

AGENDA

AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY, DECEMBER 21, 2022 –

1:00 PM – REGISTRY OF DEEDS FIRST FLOOR CONFERENCE ROOM – FORT KENT

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

MEETING ID: 853 1849 8683 PASSCODE: 989954

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 NOVEMBER 15, 2022.
- ART. 5. OTHER ITEMS FOR APPROVAL AND SIGNATURES.
 - A) ATTENDANCE RECORD
 - B) BILLS AND WARRANTS
- ART. 6. APPOINTMENT OF THE SINCLAIR SANITARY DISTRICT TRUSTEE. (RYAN)
- ART. 7. TO CONSIDER UPDATES FROM THE LUPC. (LEO TRUDEL)
- ART. 8. TO CONSIDER THE CENTRAL AROOSTOOK AMBULANCE AGREEMENT FOR 2023 FOR UNORGANIZED TERRITORIES - E PLANTATION, TDR2, T9R3, T9R4, T8R3, T10R3. (PAUL)
- ART. 9. TO CONSIDER UPDATES REGARDING THE HOMELAND SECURITY STRATEGY. (DARREN)
- ART. 10. TO CONSIDER THE 2023 ARPA PROGRAM SUMMARY STATEMENT. (STEVE)
- ART. 11. TO CONSIDER THE QUARTERLY FINANCIAL REPORT. (DANA)
- ART. 12. TO CONSIDER THE HIRING OF TAMMY PELLETIER AS FULL-TIME OPERATIONS ASSISTANT FOR THE COUNTY COMMISSIONERS' OFFICE. (DANA)
- ART. 13. TO CONSIDER THE FINAL JAIL STUDY COMMITTEE. (RYAN & SHAWN)

- ART. 14. TO CONSIDER THE HIRING OF DUSTIN CHARETTE FOR THE FULL-TIME PATROL DEPUTY POSITION AND THE HIRING OF BRIAN JEWELL AS PART-TIME CIVIL SERVICE DEPUTY WITH THE AROOSTOOK COUNTY SHERIFF'S DEPARTMENT. (SHAWN)
- ART. 15. TO CONSIDER THE REAPPOINTMENT OF 3 SHERIFF DEPUTY COMMISSIONS (DPTY R. JOHNSTON, CMDR P. JOHNSON, SGT E. CUMMINGS) AND 2 NEW SHERIFF DEPUTY COMMISSIONS (DPTY B. JEWELL, DPTY E. CORBIN) (SHAWN)
- ART. 16. TO CONSIDER A DATE AND TIME FOR TAX ABATEMENT HEARING FOR LEONARD MIRAGLIUOLO FOR THE TOWN OF PERHAM. (RYAN)
- ART. 17. TO CONSIDER A REQUEST FROM PRESQUE ISLE REGARDING THE TOTAL SOLAR ECLIPSE IN 2024. (RYAN)
- ART. 18. TO CONSIDER THE HIRING OF LAURA ADAMS AS POST CONVICTION ADVOCATE WITH THE DISTRICT ATTORNEY'S OFFICE IN CARIBOU. (TODD)
- ART. 19. TO CONSIDER THE MCCA REPRESENTATIVE & PROXY. (RYAN)
- ART. 20. TO CONSIDER THE MCCA RISK POOL REPRESENTATIVE, PROXY, & PRIMARY POINT OF CONTACT. (RYAN)
- ART. 21. COUNTY COMMISSIONER'S REPORT.
A) MCAA/RISK POOL UPDATE
B) OTHER ITEMS OF INTEREST
C) LEGISLATIVE REPORT
- ART. 22. OTHER BUSINESS
- ART. 23. ADJOURNMENT

NEXT MEETING:

COUNTY COMMISSIONERS' MEETING – TUESDAY, JANUARY 3, 2023 – 1:00 P.M.
SHERIFF'S OFFICE BUILDING SECOND FLOOR CONFERENCE ROOM - HOULTON

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING – NOVEMBER 15, 2022– 1:30 P.M.
– ADMINISTRATION HEARING ROOM – CARIBOU COURT HOUSE -
CARIBOU

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
Dana Gendreau, Finance Director
John Gibson, Deputy Director, EMA
Shawn Gillen, County Sheriff
Joey Seeley, Chief Deputy, Sheriff's Office
Sue Powers, ACAP Senior Director of Programs
Todd Collins, District Attorney
Penny Thompson, City Manager, Caribou
Gary Picard, Town Manager, Madawaska
Sandra Fournier, Town Manager, Mapleton
Tammy Pelletier, TEMPO Employment
William Dobbins, Commissioner-elect
Mandi Craig, Operations Assistant
Paul Bagnall, Star Herald

ART. 1. Chair Paul J. Adams called the regular meeting to order at 1:30 p.m.

ART. 2. Mr. Ryan Pelletier read a letter from John Rasmussen, Chair of the Selectboard, Town of Perham, with regard to the need to increase Jail capacity.

ART. 3. Mr. Ryan Pelletier noted changes to the Agenda for ART. 5. (C) being removed and ART. 13 was to be Tabled.

MOTION:

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

VOTE:

Motion voted on and passed.

ART. 4. Chair Paul J. Adams entertained a motion for approval of the October 19, 2022 County Commissioners' meeting minutes.

MOTION:

Motion by Paul Underwood and seconded by Norman Fournier to approve the minutes of the October 19, 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.

ART. 6. Sue Powers from Aroostook County Action Program presented a discussion regarding the need for Warming Centers to service the homeless population from November 2022 through April 2023. Managing Agency would be Homeless Services of Aroostook with support provided by ACAP. Initial start-up costs of \$20,646, with a total funding request of up to \$192,00 were requested from ARPA funding.

MOTION:

A motion was made by Norman Fournier to approve the joint proposal from HSA and ACAP for funding from November 2022 through April 2023 for warming centers on a month to month reimbursed draw down basis. The motion was seconded by Paul Underwood.

VOTE:

Motion voted on and passed.

ART. 7. Ryan Pelletier presented consideration of the fiscal year change to be from July-June. Comments and questions were entertained from Gary Picard, Town Manager, Madawaska; Sandra Fournier, Town Manager, Mapleton and Penny Thompson, City Manager, Caribou. Commissioners to consider the fiscal year change and the timeframe for payment plans for city/towns.

No motion necessary.

ART. 8. Todd Collins, District Attorney presented for consideration the need for contractual support for the Maine Prosecutors Association IT Employees. 3 employees would need to be administratively managed by the County's HR/Finance teams from January 28, 2023-July 1, 2023 for payroll and benefits. District Attorney's office from all 8 districts would be providing all the funding.

MOTION:

A motion was made by Paul Underwood to approve the use of the County's HR/Finance teams for administration of payroll and benefits until July 1, 2023. The motion was seconded by Norman Fournier.

VOTE:

Motion voted on and passed.

ART. 9. Mr. Bryan Jandreau presented the consideration of the approval of accepting a bid for the HVAC/AHU System for the first floor of the Aroostook County, Houlton Superior Court Building. Armstrong Engineering, Fort Fairfield had lowest bid at \$42,930.

MOTION:

A motion was made by Paul Underwood and seconded by Norman Fournier to accept the bid from Armstrong Engineering.

VOTE:

Motion voted on and passed.

