

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING
TUESDAY, JANUARY 3, 2023 - 1:00 PM
SHERIFF'S OFFICE BUILDING SECOND FLOOR CONFERENCE ROOM - HOULTON

Present:

- Paul J. Underwood, Chair, County Commissioners'
- Norman L. Fournier, County Commissioner
- William T. Dobbins, County Commissioner
- Ryan D. Pelletier, County Administrator
- Christina Theriault, Human Resources Director
- Paul Bernier, Community Services Director
- Steve Pelletier, ARPA Program Administrator via Zoom
- Shawn Gillen, Sheriff
- Joey Seeley, Deputy Sheriff
- Pete Johnson, Commander
- Craig Clossey, Jail Administrator
- Leigh Smith, Treasurer
- Tammy Pelletier, Operations Assistant
- Joseph Cyr, Houlton Pioneer Times

The following Oaths of Office were administered prior to the regular meeting being called to order; William Dobbins – County Commissioner, Shawn Gillen – Sheriff, Todd Collins – District Attorney, Leigh Smith – Treasurer, Darleen Guy – Registrar of Probate, Melissa Richards – Registrar of Deeds; and Sheriff Shawn Gillen appointed Joey Seeley as Chief Deputy.

ART. 1. Commissioner Paul Underwood called the regular meeting to order at 1:05 pm.

MOTION:

Motion to nominate Paul Underwood as Chair made by Norman Fournier and seconded by William Dobbins.

VOTE:

Motion voted on and passed.

ART. 2. No public comment.

ART. 3. Mr. Ryan Pelletier requested the addition of determining a hearing date and time for the Tax Abatement request regarding Leonard Miragliuolo v. Perham.

MOTION:

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

VOTE:

Motion voted on and passed.

ART. 4. Commissioner Paul Underwood entertained a motion for approval of the December 21, 2022 County Commissioners' meeting minutes.

MOTION:

Motion by Norman Fournier and seconded by Paul Underwood to approve the minutes of the November 15, 2022 County Commissioners' meeting.

VOTE:

Motion voted on and passed.

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

- A) Attendance record.
- B) Bills and warrants.

ART. 6. Ms. Christina Theriault presented a discussion regarding the Annual Leave Policy and how there are challenges with recruitment regarding the low amount of paid time off provided for newly hired employees. Christina will complete a cost analysis and comparison of County Union contracts to see what the possible impact would be for allowing new hires to have Annual Leave at the same years of experience that applies to the Salary Administration policy.

No motion necessary.

ART. 7. Ms. Christina Theriault presented for consideration an update to the Remote Meeting Policy. Policy does not describe details surrounding Executive Session. Christina will work on getting that included.

MOTION:

Motion to Table the discussion by Norman Fournier and seconded by William Dobbins.

VOTE:

Motion voted on and passed.

ART. 8. Mr. Paul Bernier presented for consideration the Dispatch contract for Sinclair/Cross Lake.

MOTION:

Motion to accept and sign the agreement by Norman Fournier and seconded by Paul Underwood.

VOTE:

Motion voted on and passed.

ART. 9. Mr. Paul Bernier presented for consideration the 2023 Ambulance proposals for Baie Creuse. Mr. Bernier recommended the Per Capita rate structure versus the Fee for Services rate structure, as the fee is locked in for 3 years and would ensure no fluctuation in costs.

MOTION:

Motion to accept the agreement based on per capita rate by Norman Fournier and seconded by William Dobbins. County Administrator given authority to complete/sign the agreement as discussed.

VOTE:

Motion voted on and passed.

ART. 10. Mr. Shawn Gillen introduced Mr. Craig Clossey to present for consideration the Biennial Jail Inspection Report. Mr. Gillen praised the leadership and all the staff at the facility for being able to score perfect marks year after year. Mr. Clossey detailed how the jail is the only one in the state that requests yearly inspections and they continue to excel in documentation, safety, maintenance, and many other areas considering the age of the facility and inmate counts.

MOTION:

Motion by William Dobbins and seconded by Norman Fournier to accept the report into the record.

VOTE:

Motion voted on and passed.

ART. 11. County Commissioner’s Report

Commissioner Fournier will be attending the MCCA/Risk Pool meeting on January 11th where both the Democratic and Republican legislative leadership have been invited to attend.

No motion necessary.

ART. 12. Other business

Mr. Ryan Pelletier requested a date and time be set for a Tax Abatement hearing on the matter of Leonard Miragliuolo v. Perham. The date of January 18th at 1pm at the Administrative Hearing Room at the Caribou Courthouse was set for this hearing.

ART. 13. Adjournment

A motion was made by William Dobbins and seconded by Norman Fournier to adjourn the meeting at 2:12 pm. Motion voted and passed.

ATTEST: A True Copy
of Commissioners’ Meeting

Ryan D. Pelletier
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: February 15th, 2023

4. Indicate the type of license applying for: (choose only one)

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input type="checkbox"/> Class A Lounge
(Class X) |
| <input type="checkbox"/> Hotel
(Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional
(Class I-A) | <input type="checkbox"/> Bed & Breakfast
(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Qualified Caterer | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) | |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

48 Sinclair rd

6. Is the licensee/applicant(s) citizens of the United States? Yes No

7. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes No

If yes, please provide details: _____

11. Do you own or have any interest in any another Maine Liquor License? Yes No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Neal Martin	11/08/1983	Fort Kent Maine

Residence address on all the above for previous 5 years

Name Address:
 Neal Martin 48 Sinclair rd Sinclair Maine 04779

Name Address:

Name Address:

Name Address:

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

Yes No

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

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

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

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

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

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

Name: Neal Martin Date of Conviction: 10/05/2005

Offense: OUI Location: Fort Kent Maine

Disposition: _____

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

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

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

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

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

The bar / lounge/ deck/ and Dinig area

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

Name: Church

Distance: 3.00

Section II: Signature of Applicant(s)

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

Please sign and date in blue ink.

