

AGENDA

AROOSTOOK COUNTY COMMISSIONERS' MEETING – TUESDAY, NOVEMBER 15, 2022 –

1:30 PM – ADMINISTRATION HEARING ROOM – CARIBOU COURT HOUSE - CARIBOU

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

MEETING ID: 896 1562 2468 PASSCODE: 703431

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 OCTOBER 19, 2022.
- ART. 5. OTHER ITEMS FOR APPROVAL AND SIGNATURES.
 - A) ATTENDANCE RECORD
 - B) BILLS AND WARRANTS
 - C) APPOINTMENT OF THE SINCLAIR SANITARY DISTRICT TRUSTEES
- ART. 6. TO CONSIDER A REQUEST FROM HOMELESS SERVICES OF AROOSTOOK. (HSA and ACAP staff)
- ART. 7. TO CONSIDER THE FISCAL YEAR CHANGE. (Ryan)
- ART. 8. TO CONSIDER CONTRACTUAL SUPPORT FOR THE MAINE PROSECUTORS ASSOCIATION IT EMPLOYEES. (Todd)
- ART. 9. TO CONSIDER THE BIDS FOR ENGINEERING SERVICES. (Bryan)
- ART. 10. TO CONSIDER THE 2023 COUNTY COMMISSIONERS MEETING SCHEDULE. (Ryan)
- ART. 11. TO CONSIDER NEW REPRESENTATIVES FOR THE JAIL STUDY COMMISSION. (Ryan)
- ART. 12. TO CONSIDER THE HIRING OF JAMES JALBERT FOR NORTH LAKES FIRE DEPARTMENT. (Darren)
- ART. 13. TO CONSIDER ADDING THE REMOTE PARTICIPATION POLICY TO THE AROOSTOOK COUNTY GOVERNMENT HANDBOOK. (Christina)

- ART. 14. TO CONSIDER THE HIRING OF WILLIAM JANAKIS FOR THE FULL-TIME PATROL DEPUTY POSITION AND THE HIRING OF LAVINIA LENGELE FOR THE FULL-TIME DISPATCHER POSITION WITH THE AROOSTOOK COUNTY SHERIFF'S DEPARTMENT.
(Shawn)
- ART. 15. COUNTY COMMISSIONER'S REPORT.
- A) MCAA/RISK POOL UPDATE
 - B) OTHER ITEMS OF INTEREST
 - C) LEGISLATIVE REPORT
- ART. 16. OTHER BUSINESS
- ART. 17. ADJOURNMENT

NEXT MEETING:

COUNTY COMMISSIONERS' MEETING – WEDNESDAY – DECEMBER 21, 2022 – 1:00 P.M.

REGISTRY OF DEEDS BUILDING - FIRST FLOOR CONFERENCE ROOM – FORT KENT

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING – OCTOBER 19, 2022– 1:00 P.M. –SINCLAIR SENIOR CENTER – SINCLAIR

Present:

Paul J. Adams, Chair, County Commissioners
Norman L. Fournier, County Commissioner
Paul J. Underwood, County Commissioner
Ryan D. Pelletier, County Administrator
Paul Bernier, Community Services Director
Bryan Jandreau, Facilities and IT Director
Steve Pelletier, ARPA Program Administrator
Dana Gendreau, Finance Director
Darren Woods, EMA Director
Shawn Gillen, County Sheriff
Joey Seeley, Commander, Sheriff's Office
Christina Theriault, Human Resources Director
Jason Parent, ACAP Executive Director/CEO
Various members of the public from Sinclair (see CDBG Public Hearing sign in sheet)

Before the meeting took place at 1:00 p.m. the Sinclair Sanitary District Trustees election was held. County Clerk Ryan Pelletier read the Warrant and entertained a motion to elect a moderator.

A motion was made by Danny Martin to nominate Norman Fournier as Moderator. The motion was seconded by Martin Dionne. There were no other nominations. Vote was unanimous. Mr. Pelletier administered the Moderator's Oath of Office to Mr. Fournier.

Mr. Fournier explained the rules and procedures for today's election.

He explained, three (3) trustees were to be elected. Two for a three-year term and one for a one-year term and that each position would be entertained individually. Mr. Fournier opened the floor for nominations.

Gerry Beaulieu nominated Charles Chuck Cyr for the first three-year position. The motion was seconded by Danny Martin. No other nominations were received. The vote was unanimous.

Gerry Beaulieu nominated Adam Wintel for the second three-year position. The motion was seconded by Danny Martin. No other nominations were received. The vote was unanimous.

Gerry Beaulieu nominated Tina Pratico for the one-year position. The motion was seconded by Danny Martin. No other nominations were received. The vote was unanimous.

Having no other business, Moderator Fournier declared the election closed at 1:07 pm.

A public hearing began at 1:10 p.m. to discuss the acceptance for the CDBG Economic Development Grant Program to provide \$30,000 to Martin's General Store in Sinclair to upgrade the gasoline lines to provide premium gasoline to better serve recreational vehicles. A copy of the Public Hearing Minutes is available at the County Commissioner's Office.

ART. 1. Chair Paul J. Adams called the regular meeting to order at 1:15 p.m.

ART. 2. No public comment.

ART. 3. **MOTION:**

Motion by Paul Underwood and seconded by Norman Fournier to approve the agenda.

VOTE:

Motion voted on and passed.

ART. 4. Chair Paul J. Adams entertained a motion for approval of the September 13, 2022 County Commissioners' meeting minutes.

MOTION:

Motion by Paul Underwood and seconded by Norman Fournier to approve the minutes of the September 13, 2022 County Commissioners' meetings.

VOTE:

Motion voted on and passed.

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

- A) Attendance record.
- B) Bills and warrants.
- C) Liquor License Renewal – Bears Den Family Restaurant

MOTION:

A motion was made by Paul Underwood to approve the renewal of the liquor license for the Bears Den Family Restaurant. The motion was seconded by Norman Fournier.

VOTE:

Motions voted on and passed.

ART. 6. Jason Parent from the Aroostook County Action Program presented the sector board nominees for the 2023 fiscal year. He presented a discussion regarding the lack of housing for the homeless, providing fuel assistance for a growing number of residents in Aroostook County, and hiring additional staff for a quicker response to people in need of assistance.

MOTION:

A motion was made by Paul Underwood to consider the board sector nominees for the 2023 fiscal year. The motion was seconded by Norman Fournier.

VOTE:

Motion voted on and passed.

- ART. 7. Mr. Bryan Jandreau presented a consideration of the County of Aroostook adding a Cyber Security and Incident Response Plan and Information Technology Plan.

MOTION:

A motion was made by Norman Fournier to approve the addition of a Cyber Security and Incident Response Plan and Information Technology Plan as amended to remove Appendix A from the plan. The motion was seconded by Paul Underwood.

VOTE:

Motion voted on and passed.

- ART. 8. Ms. Christina Theriault presented consideration of adding the Information Technology Policy (ITP) and the Cyber Security and Incident Response Plan (CIRP) to the Aroostook County Government Policy Handbook.

MOTION:

A motion was made by Norman Fournier to approve adding the Information Technology Policy and the Cyber Security and Incident Response Plan to the Aroostook County Policy Handbook and amending the handbook as presented. The motion was seconded by Paul Underwood.

VOTE:

Motion voted on and passed.

- ART. 9. Mr. Ryan Pelletier presented a consideration of the extension of the Penobscot County Regional Communications Center (PSAP) contract for the 2023 fiscal year.

MOTION:

A motion was made by Norman Fournier and seconded by Paul Underwood to extend the contract.

VOTE:

Motion voted on and passed.

- ART. 10. Mr. Ryan Pelletier presented an update from the Greater East Grand Broadband Planning.

MOTION:

A motion was made by Paul Underwood and seconded by Norman Fournier to provide a letter of support.

VOTE:

Motion voted on and passed.

- ART. 11. Mr. Ryan Pelletier presented a request from the Town Manager of Fort Fairfield regarding the payment of the 2022 County Taxes.

MOTION:

A motion was made by Paul Underwood and seconded by Norman Fournier to allow the Town of Fort Fairfield to formulate a payment plan with interest due to the County by January 31, 2023.

VOTE:

Motion voted on and passed.

- ART. 12. Mr. Bryan Jandreau presented bid results for a 2005 Surplus Lawn Tractor. The highest bid came in at \$1,525 to Barry Dow of Littleton.

MOTION:

A motion was made by Paul Underwood and seconded by Norman Fournier to approve the bid results.

VOTE:

Motion voted and passed.

- ART. 13. Mr. Shawn Gillen presented the recommendation of the hiring of Sidney Smith and Tyrel Heath for the full-time correction officers' positions and Shanice Straubel for the part-time corrections officer position at the Aroostook County Jail.

MOTION:

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

VOTE:

Motions voted on and passed.

- ART. 14. Mr. Darren Woods presented the recommendation of the hiring of John Higgins for the North Lakes Fire and Rescue.

MOTION:

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

VOTE:

Motions voted on and passed.

ART. 15. Ms. Dana Gendreau presented the recommendation of the extension of the current audit contract.

MOTION:

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

VOTE:

Motions voted on and passed.

ART. 16. Mr. Ryan Pelletier and Ms. Dana Gendreau presented the recommendation of the interest rates for banking services and the extension of the service contract.

MOTION:

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

VOTE:

Motions voted on and passed.

ART. 17. County Commissioner's Report

Commissioner Fournier spoke about the growing number of automobile claims and accidents. The committee is looking to set up driving courses to help reduce and encourage safe driving. He also provided an overview of the Risk Pool and MCCA board meeting held in Augusta and via Zoom last week.

No motion necessary.

ART. 18. Other business

Mr. Pelletier recognized Raymond Butch Thibodeau for his many years of service to the people of Sinclair and the Sinclair Sanitary District. Mr. Thibodeau submitted his resignation as a board of trustee earlier that day.

ART. 19. Adjournment

A motion was made by Paul Underwood and seconded by Norman Fournier to adjourn the meeting at 2:34 p.m. Motion voted and passed.