ART. 10. Mr. Ryan Pelletier presented for consideration the 2023 County Commissioners Meeting Schedule.

MOTION:

A motion was made by Norman Fournier and seconded by Paul Underwood to accept the meeting schedule.

VOTE:

Motion voted on and passed.

ART. 11. Mr. Ryan Pelletier presented for consideration to revisit the new representatives for the Jail Study Commission. New representatives need to be determined for the commission to begin. Will be included in the December Agenda.

No motion necessary.

ART. 12. Mr. John Gibson presented for consideration of hiring of James Jalbert for North Lakes Fire Department.

MOTION:

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

VOTE:

Motion voted and passed.

ART. 13. Mr. Ryan Pelletier asked the Commissioners to Table the consideration of adding the Remote Participation policy to the Aroostook County Government Handbook.

No motion necessary. Item tabled until December's meeting.

ART. 14. Mr. Shawn Gillen presented the recommendation of 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.

MOTION:

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

VOTE:

Motions voted on and passed.

ART. 15. County Commissioner's Report

Commissioner Fournier spoke about the Risk Pool audit for 2021 which was clean with no recommendations. Most claims have been vehicle related for the current year. Legislatively, Democrats have the majority in the House and Senate; 2 Aroostook County legislators gained top roles; Troy Jackson will serve as Senate Majority Leader; Trey Stewart will serve as the Senate Minority Leader.

No motion necessary.

ART. 18. Other business

Mr. Bryan Jandreau presented for consideration the hiring of Philip Grindle for part-time custodian.

MOTION:

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

VOTE:

Motion voted on and passed.

ART. 19. Adjournment

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

ATTEST: A True Copy

of Commissioners' Meeting

Bryan D. Pelletier
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: December 21, 2022

Ryan D. Pelletier

From: martin and nancy dionne <mn_mud_lake@yahoo.com>
Sent: Tuesday, December 13, 2022 3:27 AM
To: Norman Fournier; Ryan D. Pelletier
Cc: Tina Pratico; Chuck Cyr charles.c.cyr@gmail.com; Adam Wintle adam@biogasenergypartners.com; Martin Dionne; Jim Leighton; Jean Theriault; Jennie Beaulieu; Michael San Antonio; Marcel Chalou; Sean L. Bernard
Subject: FOAA Seminar 12-19-2022

Hello Norm & Ryan,

Ryan, the SS&CC has been set up (tables & chairs) for the scheduled 12-19-2022 FOAA Zoom Seminar, time 2-4:30p.m. The front door will be unlocked prior to noon.

It is anticipated you'll have several SSD Trustees present Monday, December 19th and perhaps one candidate for trustee (Mike San Antonio). Thank you Ryan for arranging the seminar.

Norm, when the County Commissioners meet December 21st and act on the appointment of a SSD Trustee, please know the current SSD Board of Trustees are unanimous in support of Mike San Antonio.

Mike will be a welcome addition to an already excellent pool of new trustees that bodes well for the Sinclair Sanitary District.

Sincerely,
Martin F. Dionne (SSD Interim Chair).

This email comes from outside the County of Aroostook email system. Please be cautious opening or clicking on any attachments or links.

Michael San Antonio
20 Acadian Way
Sinclair, ME 04779
Telephone: 207-316-3566
Email: msanantonio23@gmail.com

November 9, 2022

Board of County Commissioners
144 Sweden Street, Suite 1
Caribou, ME 04736

To Whom It May Concern,

I would like to express my interest for the open chair on the board for the Sinclair Sanitary District. My family and I recently moved back home after 9 years in Southern Maine. I currently work for Wright-Ryan Construction as a Project Manager in our Commercial Construction line of business. I am working remotely from our residence in Sinclair and traveling bi-weekly for jobsite meetings etc. My wife works at Cary Medical Center on the Labor and Delivery Floor. We have two young children Liam who is 4 and is attending Pre-K at Dr. Levesque Elementary School and Walker who is 11 months. After moving back, we have been looking for ways that we can help within the community, and this would be a great place to start. Please feel free to contact me with any questions you may have.

Thank you,

Michael San Antonio



November 15, 2022

County Commissioners, Aroostook
Attn: Paul Bernier
144 Sweden St.
Caribou, ME 04736

Good afternoon,

This letter is to inform you that the Central Aroostook Ambulance Service has completed our budget process. As I am sure you are aware that we have had an increase in costs relating to our supplies, personnel, fuels, etc. Due to increases in salaries with other ambulance services, we had no recourse but to increase our salaries for our personnel. This in turn has caused us to increase our per diem this year from \$58 per resident to \$88 per resident. We are basing our population on the current 2020 US Census.

This will affect the E-Plantation residents. We were unable to get a new census for E-Plantation and will therefore maintain the previous number of 64 residents. This will be \$5,632. We also are increasing our charge for the territories. Our increase for the Townships of TDR2, T9R3, T9R4, T8R3 and T10R3 is increasing to \$2,200 for each territory (5x\$2200) to 11,000.00.

The new annual total for E-Plantation and the 5 territories will be \$16,632. Total quarterly amount will be billed to the County of Aroostook, for all areas beginning January 2023 in the amount off \$4,158 (4*\$4,158=\$16,632)

If you need any additional information, please let us know.

Thank you for your continued support of the Central Aroostook Ambulance Service.

Respectfully,

Gail McPherson
Secretary, CAAS Board of Directors

CAAS 2023 BUDGET

Based on US 2020 Census
 Blaine - 667, Bridgewater - 532, Mars Hill - 1360 (Total = 2559)



Category	2022 Expense	2023 Expense	Variance
Totals to date	\$ 371,000.00	\$ 451,824.00	\$ 80,824.00

EXPENSE	EXPENSE		Variance	INCOME				Calculation 2022	Calculation 2023
	2022 EXPENSE	2023 EXPENSE		2022 Income	2023 Income	Variance			
Salaries (Manager+2 FT)	\$ 210,000.00	\$ 269,376.00	\$ 59,376.00	Income	2022 Income	2023 Income	Variance		
FICA	\$ 15,600.00	\$ 20,668.00	\$ 5,068.00	Ambulance	\$210,000.00	\$ 210,000.00	\$ -	(350*\$600)	
Retirement	\$ 4,000.00	\$ 6,000.00	\$ 2,000.00	Town Asses	\$148,422.00	\$ 225,192.00	\$ 76,770.00	(2559*\$58)	
Vacation/Sick	\$ 9,600.00	\$ 10,080.00	\$ 480.00	Cty Asses	\$11,212.00	\$ 16,632.00	\$ 5,420.00	(64*\$58)+\$7,500	
Health (3 FT)	\$ 25,000.00	\$ 37,000.00	\$ 12,000.00					(64*\$88)+\$11,000	
Insurances	\$ 17,000.00	\$ 25,000.00	\$ 8,000.00						
Rent/Mortgage	\$ 7,500.00	\$ 7,500.00	\$ -						
Cell Phones	\$ 1,200.00	\$ 1,200.00	\$ -						
Fuel (Amb, Trl & Garage)	\$ 8,000.00	\$ 10,000.00	\$ 2,000.00						
Utilities (Elec,TV,Inter,Water)	\$ 5,000.00	\$ 5,000.00	\$ -						
Repairs	\$ 10,000.00	\$ 10,000.00	\$ -						
Supplies	\$ 12,000.00	\$ 12,000.00	\$ -						
Training	\$ 1,000.00	\$ 1,500.00	\$ 500.00						
Dues	\$ 1,500.00	\$ 2,000.00	\$ 500.00						
Payroll Processing	\$ 2,000.00	\$ 2,000.00	\$ -						
Miscellaneous	\$ 6,000.00	\$ 6,000.00	\$ -						
Dispatching	\$ 2,500.00	\$ 2,500.00	\$ -						
Capital lay-a-way	\$ 5,000.00	\$ 5,000.00	\$ -						
Loan Payment(Life Pack)	\$ 12,600.00	\$ -	\$ (12,600.00)						
ComStar	\$ 9,000.00	\$ 12,000.00	\$ 3,000.00						
Snow Removal	\$ 1,000.00	\$ 1,000.00	\$ -						
Medical Director	\$ 1,500.00	\$ 1,500.00	\$ -						
Presque Isle Fire	\$ 1,000.00	\$ 1,000.00	\$ -						
Finacial Review	\$ 3,000.00	\$ 3,500.00	\$ 500.00						
Total Cost	\$ 371,000.00	\$ 451,824.00	\$ 80,824.00	Total Cost	\$369,634.00	\$ 451,824.00	\$ 82,190.00		