Dated: 01/13/2023



Signature of Duly Authorized Person

Signature of Duly Authorized Person

Neal Martin

Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

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

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

Dated: _____

Who is approving this application? Municipal Officers of _____

County Commissioners of _____ County

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

Signature of Officials	Printed Name and Title

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

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see

§653. Hearings; bureau review; appeal

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

A. The bureau shall prepare and supply application forms.

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its permit. See the TTB's website at [its](#) for more information.

Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

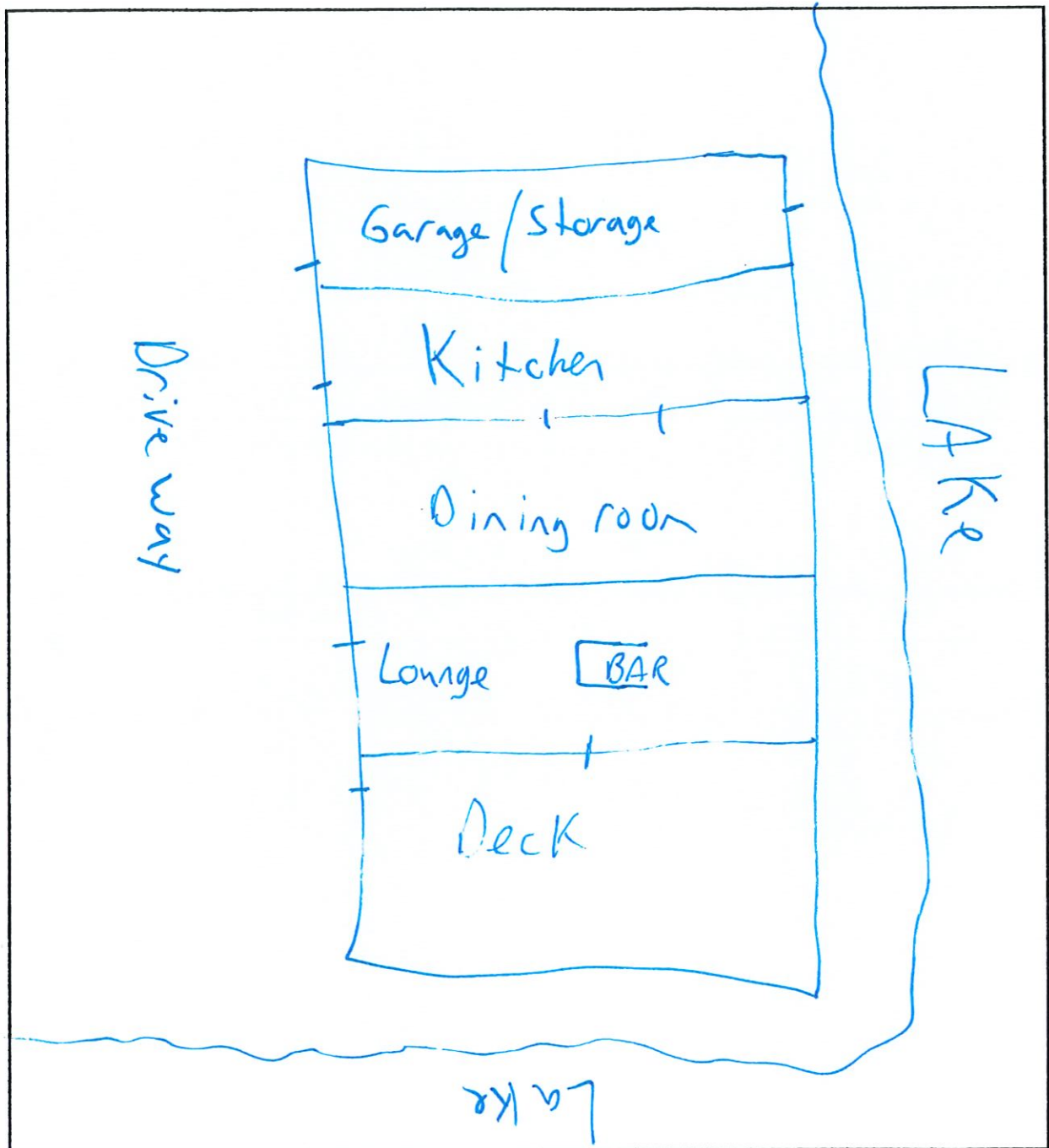
Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
Class III	For the Sale of Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class IV	For the Sale of Malt Liquor Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class III and IV	For the Sale of Malt Liquor and Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge	\$1,500.00

Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: _____
2. Doing Business As, if any: _____
3. Date of filing with Secretary of State: _____ State in which you are formed: _____
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership

(Ownership in non-publicly traded companies must add up to 100%.)



