the circumstances, but in no case leaving the Municipality without any fire protection.
  - B. When the Municipal Fire Department is preparing to attend or attending a fire or engaged in rescue or life-saving, the dispatcher shall immediately notify the available ranking officer who shall decide what force, if any, can be sent to answer such call and shall issue his orders accordingly. The dispatcher answering the call for aid shall then inform any County Officers of the action taken.
3. A force sent to aid and assist shall at all times be directly under the order and control of the Municipal Fire Department officers in charge of the forces; however, while within the limits of the Unorganized Territory, the force is acting in behalf of and as an agent of the County.
4. When in the opinion of the officer in charge the services of the Department are no longer needed, he shall order the force to return to the station. The officer may, however, leave such equipment as he deems advisable for use by the men on standby, if there is a danger of the fire breaking out again.
5. The ranking officer shall have the power to order the return of a force at any time when in his opinion the services of, or the presence of such forces is required within the Municipality.

6. The Maine Forest Service has the responsibility to handle suppression of all grass or brush fires, but will reimburse any Municipality that fights a grass or brush fire that is a threat to the forest in the Unorganized Territory. They will also respond to structural fires when and only when personnel and equipment are nearby and available and will do so in recognition of lack of other readily available sources of help or a potential hazard to the forest.
  
7. The Contractor shall not commence work under this contract until all insurance required has been obtained. The Contractor agrees to maintain liability insurance to protect it from personal injury, death or property damage claims which may arise from snow removal and sanding operations under this contract. The Contractor shall have and maintain Workers' Compensation Insurance for his employees, General Liability Insurance, and Vehicle Liability Insurance during the life of the Contract in the following amounts as required by State Law.

Compensation Insurance:	As required by State Law	
General Liability Insurance:	Bodily Injury	\$1,000,000
	Property Damage	\$1,000,000
Vehicle Liability Insurance:	Single Occurrence	\$1,000,000
<ul style="list-style-type: none"> <li>➤ Workers' Compensation: Each Accident \$500,000.00 (or)</li> <li>➤ Workers' Compensation State of Maine Approval Predetermination Status</li> </ul>		

The Contractor shall furnish the Aroostook County Commissioners with the required Certificates of Insurance, with a minimum of that amount stated above. **SAID CERTIFICATES OF INSURANCE, IN ADDITION TO THE AMOUNT OF COVERAGE, SHALL CARRY A STATEMENT WORDED AS FOLLOWS:** In the event of Cancellation or Expiration of any of the foregoing policies, ten (10) days written notice by the Insurance Company shall be mailed to the Aroostook County Commissioners. Annual renewals of the insurance policies during the life of the Contract shall be furnished to the Owner.

The Insurance Requirements for the Contractor shall also apply to any and all Subcontractors hired by the Contractor.

The Contractor further agrees to indemnify, assume the defense of, and save harmless the County, its agents and employees from liability, actions claims or damage for wrongful death, personal injury or property damage suffered by any person or association, which results from the willful or negligent action or inaction of the Contractor in the performance of duties, and the work performed under this Contract.

8. The County shall compensate the Municipality for providing this service in the following annual amounts:

July 01, 2022 to June 30, 2023	\$1,696.00
July 01, 2023 to June 30, 2024	\$1,747.00
July 01, 2024 to June 30, 2025	\$1,799.00

This agreement shall be in effect for a period of three (3) years from July 01, 2022 to June 30, 2025. The County and Municipality shall review this agreement at the end of each anniversary date and either the County or the Municipality, by vote of their respective officials, can terminate this contract upon ninety (90) days written notice to the other party.

9. Payment for this agreement shall be made quarterly upon receipt of invoice. Failure to pay such invoices within sixty (60) days from the date of invoice shall be deemed sufficient cause for the cancellation of this contract at the discretion of the Municipality.

IN WITNESS WHEREOF, the parties to these present have executed this contract each of which will be deemed an original on the 5<sup>th</sup> day of May 2022.