2023 AMERICAN RESCUE PLAN ACT PROGRAM STATEMENT SUMMARY

A. Funding Objectives – all ARPA funding activities must meet the Program Statement Guidelines and the Treasury’s Final Rule requirements set forth by the U.S. Department of Treasury. The County received \$6.5 Million in 5/2021 and \$6.5 Million 05/2022. The Board of County Commissioners approved \$6.5 Million to be used for Aroostook County Government Projects and make available \$6.5 Million in Grant funding for Municipalities and Eligible Non-Profit Organizations. All ARPA Funding must be allocated for projects by 12/31/2024. All ARPA projects must be completed by 12/31/2026.

B. Grant Funding Categories

1. Public Health and Negative Economic Impact

a. Public Health

- i. COVID – 19 Mitigation and Prevention**
- ii. COVID – 19 Treatment and Medical Services**
- iii. Behavioral Health Care**
- iv. Public Health and Safety Staff**

b. Negative Economic Impact

- i. Impacts to Households and Individuals**
- ii. Impacts on Businesses and Non-Profits**
- iii. Impacts to State and Local Government**

2. Investments in Infrastructure

a. Water and Sewer Projects

- i. Clean Water Projects - EPA Clean Water State Revolving Fund (CWSRF)**
- ii. Drinking Water Projects - EPA Drinking Water State Revolving Fund (DWSRF)**

b. Broadband Projects – areas that are unserved or underserved with internet service

C. Program Process and Timeframe

Funding Categories	Letter of Intent to Apply	Application Due Date
Public Health & Negative Economic Impact	February 17, 2023	April 28, 2023
Investments in Infrastructure	February 17, 2023	April 28, 2023
Broadband	Rolling Deadline until Funding has Expired	Rolling Deadline until Funding has Expired

D. 2023 Program Budget

Administration & Compliance

- ARPA Program Administrator Salary, Benefits, Office \$100,000
- Revenue Loss \$270,000
- Technical Support \$10,000
- Audit & Misc. \$1,000

Sub-total **\$381,000**

County Investments

- Capital Expenditures/Law Enforcement Vehicles \$235,000
- Facilities \$100,000
- Infrastructure \$232,000
- Support for Unorganized Territories \$86,000
- Stillman Records Management \$178,000
- County Wide Broadband Plan \$26,575

Sub-total **\$857,575**

Grand Total **\$1,238,575**

Municipalities and Non-Profit Grant Funding

Public Health and Economic Impacts

- Covid 19 Mitigation and Prevention \$150,000
- Medical Expenses \$150,000
- Behavioral Health Care \$125,000
- Public Health and Safety Staff \$125,000

Sub-total **\$550,000**

Negative Economic Impact

- Impacts to Households and Individuals \$75,000
- Impacts to Business \$55,000
- Impacts to State and Local Governments \$52,658

Sub-total **\$182,658**

Investments in Infrastructure

- Water and Sewer Infrastructure \$1,000,000
- Broadband Infrastructure \$450,000

Sub-total **\$1,450,000**

2023 Municipalities and Non-Profits Estimated Budget Total **\$2,182,658**

E. Grant Program Project Maximums and Matching

- **Public Health and Negative Economic Impact**
 - Maximum Award - \$150,000 or 50% of the project amount.
 - Match – 25% of the total grant award
 - Scoring based on project impact (45), development strategy (45), and citizen participation (10)
- **Investments to Infrastructure – Water and Sewer**
 - Maximum Award - \$300,000 or 50% of the project amount.
 - Match – 50% of total grant award on all water and sewer projects.
 - Scoring based on project impact (45), development strategy (45), and citizen participation (10)
- **Broadband**
 - Maximum Award - \$150,000 or 50% of the project amount
 - Match – 100% or 1 to 1 dollar match of the total grant award for all broadband projects.
 - Scoring based on project impact (45), development strategy (45), and citizen participation (10)

F. Application items that may add to final score, such as job creation, higher match amount, multi-jurisdiction, and previous project applicants. Items that may subtract from final score, such as other COVID -19 relief funds already received and being a past grant award recipient.

G. Past Award Recipients:

- Applied in 2022, not awarded – applying for same project in 2023 = 5 points
- 2022 Grant Awardee and applying again for same project or different project in 2023 = minus 5 points

H. Uniform Guidance

- Financial management of awarded grant projects must meet guidelines and be documented.
- Procurements by awardees shall be based on the amount of the project and all bids and RFPs shall be competitive.
- All awardees must have a contract with the County, contractors, and sub-contractors.
- Construction contracts must contain the Equal Opportunity Clause.

RECEIVED
NOV 14 2022

**AMBULANCE SERVICE INTERLOCAL COOPERATION AGREEMENT
TOWNSHIPS TDR2, T9R3, T9R4, T8R3, T10R3 AND E-PLANTATION**

The Aroostook County Administrator acting in his capacity as Municipal Official for Townships D Range 2, Township 9 Range 3, Township T9R4 and Township T8R3, and Township T10R3 and Township E-Plantation, hereinafter referred as the "County" enters into an agreement with the Central Aroostook Ambulance County Emergency Medical Services Authority, dba Central Aroostook Ambulance Service, hereinafter referred to as "CAAS", in accordance with the vote of the CAAS Board at a regular meeting held on March 18, 2020, for ambulance service to residents of the above townships, hereinafter described and designated under the following terms and pursuant to 30-A M.R.S.A., Section 2203.

- A. CAAS and County entered into an Agreement of Ambulance Services effective January 1, 2023. This agreement shall be in effect for a period of one (1) year.
- B. County is in need of ambulance services to provide transport and emergency medical services to residents within the geographic boundaries of County.
- C. When a call for ambulance services from any person in the County is received, CAAS will respond or mutual aid will respond if necessary.
 - a. The CAAS Paramedic or EMT responding will be in charge of the medical emergency. The CAAS paramedic or EMT responding will determine the level of care needed as defined by the State of Maine Emergency Medical Services.
 - b. If the CAAS Paramedic or EMT responding determines more assistance is required, that assistance will be requested.
 - c. Once the CAAS Paramedic or EMT responding has determined the ambulance services are no longer needed, they will return to assigned base.
- D. The County will compensate CAAS for providing ambulance service in the following amounts: \$11,000 annually for Township 9 Range 3, Township D Range 2, Township T9R4, Township T8R3, Township T10R3 and a rate of \$88 per capita for E-Plantation based on the Maine census numbers, currently population of 64 residents, totaling \$5,632 annually, with payment to be received quarterly (\$4,158.00/qtr) \$16,632 annually.
- E. This agreement can be terminated the following ways:
 - a. At any time, when both parties, agree in writing, to an effective date of termination.