ATTEST: A True Copy
of Commissioners' Meeting

Ryan D. Pelletier
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: November 16, 2022



November 8, 2022

County of Aroostook
County Commissioners' Office
144 Sweden Street, Suite 1
Caribou, ME 04736

Dear Commissioners Adams, Fournier and Underwood,

I am writing on behalf of the Task Force addressing the Aroostook County Homeless Crisis to request support and funding to establish a temporary, emergency warming center to be located at Homeless Services of Aroostook (HSA). HSA in collaboration with Aroostook County Action Program (ACAP) has developed a plan to open a space within the current homeless shelter to serve as a warm place for those needing to get in out of the winter weather and elements. ACAP's Hope and Prosperity Resource Center (HPRC), located close by HSA, will serve as an over-flow space when HSA has reached their capacity and there remains a need, as well as provide extended weekend hours when the temporary emergency warming center is activated.

The recent ending of payments to hotels for those without housing through the Emergency Rental Assistance program on October 31, left 13 households, consisting of 21 individuals without shelter on November 1. Our daily experience tells us that this is only a fraction of individuals experiencing homelessness across Aroostook. Many have not come to our agencies yet due to the unusually mild autumn weather. HSA and ACAP have been working hand-in-hand to place individuals and families at the only homeless shelter north of Bangor, Sister Mary O'Donnell Homeless Shelter in Presque Isle. HSA shelter beds are full most nights, and the number of individuals fluctuates between 39 and 46, depending on the needs of the current census. By opening up the dining area at the shelter as a warming center, HSA would have space for an additional 8-10 individuals. As winter approaches, our experience with the current crisis tells us that there could be more than ten people needing a place to stay warm. ACAP is prepared to extend the hours of the HPRC to serve as an over-flow warming center when HSA has met capacity during the week and to expand day service hours to seven-day-a-week during the winter months. This safety net for our homeless population will provide a warm, safe environment, keeping people off the streets and out of harms way.

Each organization will adjust hours of operations and current practice to make the temporary, emergency warming centers a reality. With the change in hours of operation, each organization will need to increase staff coverage to oversee the center operations. This increased staff coverage is an extra expense that is not covered by current funding sources. HSA is requesting County ARPA funding to operate an overnight warming center and to extend the service hours at ACAP's HPRC to include Saturday and Sunday services. The budget plan includes staff hours, fringe, indirect costs and additional operational costs for these additional services. The budget also requests start-up funding to add bedrolls, supplies such as paper products, snacks and water for overnight customers and recruitment and onboarding for new staff. These are all costs not included in current budgets. This request is for exact reimbursement of additional costs to operate the warming centers if and as needed, up to \$179,219. (see budget attached)



To make the warming center a reality, HAS with support from ACAP, stands ready to extend hours and services to welcome Aroostook County individuals experiencing heating emergencies and homelessness into a safe and warm alternative. Our proposal requests Homeless Services of Aroostook as the recipient of County ARPA grant funds distributed on a monthly basis for actual expenses from November to April 2023. This monthly cost settled agreement would cover only additional costs of staff and operations for HSA and ACAP when warming center services are needed. Due to current budget commitments, Homeless Service of Aroostook is requesting an upfront payment for start-up funding in the amount of \$20,646 . This start-up funding will purchase additional items needed to set up the warming center and fund additional staff costs for the first month.

The above proposal includes only a place for people experiencing homelessness to sleep from 7 pm – 7 am each night of the week. HSA is able to expand food service, showers and laundry for an additional \$7,600 for the 20 weeks. This additional funding would provide breakfast and dinner daily. In addition, added security for the facility would be added to the back entrance of the building for \$3,900. This additional \$11,500 would secure HSA and offer individuals accessing the warming center additional services and comforts.

Homelessness in Aroostook does not rest on one community or organization. This is a national and statewide issue that Aroostook County is not exempt from. Through our Task Force work, we know that hospital ER's, police and fire departments, recreation departments and our jails in Aroostook are all seeing the impact of this national crisis. We can make a difference, with your support, by offering this temporary winter warming center alternative for those in our communities.

Sincerely,

State Senator Trey Stewart
Chair, Task Force Addressing the Aroostook County Homeless Crisis



Supporting Documents:

- A. Proposed Budget Workbook
- B. November 1, 2022 Census of Individuals Experiencing Homelessness and Requesting Services
- C. Memorandum of Agreement Homeless Services of Aroostook and Aroostook County Action Program
- D. Project Workplan
- E. Task Force membership list
- F. Letters of Support:
 - City of Caribou
 - City of Presque Isle
 - Town of Houlton
 - Town of Fort Kent
 - Aroostook County Sheriff
 - Aroostook County Stakeholders Group

WARMING CENTER 20 Week Budget (combined)				
20 week budget				
Shelter Staff (4)	\$ 17	40	\$	54,400
Shelter Staff (2)	\$ 18	40	\$	28,800
Shelter Staff (2)	\$ 17	30	\$	20,400
staff overtime	\$ 26	20	\$	10,400
Fringe			\$	32,429
supplies/operations \$400/wk (snacks, utilities/water/sewer)			\$	8,000
Administrative Fee & Indirect (supervision/clerical)			\$	23,890
one-time			\$	900
Project Total				\$ 179,219

Additional Cost to Include Meals & Showers (20 weeks)		optional
Breakfast and Dinner	\$ 2,200	
Cook 5hr/20wk + fringe	\$ 1,900	
Showers	\$ 3,500	
Total Additional	\$ 7,600	

Building Security-Cameras at Back Entrance of warming center	
Security Cameras	\$ 3,900
	optional

Homeless Services of Aroostook (HAS)		ACAP Hope & Prosperity Resource Center (HPRC) over-flow	
20 week budget		20 week budget	
Shelter Staff	\$ 17 40 \$ 13,600	Shelter Staff	\$ 17 30 \$ 10,200
Shelter Staff	\$ 17 40 \$ 13,600	Shelter Staff	\$ 17 30 \$ 10,200
Shelter Staff	\$ 17 40 \$ 13,600	Shelter Staff	\$ 18 40 \$ 14,400
Shelter Staff	\$ 17 40 \$ 13,600	Shelter Staff	\$ 18 40 \$ 14,400
staff overtime	\$ 26 16 \$ 8,320	staff overtime	\$ 26 4 \$ 2,080
Fringe	19% \$ 11,917	fringe	40% \$ 20,512
supplies/operations (snacks, utilities/water/sewer)	\$300/wk \$ 6,000	supplies (snacks)	\$100/wk \$ 2,000
Administrative Fee (supervision/clerical)	15% \$ 12,096	Indirect	23% \$ 11,794
Sub-Total HSA	\$ 92,732	Total HPRC	\$ 85,586
Start Up Budget-First 4 weeks		HPRC only used for over-flow nights and Saturday and Sunday during the day, as needed.	
Salary/fringe/supplies/operations (calculated on Total 20 week budget)	\$ 18,546.46	ACAP is required by fire code to conduct "fire watch" during overnight hours. An additional staff person is budgeted for this purpose. These staff will only be activated when needed.	
supplies/operations	\$ 1,200		
Bed rolls	\$ 300		
sleeping bags	\$ 300		
pillows/blankets	\$ 300		
Total-First 4 weeks - Start-up	\$ 20,646		
Total Homeless Services of Aroostook	\$ 93,632	Total Project	\$ 179,219

Attachment B

Census of Individuals Experiencing Homelessness and Requesting Services
November 1, 2022

Households Requesting Shelter	# of adults	# of children	Families with Pets Requesting Shelter	# of Adults	# of children
#12	1		#37 no plan	1	
#32 approved for shelter-no beds	1		#39 no plan other than truck	1	
#33 approved for shelter-no beds	1		#40 tent & plan w/PIHA	1	
#35 no plan	1		#43 tent or truck	1	1
#36 no plan	1		#47 waiting for rental house inspection	2	6
#45 approved for shelter-no beds	1		#50 no plan	1	
#48 approved for shelter-no beds	1		Total Households 6	7	7
Total Households 7	7	0			
Place of Origin			Place of Origin		
PI	3		PI	1	
Caribou	1		Caribou	2	
Blaine	1		Bangor	1	
Houlton	1		Arkansas	1	
Woodland	1		Houlton	1	
Total by origin 7	7		Total by origin 6	6	
Sustance misuse barrier	4		Sustance misuse barrier	2	
Social Security Income	3		Social Security Income	5	
Veteran	1		Veteran	1	
Employed	0		Employed	2	
Searching for employment	11		Searching for employment	1	

MEMORANDUM OF AGREEMENT
BETWEEN
HOMELESS SERVICES OF AROOSTOOK (HSA)
AND
AROOSTOOK COUNTY ACTION PROGRAM (ACAP)

Purpose: The purpose of this agreement is to establish a working relationship between the above named entities to provide a temporary, emergency Warming Center for individuals and families, without heat or shelter, for the overnight hours, from November through April.

Background: Homeless Services of Aroostook operates the only homeless shelter north of Bangor and has a bed capacity of approximately 46 (depending on category of residents). Aroostook County Action Program provides day services to community members experiencing homelessness through the Hope & Prosperity Resource Center (HPRC). To address the need of County families, HSA and ACAP will collaborate to extend space and hours of operations at HSA and HPRC for use as warming centers during the cold winter months.

Responsibilities:

ACAP agrees to:

- Seek Fire Marshall approval for use of HPRC as a temporary, emergency, overnight Warming Center;
- Provide technical assistance to HSA to write and submit funding request to County of Aroostook;
- Establish space at HPRC for use as an over-flow, overnight warming center for individuals experiencing heating emergencies or lack of shelter when HSA has reached warming center capacity of 8;
- Communicate daily with HSA on capacity and projected need for over-flow and HSA staff coverage on given day;
- Provide HPRC warming center staff coverage in the event HSA does not have available staff;
- Provide extended service hours at the HPRC to include 8am – 5pm on Saturday and Sunday, as needed if the warming center has been activated on the previous night;
- Invoice HSA in the above instance at the exact cost of staff coverage (salary/fringe/indirect) paid from the County of Aroostook grant.

Homeless Services of Aroostook agrees to:

- Enter into agreement with County of Aroostook for reporting on County ARPA funds;
- Establish an overnight warming center at HSA for individuals and families experiencing homelessness;
- Communicate daily with HPRC to share available capacity for shelter beds and warming center and other information pertinent to providing warming services by 10am for planning;
- Provide HSA staff coverage at the HPRC when this location is needed as an over-flow warming center;
- In the event HSA staff are not available, will reimburse exact staff cost (including fringe/indirect) to ACAP to provide staff coverage using resources from County of Aroostook grant;
- Provide Warming Center space at HSA, as needed, from 7pm – 7am, including the weekend, from November 17, 2022 – April 1, 2023;
- Provide a monthly cost settled invoice to County of Aroostook to receive next monthly allocation

Rescission: Either party to the Memorandum of Understanding may rescind or terminate this agreement at any time providing written 30 day notice of rescission or termination to the other party.