Jill L. Rusley  
WITNESS

\_\_\_\_\_  
WITNESS

Franklin King  
\_\_\_\_\_  
John Stehney  
\_\_\_\_\_  
Alan Bond  
\_\_\_\_\_  
Billy Bevan  
\_\_\_\_\_  
Julie Bryce  
OFFICIALS OF BRIDGEWATER

\_\_\_\_\_  
Ryan D. Pelletier, County Administrator

Filed with Fiscal Administrator \_\_\_\_\_, 2022

# County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

## MEMORANDUM

**DATE:** June 08, 2022  
**TO:** Ryan D. Pelletier, County Administrator  
**FROM:** Paul Bernier, Community Services Director  
**RE:** Solid Waste Agreement for TDR2

Attached is the proposed Solid Waste Interlocal Cooperation Agreement with the Town of Bridgewater for the Unorganized Township of TDR2.

This agreement is for the three (3) year period of July 01, 2022 through June 30, 2025, and reflects a 3% increase per year for the term of the agreement.

- July 01, 2022 to June 30, 2023 \$ 567.00
- July 01, 2023 to June 30, 2024 \$ 584.00
- July 01, 2024 to June 30, 2025 \$ 602.00

At their regularly scheduled May 5<sup>th</sup>, 2022 meeting, Bridgewater Town officials unanimously agreed to the proposed agreement, and signed the document. It is my recommendation that the contract be reviewed, approved and signed by the County Administrator.

## SOLID WASTE INTERLOCAL COOPERATION

### TOWNSHIP

#### TDR2

The Aroostook County Administrator acting in his capacity as Municipal Official for Township D Range 2, hereinafter referred to as the "County", enters into an agreement with the Municipality of Bridgewater, in accordance with the vote of said Municipal Officials at a regular meeting held on MAY 05, 2022, hereinafter referred to as the "Municipality" for solid waste disposal privileges to the residents of Township D Range 2, hereinafter described and designated under the following terms and pursuant to 30-A M.R.S.A., Section 2203.

1. The Municipality agrees to provide a solid waste disposal site to the residents of TDR2.
2. The Municipality agrees to provide the residents:
  - A. Notice of the hours of operation.
  - B. Access stickers for each household (if utilized).
  - C. Municipal solid waste rules and regulations.
3. The County and the Municipality have mutually agreed to the compensation, as specified in paragraph 4, which shall be paid by the County for solid waste disposal privileges. In reaching this agreement, both parties have considered the following conditions and factors, among other:
  - A. The fee is fair and equitable based on the prorated share of actual operation costs.
  - B. Non-residents (summer homes) have been treated as one quarter (1/4) residency.
  - C. Commercial/Industrial establishments have been treated separately.
  - D. Transients are not encompassed in this agreement, because their population is unmeasurable.
  - E. State parks and picnic areas are not part of the Unorganized Territories, and therefore, have not been included.
4. Remuneration for this agreement has been calculated for the three (3) year period identified under item 6 and will be payable in quarterly payments.
5. The Municipality shall submit to the County a request for payment pursuant to the agreement. Failure to pay such invoice within sixty (60) days from date of invoice shall be deemed sufficient cause for cancellation of this agreement at the discretion of the Municipality.

6. The Contractor shall not commence work under this contract until all insurance required has been obtained. The Contractor agrees to maintain liability insurance to protect it from personal injury, death or property damage claims which may arise from snow removal and sanding operations under this contract. The Contractor shall have and maintain Workers' Compensation Insurance for his employees, General Liability Insurance, and Vehicle Liability Insurance during the life of the Contract in the following amounts as required by State Law.

Compensation Insurance:	As required by State Law	
General Liability Insurance:	Bodily Injury	\$1,000,000
	Property Damage	\$1,000,000
Vehicle Liability Insurance:	Single Occurrence	\$1,000,000
➤ Workers' Compensation:	Each Accident	\$500,000.00 (or)
➤ Workers' Compensation	State of Maine Approval Predetermination Status	

The Contractor shall furnish the Aroostook County Commissioners with the required Certificates of Insurance, with a minimum of that amount stated above. **SAID CERTIFICATES OF INSURANCE, IN ADDITION TO THE AMOUNT OF COVERAGE, SHALL CARRY A STATEMENT WORDED AS FOLLOWS:** In the event of Cancellation or Expiration of any of the foregoing policies, ten (10) days written notice by the Insurance Company shall be mailed to the Aroostook County Commissioners. Annual renewals of the insurance policies during the life of the Contract shall be furnished to the Owner.