- b. Either party may terminate this agreement upon written notice to the other party at least three hundred sixty-five (365) days prior to the intended termination date.

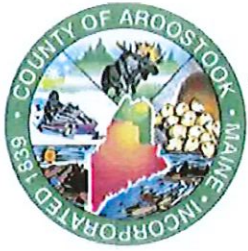
The County of Aroostook agrees to the above terms.

Ryan Pelletier, County Official

Date:

Troy Bradstreet, CAAS Representative

Date:



The Aroostook County Emergency Management Agency is located in Caribou.

We have 4 full time staff that work with large numbers of volunteers with a primary focus on the four phases of emergency management.



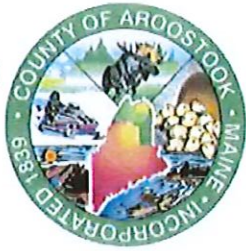
This list is not all inclusive, but will give you a snapshot of what we focus on:

Preparedness

- Homeland Security
 - Plans
 - Grants
- Planning
 - Communities
 - Large Events (over 2,500)
 - Flood Planning
 - Monitor weather patterns
 - Monitor world events
 - Industry Schools
 - Schools
 - Hospitals
 - First Responders
 - Work with UMFK Interns to teach them about Emergency Management while providing a valuable service to our office
- Coordinate LEPC
- Planning Grants
- Public Outreach for Business, Schools, Communities, and Individuals
- Training
 - Incident Command
 - Emergency Planning
 - Cybersecurity
 - Public Information Officer
 - Haz-Mat Response
 - First-Aid/CPR/Stop The Bleed
 - Hospital Haz-Mat Response
 - Multi-Casualty Incidents
 - Maine Basic Emergency Manager
 - Maine Certified Emergency Manager
- Public Information – via Media, E-Mail, social media, etc.

Mitigation

- Natural
 - Flooding
 - Tornado
 - Emergency Dam Planning
- Technological – Assist in planning for over 400 sites of high hazard hazardous material facilities in Aroostook County
- Public Information – via Media, E-Mail, social media, etc.
- Grants



Response

- Alert & Warning
- Direction & Control (Incident Command)
- Manage Emergency Operations Center(s) as needed
- Manage Regional Incident Management Assistance Team (This also covers some communities in Washington and Penobscot counties)
- Resource Management
- Public Information – via Media, E-Mail, social media, etc.
- Evacuations & Sheltering
- Link to the Governors office for National Guard Assets
 - Requests for these assets must come from the County EMA Director or the County Sheriff
- Community Emergency Response Teams
 - Regional Animal Sheltering Team
 - County Amateur Radio Team (HAM Radio)
- Pandemic Health Emergencies
- Homeland Security
- 3 Weapon of Mass Destruction Teams
 - Madawaska – Technician
 - Easton – Decontamination
 - Houlton - Decontamination
- Assist with Public Safety Dispatch when needed
- Partner with Region 5 EMS to provide Critical Incident Stress Debriefings
- Coordinate 67 Local EMA Directors
- AKEMA also runs the North Lakes Fire & Rescue Department in the Unorganized Territory

Recovery

- Damage Assessment
- Disaster Recovery Funding
- Debris Removal
- Assist with Haz-Mat related investigations
- Assist in Sampling, ID & Transport of suspicious packages
- Public Information – via Media, E-Mail, social media, etc.

For more information:

Darren Woods, Aroostook EMA Director

darren@aroostookema.com or 493-6324

158 Sweden Street, Caribou

www.aroostookema.com or find us on Facebook

County of Aroostook

Quarterly Financial Summary

The purpose of this narrative is to provide a brief overview and highlights of the financials for the County of Aroostook's four funds. (General, ARPA, Jail and UT) This report is not meant to be all inclusive, however, will highlight areas that management feels need to be noted and observed to give Department Heads and Elected Officials necessary information for the budget oversight process.

General Fund

Year-To-Date: FY 2022 | January 2022 - September 2022

Benchmark %: 75%

GF Revenue:

- The Departmental Revenue section is currently trending at 73.0%. For the few revenue lines that are below the 75.0% threshold, those will become whole by the next quarter as it is simply the timing of outside agency payments to the County.
- The revenue line, GF Surplus, of \$250,000 is a budget entry only thus no activity in current year column and it not calculated in the percentage of revenue collected.
- Tax Revenue section reflects the County has currently collected \$3,239,399 of the anticipated 2022 tax revenue equating to a 37% collection percentage as of September. October is our largest month for collection of County tax as the municipalities will submit their payment to the County before the November 1st deadline to avoid interest. This revenue line also accounts for a monthly revenue allocation to the Jail fund for its portion of the tax funding, currently a total of \$2,062,321 through September.

GF Expense:

The general fund expenses, as a total, are currently trending at 75.1%, which is on target in regard to our 75% benchmark. You will notice our heating maintenance contracts have been paid in full for the entire year at this point, driving the percentage used for those respective line items to 100%. Capital and Insurance lines have also been expensed at 100% for the general fund fiscal year. All departments are working diligently to keep their budgets under or at the benchmark of 75% considering the increase costs in fuel we are all experiencing.

ARPA Fund (American Rescue Plan Act 2021)

Year-To-Date: FY 2022 | January 2022 – September 2022

ARPA Revenue:

The second of two “tranches” of the American Rescue Plan Act fund has been received in June 2022 in the amount of \$6,512,324. The funds have accrued a total of \$22,840 year-to-date as of September 2022.

ARPA Expense:

The County has expensed \$75,732 to the ARPA Administration expense department year-to-date as of September 2022. These expenses are fully funded by the American Rescue Plan Act operating account. As of June 2022, \$2,157,808 has been awarded for the first round of grant awards. The County has started the process to properly expend these awards as requested and as of September 2022, \$554,683 of grant awards have been expended.

Jail Fund

Year-To-Date: FY 2022-2023 | July 2022 - September 2022

Benchmark %: 25%

Jail Revenue:

The Jail Fund departmental revenue collects their operational monies from the State in the first quarter of their fiscal year as well as other supplemental revenue. Collections for this section is currently at 99.2% for the 1st quarter ending 9/30/2022. Monthly tax allocation transfer payments are made from the General Fund to the Jail Fund, which appropriately reflects a collection percentage of 25%, targeted benchmark.

Jail Expense:

The Jail Fund overall expenses for the 1st quarter of the fiscal year are trending above the 25% benchmark target at 27.6%. The three contributors to this upward trend are:

- The Jail’s capital appropriation funded at 100% for the fund’s fiscal year at \$55,000.
- The Jail’s property, liability, and vehicle insurance funded at 100% for the fund’s fiscal year at \$79,477.
- The new Medical Provider Contract funded at an increase of \$23,660 for the first quarter of the Jail’s fiscal year.