Effective Date: the agreement shall be effective upon signatures of the parties named and it shall continue in force and effect until April 1, 2023, at which time it will be reviewed/renewed as both parties agree.

Signature: _____

Jason Parent, CEO, ACAP

Date: _____

11/06/2022

Signature: _____

Lisa A. McLaughlin
Lisa McLaughlin, CEO, HSA

Date: _____

11/04/2022

Organization	Action Step	Outcome
Homeless Service of Aroostook (HSA)	Increase workforce by up to 4 team members depending on census and need. Staff only work when the warming center is activated.	
Aroostook County Action Program (ACAP) Hope and Prosperity Resource Center (HPRC)	Increase workforce at HPRC by 2 part time and 2 full time team member depending on census and need for over-flow and weekend center. Team members will serve as Fire Watch to meet fire Marshall requirements. Staff only work when the warming center at HPRC is active.	
HSA	Purchase bedrolls and basic operating supplies to open warming center in the dining area of the current shelter	
ACAP	Set up Fire Watch training for all new team members	
ACAP	Submits invoice to HSA at the end of each month for costs associated with activating the warming center. Compiles data of each day warming center is active. Supports participants at the warming center with access to resources to support them in gaining employment, housing and health care, as needed.	
HSA	Submits invoice to County of Aroostook at the end of each month for expenses associated with activating the warming center. Reimburses ACAP for expenses submitted when County of Aroostook Reimbursement is received.	
HSA	Reports data for warming center usage by April 30, 2023 to County of Aroostook	

ACAP Board Task Force to Address Immediate Solutions to Homelessness Crisis

Established September 29, 2022

Participation List by Organization

Chaired by State Senator Trey Stewart

City of Presque Isle

Presque Isle City Council

Cary Medical Center

Northern Light Health

Aroostook Agency on Aging

Parish of the Precious Blood

County of Aroostook

Aroostook County Action Program

Aroostook County Action Program Board

Homeless Services of Aroostook

Homeless Service of Aroostook Board



CITY OF CARIBOU, MAINE

Office of the City Manager

Phone: (207) 493-5961
Fax: (207) 498-3954

Municipal Building
25 High Street
Caribou, Me 04736

November 1, 2022

County of Aroostook
County Commissioners' Office
144 Sweden Street, Suite 1
Caribou, ME 04736

Dear Commissioners Adams, Fournier, and Underwood,

As a municipal leader, I am concerned for community members that are experiencing homelessness and find themselves without shelter as colder night temperatures approach. Finding a solution to this homeless crisis is especially important as we enter November and know that winter weather is upon us.

Supporting agencies like Homeless Services of Aroostook (HSA) and Aroostook County Action Program (ACAP), to partner and find a solution to this crisis is critical. These organizations, in partnership, are experienced and ready to address the problem. This letter is written to support the Aroostook ARPA funding request from Homeless Services of Aroostook, in partnership with ACAP to address this issue. We support the work of these agencies as they step forward to address the needs of Aroostook's homeless population. Homelessness affects communities across Aroostook and we all have a role to play in the solution. This is a County issue that needs a County solution. Thank you for your support.

Sincerely,

Penny Thompson
Caribou City Manager

"THE MOST NORTHEASTERN CITY IN THE U.S."
Penny Thompson, City Manager
(207) 493 – 5961 (office) (207) 551 – 9442 (mobile)
pthompson@cariboumaine.org



City of Presque Isle, Maine

The Office of
City Manager

Martin Puckett

Email: mpuckett@presqueisleme.us

November 1, 2022

County of Aroostook
County Commissioners' Office
144 Sweden Street, Suite 1
Caribou, ME 04736

Dear Commissioners Adams, Fournier and Underwood,

Yesterday I testified for the Maine Legislative Commission for Affordable/Short term Housing. I shared my perspective as a City Manager about the housing crisis here in Presque Isle. Unfortunately, the Commission does not have a long-term plan for the housing crisis. I believe we need a regional approach to face the housing crisis. With the Emergency Rental Assistance program ending, there is simply no/limited capacity for our residents facing emergency situations. County residents would likely have to use a shelter downstate, away from family, support and local services.

The City of Presque Isle has been a long-term financial supporter of Homeless Services of Aroostook (HSA), making an annual donation during the budget process. They provide a resource beyond our General Assistance program and help people get back on their feet. The average stay for a person at HSA is 45 days, illustrating their success. With the shortage of housing in the area, and the ERA program ending, I am concerned about the limited capacity, impacting their ability to serve individuals and families. HSA and ACAP have played an important role for County residents but additional help is needed.

I have included a report from HSA for 2021 about the clients they have served. While the majority of clients are Presque Isle residents, they have helped residents from an additional 21 County towns. HSA is in Presque Isle, but the shelter serves a large need for our part of the region, and the only shelter north of Bangor. While working with ACAP over the past six months, I have realized that HSA & ACAP's services are needed in every corner of Aroostook County.

I am concerned for community members that are experiencing homelessness, especially during times of emergencies. Finding a solution to this homeless crisis is especially important as we enter November and know that winter weather is upon us.

Supporting agencies like HSA and ACAP, to partner and find a solution to this crisis is critical. These organizations, in partnership, are experienced and ready to address the problem. This letter is written to support the Aroostook ARPA funding request from Homeless Services of Aroostook, in partnership with ACAP to address this issue.

12 Second Street

Presque Isle, ME 04769-2459

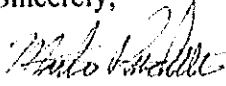
Phone: 207.760.2780

Fax 207.764.2501

*The City of Presque Isle is an equal opportunity provider. To file a complaint, write to
HR Director, 12 Second Street Presque Isle, ME 04769, or call (207) 760-2700.*

The City Council of Presque Isle endorses a regional effort and supports the work of these agencies as they step forward to address the needs of Aroostook's homeless population. Homelessness affects communities across Aroostook and we all have a role to play in the solution. This is a County issue that needs a County solution. Thank you for your support.

Sincerely,

A handwritten signature in black ink, appearing to read "Martin Puckett". The signature is written in a cursive style with a large initial "M".

Martin Puckett



TOWN OF HOULTON
21 WATER STREET
HOULTON, MAINE 04730

PHONE: 207-532-7111

FAX: 207-532-1304

November 3, 2022

County of Aroostook
County Commissioners' Office
144 Sweden Street Suite 1
Caribou, Maine 04736

Dear Commissioner Adams, Fournier, and Underwood,

On behalf of the southern Aroostook community of Houlton, in my capacity as town manager, I am writing to express community concern with the increase in homelessness in Houlton and the southern Aroostook area.

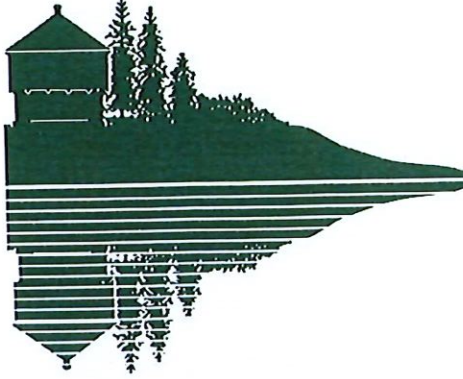
Houlton needs your help and the help from supporting agencies that are experienced and prepared in the County to address increasingly dire circumstances surrounding homelessness. If left unresolved, it will have a significant impact on our neighborhood's residents and businesses, as we all strive to make it through what will be a very long winter. Without the resources provided by HAS and ACAP we will again have unhoused folks sleeping in our police department lobby to escape the bitter cold weather of winter. Additional help is needed. This is a critical County wide issue that requires a County wide solution.

The Town of Houlton welcomes the opportunity to support agencies like Homeless Services of Aroostook and Aroostook County Action Programs, as we continue to engage and develop sound solutions that improve the quality of life for all Aroostook County, both housed and unhoused.

With hope,

Marian L. Anderson

Houlton, Town Manager



Town Of / Municipalité de
Fort Kent

416 West Main St., Fort Kent, ME 04743-1040

Phone / Téléphone: (207) 834-3090
(207) 834-3136
Fax / Télécopieu: (207) 834-3126
www.fortkent.org

November 1, 2022

County of Aroostook
County Commissioner's Office
144 Sweden Street, Suite 1
Caribou, ME 04736

Dear Commissioners Adams, Fournier, and Underwood,

As a municipal leader, I am concerned for community members that are experiencing homelessness and find themselves without shelter as colder night temperatures approach. Finding a solution to this homeless crisis is especially important as we enter November and know that winter weather is upon us.

Supporting agencies like Homeless Services of Aroostook (HAS) and Aroostook County Action Program (ACAP), to partner and find a solution to this crisis is critical. These organizations, in partnership, are experienced and ready to address the problem. This letter is written to support the Aroostook ARPA funding request from Homeless Services of Aroostook, in partnership with ACAP to address this issue. We support the work of these agencies as they step forward to address the needs of Aroostook's homeless population. Homelessness affects communities across Aroostook, and we all have a role to play in the solution. This is a County issue that needs a County solution. Thank you for your consideration.

Sincerely,

Suzie Paradis
Town Manager



Aroostook County
Sheriff's Office

Shawn D. Gillen, Sheriff
Joey Seeley, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

Commissioners,

On October 31, the ACAP funds were depleted to support the homeless at the hotel/motel. As you are all aware, this has been a hot topic for various reasons. I'm writing this letter from my view as the Sheriff, which is not a political position. I ask that whatever your thoughts on this topic of homelessness are be put aside and consider what our county government is currently facing. We are already faced with overcrowding in the jail, and with this new influx of homelessness, we are looking at becoming even more overcrowded. With the cold already setting in, we anticipate an increase in misdemeanor crimes committed by the homeless for the sole reason of getting into some place with three meals, medical treatment, and a bed. These things all come at the cost of approximately 90 dollars a day per inmate. These are the numbers for last year, with an average daily population of 116 inmates. With the increase in our medical provider and ADP this year, we would be looking at around 95 dollars per inmate. From what I understand, 63 rooms were being paid for with funding that has run out. Not all of these people will be homeless, but even if you take a small percentage of them and add them to the jail count, we would be looking at having to pay to house the overflow in other County jails at the cost of at least 65 dollars a day. We have already had to do this with our female population this summer, which has cost us over \$30,000. I anticipate we will be paying to house more if this trend continues. A population of this size strains the infrastructure of our old jail, our staff, and our budget.