The Insurance Requirements for the Contractor shall also apply to any and all Subcontractors hired by the Contractor.

The Contractor further agrees to indemnify, assume the defense of, and save harmless the County, its agents and employees from liability, actions claims or damage for wrongful death, personal injury or property damage suffered by any person or association, which results from the willful or negligent action or inaction of the Contractor in the performance of duties, and the work performed under this Contract.

7. This agreement shall be in effect for a period of three (3) years from:

July 01, 2022 to June 30, 2023	\$567.00
July 01, 2023 to June 30, 2024	\$584.00
July 01, 2024 to June 30, 2025	\$602.00

The County and Municipality shall review this agreement at the end of each anniversary date and either the County or the Municipality, by vote of their respective officials, can terminate this contract upon ninety (90) days written notice to the other party.

IN WITNESS WHEREOF, the parties to these present have executed this contract each of which will be deemed an original on the 5<sup>th</sup> day of May, 2022.

Gill L. Rusley  
WITNESS

WITNESS

Franklin King  
John Stepping  
Alan Bonnell  
Billy Brewer  
Julie Bryce  
OFFICIALS OF BRIDGEWATER

Ryan D. Pelletier, County Administrator

Filed with Fiscal Administrator \_\_\_\_\_, 2022

# 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 over sight process.

### General Fund

*Year-To-Date: FY 2022 | January 2022 - March 2022*

*Benchmark %: 25%*

#### *GF Revenue:*

The Departmental Revenue section is currently trending at 13.4% as of March 2022 with a total collection amount of \$332,382, resulting in a below benchmark percentage. Approximately \$229,400 of additional revenue, likely to be realized during the 2<sup>nd</sup> quarter of 2022 would contribute to the targeted 1<sup>st</sup> quarter benchmark resulting in an increase of 9.3%. Once the additional revenue is factored, the percentage of revenue is now at 22.7%, closer to the target of 25%.

The areas of non-realized revenue as of March 2022 are comprised of:

- District Court Rent - \$21,700
- EMA Reimbursement - \$26,000
- DA Revenue - \$15,000 – now billed quarterly not monthly
- Registry of Deeds South - \$39,200
- Registry of Deeds North - \$13,500
- Registry of Probate - \$11,500
- MDEA - \$102,500

Tax Revenue section for the 1<sup>st</sup> quarter of the fiscal year reflects the County's portion of taxes journaled to the Jail Fund from the General Fund on a monthly basis. You will notice a negative revenue on the financial statement due to the actual collection of County taxes typically taking place later in the fiscal year and posted to this line item. This is why the County seeks a tax anticipation note every year, to support the funding of the County's expenses until tax dollars are paid to the County. Our first TAN drawdown will take place in April to fund 2022 operations. This is a typical trend for the County for timing of a TAN drawdown of funds.

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

**GF Expense:** The general fund expenses, as a total, is currently trending at 30.9% which is above our targeted 25%. The largest factor contributing to the overage is due to the Capital Outlay line that has been expensed at 100% for the general fund fiscal year 2022 in the amount of \$678,172. Had the Capital line been expensed quarterly, the general fund total expense percentage would decrease from 30.9% to 24.7%, which validates the general fund expenses are right on target for its 1<sup>st</sup> quarter. You will also notice some line items have surpassed the 25% target percentage and this is due to one-time dues, software, contract payments that will skew the current line percentage however will even out as we move further into the fiscal year.

### **ARPA Fund** (American Rescue Plan Act 2021)

*Year-To-Date: FY 2022 | January 2022 – March 2022*

**ARPA Revenue:** The first of two “tranches” of the American Rescue Plan Act fund has accrued \$3,454.29 of interest for the first quarter of 2022.

**ARPA Expense:** The County, for the 1st quarter of 2022, has expensed \$25,434.27 to the ARPA Administration expense department. These expenses are fully funded by the American Rescue Plan Act operating account. No additional monies have been obligated/awarded as of March 2022.