MEMO

2023 lic app

PAY TO THE ORDER OF

County Treasurer

Ten and 00/100 *****

County Treasurer

PROTECTED AGAINST FRAUD



LONG LAKE SPORTING CLUB
P.O. BOX 57
SINCLAIR, ME 04779
207-543-7584

KEYBANK NA
52-60/112

1/31/2023

5171

\$ 10.00

DOLLARS



MEMO

2023 liquor lic

PAY TO THE ORDER OF

Treasurer state of maine

Nine Hundred and 00/100*****

treasurer, State of Maine

PROTECTED AGAINST FRAUD



LONG LAKE SPORTING CLUB
P.O. BOX 57
SINCLAIR, ME 04779
207-543-7584

KEYBANK NA
52-60/112

1/31/2023

5173

\$ 900.00

DOLLARS

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

(g) Adopt by a majority vote of the full Board such rules of parliamentary procedure and create such subcommittees as shall be necessary for the orderly transaction of the business of the Board;

(h) Designate which officials and employees shall be bonded and fix the amount and approve the form of the bond;

(i) Examine, allow and settle accounts of the money of the County;

(j) Represent the County;

(k) Care for the County's property and manage its business;

(l) By a recorded order, appoint an agent to convey real estate of the County;

(m) Lay out, alter or discontinue ways;

(n) Keep the County books and accounts on forms and in a manner approved by the Department of Audit;

(o) Have final authority over the operation of all County offices by elected or appointed county officers. The Board must act as a board and not on an individual basis in exercising this authority;

(p) Borrow funds in accordance with state statutes; and

(q) Perform all other duties required by law.

Section 9. ORGANIZATION.

At the annual organization meeting of the Board of County Commissioners, which shall be held on the first Tuesday after the first Monday in January of each year, the Board shall elect from among its members a chairman to a one year term. The chairman shall preside over the meetings of the Board, have a vote on all questions before it, have authority to preserve order at Board meetings, enforce the rules of the Board, and determine the order of business under the rules of the Board.

Section 10. MEETINGS.

(a) **Regular Meetings.** The Board shall meet regularly and publicly in the County at least once each month. The Board shall provide for the manner, time and place for holding all regular Board meetings, except that public notice of the time and place of each regular meeting shall be given at least seven days before the meeting. A regular meeting shall be scheduled and held in each commissioner's district at least every calendar quarter.

STATE OF MAINE
AROOSTOOK, SS

COUNTY COMMISSIONERS'
PROPERTY TAX ABATEMENT APPEAL

Leonard Miragliuolo)
)
Applicant)
)
v.)
)
Town of Perham)
)
Respondent)

DECISION

Applicant/taxpayer, Leonard Miragliuolo, applied to the Aroostook County Commissioners, pursuant to 36 M.R.S.A., Section 844, seeking an abatement of his 2022 taxes assessed on property in the Town of Perham, Maine. The hearing was held in Caribou, Maine on January 18, 2023. The hearing was attended by three (3) County Commissioners; the County Administrator Ryan D. Pelletier; Operations Assistant Tammy Pelletier; John Rasmussen, Town of Perham; and applicant Leonard Miragliuolo participated by telephone.

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

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

FINDINGS OF FACT:

The Applicant is the owner of land and building(s) located at 350 High Meadow Lane (Map 005 Lot 004-001) in Perham. The information provided did not list acreage but did provide a breakdown in assessment between land and buildings.

The 2022 municipal value for his property was \$112,700, resulting in a tax bill of \$2,141.30. His taxes have been paid for the 2022 tax year.

The Assessor provided testimony that the town removed the applicant's 2022 homestead exemption based on notification by the State of Florida that the applicant had registered to vote in that State in 2020 and was notified in 2021. The applicant did not dispute that. The Assessor also provided a list of several ways in which the town determines whether an applicant is domiciled in the Town.

CONCLUSIONS OF LAW:

According to MRSA Title 36 § 686 – Denial of homestead exemption; appeals: If the assessor determines that a property is not entitled to a homestead exemption under this subchapter, the assessor shall promptly provide a notice of denial, **including the reasons for the denial**, to the applicant by either personal delivery or regular mail. An applicant may appeal a denial of an exemption under this subchapter using the procedures provided in subchapter 8. If the assessor determines that a property receiving an exemption under this subchapter any year within the 10 preceding years was not eligible for the exemption, the assessor shall immediately notify the bureau in writing.

DECISION:

The Board of County Commissioners hereby finds based on the evidence and information provided by the Applicant and the Respondent, both before and during the hearing, that the Applicant has demonstrated that the Town did not **provide reasons for the denial** in the written notice provided to the Applicant by the Respondent. The Respondent did not provide documentation at the hearing to refute this finding.

Accordingly, we find there is sufficient evidence to suggest the Respondent erred in its handling of the property tax appeal presented to them. Therefore, this appeal is **GRANTED**. An abatement equal to the value of the homestead exemption shall be paid by the Respondent to the Applicant.

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

Dated: February 15, 2023

AROOSTOOK COUNTY COMMISSIONERS

Paul J. Underwood, Chairman

Norman L. Fournier, Commissioner

William T. Dobbins, Commissioner

COUNTY OF AROOSTOOK
Remote Participation Policy
Adopted Pursuant to Title 1 MRSA § 403-B

Purpose

It is the policy of the County of Aroostook to allow elected members of the Board of County Commissioners and Finance Committee, appointed County employees and the general public to participate in all public meetings as defined by Title 1 § 403 M.R.S.A. by remote means including but not limited to telephonic and video conferencing capabilities.

Conditions and Requirements

Members of the public body (elected officials) are expected to be physically present for public proceedings except when being physically present is not practicable. A member must notify the chair as far in advance as possible; if the member will be unable to physically attend a meeting of the body.