ACAP is seeking money from ARPA funding to help pay for a warming center with 24-hour access. With access to this kind of shelter and proper support programs, we may avoid a significant increase in our facility. I support ACAP's request for ARPA funding and ask that you may consider it as well.

Thank you

Respectfully

A handwritten signature in blue ink, appearing to read 'Shawn Gillen', written over a vertical line.

Shawn Gillen, Sheriff

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319



November 3, 2022

County of Aroostook
County Commissioners' Office
144 Sweden Street, Suite 1
Caribou, ME 04736

Dear Commissioners Adams, Fournier and Underwood,

On behalf of the Aroostook Homeless Stakeholders, I would like to express support for the temporary warming shelter to be established at Homeless Services of Aroostook. This is a great opportunity to improve conditions for homeless individuals in Aroostook County. A resource such as this is long overdue and will help individuals during our long winters.

Aroostook Homeless Stakeholders was established several years ago as County-wide effort to work together to improve service delivery and to provide assistance to, homeless or at risk of becoming homeless, individuals. Members of the group vary from non-profits, municipalities, law enforcement, hospitals, caregivers, churches, educators, and private employers. The Stakeholders meet monthly to identify gaps in services and to problem solve obstacles such as transportation, missing services, or hours of service availability. During our discussions, lack of overnight resources for homeless persons and access to safe spaces during winter months has been identified as a problem.

Supporting agencies like Homeless Services of Aroostook (HSA) and Aroostook County Action Program (ACAP) in solutions such as this is critical. Assisting HSA in making this space available and supporting the flexibility to utilize existing services offered by ACAP is the type of partnership that deserves support. This specific project has been a community wide effort.

This letter is in support of the Aroostook ARPA funding request from Homeless Services of Aroostook, in partnership with ACAP to address this issue. Homelessness affects all of Aroostook and this is a great use of funds to support the entire county.

Thank you for your support.

Sincerely,

Jennifer Sweetser

Aroostook Homeless Stakeholder, Chair
Presque Isle Housing Authority, Executive Director

County of Aroostook

COMMISSIONERS' OFFICE

FACILITIES & IT DIRECTOR

BRYAN V. JANDREAU



COUNTY COMMISSIONERS

PAUL J. ADAMS
HOULTON

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

November 3, 2022

TO: Ryan D. Pelletier, County Administrator

FR: Bryan Jandreau, Facilities & IT Director

RE: Engineering Services Request for Proposals (Bids)

The County of Aroostook received two (2) bids for HVAC/AHU engineering Services for the first floor of the Houlton Superior Court Building.

- Haley Ward Engineering Environmental Surveying, located in Bangor, Maine in the amount of ninety thousand dollars (\$90,000.00).
- Armstrong Engineering, located in Fort Fairfield, Maine in the amount of forty-two thousand nine hundred and thirty dollars (\$42,930.00).

Armstrong Engineering is a quality firm located in Aroostook County, Maine and has provided engineering services to the County of Aroostook on several occasions. After my personal review of the bids and telephone conversation, the low bidder meets the requirements of the bid specifications. It is my recommendation that we accept the bid proposal submitted by Armstrong Engineering.

County of Aroostook
COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR
RYAN D. PELLETIER



COUNTY COMMISSIONERS

PAUL J. ADAMS
HOULTON

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

REQUEST FOR PROPOSALS (Bids)
- ENGINEERING SERVICES -
COUNTY OF AROOSTOOK
Houlton Superior Court Building

The County of Aroostook is accepting proposals for engineering services for a HVAC/AHU System for the first floor of the Aroostook County, Houlton Superior Court Building, located at 26 Court Street, Houlton, Maine.

Engineering Services proposal includes a field survey evaluation of the existing conditions; design, project cost analysis, equipment selection process; bid document development, drawings; project request for proposal advertising, bidding process and construction administration.

For additional information contact Bryan V. Jandreau, Facilities & IT Director, at (207) 493-6305.

Bids must be sealed and marked "**Engineering Services, HVAC/AHU/HSC - Do Not Open**" and must be received at the County Commissioners' Office no later than 4:30 p.m. on Friday, October 28, 2022. Bids shall be presented to the County Commissioners at a public meeting on Wednesday, November 16, 2022, at 1:00 p.m. in the second floor conference room at the Sheriff's Office Building, 25 School Street, Houlton, Maine.

Please submit bids to:

Ryan D. Pelletier
County Administrator
County Commissioners' Office
144 Sweden Street, Suite 1
Caribou, Maine 04736
(207) 493-3318

The County Commissioners reserve the right to accept or reject any or all bids.

COUNTY OF AROOSTOOK, 144 SWEDEN STREET, SUITE 1, CARIBOU, MAINE 04736

Tel: (207) 493-3318 Fax: (207) 493-3491 e-mail: ryan@aroostook.me.us

Specifications (Attachment A)
- ENGINEERING SERVICES –
COUNTY OF AROOSTOOK
Houlton Superior Court Building

1. Engineering services shall include, but are not limited to:
 - a. Design work to eliminate existing split air conditioning systems of the first floor.
 - b. Design work for installing a heating, ventilation, air conditioning, air handling unit system HVAC/AHU for the first floor.
 - i. Design work is to encompass a study and recommendation of an independent system from other existing systems currently servicing other floors of the building or incorporating the proposed new system to existing systems.
 - c. Provide cost analysis of the HVAC/AHU System Project.
 - d. Provide a step-by-step Project Manual.
 - e. Execute the project equipment selection process.
 - f. Develop and execute the bid documents and drawings.
 - g. Execute request for proposal, advertising and bidding process.
 - h. Provide/oversee construction administration of the project.



HALEY WARD.
ENGINEERING | ENVIRONMENTAL | SURVEYING

October 26, 2022

Ryan D. Pelletier
County Administrator
County Commissioner's Office
144 Sweden Street, Suite 1
Caribou, Maine 04736
ryan@aroostook.me.us

Re: Engineering Services | Houlton Superior Court HVAC Renovation

Dear Mr. Pelletier:

Haley Ward, Inc. (Haley Ward) is pleased to provide this proposal for our Engineering Services for HVAC System renovations for the first floor of the Aroostook County, Houlton Superior Court Building located at 26 Court Street, Houlton, Maine. The following is our project implementation plan.

SCOPE OF SERVICES

Task 1 | Site Reconnaissance:

Haley Ward will visit the facility to evaluate the existing mechanical and electrical system for the entire building. Haley Ward will identify the items requiring demolition, as well as inventory and identify the condition of items that may be incorporated and/or impacted by the new work on the first floor. We suggest a representative from the County Commissioner's office familiar with the building and its mechanical and electrical systems be available for questions during this site visit. We expect to develop a set of existing conditions plans from this task to carry over into the Design Development task.

Task 2 | Design Development:

In the initial phase of design development, Haley Ward will conduct a study, based on our findings from the Site Reconnaissance, to determine which type of HVAC system best suits the need for the occupancy and meets current code requirements. The study will

County Commissioner's Office | 10.26.2022 | 11252.001 | Page 1



One Merchants Plaza, Suite 701, Bangor, ME 04401
T: 207.989.4824 | HALEYWARD.COM



take into consideration the initial capital cost of installation, the impact on the aesthetics of the internal space, Efficiency Maine Rebates, the cost and local availability to maintain the system, and an anticipated annual energy cost. Upon completion of our study, we will meet with you and/or pertinent staff to discuss our recommendations and get your input as to which HVAC System best suits your needs. Haley Ward will begin developing drawings to include the equipment selection and location of all major equipment. The drawings will be developed to a level of detail necessary to show the system's intent, the impact on the space, and compliance with Maine Uniform Building and Energy Code and local codes. coordinated description of all aspects of the project, including:

The deliverable for this task will be a set of design development drawings for review and approval, as well as a construction cost analysis.

Task 3 | Construction Documents:

Once the County Commissioner's Office has reviewed the design development documents and provided any additional feedback, the focus will shift from design to communicating the design and providing the information necessary for construction. Haley Ward will prepare bid documents including a set of drawings together with complete Engineers Joint Contract Documents Committee specifications suitable to use for soliciting pricing from contractors.

The deliverable for this task will be a set of construction documents for review and approval, as well as an updated construction cost estimate.

Task 4 | Bid Process/Award Bid:

Haley Ward will provide the Owner the advertisement for bid. We've assumed all costs for advertising will be the responsibility of the County Commissioner's Office. Once the project is advertised for bidding, Haley Ward will:

- Print and manage the distribution of all bidding documents in electronic format and hard copies if requested. We have assumed up to 8 hard copies.
- Attend and conduct a pre-bid conference at the Houlton Superior Court Building at the beginning of the bidding process. We will be available to answer contractor questions throughout the bidding process and issue addenda and clarifications as necessary.
- Respond to questions submitted by bidders and issue addendum(s) as required. We have assumed up to two addendums.



- Attend and conduct the bid opening process, prepare a bid tabulation sheet after the bids are received, evaluate the responsiveness of the bids, check references for the bidders, and other associated work required to help in selecting a contractor for the project. We will send a Notice of Award to the successful bidder and prepare all necessary Contract Documents that must be executed to bind the County Commissioner's Office and the Contractor into an agreement for the work.

Task 5 | Construction Administration:

Haley Ward will assist the Owner with contract management, including submittal reviews, change order processing as required, and project closeout documentation. Haley Ward will provide construction observation services to determine if the project is constructed in accordance with the Contract Documents. We will perform this service on a part-time basis and have estimated 100 hours of time for this task. We have assumed a five-month construction project.

ASSUMPTIONS AND EXCLUSIONS

Haley Ward makes the following Assumptions:

- The design is not required to meet Leadership in Energy and Environmental Design (LEED) or Energy Star Requirements.
- Haley Ward will be provided with all existing drawings available of the building.

Haley Ward Excludes the following items from this proposal:

- Commissioning and startup of the HVAC System.
- Preparation of any Utility forms, incentives, or rebates.
- Alternate energy sources, ie geothermal and solar.