### **Jail Fund**

*Year-To-Date: FY 2021-2022 | July 2021 - March 2022*

**Benchmark %: 75%**

**Jail Revenue:** The Jail Fund departmental revenue collects their operational monies from the State in the first quarter of their fiscal year as well as other supplemental revenue. Collections for this section is currently at 102.9% for the 3rd quarter ending 3/31/2022. Community Supervision has surpassed the \$16,000 budgeted expectation this fiscal year due to the increased activity in deferred dispositions. Monthly tax allocation transfer payments are made from the General Fund to the Jail Fund, which appropriately reflects a collection percentage of 75%, targeted benchmark.

**Jail Expense:** The Jail Fund overall expenses for the 3rd quarter ending 3/31/2022 is trending slightly below target at 69.9%, however, there will be an adjustment to workers compensation expense in April 2022 that will move the expense percentage to 71.1% which is still below the 75% target. Please note the jail property liability insurance has been expensed for the entire fiscal year and came in at an additional .9% or \$678.52 higher than the approved budget

projection, thus the percentage for that line at 100.9%. The Jail's capital appropriation has also been funded at 100% for the fund's fiscal year.

## **UT Fund**

*Year-To-Date: FY 2021-2022 | July 2021 - March 2022*

*Benchmark %: 75%*

**UT Revenue:** The Unorganized Territory departmental revenue is trending above 3rd quarter target at 78.1%. The two largest contributors to the increase in percentage collected is due to excise tax revenue trending 20% higher than the benchmark percentage of 75% and the LRAP (Local Road Assistance) revenue which was funded this quarter at \$98,804 and timely.

Tax revenue quarterly payment collected from the State of Maine is on target at 75%, as anticipated.

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

**UT Expense:** The Unorganized Territory, is reporting 76.9% of its operational budget expensed as of March 2022. The major contributing factor to the 1.9% increase over the benchmarked 75% is the UT Capital, funded at 100% or \$481,750, per the approved FY 2021-2022 budget as well as the increased costs associated with contracted ambulance and solid waste. Mathematically, if we would expense the UT Capital at 75% to fit the time period of 3<sup>rd</sup> quarter versus the full 100%, the UT Fund expense percentage used for 3<sup>rd</sup> quarter would be at 71.6%, which is under the projected benchmark of 75%.

STATE OF MAINE  
AROOSTOOK, ss.

UNIFIED CRIMINAL COURT  
LOCATION: CARIBOU  
DOCKET: AROCD-CR-20-00051

STATE OF MAINE, )  
 )  
 v. )  
 )  
 SHAWN ELLIS, )  
 Defendant, )  
 )  
 \$22,210.00 IN U.S. CURRENCY, )  
 Defendant *In Rem.* )

APPROVAL OF TRANSFER

NOW COMES the County of Aroostook, by and through the commissioners of the county, and does hereby grant written consent pursuant to 15 M.R.S. §§ 5824(2) & 5826(8)(A) to transfer the above-captioned **\$22,210.00 in U.S. Currency**, or any smaller portion thereof, to the County of Aroostook (Aroostook County Sheriff's Office) in that such did make a substantial contribution to the investigation or prosecution of this criminal case.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Chairperson  
Board of Commissioners

Title 30-A: MUNICIPALITIES AND COUNTIES  
Part 1: COUNTIES  
Chapter 3: COUNTY BUDGET AND FINANCES  
Subchapter 1: TAX ASSESSMENT AND BUDGET PROCESS  
Article 1: ASSESSMENT OF TAXES; GENERALLY

**§708. Alternative fiscal year**

The county commissioners of a county may adopt a July 1st to June 30th fiscal year. A county may raise one or 2 taxes during a single valuation, if the taxes raised are based on appropriations made for one or more county fiscal years none of which exceeds 18 months. A county fiscal year may extend beyond the end of the current tax year. The county commissioners, when changing the county's fiscal year, may for transition purposes, adopt one or more fiscal years not longer than 18 months each. [PL 2009, c. 391, §2 (AMD).]