Circumstances in which physical presence for one or more members is not practicable shall include:

1. The existence of an emergency or urgent issue that requires the public body to meet by remote methods;
2. Illness, other physical condition or temporary absence from the jurisdiction of the body that causes a member of the body to face significant difficulties traveling to and attending in person at the location in the notice provided by Title 1 § 406 M.R.S.A.; and

3. The area of the public body's jurisdiction includes geographic characteristics that impede or slow travel.

4. Remote only participation: The public body named above may meet solely by remote means if an emergency or urgent situation requires that all members of the body meet only by remote methods. In that circumstance, public attendance may be restricted to remote access only at the public proceeding.

The chair or presiding officer, in consultation with other members if appropriate and possible, is authorized to make a determination that an emergency or urgent situation requires the body to meet only by remote methods and to limit public attendance at the proceeding to remote means only. The chair or presiding officer's determination will be put in writing and attached to the record of the meeting. Public notice of the determination will be provided as soon as practicable consistent with public notice requirements.

Reasonable accommodations will be provided to any individual with a disability upon request.

5. Members of the public will be provided the ability to participate by remote methods and the County will provide conference call and/or video connection web links to any member of the public that wishes to participate by remote methods.

6. If public input is allowed at any meeting where remote participation is allowed, the County will provide an effective means of communication between the members of the body and the public.

7. Regarding Executive Session – we caution the Board to ensure that appropriate measures are taken to secure the confidentiality of executive sessions when the board is meeting remotely as a whole or when one or more members of the Board are participating remotely, especially when the Board is expected to return to public session to vote on a matter discussed in executive session.
8. All notices of proceedings will be advertised by notification to local media, posted on the County of Aroostook's website and bulletin boards. The notice will include the means by which members of the public may access the proceeding using remote methods. The notice will also identify where the members will be meeting in person and this location will be available for members of the public to attend in person as well.
9. A member of the body who participates in a public proceeding by remote methods is present for purposes of a quorum and voting.
10. All votes taken during a public proceeding using remote methods must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by other members of the public body and the public; and
11. All documents and other materials considered by the public body will be made available electronically or otherwise to the public who attend by remote methods to the same extent customarily available to members of the public who attend the proceedings in person.
12. This policy repeals County of Aroostook Policy on Telephone Conferencing/Video Conferencing adopted on December 7, 2011, and Amended October 3, 2012, and January 3, 2023.

Effective Date

The policy is effective on the date it is adopted following a public hearing held on **January 3, 2023**, at Houlton, Maine. It may be amended by the Board of County Commissioners following the provisions on Title 1 § 403-B M.R.S.A.

Aroostook County Board of County Commissioners

January 3, 2023, at Houlton, Maine:

Norman L. Fournier, Commissioner

Paul J. Underwood, Commissioner

William Dobbins, Commissioner

Attest:

Ryan D. Pelletier, County Administrator/County Clerk

February 15, 2023

TO: County Commissioners

FR: Ryan D. Pelletier, County Administrator

RE: Appointment & Confirmation of Department Heads and Employees

Dear Commissioners:

Christina and I would like to get some clarification and a decision on how we should be approving the hiring and confirmation of employees. I have included portions of our County Charter as well as sections of state law pertaining to this issue.

Currently, if you read our charter in the section Powers & Duties of the Board (Commissioners) your authority is to **Confirm**, by a majority vote, the **appointment** and removal of all department heads. This is very clear to me. If we make a decision to hire someone as a Department Head, we would bring this persons name forward to you at your next scheduled meeting and if confirmed the individual would begin employment **after** he or she is confirmed. The section of the charter regarding Powers & Duties of the Board is silent in regards to non-department head employees (*i.e.* administrative support personnel, janitors, maintenance workers, dispatchers, etc.)

Under ARTICLE IV of the Charter, Section 2 spells out the authority of the County Administrator. Under Subsection b. Other Authority: Unless otherwise specified by law or by this Charter, all administrative officials and employees of the County, other than elective administrative officers, **shall be appointed** by the County Administrator, subject to confirmation by the Board. This in my opinion covers all other non elected employees of County government. The question we have is, do we treat non department head employees differently in when they can actually start work. For example, today is February 15th. If Christina and a Department Head have been actively working to hire for a position and come to an agreement with a potential employee on February 17, do we have to wait until the March meeting before the individual is formally confirmed by the Board before he or she can start work?

I would prefer that instead of that kind of delay, we are allowed to offer employment and appoint the individual to start work as quickly as they can and bring all names of anyone that may have been hired during the month to the Board for a confirmation vote, but not delay the start date if we can get someone working sooner than later. This is how the law prescribes municipal appointments under the Town Manager Plan form of government for non-department head positions for towns and cities. For your consideration I have included Title 30-A § 2636 that pertains to the Town Manager powers and duties as well as Title 30-A § 82 that pertains to the County Administrator powers and duties.

In closing, Christina and I do not care which method you choose, we just want to be consistent so our department heads and potential hires know what to expect when we are recruiting and extending offers of employment. Thank you for your time and consideration.

meeting attended for up to fifty-two meetings during the fiscal year. The Board may allow by majority vote the payment of all necessary and proper expenses and travel allowance incurred in the performance of its duties. The Board of Commissioners shall have the power to change the level of compensation provided such change shall not become effective until approved by a majority vote of the Finance Committee.

Section 8.

POWERS & DUTIES OF BOARD.