If you have any questions concerning this proposal or if additional services are needed, please contact us at (207) 989-4824. We appreciate this opportunity to be of service to you.

Sincerely,
Haley Ward, Inc.

Jared Merry, PE
Senior Project Engineer

Phil Badger, PE
Senior Project Engineer

JMM/PEB/tal

Section 2
BID PROPOSAL FORM
County of Aroostook
Engineering Services
Houlton Superior Court Building
26 Court Street, Houlton, Maine.

Lump Sum Bid amount: \$ 90,000.00

Provide detailed documentation of project implementation plan with this bid.

Having carefully examined the instructions to bidders, form of contract, general conditions, and specifications, the undersigned propose to provide engineering design services for a HVAC/AHU System for the first floor of the Aroostook County, Houlton Superior Court Building and reasonable incidentals to fully execute said project to meet the Owner's needs as outline in the bid documents.

The undersigned agrees, if the proposal is accepted, to submit all documents and requirements set forth by local, state and federal governments, within seven (7) calendar days after the date of notification of such acceptance and sign an engineering services contract within two (2) days of receipt of the certificate of insurance by the office of the County Commissioners.

Signed: 

Print name: Philip Badger III, PE

Name of Firm: Haley Ward, Inc.

Address: One Merchants Plaza, Suite 701, Bangor, ME 04401

Telephone: 207-989-4824

Cellular Telephone: 207-992-3024

Fax: 207-989-4881

Email: pbadger@haleyward.com

Website: www.haleyward.com



Armstrong Engineering

A JEM Engineering Corporation

Mechanical / Electrical Design-Consultants

October 17, 2022

Mr. Ryan Pelletier, County Administrator
County Commissioner's Office
144 Sweden Street, Suite 1
Caribou, ME 04736

Re: Houlton Superior Court Building – RFP
Engineering Service; HVAC/AHU/HSC

Dear Ryan;

In accordance with the issued RFP request, I am pleased to submit a fee proposal for providing engineering services involving the Houlton Superior Court Building, located in Houlton, Maine. Our proposal involves engineering services for a HVAC/AHU System for the first floor of the Aroostook County, Houlton Superior Court Building, located at 26 Court Street, Houlton, Maine.

Our services would include the design layout, construction drawings, and bid documents for above subject project renovations as previous outlined in the RFP. Our responsibilities would involve, but not limited to, field site visits to determine existing conditions, coordinate exact locations of equipment and services, selection of equipment, provide project cost analysis, provide construction drawings for bid solicitation and RFP bidding process, meet applicable environment and local code laws and regulations, and provide consultation for bidding and construction related issues, and construction administration.

Engineering Outlined Fees: Our services would include the following involving the above scope;

- 1) Field survey evaluation of existing systems,
- 2) Conceptual Design,
- 3) Final Design with Bid/Construction plans & specs,

Design Fee Schedule: \$ 34,180 US dollars.

Construction/Administration Fees

- 4) Assistance with Bidding Process,
- 5) Submittal review and coordination,
- 6) Construction Issues & Close – out.

Construction/Administration Fee Schedule: \$ 8,750 US dollars

RFP Fee Total \$ 42,930 US dollars

If you have any questions, please give us a call at your earliest convenience. Thank you for the opportunity of proposal submittal.

Respectively submitted;

Jeff Armstrong

Jeff Armstrong; P.E.

Section 2
BID PROPOSAL FORM
County of Aroostook
Engineering Services
Houlton Superior Court Building
26 Court Street, Houlton, Maine.

Lump Sum Bid amount: \$ 42,930.⁰⁰ US DOLLARS

Provide detailed documentation of project implementation plan with this bid.

Having carefully examined the instructions to bidders, form of contract, general conditions, and specifications, the undersigned propose to provide engineering design services for a HVAC/AHU System for the first floor of the Aroostook County, Houlton Superior Court Building and reasonable incidentals to fully execute said project to meet the Owner's needs as outline in the bid documents.

The undersigned agrees, if the proposal is accepted, to submit all documents and requirements set forth by local, state and federal governments, within seven (7) calendar days after the date of notification of such acceptance and sign an engineering services contract within two (2) days of receipt of the certificate of insurance by the office of the County Commissioners.

Signed: J. Armstrong

Print name: JEFF ARMSTRONG

Name of Firm: ARMSTRONG ENGINEERING

Address: 94 PRESQUE ISLE ST., FT. FAIRFIELD, ME.

Telephone: 207-473-7117

Cellular Telephone: 207-462-1462

Fax: NA

Email: jarmstrong@armstrongeng.com

Website: www.armstrongeng.com

Aroostook County Commissioners' Meeting- 2023

LOCATION	DATE	TIME
HOULTON	TUESDAY, JANUARY 3, 2023	1:00 PM
FORT KENT	WEDNESDAY, FEBRUARY 15, 2023	1:00 PM
CARIBOU	WEDNESDAY, MARCH 15, 2023	1:00 PM
HOULTON	WEDNESDAY, APRIL 19, 2023	1:00 PM
FORT KENT	WEDNESDAY, MAY 17, 2023	1:00 PM
CARIBOU	WEDNESDAY, JUNE 21, 2023	1:00 PM
HOULTON	WEDNESDAY, JULY 19, 2023	1:00 PM
FORT KENT	WEDNESDAY, AUGUST 16, 2023	1:00 PM
CARIBOU	WEDNESDAY, SEPTEMBER 20, 2023	1:00 PM
SINCLAIR	WEDNESDAY, OCTOBER 18, 2023	1:00 PM
HOULTON	WEDNESDAY, NOVEMBER 15, 2023	1:00 PM
FORT KENT	WEDNESDAY, DECEMBER 20, 2023	1:00 PM

November 16, 2022

TO: County Commissioners

FR: Ryan D. Pelletier, County Administrator

RE: Jail Study Commission

Dear Commissioners:

I would like to move forward with the Jail Study Commission in 2023. This has been tabled since March of 2020.

Prior to the tabling, the Commissioners had approved the following individuals representing the various regions of the County based on County Commissioner Districts:

District 1

David Cyr (Aroostook Municipal Association)
Durward Humphrey (Finance Committee)
Brian Harris (Aroostook Police Chiefs Association)

District 2

Michael Gahagan (Aroostook Police Chiefs Association)
Kevin Freeman (Local Elected Official)
Shawn Gillen (Aroostook Sheriff's Office)

District 3

Carroll Theriault (Local Elected Official)
Norman Fournier (County Commissioner)
Public Member TBD (Public Member)

Since this time, both Dave Cyr and Durward Humphrey no longer represent District 1. It would be my suggestion that we reach out to the Aroostook Municipal Association and ask them to provide a recommendation of a Town Manager who works in a District 1 community. I would also recommend that we ask Ryan Bushey, Kai Libby and Michael Greenlaw if any of them would like to serve representing District 1 as the Finance Committee member. Commissioner Fournier and I need to solicit recommendations in District 3 for the Public Member slot.

Motion voted and passed.

False Alarm Policy

Mr. Pelletier presented sample false alarm policies that the County could consider adopting for whenever the SO or other County emergency responders answer false alarms. Mr. Pelletier will plan to draft a sample policy specific for the County of Aroostook for presentation at a later date.

UT Contract for Deputy Patrol

MOTION:

A motion was made by Norman Fournier and seconded by Paul Underwood to approve the contract for deputy patrol services in the UT.

VOTE:

Motion voted and passed.

Jail Commission

Mr. Pelletier presented a roster of potential jail commission members. After some discussion the Board agreed to the following makeup:

Voting Members: 9 Members:

- (1) 1 County Commissioner – appointed by the County Commissioners
- (2) 1 Finance Committee Member – recommended by the Finance Committee
- (3) 1 Town Manager – recommended by the Aroostook Municipal Association
- (4) 1 Police Chief – recommended by the Aroostook Police Chiefs Association
- (5) 3 Local Elected Officials (1 from each CC District) appointed by the County Commissioners
- (6) 1 Public Member from the CC District to balance out representation from the entire County (appointment made after determining which districts the Town Manager and Police Chief rep are from)
- (7) 1 Sheriff of Aroostook County

Staff/Non-Voting Members:

- (1) DOC Representative (appointed by the Commissioner of the Dept. of Corrections)
- (2) County Administrator
- (3) Facilities & IT Director
- (4) Jail Administrator

MOTION:

A motion was made by Paul Underwood and seconded by Norman Fournier to approve the proposed list of jail commission membership and authorize the county administrator to begin soliciting names of individuals from the appropriate persons or groups and report back to the Commissioners with said names at the March 18, 2020 meeting.

VOTE:



NORTH LAKES FIRE & RESCUE DEPARTMENT
158 SWEDEN STREET • CARIBOU, MAINE 04736
PH: 207-493-4328 • FX: 207-493-4357
www.northlakesfireandrescue.org
darren@aroostookema.com

MEMO

DARREN R. WOODS
FIRE CHIEF

JOHN GIBSON
DEPUTY CHIEF

JOSHUA BELANGER
CAPTAIN
Cross Lake Station

JOEY LEVESQUE
CAPTAIN
Sinclair Station

HAROLD OLMSTEAD
CAPTAIN
Madawaska Lake Station

DON ENO
LIEUTENANT

LANE MOIR
LIEUTENANT

MATT RUSSELL
LIEUTENANT

TERRY THIBODEAU
Safety Officer

TO: Ryan Pelletier, County Administrator
FROM: Darren R. Woods, Fire Chief
RE: North Lakes Fire Department
Date: 11- 1 – 2022

We would like to present a new member for acceptance to the North Lakes Fire & Rescue:

- James Jalbert - Caribou

Let me know if you have any questions.

After these three are added, our roster will have 38 firefighters, 4 communications people and 1 chaplain for a total of 43 members.

Our goal is 50. You can only count on 1/3 of your roster to be available during an emergency which (at 50) would be 17 members. While this number is still small, it is a number that you can work with.

The nature of volunteerism has people coming and going frequently. While we try to retain them as long as possible, life changes happen so we do have people coming and going often.

Application for Employment

Please Print

Equal access to programs, services and employment opportunities is available to all persons without regard to race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, or any other basis protected by federal, state, and/or local law.