SECTION HISTORY

PL 1987, c. 737, §§2,C,106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §§8,10 (AMD). PL 2009, c. 391, §2 (AMD).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.  
If you need legal advice, please consult a qualified attorney.

[Office of the Revisor of Statutes \(mailto:webmaster\\_ros@legislature.maine.gov\)](mailto:webmaster_ros@legislature.maine.gov) · 7 State House Station · State House Room 108 · Augusta, Maine 04333-0007

Data for this page extracted on 11/18/2021 08:05:59.

June 9, 2022

TO: County Commissioners  
FR: Ryan D. Pelletier, County Administrator  
RE: Salary Administration Policy

Dear Commissioners:

I am seeking approval of an amendment to the Salary Administration Policy that would essentially give the County Administrator the ability to recommend a Salary Step that is Two (2) steps above what any employee would normally be hired at when circumstances and market conditions warrant it. We have had difficulty attracting employees in the current job market and this change would allow us to be somewhat more competitive. This revision would apply to Paragraph 3 under Salary Increases on Page 3 of the attached Policy. Thank you for your time and consideration.

## COUNTY OF AROOSTOOK

<b>Policy Title:</b>	Salary Administration Policy
<b>Applicable Law or Regulation:</b>	Federal and State Wage and Hour Laws
<b>Effective date:</b>	January 1, 2018; updated April 17, 2019, Updated February 16, 2022
<b>Responsible Party:</b>	County Administrator
<b>Approved by Commissioners:</b>	August 16, 2017: updated April 17, 2019, February 16, 2022
<b>Last Updated:</b>	

### **Purpose/Scope:**

The purpose of this Policy is to outline the policies and procedures governing the administration of compensation for all County employees not covered by a collective bargaining agreement and those elected to office.

### **Statement of Compensation Objectives:**

It the County's objective to establish and maintain a compensation system that will:

- Attract, retain, and reward qualified personnel at all levels of responsibility;
- Reflect the relative difficulty and responsibility-level of positions;
- Be externally competitive, as well as internally consistent and fair;
- Foster good employee communication by providing individual employees with information on the pay structure and its administration;
- Motivate employees to work toward achievement of the County's goals;
- Control and predict salary expense;
- Be straightforward to administer; and
- Comply with applicable federal and state laws.

### **Policy:**

The following statements express the County's objectives and policies with respect to base pay of all employees. The County recognizes that not all these objectives may be completely achieved at all times for employees (due to budget constraints, etc.), but they are set forth herein to serve as guidelines against which proposed actions are to be evaluated.

- Establish grades and salary ranges that reflect the relative value to the County of the various positions.
- Ensure that, for comparable positions, pay rates and benefits are competitive with those offered by other employers providing similar employment;
- Adjust pay ranges when warranted by changing economic and competitive factors, as determined by an analysis of cost of living and/or periodic compensation surveys; and
- Ensure that compensation is not influenced by age, sex, creed, race, national origin, disability, or other protected characteristic.

## **Wage and Salary Surveys**

At the discretion of the Aroostook County Commissioners, the County will periodically compare salary rates to those of other Maine counties and municipalities that are similar in structure and size.

## **Fair Labor Standards Act (FLSA) Classifications**

Each position (and each employee performing that position) must be classified as "exempt" or "non-exempt," according to guidelines established under the provisions of the *Fair Labor Standards Act (FLSA)*. Those employees in positions classified as "exempt" are exempt from the overtime provisions of the Act. Those employees in positions classified as "non-exempt" are subject to the payment of overtime, according to wage and hour regulations.

## **Grade and Salary Range Structure**

In 2017, as a result of a comprehensive compensation and benefits survey, and with the assistance of an outside, independent human resources consultant, a new Grade and Salary Range structure was developed. This system is mathematically built, with 5% between each Non-Exempt grade, 10% between each Exempt grade, and 3% between each Step in both the Non-Exempt and Exempt grade structure.

Positions were "slotted" into the new Salary Structure using the market data from the survey.