UT Fund

Year-To-Date: FY 2022-2023 | July 2022 - September 2022

Benchmark %: 25%

UT Revenue:

The Unorganized Territory departmental revenue excise tax is trending above the 1st quarter target at 26.8%. Local Road Assistance Revenue is typically received in the month of December, thus no activity in the first quarter. Tax revenue quarterly payment collected from the State of Maine is on target at 25%, as anticipated.

The revenue line, UT Surplus, of \$40,000 is a budget entry only thus no activity in current year column and it not calculated in the percentage of revenue collected.

UT Expense:

The Unorganized Territory, first quarter is reporting 33.5% of its operational budget expensed as of September 2022. The major contributing factor to the 8.5% increase over the benchmarked 25% is the UT Capital, funded at 100% or \$476,750, per the approved FY 2022-2023 budget as well as the increased costs associated with contracted ambulance and solid waste.

County of Aroostook

COMMISSIONERS' OFFICE

FINANCE DIRECTOR / DEPUTY TREASURER
Dana L. Gendreau



COUNTY COMMISSIONERS

PAUL J. ADAMS
HOULTON

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

December 21, 2022

Reference: **Operations Assistant Open Position Recommendation**

Dear County Commissioners:

The Administration/Finance Office has an opening for the full-time operations assistant position. It is my recommendation that Tammy Pelletier be hired to fill the open position. Tammy has excellent knowledge of the office setting and all its requirements. Along with her Bachelor of Science/Math degree she offers the County eight plus years of administrative support and direct customer service as well as extensive computer skills.

Thank you for your consideration to my recommendation.

Regards,

Dana Gendreau

Dana Gendreau
Finance Director

Tammy E. Pelletier

EXPERIENCE

AUGUST 2017-SEPTEMBER 2022

CREDENTIALING SPECIALIST, AMHC

Created and maintained the Agency & Provider credentialing program/processes for enrollment with state, federal and 3rd party payers. Quadrupled provider In Network status which reduced client out of pocket cost and agency write-offs. Conducted New Hire Orientation and supported various other HR related duties including Recruitment and Payroll.

MARCH 2014-AUGUST 2017

ADMINISTRATIVE SUPPORT SPECIALIST, AMHC

Provided exceptional administrative support for a fast-paced mental health office which included interacting, communicating and assisting a diverse community population and all provider levels.

JUNE 2015-AUGUST 2016

CUSTOMER REPRESENTATIVE ASSOCIATE II, BMV

Provided quality customer service to citizens for vehicle registrations and driver's licenses.

AUGUST 2011-JULY 2013

CUSTOMER SERVICE REPRESENTATIVE, ADP/TAXWARE

Serviced an assigned client base of ~200 clients via phone, email and online meetings to provide both technical and account support for Outsourced Return services for Sales & Use tax filings.

JUNE 2003-JULY 2011

BILLING MANAGER, VIDEO MONITORING SERVICES, INC

Began as a Content Editor with promotions to Customer Service Representative, Customer Service Manager and Billing Manager. Managed up to 5 employees in Service and Billing teams. Improved billing efficiency and accuracy which reduced time needed to complete monthly billing by nearly 50%.

EDUCATION

MAY

BSC – MATH/SCIENCE, UMFK

AA – TEACHER'S AIDE, UMFK

SKILL SET

- Strength in researching, analyzing, organization.
- Computer savvy with expert knowledge in Microsoft Office Suite and various Financial, CRM, Database, EHR, Tax Prep software and Meeting/Training solutions.
- Independent learner who can master new skills quickly.
- Creative and resourceful solution provider.
- Ability to provide quality work under demanding deadlines.

ACTIVITIES & AWARDS

Maine Family Planning Patient Advisory Board – Member, 2020-Current
Wellness Matters column writer – Quarterly Secretary of State newsletter contributor 2015-2016
ADP Mission, Vision, Values Award – Outstanding customer service, 2012
VMS Customer Hero Award – Outstanding customer service, 2006

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

December 15, 2022

TO: County Commissioners

FR: Ryan D. Pelletier, County Administrator
Shawn Gillen, Sheriff

RE: Jail Study Commission

Dear Commissioners:

Following up from our November meeting, Sheriff Gillen and I have had conversations regarding the replacement positions for the vacancies on the jail commission. We have reached out to some individuals who would represent the various constituencies as well as geographic areas of the County. It is our recommendation to appoint individuals based on Northern, Central and Southern Aroostook as opposed to by Commissioner District given the fact that some districts are so large and cover communities that may not necessarily be in the exact geographic location that we originally were trying to accommodate.

Our recommendations are as follows:

Southern Aroostook

Janet Bradbury (Aroostook Municipal Association)
Kai Libby (Finance Committee)
Brian Harris (Aroostook Police Chiefs Association)

Central Aroostook

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

Northern Aroostook

Norman Fournier (County Commissioner)
Carroll Theriault (Local Elected Official)
TBD by Norm and Ryan (Public Member)

Thank you for your time and consideration of this request.



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: December 7, 2022

Reference: Full Time Patrol Deputy

The Aroostook County Sheriff's Office recently advertised for a fulltime patrol deputy and Dustin Charette applied for one of those open positions. Mr. Charette has a combined 7 years of law enforcement experience and is a 2008 graduate of the Maine Criminal Justice Academy's Basic Law Enforcement Training Program. Mr. Charette was most recently a police officer with the Madawaska Police Department.

It is my recommendation that Dustin Charette 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

HR 2008 (001)

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 Charelle Dustin D Applicant ID # _____

Address _____ ME

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

Position(s) applied for Armstrong County Sheriff's Deputy Date of application 11/09/2022

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

If necessary, best time to call you is _____
 Home Cellular/Other
 May we contact you at work? Yes No
 If yes, work number and best time to call: _____

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): 2010/2011

Sheriff's Deputy

Have you ever been employed here before? Yes No

If yes, give dates: From 2010 To 2011

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 12/01/2022

What is your desired salary range or hourly rate of pay?

\$ _____ Per hour

Type of employment desired: Full-Time Part-Time
 Reducational 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 requested? 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: Madawaska Police Department Telephone: (207) 728-6356
 Street address: 428 Main Street City: Madawaska ME
 Starting job title/last job title: Police Officer Dates employed: 02/2022 to current
 Immediate supervisor and title (for most recent position held): Lt. Jaimie Pelletier
 Why did you leave? Yes No Later

Summarize the type of work performed and job responsibilities: Patrol
 What did you like most about your position?
 What were the things you liked least about the position?

Employer: Butler America Telephone: (978) 478-7328
 Street address: 3820 State Street Suite B City: Santa Barbara CA State: 93105
 Starting job title/last job title: Fleet Mechanic Dates employed: 08/2020 to 02/2022
 Immediate supervisor and title (for most recent position held): Paul N. Bergeron
 Why did you leave? Yes No Later Email: pbergeron@butlertelecomllc.com

Summarize the type of work performed and job responsibilities: Seeking better benefits
Heavy Mechanic Work
 What did you like most about your position? Schedule
 What were the things you liked least about the position? The Fleet was very outdated.