In accordance with the Americans with Disabilities Act and/or applicable state and local laws, applicants requiring reasonable accommodations for the application and/or interview process should notify the Human Resources Department. Examples of reasonable accommodations include making a change to the application process; providing written materials in an alternate format such as braille, large print, or audio recording; using a sign language interpreter; using specialized equipment; or modifying testing conditions.

Name Jalbert James D Applicant ID # _____
Last First Middle

Address _____ ME _____
Street City State ZIP Code

Telephone # () _____ Cellular/Other Phone # _____ E-mail Address _____

Position(s) applied for North Lakes Fire Department Communications Date of application 10/31/2022

Referral Source (e.g., Walk-in, Job Posting, Company's Website, etc.) Walk-in

If necessary, best time to call you is _____ 4:00pm
 Home Cellular/Other

May we contact you at work? _____ Yes No
If yes, work number and best time to call:
() _____ : _____ AM PM

If you are under 18 and it is required, can you furnish a work permit? _____ N/A Yes No
If no, please explain: _____

Have you submitted an application here before? _____ Yes No
If yes, give date(s) and position(s): _____

Have you ever been employed here before? _____ Yes No
If yes, give dates: From ___/___/___ To ___/___/___

Is this application a request for reemployment following an extended military leave of absence from this company? _____ Yes No
If yes, additional information may be requested.

Are you lawfully authorized to work in the United States? _____ Yes No

Date available for work _____ 10/31/2022

What is your desired salary range or hourly rate of pay?
\$ _____ Per _____

Type of employment desired: Full-Time Part-Time
 Educational Co-Op Seasonal Temporary

Will you relocate if job requires it? _____ Yes No

Will you travel if job requires it? _____ Yes No

If they have been explained to you, are you able to meet the attendance requirements of the position? ... N/A Yes No

Will you work overtime if required? _____ Yes No
If no, please explain: _____

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No Need more information about the job's "essential functions" to respond

Driver's license number required if driving may be required in the job for which you are applying:
_____ State ME

Have you ever been bonded? _____ Yes No

Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime? NOTE: Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account. You are not obligated to disclose juvenile records that have been expunged. _____ Yes No

If yes, please provide date(s) and details:

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company? _____ Yes No

If yes, please explain: _____

Employment History

Starting with your most recent employer, provide the following information. You may include any verified work performed on a volunteer basis.

Employer	Eastern Aroostook RSU39	Telephone #	(207) 496-6311		
Street address	75 Bennett Drive	City	Caribou	State	ME
Starting job title/final job title	Network Administrator	Dates employed	Month / Year	to	Month / Year
			12 / 2000		
Immediate supervisor and title (for most recent position held)	Lisa Milliard	May we contact for reference?	E-mail:		
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	lmilliard@rsu39.org		
Why did you leave?	I am still employed here				
Summarize the type of work performed and job responsibilities.	Troubleshooting and maintain local and wide area networks as well as maintain servers and other devices				
What did you like most about your position?	Learned something new everyday				
What were the things you liked least about the position?					

Employer	PC Solutions and Support	Telephone #	()		
Street address	Bennett Drive	City	Caribou	State	ME
Starting job title/final job title	Computer Technician	Dates employed	Month / Year	to	Month / Year
			6 / 1994		12 / 2000
Immediate supervisor and title (for most recent position held)	Kevin Levesque	May we contact for reference?	E-mail:		
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Have no current info for him		
Why did you leave?	Better opportunity for growth at the School System				
Summarize the type of work performed and job responsibilities.	Install, Troubleshoot, and repair computer systems for business and peronal customers				
What did you like most about your position?					
What were the things you liked least about the position?					

Employer	Shop and Save	Telephone #	()		
Street address	High Street	City	Caribou	State	ME
Starting job title/final job title	Cashier/Bagger	Dates employed	Month / Year	to	Month / Year
			10 / 1989		6 / 1994
Immediate supervisor and title (for most recent position held)	Brenda Masse	May we contact for reference?	E-mail:		
		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Later			
Why did you leave?	Graduated college and got a full time job in my field				
Summarize the type of work performed and job responsibilities.					
What did you like most about your position?					
What were the things you liked least about the position?					

Employer		Telephone #	()		
Street address		City		State	
Starting job title/final job title		Dates employed	Month / Year	to	Month / Year
Immediate supervisor and title (for most recent position held)		May we contact for reference?	E-mail:		
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Why did you leave?					
Summarize the type of work performed and job responsibilities.					
What did you like most about your position?					
What were the things you liked least about the position?					

Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury, or disability. _____

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No

If yes, please explain: _____

Skills and Qualifications

Summarize any special training, skills, languages, licenses, and/or certificates that may assist you in performing the position for which you are applying:

Radio communications, Radio Programming, knowledge of antenna systems _____

Computer Skills (Include software titles and level of experience, such as basic, intermediate, or advanced.)

Word Processing _____ Level: A Internet _____ Level: A

Spreadsheet _____ Level: A Other _____ Level: _____

Presentation _____ Level: A Other _____ Level: _____

E-mail _____ Level: A Other _____ Level: _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City and State)	# of Years Completed	Completed	GPA Class Rank	Major/Minor
Northern Maine Technical College	2	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input checked="" type="checkbox"/> Degree <u>Associate</u> <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		Computer Electronics
Caribou High School	4	<input checked="" type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

References

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references who are **not** related to you.

Name	Title	Relationship to You	Telephone	E-mail	# of Years Known
		Friend	(207) _____		10
		Friend	(207) _____		20
		Co-Worker	(207) _____		12

Related Information

When answering these questions, please exclude any information that would reveal race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, or other similarly protected status.

To what job-related organizations (professional, trade, etc.) do you belong? K-12 Education, Volunteer Emergency Communications

List special accomplishments, publications, awards, etc. _____

List any relevant volunteer work. Aroostook ARES Emergency Communications Team

Is there any other job-related information you want us to know about you? _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that reasonable safeguards will be taken to protect all personal information provided or obtained in conjunction with this application for employment. My personal information may be shared with the employer's affiliate(s) and third parties engaged by the employer to perform services for the employer. Any personal information shared with an affiliate or third party is to be used solely to perform the services requested by the employer.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, or any other protected status under applicable federal, state, or local law.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____

Date 10/31/2022

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**ATTORNEY
APPROVED**



Aroostook County
Sheriff's Office

Shawn D. Gillen, Sheriff
Joey D. Seeley, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

Memorandum

To: Sheriff Shawn D. Gillen

From: Commander Peter A. Johnson

cc: Chief Deputy Joey D. Seeley

Date: November 3, 2022

Reference: Full Time Patrol Deputy

The Aroostook County Sheriff's Office recently advertised for a fulltime patrol deputy (2 positions) and William Janakis applied for one of those open positions. Mr. Janakis has been a police officer with the Houlton Police Department since 2015. Mr. Janakis has several in-service trainings including Police Training Officer, and is a Maine Criminal Justice Academy certified instructor in firearms.

It is my recommendation that William Janakis be hired to fill one of the open full time patrol deputy positions that was recently advertised.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319

Application for Employment

Please Print

Equal access to programs, services and employment opportunities is available to all persons without regard to race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, or any other basis protected by federal, state, and/or local law.

In accordance with the Americans with Disabilities Act and/or applicable state and local laws, applicants requiring reasonable accommodations for the application and/or interview process should notify the Human Resources Department. Examples of reasonable accommodations include making a change to the application process; providing written materials in an alternate format such as braille, large print, or audio recording; using a sign language interpreter; using specialized equipment; or modifying testing conditions.

Name Janakis William Matthew Applicant ID # 1185329
Last First Middle

Address _____ ME 04730
Street City State ZIP Code

Telephone # _____ Cellular/Other Phone # () _____ E-mail Address _____

Position(s) applied for Patrol Deputy Date of application 7/20/22

Referral Source (e.g., Walk-in, Job Posting, Company's Website, etc.) Website

If necessary, best time to call you is 0800-2000 AM PM

Home Cellular/Other

May we contact you at work? Yes No

If yes, work number and best time to call: _____ AM PM

If you are under 18 and it is required, can you furnish a work permit? N/A Yes No

If no, please explain: _____

Have you submitted an application here before? Yes No

If yes, give date(s) and position(s): February 2019
Patrol Deputy

Have you ever been employed here before? Yes No

If yes, give dates: From ___/___/___ To ___/___/___

Is this application a request for reemployment following an extended military leave of absence from this company? Yes No

If yes, additional information may be requested.

Are you lawfully authorized to work in the United States? Yes No

Date available for work 8/10/22

What is your desired salary range or hourly rate of pay?
\$ 28.00 Per hour

Type of employment desired: Full-Time Part-Time
 Educational Co-Op Seasonal Temporary

Will you relocate if job requires it? Yes No

Will you travel if job requires it? Yes No

If they have been explained to you, are you able to meet the attendance requirements of the position? N/A Yes No

Will you work overtime if required? Yes No

If no, please explain: _____

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No Need more information about the job's "essential functions" to respond

Driver's license number required if driving may be required in the job for which you are applying:

_____ State ME

Have you ever been bonded? Yes No

Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime? NOTE: Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account. You are not obligated to disclose juvenile records that have been expunged. Yes No

If yes, please provide date(s) and details: _____

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company? Yes No

If yes, please explain: _____

Employment History

Starting with your most recent employer, provide the following information. You may include any verified work performed on a volunteer basis.