## **Guidelines for Administering Pay within Established Pay Ranges:**

- **Minimum of the Range:** An employee performing the duties of a position, as described in his/her job description, shall be paid not less than Step 1 of the salary range applicable to that position.
- **Maximum of the Range:** An employee will not receive a base pay that exceeds the maximum of the salary range applicable to that position. Once an employee's salary reaches the maximum of the salary range at Step 13, s/he will not have the opportunity to receive an increase in base pay until: 1) the employee is promoted to a higher grade level where the base pay does not exceed the top of the salary range; or 2) the pay ranges are adjusted and the maximum of the range exceeds the base pay.
- **Special Bonus.** An employee with very good performance record who is ineligible for a pay increase solely because s/he has reached the top of the salary range for his/her position, may be rewarded with a bonus equal to or less than the dollar amount of the increase to which the employee would have otherwise been entitled. Assuming the salary increase would have been processed in January, this Special Bonus would be paid in the following manner - 50% in the last pay period of June, and 50% in the last pay period of December.

## **Hiring Guidelines**

- New employees will be hired into the salary range for the position, provided they meet the minimum qualifications for the job.

## **Value of Prior Experience**

1. Full years of prior identical work experience, as recommended by the Department Manager/Office Holder (as applicable) and determined by the County Administrator, dating back 13 years (corresponding to 13 Steps in each salary range) will be valued at 100% for all exempt salary grades and all non-exempt grade levels. Prior related experience at Aroostook County, in the same time frame and in the same position classification, will be counted at 100%.
2. Experience will be calculated at the inception of the new Salary Structure (1/1/18) for all current employees. This calculation takes the prior related experience, calculated as described above, and

is added to Step One to determine the proper Step. If there is a fraction related to the experience calculation, it is rounded up.

3. Prior related experience will be calculated in the same manner for new employees hired on or after January 1, 2018.

**Salary Increases**

The Aroostook County Commissioners will consider salary increases under the following guidelines:

1. **Salary Range Adjustments.** Salary ranges will be adjusted each year based on approved cost of living increases (see below).
2. **Cost of Living Increases.** Employees may be eligible to receive annual cost-of-living increases based on the CPI-W (Consumer Price Index for Urban Wage Earners & Clerical Workers), as determined by the twelve month period ending the last day of the month in the month ending six months prior to the end of the County’s fiscal year. Any increase must be approved by the County Commissioners and the Finance Committee, and if approved, will be applied to the Salary Structure. Approved COL increases will be effective the first day of the County’s next fiscal year.
3. **Step Increase.** The County Administrator may recommend to the Commissioners, in addition to or instead of a Cost of Living Increase, a Step Increase for employees who are assigned a pay grade and range, which means that each employee’s salary would be increased by approximately 3% (as long as the employee is not already at Step 13). Employees with dates of hire during the second half of any fiscal year are not eligible for a Step increase until the first day of the following fiscal year.

**Salary Increase at Time of Promotion**

When an employee is promoted to a position in a higher pay grade, the employee’s salary will be increased to the new grade according to the following chart:

Grade Change	Step in New Grade
Up One Grade between Grade 5 and Grade 11	Same Step in New Grade

If the promotion is more than 2 grades higher, the salary increase will be determined on a case by case basis. If the new Step would be below the minimum of the Salary Range, the salary will be at Step 1. In no event will the employee’s salary be increased to exceed the Maximum of the Salary Range.

Promotions are recommended by the Department Manager/Office Holder and must be approved by the County Administrator. Exceptions to this methodology for promotions would require the approval of the Commissioners.

**Salary Decrease at the Time of Demotion**

When an employee is voluntarily or involuntarily demoted, the employee's salary will be decreased to the new grade according to the following chart:

Grade Change	Step in New Grade
Down One Grade between Grade 5 and Grade 11	Same Step in New Lower Grade

If the demotion is more than 2 grades lower, the salary increase will be determined on a case by case basis.

### **Salary Adjustments Due to Position Reclassification**

When a current position is reclassified to a different grade by the County Administrator, the following guidelines will be followed and the County Administrator will make the final decision:

- If a position is reclassified to a higher grade, incumbents will be moved to the new grade and receive an increase in pay to the same step in the higher grade. The effective date will be the beginning of the pay period following the effective date of the reclassification, or the first day of the following fiscal year when reclassifications are the result of a market study.
- If a position is reclassified to a lower grade, incumbents will be grandfathered in the current grade, and there will be no change in pay as a result of the reclassification. Any new employees hired into the position will be placed in the new, lower grade.