The Board of County Commissioners shall be the policy-determining body of the County. Except as otherwise provided by this Charter, the Board of County Commissioners may exercise all the powers granted to the County by this Charter and by the Constitution and the laws of the State. The Board, in addition to the powers and duties provided elsewhere in this Charter and by law, shall have the specific powers and duties to:

(a) Appoint the County Administrator solely on the basis of executive and administrative qualifications, with special reference to the actual experience in, or knowledge of, the duties of the office as set forth in the policies established by the Board and by law. At the time of appointment, the County Administrator need not be a resident of the County, but while in office, the County Administrator may reside outside the county only with the Board's approval. A County Administrator may not hold any other elective or appointed county office, except as provided by 30-A M.R.S.A. § 82. The Board shall determine the compensation of the County Administrator. The County Administrator shall hold office for an indefinite term unless otherwise specified by contract. The Board may, for cause, remove or suspend the County Administrator in accordance with the procedure for removing or suspending a town manager under 30-A M.R.S.A. § 2633. In case of the absence or disability of the County Administrator, the Board may appoint an official of the County to perform the Administrator's duties;



(b) Confirm, by a majority vote, the appointment and removal of all department heads. However, neither the Board nor any member shall direct the appointment or removal of any person by the County Administrator. The Board shall deal with administrative services solely through the County Administrator;

(c) Create and abolish such independent advisory boards as it may deem necessary to assist it in the performance of its duties and appoint the membership thereof;

(d) Participate in the budget process as specified in Article V of this Charter;

(e) Apply for private or public grants to fund the construction, creation or continuance of such existing or new county structures, functions or services as the Board shall decide;

(f) Cause an annual independent post-audit by a certified public accountant of any and all government operations of the county government, in accordance with Maine Statutes;

ARTICLE IV

ADMINISTRATION

Section 1. GENERAL PROVISIONS.

All functions and duties required of the County or county officials by the Constitution or law and permitted by this Charter shall be the responsibility of the Board of County Commissioners. Duties and functions shall be distributed among such departments, offices and agencies as the Law, the Board or this Charter may establish. The departments, offices and agencies shall exercise their functions under the direction and the supervision of the County Administrator, subject to the approval and control of the Board.

Section 2. COUNTY ADMINISTRATOR.

(a) Administration. The County Administrator is the chief administrative official of the County and is responsible for the administration of all departments and offices controlled by the Board. The County Administrator shall act as the Clerk of the County. The County Administrator shall act as purchasing agent for all departments and offices of the County, although the Board may require that all purchases greater than a designated amount must be submitted to sealed bid. The County Administrator shall attend all meetings of the Board, except when the County Administrator's removal or suspension is being considered. The County Administrator shall keep the Board, the County legislative delegation and the County Finance Committee informed as to the financial condition of the County and shall collect all data necessary to prepare the budget.

(b) Other Authority. Unless otherwise specified by law or by this Charter, all administrative officials and employees of the County, other than elective administrative officers, shall be appointed by the County Administrator, subject to confirmation by the Board. The functions of each administrative official and employee of the County shall be prescribed by the County Administrator, in conjunction with the Board. The qualifications for an appointed office or position of the County shall be as prescribed by the Board.

Section 3. ELECTED OFFICIALS.

The Treasurer, Sheriff, Registers of Deeds, District Attorney, Judge of Probate and the Register of Probate, until such time as said offices are no longer elective, shall continue to be elective pursuant to the Constitution and laws of the State of Maine. Their respective offices shall be under their supervision and control as provided by the law, except that all actions relating to personnel, fiscal matters and general administration of the County shall be accomplished in cooperation with the County Administrator.

Title 30-A: MUNICIPALITIES AND COUNTIES**Part 1: COUNTIES****Chapter 1: COUNTY OFFICERS****Subchapter 2: COUNTY COMMISSIONERS****Article 4: CLERK: COUNTY ADMINISTRATOR****§82. County administrator**

The county commissioners of each county may appropriate funds for the hiring of a county administrator. If the county commissioners do not hire a full-time county administrator, then no county employee, other than county commissioners, may perform any of the administrative functions of a county administrator. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

1. Appointment; qualifications. The county commissioners shall choose the county administrator solely on the basis of executive and administrative qualifications with special reference to the actual experience in, or knowledge of, the duties of the office as set forth in the policies established by the board of county commissioners and by law.

A. At the time of appointment, the county administrator need not be a resident of the county, but, while in office, the county administrator may reside outside the county only with the county commissioners' approval.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. A county administrator may not hold any other elective or appointed county office, except as provided in this section. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

2. Compensation; tenure of office. The county commissioners shall determine the compensation of the county administrator. The county administrator shall hold office for an indefinite term unless otherwise specified by contract. The county commissioners may, for cause, remove or suspend the county administrator in accordance with the procedure for removing or suspending a town manager under [section 2633 \(./30-A/title30-Asec2633.html\)](#). In the absence or during the disability of the county administrator, the county commissioners may appoint an official of the county to perform the administrator's duties.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

3. Duties. The county administrator is the chief administrative official of the county and is responsible for the administration of all departments and offices controlled by the county commissioners. The county administrator

shall act as the clerk of the county. The county administrator shall act as purchasing agent for all departments and offices of the county, although the county commissioners may require that all purchases greater than a designated amount must be submitted to sealed bid. The county administrator shall attend all meetings of the county commissioners, except when the county administrator's removal or suspension is being considered. The county administrator shall keep the county commissioners and the county legislative delegation informed as to the financial condition of the county and shall collect all data necessary to prepare the budget.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

4. County commissioners' compensation.

[PL 2001, c. 667, Pt. A, §47 (RP).]