Employer Houlton Police Department	Telephone # (207) 532-2287
Street address 97 Military St	City Houlton State ME
Starting job title/final job title Patrol Officer - Patrol Sergeant	Dates employed Month Year to Month Year 12 / 15 to 7 / 22
Immediate supervisor and title (for most recent position held) Chief DeLuca	May we contact for reference? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later E-mail: Chief.J.M.DeLuca@houlton-maine.com
Why did you leave? N/A	

Summarize the type of work performed and job responsibilities.
Basic patrol duties, supervision of day to day operations

What did you like most about your position?
working with the public and training new officers

What were the things you liked least about the position?
lack of leadership

Employer Houlton High School	Telephone # (207) 532-6551
Street address 7 Bird St	City Houlton State ME
Starting job title/final job title Assistant Cross Country / Track Coach	Dates employed Month Year to Month Year 8 / 17 to 7 / 22
Immediate supervisor and title (for most recent position held) Chris Rines, Head Coach	May we contact for reference? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later E-mail: Chris.Rines@rsu29.org
Why did you leave? N/A	

Summarize the type of work performed and job responsibilities.
Coaching youth in physical fitness, creating safe/fun environment

What did you like most about your position?
working with youth and being a mentor

What were the things you liked least about the position?
N/A

Employer Jacquelyn Mooker Landscape Inc	Telephone # (207) 439-6075
Street address 483 ME-236	City Eliot State ME
Starting job title/final job title general labor	Dates employed Month Year to Month Year 5 / 15 to 8 / 15
Immediate supervisor and title (for most recent position held) Jackie Mooker	May we contact for reference? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Later E-mail:
Why did you leave? Seasonal / left for police academy	

Summarize the type of work performed and job responsibilities.
Gardening / Land Scaping

What did you like most about your position?
being outside

What were the things you liked least about the position?
N/A

Employer Waterville YMCA	Telephone # (207) 873-0684
Street address 126 North St	City Waterville State ME
Starting job title/final job title Running Club instructor	Dates employed Month Year to Month Year 10 / 14 to 1 / 15
Immediate supervisor and title (for most recent position held) Patrick Guertte	May we contact for reference? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Later E-mail:
Why did you leave? Seasonal job	

Summarize the type of work performed and job responsibilities.
watching / mentoring youth, promoting healthy life style

What did you like most about your position?
working with kids

What were the things you liked least about the position?
N/A

Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury, or disability. N/A

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No

If yes, please explain: _____

Skills and Qualifications

Summarize any special training, skills, languages, licenses, and/or certificates that may assist you in performing the position for which you are applying:

Certified fire arms instructor pistol/rifle. MOT, PTO, CIT, ALERT instructor, Taser instructor, Certified blue pin since Dec-2015

Computer Skills (Include software titles and level of experience, such as basic, intermediate, or advanced.)

- Word Processing _____ Level: adv Internet _____ Level: adv
- Spreadsheet _____ Level: bas Other _____ Level: _____
- Presentation _____ Level: int Other _____ Level: _____
- E-mail _____ Level: adv Other _____ Level: _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City and State)	# of Years Completed	Completed	GPA Class Rank	Major/Minor
Thomas College Waterville, ME	4	<input checked="" type="checkbox"/> Diploma <input type="checkbox"/> GED <input checked="" type="checkbox"/> Degree <u>CS</u> <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	3.61	Criminal Justice
Marshwood High School South Berwick, ME	4	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		General Ed
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

References

List names and telephone numbers of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to You	Telephone	E-mail	# of Years Known
	Det	CO Wether			7
	net dispatch	former CO Wether			7
	Deputy	former CO Wether			7

Related Information

When answering these questions, please exclude any information that would reveal race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, or other similarly protected status.

To what job-related organizations (professional, trade, etc.) do you belong? Academy fire arm instructor

List special accomplishments, publications, awards, etc. Community Officer - 2018
Taught traffic law at phase 2 three times

List any relevant volunteer work. Coaching local track / cross country team
for past five years.

Is there any other job-related information you want us to know about you? I am willing to commute
for work, but cannot move

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that reasonable safeguards will be taken to protect all personal information provided or obtained in conjunction with this application for employment. My personal information may be shared with the employer's affiliate(s) and third parties engaged by the employer to perform services for the employer. Any personal information shared with an affiliate or third party is to be used solely to perform the services requested by the employer.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, or any other protected status under applicable federal, state, or local law.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant William Jim

Date 7/20/22

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ATTORNEY
APPROVED

William Matthew Janakis

SUMMARY

I graduated Thomas College with high honors with a Bachelor's Degree in Criminal Justice. I graduated from the 29th BLETP in December of 2015. I spend my free time coaching track and cross-county as a volunteer assistant at Houlton High School. I currently serve as a patrol sergeant and the lead training officer at Houlton PD.

EDUCATION AND HONORS

Thomas College, Waterville, ME

- Bachelor of Science in Criminal Justice
- All Conference Academic team 2014, 2015

Maine Criminal Justice Academy, Vassalboro Maine

- Member of the 29th BLETP

Additional Training

- Critical Incident Training
- Methods of instruction
- Fire Arms instructor pistol/rifle
- Police Training Officer
- ALERT active shooter instructor

EXPERIENCE

Houlton Police Department

January 2016-present

Patrol Sergeant

- Duties include: traffic enforcement, responding to complaints, Community policing, correcting reports, running the PTO program, running the firearms program, running the hiring process, mentoring the other officers and helping to maintain the day-to-day operations.

Jackie Nooney Landscaping, Elliot, ME

May 2015-August 2015

Gardening Crew

- Maintained and created new gardens.

Waterville YMCA, Waterville, ME

October 2014-January 2015

- Running club instructor.
- Taught children about running and how to live a healthy life style.

BACKGROUND INVESTIGATION AUTHORIZATION

I, William Janakis, authorize Aroostook County, through the Aroostook County Sheriff's Department, to obtain criminal history records, which may include information about convictions and arrest, from the State of Maine, the Federal Bureau of Investigation, or other states' law enforcement agencies.

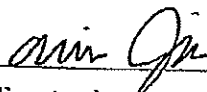
I also authorize Aroostook County to check character references I have given on my application materials and to contact prior employers.

I understand that for any additional information that is protected by statute, such as education records and military records, I may be asked to sign additional authorizations permitting Aroostook County to obtain this information.

All information obtained from the background investigation will be confidential and will not be part of the personnel file.

Date of Birth 05 / 04 / 1973 for use in background investigation only.

Dated: 7/20/22


(Signature)

Results from background investigation may not automatically disqualify applicants from employment. Factors such as date of offense, seriousness and nature of the conviction, rehabilitation, and position applied for will be taken into account.

Employment History

Starting with your most recent employer, provide the following information. You may include any verified work performed on a volunteer basis.

Employer	Grand Mesa Youth Services Center	Telephone #	(970) 242-1521 ext: 130/110
Street address	360 28 Road	City	Grand Junction
		State	Colorado
Starting job title/final job title	Youth Services Specialist I	Dates employed	Month Year to Month Year 02/22 to 07/22
Immediate supervisor and title (for most recent position held)	Director Matt Medina (first shift-days) YSSIII Greg Adams (third shift-Graves)	May we contact for reference?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
		E-mail:	matt.medina@state.co.us greg.adams@state.co.us
Why did you leave?	To move to Maine.		

Summarize the type of work performed and job responsibilities.
Provided direct care security, supervision, and support for detained and committed youth within a secure residential facility.

What did you like most about your position?
Was a "utility" player so my shifts were different. I had both control and floor shifts. I was able to be a positive role model for youth in the corrections system.

What were the things you liked least about the position?
There was a disconnect between admin and grave shift, however admin was open to and took steps to improve this.

Employer	Ariel Clinical Services	Telephone #	(970) 245-1616
Street address	2938 North Ave. Ste G	City	Grand Junction
		State	CO
Starting job title/final job title	In-home Respite Care Provider	Dates employed	Month Year to Month Year 06/2020 to 07/2021
Immediate supervisor and title (for most recent position held)		May we contact for reference?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
		E-mail:	
Why did you leave?	The family I cared for moved out of state.		

Summarize the type of work performed and job responsibilities.
Providing full care for adult individuals with disabilities while their caregivers were on respite and vacation.

What did you like most about your position?
Interacting with the individuals. I loved seeing their smiles when I walked in the door. I felt like I made a difference being a friend.

What were the things you liked least about the position?
There wasn't as high a demand for in-home care.

Employer	Department of Veteran Affairs	Telephone #	(970) 263-5096
Street address	2121 North Ave	City	Grand Junction
		State	CO
Starting job title/final job title	In-home Care Giver	Dates employed	Month Year to Month Year 08/2011 to 01/2017
Immediate supervisor and title (for most recent position held)	Tisha Pitello	May we contact for reference?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
		E-mail:	tisha.pitello@va.gov
Why did you leave?	We were no longer eligible under the new program guidelines.		

Summarize the type of work performed and job responsibilities.
Cared and Advocated for a 100% disabled veteran to have access to proper care. Assisted with daily medications and tasks.

What did you like most about your position?
I was able to stay home and focus on ensuring adequate care was given for better quality of life.

What were the things you liked least about the position?
It was a struggle to get access to care due to a lack of providers.

Employer	Olympic Ambulance	Telephone #	(360) 681-4882
Street address	1205 Ruddell Rd. S.E.	City	Lacey
		State	WA
Starting job title/final job title	EMS Dispatcher	Dates employed	Month Year to Month Year 02/2011 to 08/2011
Immediate supervisor and title (for most recent position held)		May we contact for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Later
		E-mail:	
Why did you leave?	To provide immediate medical care for a family member.		

Summarize the type of work performed and job responsibilities.
Dispatched EMS to 911 calls in conjunction with facilitating inter-agency transports between homes, hospitals, and medical facilities state wide.

What did you like most about your position?
Assisting people in need and the comradery between dispatch and their ems teams.

What were the things you liked least about the position?
The lack of communication between administration and dispatch.

Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury, or disability. _____

There are breaks in my work history due to personal time after having children, and caregiving for a family member.

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No

If yes, please explain: Not Applicable

Skills and Qualifications

Summarize any special training, skills, languages, licenses, and/or certificates that may assist you in performing the position for which you are applying:

I am first aid, AED, Narcan, and CPR certified, I also have certificates of completion for FEMA ICS training 100, 200, 400, and 700.

Computer Skills (Include software titles and level of experience, such as basic, intermediate, or advanced.)

Word Processing MS Word Level: A Internet _____ Level: A
 Spreadsheet Excel Level: I Other Zoom, Google, Skype, FreeConference Call Level: A
 Presentation PowerPoint Level: A Other _____ Level: _____
 E-mail Outlook, Google Level: A Other _____ Level: _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City and State)	# of Years Completed	Completed	GPA Class Rank	Major/Minor
Post University, Waterbury, CT	3 of 4 yrs	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		BA-Psychology
Olympia High School	4 yrs	<input checked="" type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		N/A
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

References

List names and telephone numbers of three business/work references who are *not* related to you and are *not* previous supervisors.

If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to You	Telephone	E-mail	# of Years Known
	Sheriff	Personal	()		8 yrs
	YSS II	Co-Worker/FTO	()		7 mos
	Hoodsport Fire Commissioner	Co-woker	()	Not applicable	11 yrs

Related Information

When answering these questions, please exclude any information that would reveal race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, or other similarly protected status.