### **Questions:**

Questions about this Policy should be directed to the County's Human Resources Director or the County Administrator.

STATE OF MAINE  
AROOSTOOK, SS

COUNTY COMMISSIONERS'  
PROPERTY TAX ABATEMENT APPEAL

Robert Sobaje )  
 )  
 Applicant )  
 )  
 v. )  
 )  
 Town of Madawaska )  
 )  
 Respondent )

DECISION

Applicant/taxpayer, Robert Sobaje, applied to the Aroostook County Commissioners, pursuant to 36 M.R.S.A., Section 844, seeking an abatement of his 2020-2021 taxes assessed on property in the Town of Madawaska, Maine. The hearing was held in Caribou, Maine on June 1, 2022. The hearing was attended by two (2) County Commissioners; the County Administrator; Gary Picard, Madawaska Town Manager; Lewis Cousins, Madawaska Assessor's Agent; and Sigrid Houellette, Assessing Assistant.

By consent of the parties, the County Commissioners find that all statutory procedures and time requirements for this appeal have been complied with or waived. This decision is rendered based on the testimony at the hearing and all exhibits and documents provided by the parties.

The parties agreed that the proceedings would not be recorded and the record will show that the opportunity was made to both parties at the hearing.

**FINDINGS OF FACT:**

The Applicant is the owner of land and building(s) located at 141 12th Avenue (Map 006 Lot 0199) in Madawaska. This property is listed as having .125+/- acres and outbuildings.

The 2021 municipal value for his property was \$55,000, resulting in a tax bill of \$1,210.00. His taxes have been paid for the 2021 tax year.

The Assessor's Agent provided testimony that the town uses the same methodology as described in Maine Law consistent with all properties in the Town of Madawaska. The Assessor's Agent provided several comparable properties all of which were consistent with the testimony provided.

**CONCLUSIONS OF LAW:**

A town's tax assessment is presumed to be valid. To be entitled to an abatement, a taxpayer must show that an assessment is manifestly wrong by proving that the property is substantially overvalued, there was unjust discrimination, or that the assessment was fraudulent. Unjust

discrimination in taxation violated both the Maine Constitution Art. IX § 8 and the Equal Protection Clause of the Fourteenth Amendment to the United States Constitution. *City of Biddeford v. Adams*, 1999 ME 49, P13, 727 A.2d 346, 349

Taxpayers can prove discrimination only if they show that the assessor's systems necessarily results in unequal apportionment. *Adams*, 1999 ME 49, P14, 727 A.2d at 349. This standard must be understood in the context of the federal constitutional rule that forbids "intentional systematic undervaluation by state officials of other taxable property in the same class. *Allegheny Pittsburgh Coal Co. v. County Comm'n*, 488 U.S. 336, 345, 102 L. Ed 2d 688, 109 S. Ct. 633 (1989); see also *Kittery Elec. Light co. v. Assessors of the Town of Kittery*, 219 A.2d 728, 741 (Me. 1966)

**DECISION:**

The Board of County Commissioners hereby finds based on the evidence and information provided by the Applicant and the Respondent, both before and during the hearing, that the Applicant has not demonstrated that the assessment is "manifestly wrong." The Respondent provided substantive documentation at the hearing to support a rational basis for the valuation of the property in question. In reviewing an extensive sampling of the valuation reports of similar properties, it appears that a consistent methodology has been employed in the determination of property valuation in the Town.

Accordingly, we find there is no objective evidence to suggest the Respondent erred in its valuation of this property. Therefore, this appeal is **DENIED**.

In accordance with Title 36 M.R.S.A. § 844, either party may appeal from the decision of the County Commissioners to the Superior Court, in accordance with the Maine Rules of Civil Procedure, Rule 80B.

Dated: June 14, 2022

**AROOSTOOK COUNTY COMMISSIONERS**

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Paul J. Adams, Chairman

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Norman L. Fournier, Commissioner

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Paul J. Underwood, Commissioner