5. Cumberland County manager required. Notwithstanding the other provisions of this section, no later than January 1, 1996, the county commissioners of Cumberland County shall hire a full-time county manager, who works under their direction to oversee the implementation of county policy and the day-to-day administration of county operations. The appointment, compensation and tenure of the manager are the same as provided for a county administrator pursuant to subsections 1 ([./30-A/title30-Asec82.html](http://30-A/title30-Asec82.html)) and 2 ([./30-A/title30-Asec82.html](http://30-A/title30-Asec82.html)). The manager:

A. Is responsible for the administration of all departments and offices controlled by the county commissioners;

[PL 1995, c. 380, §2 (NEW).]

B. In conjunction with the county commissioners, department heads and budget committee, shall develop a proposed county budget for the coming year, which must be presented to the commissioners no later than October 1st; [PL 1995, c. 380, §2 (NEW).]

C. Shall keep the county commissioners and the county legislative delegation informed as to the financial condition of the county and collect all data necessary to prepare the budget; [PL 1995, c. 380, §2 (NEW).]

D. Shall attend all meetings of the county commissioners, except when the manager's removal or suspension is being considered; and [PL 1995, c. 380, §2 (NEW).]

E. Shall carry out other administrative duties assigned by the commissioners. [PL 1995, c. 380, §2 (NEW).]

[PL 1995, c. 380, §2 (NEW).]

6. York County manager required. Notwithstanding the other provisions of this section, no later than January 1, 2002, the county commissioners of York County shall hire a full-time county manager, who works under their direction to oversee the implementation of county policy and the day-to-day administration of county operations. The appointment, compensation and tenure of the manager are the same as provided for a county administrator pursuant to subsections 1 ([./30-A/title30-Asec82.html](http://30-A/title30-Asec82.html)) and 2 ([./30-A/title30-Asec82.html](http://30-A/title30-Asec82.html)). The manager:

A. Is responsible for the administration of all departments and offices controlled by the county commissioners;

[PL 2001, c. 107, §2 (NEW).]

B. In conjunction with the county commissioners, department heads and budget committee, shall develop a proposed county budget for the coming year, which must be presented to the commissioners no later than

October 1st; [PL 2001, c. 107, §2 (NEW) .]

C. Shall keep the county commissioners and the county legislative delegation informed as to the financial condition of the county and collect all data necessary to prepare the budget; [PL 2001, c. 107, §2 (NEW) .]

D. Shall attend all meetings of the county commissioners, except when the manager's removal or suspension is being considered; and [PL 2001, c. 107, §2 (NEW) .]

E. Shall carry out other administrative duties assigned by the commissioners. [PL 2001, c. 107, §2 (NEW) .]

[PL 2001, c. 107, §2 (NEW) .]

SECTION HISTORY

PL 1987, c. 737, §SA2,C106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §SA2,C8,10 (AMD). PL 1995, c. 380, §S1,2 (AMD). PL 2001, c. 107, §S1,2 (AMD). PL 2001, c. 349, §2 (AMD). PL 2001, c. 667, §A47 (AMD).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.

If you need legal advice, please consult a qualified attorney.

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

Data for this page extracted on 9/28/2022 08:27:44.

Title 30-A: MUNICIPALITIES AND COUNTIES**Part 2: MUNICIPALITIES****Subpart 3: MUNICIPAL AFFAIRS****Chapter 123: MUNICIPAL OFFICIALS****Subchapter 2: TOWN MANAGER PLAN****§2636. Powers and duties of town manager**

The town manager: [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

1. Executive and administrative officer. Is the chief executive and administrative official of the town;

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

2. Administer offices. Is responsible to the select board for the administration of all departments and offices over which the select board has control;

[PL 2021, c. 275, §42 (AMD).]

3. Execute laws and ordinances. Shall execute all laws and ordinances of the town;

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

4. Department head. Shall serve in any office as the head of any department under the control of the select board when directed by the select board;

[PL 2021, c. 275, §42 (AMD).]

5. Appoint department heads. Shall appoint, subject to confirmation by the select board, supervise and control the heads of departments under the control of the select board when the department is not headed by the town manager under [subsection 4 \(.../30-A/title30-Asec2636.html\)](#);

[PL 2021, c. 275, §42 (AMD).]

6. Appoint town officials. Unless otherwise provided by town ordinance, shall appoint, supervise and control all town officials whom the municipal officers are required by law to appoint, except members of boards, commissions, committees and single assessors; and appoint, supervise and control all other officials, subordinates and assistants, except that the town manager may delegate this authority to a department head and report all appointments to the select board;

[PL 2021, c. 275, §42 (AMD).]

7. Purchasing agent. Shall act as purchasing agent for all departments, except the school department, except that the town or the select board may require that all purchases greater than a designated amount must be submitted to sealed bid;

[PL 2021, c. 275, §42 (AMD).]

8. Attend meetings of select board. Shall attend all meetings of the select board, and the town manager may attend meetings when the manager's removal is being considered;

[PL 2021, c. 275, §42 (AMD).]

9. Make recommendations. Shall make recommendations to the select board for the more efficient operation of the town;

[PL 2021, c. 275, §42 (AMD).]

10. Attend town meetings. Shall attend all town meetings and hearings;

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

11. Inform of financial condition. Shall keep the select board and the residents of the town informed as to the town's financial condition;

[PL 2021, c. 275, §42 (AMD).]