Employer: EJ Custom Heavy Equipment Repair Telephone: (207) 572-7654
 Street address: 10 Edmwood Ave City: Caribou ME
 Starting job title/last job title: Owner Mechanic Dates employed: 07/2018 to present
 Immediate supervisor and title (for most recent position held): N/A - Self Employed
 Why did you leave? Yes No Later

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: On Target Utility Services Telephone: (207) 771-8300
 Street address: 52 Conco Rd City: Portland ME
 Starting job title/last job title: Fleet Mechanic Dates employed: 11/2017 to 07/2018
 Immediate supervisor and title (for most recent position held): Mike Bantlett
 Why did you leave? Yes No Later

Summarize the type of work performed and job responsibilities: The company was going through ownership change.
Equipment Mechanic
 What did you like most about your position? Pay + Benefits
 What were the things you liked least about the position? The shop was an old + dark work area.

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:

See Attached Resume for Skills/Qualifications.

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

- Word Processing *Microsoft Word* Level: *I* Internet *Google Chrome, Microsoft Edge* Level: *I*
- Spreadsheet *Microsoft Office* Level: *I* Other _____ Level: _____
- Presentation *Microsoft Powerpoint* Level: *I* Other _____ Level: _____
- E-mail *Outlook, Gmail* Level: *I* 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
<i>See Attached Resume</i>				
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <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
					<i>12+</i>
					<i>12+</i>
					<i>12+</i>

Related Information

When answering these questions, please exclude any information that would reveal race, religion, color, sex (including pregnancy), age, national origin, marital 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? N/A

List special accomplishments, publications, awards, etc. N/A

List any relevant volunteer work. N/A

Is there any other job-related information you want us to know about you? N/A

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 90 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, marital 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 [Signature] Date 11-10-2022

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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.

ATTORNEY
AT-LAW

Dustin D. Charo

Madawaska Police Department

Madawaska, Maine

Police Officer

February 2022 - Present

Author America Telecom LLC

Heavy Equipment Mechanic

Santa Barbara, CA/Provincetown, MA

August 2020 - February 2022

Ed Custom Heavy Equipment Repair

Owner/Mechanic/Welder

Raymond, ME/Caribou, ME

2018 - Present

On Target Utility Services

Fleet Mechanic

Portland, ME

November 2017 - July 2018

Dustin's Mobile Repair

Heavy Equipment/ Oil Field Equipment Services

Owner/Mechanic

Williston, ND

July 2013 - 2018

Royal Tire Inc.

Semi-Truck Mechanic/ Alignment Mechanic

Minneapolis MN/Williston ND

June 2013 - July 2014

Van Buren Police Department

Police Officer

2007-2013

Van Buren, ME

Aroostook County Sheriff's Office

Part-Time Patrol Deputy

2010-2011

Aroostook County, ME

Iron Ox Logging

Owner/Operator

2002-2007

Clayton Lake, ME/Fort Kent, ME

Charette Farms

Root Crop/Cow-Calf Farmer

2000-2013

Education/Certifications

Fort Kent Community High School

Graduated

2002

Fort Kent, ME

St. John Valley Tech

Frenchville, ME

Welding/Fabrication Program

Graduated

2002

Maine Criminal Justice Academy

Graduated

2008

Vassalboro, ME

Meritor Commerical Vehicle Training	Certificate	2014
Cummins/Caterpillar/Detroit Tech Training	Certificate	2014
Bendix Air Brake Tech Training	Certificate	2016
Respirator Fit Test	Certificate	2017
Confined Space Supervisor	Certificate	2017
H2S Safety Awareness	Certificate	2017
OSHA Hazwopper	Certificate	2017
NFPA 10 Fire Suppression installation Tech	Certificate	2017
Taser International Instructor	Certificate	2010
FBI Crisis Negotiator	Certificate	2011

Languages

Proficiency in English/French

Additional Skills

Supervisory experience, Business management, Fast learner.



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

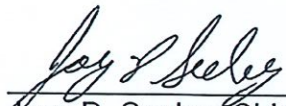
From: Chief Deputy Joey D. Seeley

Date: November 29, 2022

Reference: Part-Time Civil Deputy

The Aroostook County Sheriff's Office had a civil deputy retire and as a result experienced a shortage of available civil deputies to serve papers. Brian Jewell applied to fill this vacancy. Jewell is currently a full-time dispatcher for the Sheriff's Office. Jewell recently completed all training requirements to become certified as a part-time law enforcement officer through the Maine Criminal Justice Academy.

It is my recommendation that Brian Jewell be hired as a part-time civil deputy to assist with serving papers in the Southern Aroostook County area.



Joey D. Seeley, Chief Deputy

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319

Brian Jewell

Summary

Years of experience in public service in various fields with development of a strong work ethic whose strengths include problem-solving, working under time constraints, attention to detail and communication. A dependable, efficient go-to person; with a proved track record in customer relations, mentoring and problem solving. Security Guard who upholds high ethical standards and is honest with supervisors, employees and customers at all times regarding suspicious events and security questions. Focused Security Guard capable of acting quickly during crisis events and emergencies.

Highlights

- Interior and exterior patrol
- CCTV surveillance
- Fast learner
- Report writing
- Observant
- High level of integrity

Experience

Aroostook County Sheriff's Office Houlton ME

February 2022 to Current

Dispatch and Communications

Certified Terminal Operation (CTO) Certified from the Maine Criminal Justice Academy as of September 2015. Handle all incoming calls via two radio systems and standard phone calls for service. Coordinate multiagency responses as needed for escalated emergency situations. Dispatch Sheriff's deputies, local police officers, ambulance, and fire/first responders. Monitor GPS tracking for agency vehicles and CCTV cameras at the dispatch facility. Process incoming phone and in person complaints to appropriate department. Collaborate with coworkers for proper course of action and execute a plan as the need arises.

Washburn Police Department Washburn ME

January 2018 to March 2018

Patrol Officer

Maine Criminal Justice Academy Pre-Service Certificate holder. Patrolled the town of Washburn and responded to calls for service. Communicated with the dispatch center via two way radio and telephone systems. Filled out all appropriate reports as needed for incidents responded to. Completed TASER and Intoxilyzer training and certification as well as fire arms qualification.

City of Presque Isle Police Department Presque Isle ME

September 2017 to December 2017

Patrol Officer

Maine Criminal Justice Academy Pre-Service Certificate holder. Patrolled the City of Presque Isle and responded to calls for service. Communicated with the dispatch center via two way radio and telephone systems. Filled out all appropriate reports as needed for incidents responded to. Completed TASER, CPR, and Intoxilyzer training and certification as well as fire arms qualification.

City of Presque Isle Public Safety Presque Isle ME

October 2016 to February 2022

Dispatch and Communications

Certified Terminal Operation (CTO) Certified from the Maine Criminal Justice Academy as of September 2015. Handle all incoming calls via two radio systems and standard phone calls for service. Coordinate multiagency responses as needed for escalated emergency situations. Dispatch police officers, ambulance, and fire/first responders. Monitor CCTV cameras at the dispatch facility. Process incoming phone and in person complaints to appropriate department. Collaborate with coworkers for proper course of action and execute a plan as the need arises.

Aroostook County Sheriff's Office Houlton ME

March 2015 to April 2021

Dispatch and Communications

Certified Terminal Operation (CTO) Certified from the Maine Criminal Justice Academy as of September 2015. Handle all incoming calls via two radio systems and standard phone calls for service. Coordinate multiagency responses as needed for escalated emergency situations. Dispatch Sheriff's deputies, local police officers, ambulance, and fire/first responders. Monitor GPS tracking for agency vehicles and CCTV cameras at the dispatch facility. Process incoming phone and in person complaints to appropriate department. Collaborate with coworkers for proper course of action and execute a plan as the need arises.