To what job-related organizations (professional, trade, etc.) do you belong? _____
I have many community organizations I participate with, however none are directly job-related.

List special accomplishments, publications, awards, etc. _____

List any relevant volunteer work. Mesa County Search and Rescue Communications team

Is there any other job-related information you want us to know about you? _____

My ability to think clearly in critical situations, confidently make decisions, and learn new systems quickly have helped me adapt and be successful in my professional positions. My passion for community and my gift for networking and bringing people together have helped me better understand the needs of the community I live in and serve.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that reasonable safeguards will be taken to protect all personal information provided or obtained in conjunction with this application for employment. My personal information may be shared with the employer's affiliate(s) and third parties engaged by the employer to perform services for the employer. Any personal information shared with an affiliate or third party is to be used solely to perform the services requested by the employer.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, or any other protected status under applicable federal, state, or local law.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant  Date 09/18/2022



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Important note: This is approved for use by the purchaser only. This form may not be shared publicly or with third parties.



Lavinia Lengele

COMMUNITY ADVOCATE

September 10, 2022

Commander Seely
Aroostook County Sheriff's Office
Houlton, Maine

TO WHOM IT MAY CONCERN,

I was thrilled to see there was an opening for an emergency dispatcher at the sheriff's office. My first dispatch job was with an EMS agency almost a decade ago. A lot has changed in a decade; I became a mom, caregiver, and a full-time student. However, there has always been a nagging in my heart for what I feel is my true calling.

This year, I began volunteering with our local Search and Rescue communications team. This opportunity provided me with more knowledge about different radio and communication systems, incident command experience, and FEMA training and certifications. It also allowed me to pursue my love for the headset and helping people, while still working my full-time job in youth corrections.

I have a naturally calm demeanor. This allows me to think critically, and problem solve while under pressure in stressful situations. I believe my strong interpersonal skills are due to my ability to actively listen, use a clear speaking voice, and be open and concise in my communication. These skills have allowed me to gain trust and experience in assisting with the needs of diverse populations in my community. They have also provided me with the opportunity to collaborate with a variety of agencies and community partners.

A review of my resume will show you a diversified background of positions worked. However, these positions all share several common denominators including impeccable time management, strong ability to multi-task with attention to detail and accurate documentation and reporting skills. They are also oriented around helping people.

While I thrive in social settings and building relationships, I am also self-motivated and work well independently. I believe my natural ability to communicate and connect with people, my passion for my community, and my positive energy and dedication make me a strong candidate.

My children and I recently relocated to the Fort Fairfield, Maine area September 1, 2022.

I've attached my resume that contains further details regarding my skills, previous experience, and qualifications. Please let me know if there is anything else I can provide. I look forward to speaking with you about your team and this position in greater detail.

Thank you for your consideration.

Sincerely,

Lavinia Lengele

Lavinia Lengele

COMMUNITY ADVOCATE

Highly self-motivated, detail-oriented multi-tasker, with strong communication skills and work ethic. Quick to action utilizing critical thinking skills while demonstrating empathy and compassion. Confident decision maker committed to safety. Maximizes use of interpersonal skills in building long-term community relationships.

SKILLS

PROFESSIONAL

Written & Verbal Communication
Project Management
Teamwork & Collaboration
Organization
Conflict Resolution
Emotional Intelligence
Leadership
Administrative
Critical Thinking

EDUCATION

BA PSYCHOLOGY

Post University
Waterbury, CT
2019 – 2023

HIGH SCHOOL DIPLOMA

Olympia High School
Olympia, WA
2001 – 2005

SKILLS

TECHNICAL

Adobe Photoshop
Adobe Illustrator
Content Development
Microsoft Word
Microsoft Excel
Budget Planning
Digital Marketing & Social Media
Website Administration
Touch Typing

WORK EXPERIENCE

YOUTH SERVICES SPECIALIST I

Grand Mesa Youth Services Center (DYC) | Grand Junction, CO | February 2022 – August 2022

Provide direct care security, supervision, and support of detained and committed youth within a secure residential facility.

- Maintaining a trauma responsive environment while servicing a complex youth population (ages 10-20) with various behavioral health disorders, trauma and criminal behaviors.
- Establish professional relationships to support youth. Utilizing non-escalation and de-escalation skills when necessary.
- Issues facility keys and other safety equipment. Manage use of all doors and sally port with visual surveillance monitors, radios, and intercom systems.
- Schedule, screen in, and oversee youths public and professional visits and court appearances both in person and virtual.
- Complete intake process for new and repeat youth offenders, including pat and full searches, mental health screening, processing of personal possessions, room assessments, and breathalyzer and UDS drug screens.
- Document all facility and youth inmate movement.

RESPITE CARE PROVIDER

Ariel Clinical Services | Grand Junction, CO | June 2020 – July 2021

Provided in-home respite care for caregivers of individuals with developmental disabilities.

- Provided emotional support, running errands, driving patients to appointments and outings, preparing meals, and administering medications.
- Watching individuals in their homes during caregiver vacations.
- Assisting with de-escalation of individuals if needed.

IN-HOME CAREGIVER

US Department of Veteran Affairs | Grand Junction, CO | August 2011 – January 2017

VA appointed caregiver for 100% disabled veteran suffering from chronic pain, renal, and psychiatric issues due to severe PTSD and multiple traumatic brain injuries.

- Appointment scheduling, transportation coordination, and calendar management.
- Administering medications and assisting with everyday personal needs.
- Advocating for benefits, appointments, and proper representation within the VA healthcare system.

WORK EXPERIENCE CONTINUED

EMS DISPATCHER

Olympic Ambulance | Lacey, WA | January 2011 – September 2011

Operated multiple-lined telephone system and radios for two counties each averaging 20k calls a year. Dispatched EMS to 911 calls in conjunction with facilitating inter-agency transports from hospitals, homes, and doctor offices.

- Exceptional documentation, communication, and active listening skills.
- Knowledge of clerical procedures, and telecommunications systems.

VOLUNTEER EXPERIENCE

VOLUNTEER

Mesa County Search and Rescue | Grand Junction, Colorado | January 2022 – August 2022

- Assists with communications during Search and Rescue missions to ensure a timely response and proper teams are dispatched with accurate locations of volunteers, agencies, and victims.
- Assists the PIO with social media and website management, email campaigns, fundraising, event sponsorships, donations and supplies.

COMMITTEE MEMBER

Cesar Chavez Celebration | Grand Junction, Colorado | May 2021 – Present

- Assists with coordinating food trucks, vendors, and community partners for the Western Slope's Cesar Chavez Celebration and car show. Establishes media coverage from multiple outlets for celebration and car show.
- Set up and tear down of facility and vendor booths.
- Assisted with social media and website management.
- Collects sponsorships, donations for gift baskets, judges, and food and beverage supplies for volunteers.

COMMITTEE MEMBER

Grand Valley Task Force | Grand Junction, Colorado | November 2020 – July 2021

- Participated in both mental health and law enforcement working groups to address issues with implicit, explicit, and systemic bias within these communities.
- Worked collaboratively with institutions and community members to identify and develop plans to address bias within the community.
- Collected data from local agencies for the mental health working group and advocated for policy changes.

DIRECTOR OF PUBLIC RELATIONS

Guardian Overwatch Inc | Remote | June 2020 – February 2021

- Cultivate and maintain relationships with the veteran community, media, and community partners. Designed social media and PR campaigns to increase company awareness and donors.
- Created company website. Researched and benchmarked target audience analytics to develop new growth and campaign goals.
- Communicated and expanded audience on multiple social media platforms. Moderated content to ensure engagement with appropriate and amplified company mission and message.

CERTIFICATION

QMAP
CPR, AED, & Basic First Aid
FEMA ICS 100, 200, 400, &
700

ACHIEVEMENT

HONORS STUDENT
Post University
2019 – Present
GRAND JUNCTION POLICE
DEPT CITIZEN ACADEMY
Fall 2019

INTEREST

Volunteering
Writing
Blogging
Photography
Learning New Languages
Traveling
Mental Health

REFERENCES

BACKGROUND INVESTIGATION AUTHORIZATION

I, Lavinia Rose Lengele, authorize Aroostook County, through the Aroostook County Sheriff's Department, to obtain criminal history records, which may include information about convictions and arrest, from the State of Maine, the Federal Bureau of Investigation, or other states' law enforcement agencies.

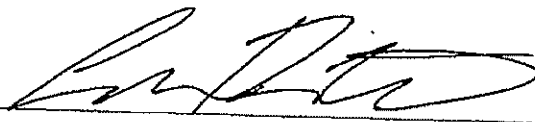
I also authorize Aroostook County to check character references I have given on my application materials and to contact prior employers.

I understand that for any additional information that is protected by statute, such as education records and military records, I may be asked to sign additional authorizations permitting Aroostook County to obtain this information.

All information obtained from the background investigation will be confidential and will not be part of the personnel file.

Date of Birth 02 / 05 / 1987 for use in background investigation only.

Dated: September 18, 2022



(Signature)

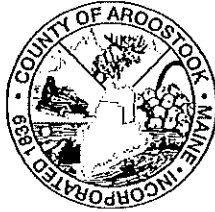
Results from background investigation may not automatically disqualify applicants from employment. Factors such as date of offense, seriousness and nature of the conviction, rehabilitation, and position applied for will be taken into account.

County of Aroostook

COMMISSIONERS' OFFICE

FACILITIES & IT DIRECTOR

BRYAN V. JANDREAU



COUNTY COMMISSIONERS

**PAUL J. ADAMS
HOULTON**

**NORMAN L. FOURNIER
WALLAGRASS**

**PAUL J. UNDERWOOD
PRESQUE ISLE**

November 8, 2022

TO: Ryan D. Pelletier, County Administrator

FR: Bryan V. Jandreau, Facilities & IT Director

RE: Part Time Custodian, Caribou Courthouse

Christina Theriault and I have reviewed Thirteen (13) applications for the above mentioned position. After much consideration we interviewed Mr. Philip Grindle.

Mr. Grindle has several years of experience in areas of cleaning, janitorial and security fields. Based on the information gathered from his application, meeting and interviewing him, as well as a background check and reference calls, it is my opinion that Philip has a good skill set for this position and seems to be a good fit for this location of our organization.

Based on these findings, it is my recommendation that we hire Mr. Philip Grindle as a part time custodian for the Caribou Courthouse.