Central Bible College Springfield MO

August 1997 to January 1998

Campus Security Officer

Patrolled the facility and served as a general security presence and visible deterrent to crime and rule infractions. Reported all incidents, accidents and medical emergencies to law enforcement. Responded quickly to medical emergencies, bomb threats and fire alarms. Patrolled industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows and gates. Answered alarms and investigated disturbances. Checked passes and credentials of persons seeking to enter the property. Inspected parking lot to verify that vehicles were properly parked and displayed parking permits. Continuously monitored security cameras and fire, building and alarm systems.

Zion Bible Institute (College)

January 1995 to May 1995

Campus Security Officer

Duties performed are the same as the campus security details listed above.

Professional Experience

Shiretown Inn & Suites Houlton, ME

October 2013 to Present

Perform all tasks associated with as a front desk clerk including but not limited to answering the phone, assisting arriving and departing guests with facility details and information and communicating with coworkers regarding hotel business.

Chase Bank (FKA: BankOne) Springfield, MO

June 1999 to April 2003

Perform all tasks associated with inbound customer service phone calls related to credit cards, Internet banking and new hire training. Assisted callers with issues related to statement inquiries, payments and terms and conditions of their account.

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 Jewell BRITH Applicant ID # _____
Last First Middle

Address _____ City ME State ZIP Code _____
Street

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

Position(s) applied for Civil Process Deputy Date of application 11/29/2022

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

If necessary, best time to call you is Any : ^{AM} _{PM}
 Home Cellular/Other

May we contact you at work? Yes No
If yes, work number and best time to call: _____
0000 0800 AM

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): Jan 2022 Dispatch
Feb 2015

Have you ever been employed here before? Yes No

If yes, give dates: From 27 /2015 To 04 /2021

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 11/29/2022

What is your desired salary range or hourly rate of pay?
\$ Any 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: ARROSTOCK County, SD Telephone #: (207) 532 3471
 Street address: 25 School St City: Houlton State: ME
 Starting job title/final job title: DISPATCHER Dates employed: 02 / 2022 to Current
 Immediate supervisor and title (for most recent position held): CMDR Peter Johnson May we contact for reference? Yes No Later
 Why did you leave? N/A
 Summarize the type of work performed and job responsibilities: DISPATCH Police, FIRE, and Ambulance as needed
 What did you like most about your position? Working with the public
 What were the things you liked least about the position? N/A

Employer: City of Presque Isle Public Safety Telephone #: (207) 764 4476
 Street address: 34 North St City: Presque Isle State: ME
 Starting job title/final job title: DISPATCH Dates employed: 10 / 2016 to 02 / 2022
 Immediate supervisor and title (for most recent position held): DC CHRIS Hayes May we contact for reference? Yes No Later E-mail: CHAYES@presqueislemn.com
 Why did you leave? LESS TRAVEL
 Summarize the type of work performed and job responsibilities: SEE RESUME
 What did you like most about your position? The Pace of work
 What were the things you liked least about the position? N/A

Employer: City of WASHBURN Telephone #: (207) 455 4043
 Street address: 1287 Main St City: Washburn State: ME
 Starting job title/final job title: PATROL OFFICER Dates employed: 01 / 2018 to 03 / 2018
 Immediate supervisor and title (for most recent position held): Chief Rob Thibault May we contact for reference? Yes No Later
 Why did you leave? Change of leadership and the possibility the position was ending
 Summarize the type of work performed and job responsibilities: SEE RESUME
 What did you like most about your position? Working with the public and assisting as needed
 What were the things you liked least about the position? N/A

Employer: ARROSTOCK County, SD Telephone #: (207) 532 3471
 Street address: 25 School St City: Houlton State: ME
 Starting job title/final job title: DISPATCHER Dates employed: 03 / 2015 to 05 / 2021
 Immediate supervisor and title (for most recent position held): LT LARRY Goff May we contact for reference? Yes No Later
 Why did you leave? was employed at Presque Isle PD
 Summarize the type of work performed and job responsibilities: SEE RESUME
 What did you like most about your position? The pace of the calls and location
 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. _____

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:
MCJA Pre-Service Certificate

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

- Word Processing Word Level: I Internet _____ Level: _____
- Spreadsheet Excel Level: I Other Spillman / Inc / Crime Tracker Level: I
- Presentation _____ Level: _____ Other _____ Level: _____
- E-mail _____ Level: _____ 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
Evangel University Springfield, MO	2.5	<input checked="" type="checkbox"/> Diploma <input type="checkbox"/> GED <input checked="" type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other	2.8	Bible
Zion Bible Institute - now - Northpoint College Barrington, RI Haverhill, MA	2.5	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input checked="" type="checkbox"/> Other <u>Transcribed</u>	2.2	Bible
Caribou High School Caribou, ME		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other	TOP 14	General
		<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
					30+
					6
					6

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? _____

List special accomplishments, publications, awards, etc. _____

List any relevant volunteer work. _____

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 Brian G. Jewell

Date 11/29/2022



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Ryan D. Pelletier

From: Kim Smith <ksmith@presqueisleme.us>
Sent: Thursday, November 10, 2022 10:09 AM
To: Ryan D. Pelletier
Subject: 2024 Total Solar Eclipse

Hi, Ryan. As you are undoubtedly aware, the 2024 total Solar Eclipse on Monday, April 8, 2024 will pass directly through northern Maine. Towns in the Midwest are expecting over 100,000 visitors. Houlton is already hard at work on this and expects 40,000 visitors. Presque Isle's committee is just getting started. We need to make hotels, restaurants, merchants, gas stations aware. In addition, we will need to work with law enforcement agencies including Border Patrol. And, of course, funding is therefore an issue. As publicity and clean-up will cost money. Does the County have this on its radar? Will there be any funding? (Houlton has a budget of \$150,000 for this.) Would a representative from the County like to be on Presque Isle's committee?

The Chamber and I are meeting today to iron out some of the details. I have already contacted Chief Kelly, Scott Wardwell (looking for a designated viewing area), and Tom Powers (looking for a designated camper parking area as we will likely still have snow and/or mud). Other items to discuss would be port-a-potties and events to hold people over to prevent traffic bottlenecks.

Any other things you feel we need to consider?

Kimberly R. Smith, MSB
Resource Development and Public Information Officer
Executive Director, Presque Isle Community Development Association, Inc.
City of Presque Isle
12 Second Street
Presque Isle, ME 04769
Phone: (207) 760-2722; Fax: (207) 764-2501 www.presqueislemaine.gov

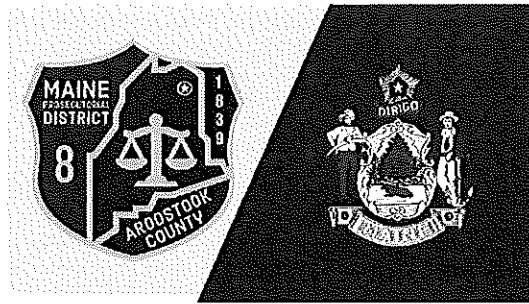
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TODD R. COLLINS
District Attorney

STATE OF MAINE

144 Sweden Street
Caribou, ME 04736-2353
207-498-2557
FAX 207-493-3493

KARI WELLS-PUCKETT
Deputy District Attorney



27 Riverside Drive
Presque Isle, ME 04769-2730
207-764-0504
FAX 207-764-2046

CHRISTIANA REIN
MATTHEW HUNTER
CHARLES E. FYLER II
IAN M. ANDERSON
Assistant District Attorneys

26 Court Street, Suite 101
Houlton, ME 04730
207-532-4294
FAX 207-532-1504

OFFICE OF THE DISTRICT ATTORNEY
AROOSTOOK COUNTY
PROSECUTORIAL DISTRICT NUMBER 8

December 15, 2022

To: County Commissioners
Re: Permission to Hire

Gentlemen,

I am requesting that the County approve the hiring of

Laura Adams

As the Post-Conviction VWA for the District Attorney's Office.

I appreciate your consideration of this request at your December, 2022, meeting. Until then,

Be Well and Stay Safe,

A handwritten signature in black ink, appearing to read 'Todd R. Collins', with a long horizontal flourish extending to the right.

Todd R. Collins
District Attorney, Aroostook County

Laura A. Adams

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

PROFESSIONAL SUMMARY

Administrative Assistant having strong interpersonal and organizational skills, and a keen ability to multitask a variety of challenges and responsibilities with almost 20 years of experience.

WORK EXPERIENCE

Caribou Police Department
25 High Street, Caribou, ME 04736

June 2006 – Present
Administrative Assistant

- Provide support to the Chief of Police and manage four Sergeants, ten full time and six part time Police Officers in, at time, a high stress environment
- Perform matron duties to female prisoners
- Responsible for the application, management and closing out of grants averaging \$156,450 annually for Caribou PD, Caribou EMA and all police agencies in Aroostook County (District 8)
- Prepare and mail correspondence, complete all monthly billing, and manage the administrative office
- Code bills for payment based on allowed budget
- Receipt monies received to the Finance Department for deposit
- Process concealed weapons permit application and ensure permits are issued, stored and renewed according to state law
- Be the liaison between the police department and multiple other agencies
- Review prosecution reports and follow up as necessary/requested
- Provide dispatching in emergency situations
- Assist with budgeting and tracking the \$1.76 million police department budget
- Manage and update Standard Operating Policies and Procedures
- Complete monthly and yearly reporting
- Provide support for Caribou Emergency Management Agency
- Provide support for the Aroostook Chiefs of Police Association, coordinate meetings, complete minutes and manage the finances
- Complete all tasks of the job in a highly confidential manner

City of Caribou
25 High Street, Caribou, ME 04736

January 2015 – Present
Deputy Election Warden/Ballot Clerk

- Assist with all aspects of the election process

Caribou Chamber of Commerce and Industry
24 Sweden Street, Suite 101, Caribou, ME 04736

February 2004 – June 2006
Administrative Assistant/Project Coordinator

- Responsible for accounts payable and receivable, receipt all money and ensure timely delivery to the bank for deposit
- Coordinate community events, including Arts and Craft's Fair, Caribou City Wide Yard Sale, CaribouFest, etc.
- Create and distribute a quarterly newsletter
- Assist customers with information on the local economy, provide business information and anything else they may need
- Promote the organization and its members, recruit businesses to join the Chamber and assist with economic development

Laura A. Adams

[REDACTED]

EDUCATION

Caribou High School
308 Sweden Street, Caribou, ME 04736

[REDACTED]
High School Diploma

OTHER LICENSES/ACCOMPLISHMENTS

Dedimus Justice, State of Maine
Notary Public, State of Maine
Deputy Election Warden/Ballot Clerk for the City of Caribou
CJIS certified
Trained in use of Metro, Spillman, ShareFile

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Ryan D. Pelletier

From: Lauren Haven <lauren.haven@mainecounties.org>
Sent: Wednesday, November 23, 2022 4:03 PM
Subject: 2023 MCCA Board of Directors

Good Afternoon!

Please send me the name of the representative chosen from your county to be on the 2023 MCCA Board of Directors. You may also name a proxy to vote in the director's absence.

I'd like to have the complete list by **January 5th** to be included in the agenda packet which will be distributed on January 6th for the Annual General Membership meeting on Wednesday, January 11th.

Thank you!

Lauren Haven

Maine County Commissioners Association
4 Gabriel Drive Suite 2, Augusta, ME 04330
Phone: 207-623-4697 Fax: 207-512-2124
Website: www.mainecounties.org



This email comes from outside the County of Aroostook email system. Please be cautious opening or clicking on any attachments or links.

Ryan D. Pelletier

From: Malcolm L. Ulmer <mlu@mainecounties.org>
Sent: Friday, November 25, 2022 12:10 PM
To: Clarice Proctor; Ryan D. Pelletier; Jim Gailey; Michael Crooker; Scott Ferguson; Andrew Hart; Carrie Kipfer; Donald Durrah; Scott Adkins; Michael Williams; Amber Jones; Dawn DiBlasi; Barbara Arseneau; Betsy Fitzgerald; Gregory Zinser
Cc: John Michael; Norman Fournier; Thomas S. Coward; William F. Clark; George Jabar; Sharyn Pohlman; William B. Blodgett; Steven M. Merrill; Peter Baldacci; Wayne Erkkinen; Brian Hobart; Newell B. Graf; Amy Fowler; Chris Gardner; Richard Dutremble; James Bailey
Subject: MCCA Risk Pool Directors, Authorized Proxy Representatives, and Primary Contact Persons for 2023

Dear County Administrators / Managers / Clerk:

Please provide the following information to me via reply e-mail by no later than December 30, 2022:

1. The elected official who will be serving as your entity's appointed representative to the Risk Pool's Board of Directors in 2023;
2. The authorized individual who will be serving as your entity's proxy representative in 2023; and
3. The individual who will be serving as your entity's primary point-of-contact with the Risk Pool in 2023.

Your primary point-of-contact serves as the contact person for routine matters and general communications between the Risk Pool and your entity and is also responsible for implementing and managing loss control measures and other directives issued by the Risk Pool. This individual has traditionally been the county administrator / manager / clerk, but this individual could also be the elected official who serves on the Risk Pool's Board of Directors or another person selected by your entity.

As a reminder, the Risk Pool's proxy policy is, as follows: "Any Director who shall be absent from a meeting may be replaced by another commissioner designated in writing by the Director, or by the administrator, clerk or manager from the Director's County designated in writing by the Board of County Commissioners from the Director's County, to vote in place of the Director. Each proxy designation shall be submitted in the manner prescribed by the Risk Pool's Board of Directors and be submitted in advance of any proxy votes being cast. Standing proxies shall be permitted. In the event that the designee of the Director is present along with an administrator, clerk or manager, the designee of the Director would exercise the proxy. Directors shall not be required to be present in order to cast a vote if they are able to participate in the discussion and vote by telephone."

Thank you in advance for your timely response to this request. Knox County may disregard this notice, as I have received its submission for 2023.

Please contact me with any questions. Have a nice weekend.

Regards,

Malcolm L. Ulmer, Director of Operations
MCCA Risk Pool
Gabriel Drive, Suite 2
Augusta, Maine 04330
207-894-7166 Telephone