12. Collect data. Shall collect data necessary to prepare the budget;

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

13. Assist residents. Shall assist, insofar as possible, residents and taxpayers in discovering their lawful remedies in cases involving complaints of unfair vendor, administrative and governmental practices; and

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

14. Remove appointments. Has exclusive authority to remove for cause, after notice and hearing, all persons whom the manager is authorized to appoint and report all removals to the select board.

[PL 2021, c. 275, §42 (AMD).]

SECTION HISTORY

PL 1987, c. 737, §§2,C106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §§8,10 (AMD). PL 2021, c. 275, §42 (AMD).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.

If you need legal advice, please consult a qualified attorney.

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

Data for this page extracted on 9/28/2022 08:27:44.

County of Aroostook



Tik Tok Policy 02-15-2023

The County of Aroostook (COA) establishes the following policy to all COA elected and appointed officials and employees for the purposes of safeguarding COA information systems and assets.

Summary:

The COA must keep pace with a rapidly evolving cyber threat landscape that poses significant risks to the security of the County’s network infrastructure, including the sensitive and confidential data that we are entrusted to protect for our citizens. This policy is in response to well-documented national security risks posed by TikTok, a Chinese-owned video-sharing mobile application, recently enacted federal legislation and State of Maine gubernatorial directive that prohibits the use of the application on all federal and state government devices.

Policy

This policy prohibits the installation and use of Tik Tok on COA devices. Personal devices that have Tik Tok installed are prohibited from connecting to the COA network.

Additional Information:

The COA Facilities and IT Department shall periodically, as needed, assess other products that may pose security risks to the COA network infrastructure and additional steps may need to be taken to strengthen our network security posture through revising this policy under the direction of the COA Board of County Commissioners. The internal point(s) of contact for this policy are the COA County Administrator and Facilities and IT Director.

February 15, 2023

TO: County Commissioners
FR: Ryan Pelletier, County Administrator
RE: Reorganization of District Attorney's Office

Dear Commissioners:

I have met with Todd Collins, District Attorney and Christina Theriault, HR Director to discuss a slight reorganization within the District Attorney's Office. Currently, all county assigned employees (legal assistants, victim witness advocates, post-conviction advocate etc.) report directly to the District Attorney. This is in addition to the 6 state employees (Assistant District Attorney's) and the contracted Maine Prosecutor's Association IT employees. In speaking with other County Managers, it became clear to me that this is not the norm and in most other counties, the county employees who are assigned to the DA Office report to a County employee within the DA Office. In some cases this is a DA Office Manager or DA Supervisor position. Christina indicated that when she was first hired in the early 2000s such a position actually did exist in Aroostook County and was eliminated soon after. I feel the time has come that we look to reestablish a similar position. I believe this would make managing the human resources within the DAs office more efficient and lead to an improved work environment. It is difficult to manager currently with county employees reporting directly to the DA (a state employee) who already has a full plate managing the other state employees within the office as well as the work load of being the DA. I have asked Christina to work on a draft job description for this type of position and would like to further review and discuss this with you at a future meeting as well as during the budget development process in 2023. Thank you for your time and consideration.

STATE OF MAINE

A-4 12

AROOSTOOK COUNTY, ss.

Court of County Commissioners

On the 15th day of February the term of this Court, in the year 2023 A.D., it is Ordered that the County Tax for the year 2023, amounting to Nine Million One Hundred Fifty-Five Thousand and Six Hundred Sixty Six Dollars and Zero Cents (\$9,155,666), the sum authorized by a resolve of the Aroostook County Finance Committee, and approved November 15, 2022, together with an overlay of One Hundred Eighty-Two Thousand Five Hundred Dollars and Zero Cents (\$182,500.00), being a sum not exceeding two percent of said Nine Million One Hundred Fifty-Five Thousand and Six Hundred Sixty Six Dollars and Zero Cents, be apportioned on the various Cities, Towns, Plantations and Unorganized Places within Aroostook County, according to the last State Valuation. And said apportionment is hereby made as follows:

APPORTIONMENT ON CITIES, TOWNS AND PLANTATIONS	VALUATION	TAX	APPORTIONMENT ON CITIES AND TOWNS AND PLANTATIONS	VALUATION	TAX
Allagash	\$ 32,850,000	\$ 50,604.81	Hersey	\$ 10,400,000	\$ 16,021.00
Amity	\$ 17,050,000	\$ 26,265.20	Hodgdon	\$ 74,500,000	\$ 114,765.85
Ashland	\$ 83,400,000	\$ 128,476.13	Houlton	\$ 336,200,000	\$ 517,909.78
Blaine	\$ 48,050,000	\$ 74,020.12	Island Falls	\$ 89,400,000	\$ 137,719.02
Bridgewater	\$ 40,750,000	\$ 62,774.61	Limestone	\$ 83,550,000	\$ 128,707.20
Caribou	\$ 438,450,000	\$ 675,423.98	Linneus	\$ 80,100,000	\$ 123,392.54
Castle Hill	\$ 31,650,000	\$ 48,756.23	Littleton	\$ 66,300,000	\$ 102,133.90
Caswell	\$ 19,550,000	\$ 30,116.41	Ludlow	\$ 28,600,000	\$ 44,057.76
Chapman	\$ 35,850,000	\$ 55,226.25	Macwahoc Plantation	\$ 15,950,000	\$ 24,570.68
Crystal	\$ 19,500,000	\$ 30,039.38	Madawaska	\$ 373,300,000	\$ 575,061.63
Cyr Plantation	\$ 13,000,000	\$ 20,026.26	Mapleton	\$ 153,500,000	\$ 236,463.87
Dyer Brook	\$ 20,200,000	\$ 31,117.72	Mars Hill	\$ 155,300,000	\$ 239,236.73
Eagle Lake	\$ 102,800,000	\$ 158,361.47	Masardis	\$ 29,350,000	\$ 45,213.12
Easton	\$ 292,750,000	\$ 450,975.87	Merrill	\$ 16,250,000	\$ 25,032.82
Fort Fairfield	\$ 191,700,000	\$ 295,310.25	Monticello	\$ 60,850,000	\$ 93,738.28
Fort Kent	\$ 288,100,000	\$ 443,812.64	Moro Plantation	\$ 11,850,000	\$ 18,254.70
Frenchville	\$ 66,450,000	\$ 102,364.98	Nashville Plantation	\$ 53,950,000	\$ 83,108.96
Garfield Plantation	\$ 9,150,000	\$ 14,095.40	New Canada	\$ 30,150,000	\$ 46,445.51
Glenwood Plantation	\$ 16,850,000	\$ 25,957.11	New Limerick	\$ 133,750,000	\$ 206,039.36
Grand Isle	\$ 28,250,000	\$ 43,518.59	New Sweden	\$ 44,400,000	\$ 68,397.37
Hamlin	\$ 24,000,000	\$ 36,971.55	Oakfield	\$ 53,300,000	\$ 82,107.65
Hammond	\$ 9,450,000	\$ 14,557.55	Orient	\$ 53,300,000	\$ 82,107.65
Haynesville	\$ 14,200,000	\$ 21,874.83	Perham	\$ 27,650,000	\$ 42,594.31

STATE OF MAINE

APPORTIONMENT ON CITIES, TOWNS AND PLANTATIONS	VALUATION	TAX	APPORTIONMENT ON CITIES AND TOWNS AND PLANTATIONS	VALUATION	TAX
Portage Lake	\$ 85,550,000	\$ 131,788.17	Westfield	\$ 36,650,000	\$ 56,458.64
Presque Isle	\$ 618,900,000	\$ 953,403.82	Westmanland	\$ 19,900,000	\$ 30,655.58
Reed Plantation	\$ 17,950,000	\$ 27,651.64	Weston	\$ 58,450,000	\$ 90,041.13
Saint Agatha	\$ 85,250,000	\$ 131,326.02	Winterville Plantation	\$ 39,050,000	\$ 60,155.79
Saint Francis	\$ 30,750,000	\$ 47,369.80	Woodland	\$ 70,300,000	\$ 108,295.83
Saint John Plantation	\$ 22,700,000	\$ 34,968.92			
Sherman	\$ 54,700,000	\$ 84,264.32			
Smyrna	\$ 24,850,000	\$ 38,280.96			
Stockholm	\$ 18,750,000	\$ 28,884.02			
Van Buren	\$ 78,550,000	\$ 121,004.80	Total for Cities, Towns and Plantations	\$ 5,257,500,000	\$ 8,099,079.94
Wade	\$ 18,650,000	\$ 28,729.97			
Wallagrass	\$ 50,100,000	\$ 77,178.11	Total for Unorganized Places	\$ 804,350,000	\$ 1,239,086.06
Washburn	\$ 100,550,000	\$ 154,895.39			

TAX RATE: 0.0015405

SUMMARY	VALUATION	TAX
TOTAL FOR CITIES, TOWNS AND PLANTATIONS	\$ 5,257,500,000	\$ 8,099,079.94
TOTAL FOR UNORGANIZED PLACES	\$ 804,350,000	\$ 1,239,086.06
TOTAL	\$ 6,061,850,000	\$ 9,338,166.00

We have on this day issued warrants to the assessors of the various cities, towns and plantations within Aroostook County requiring the assessment of the sums apportioned against their respective cities, towns or plantations, and the collection and payment thereof to the treasurers of said cities, towns or plantations, to be paid by them to the County Treasurer, on his warrants to be issued therefore on or before the first day of September 2023.

And the Clerk of this Court is hereby directed to certify a copy of the above apportionment to the County Treasurer of Aroostook County, and the County Treasurer is directed to certify a like copy to the State Tax Assessor as required by statute.

Dated at Caribou, Maine

February 15, 2023

Attest: _____
County Clerk

AROSTOOK COUNTY COMMISSIONERS

Computation of 2023 County Tax Mil Rate and Overlay

Amount to be Raised	\$	9,155,666
X 2.00%	\$	0.02
Maximum Overlay	\$	183,113

Total Tax + 2.0%	\$	9,338,779
------------------	----	-----------

Municipal Valuation	\$	5,257,500,000
Unorganized	\$	804,350,000
Total	\$	6,061,850,000

Min Mil Rate **0.001510375**

Max Mil Rate **0.001540582**

Total Valuation	\$	6,061,850,000
Suggested Mil Rate		0.0015404812
	\$	9,338,166.00

Valuation X Mil Rate	\$	9,338,166.00
Tax	\$	9,155,666.00
Overlay Tax	\$	182,500.00

← Does not exceed 2%

Tax	\$	9,155,666.00
Overlay	\$	182,500.00
	\$	9,338,166.00

AN 13

Town of Orient
48 School House Road
Orient, ME 04471

February 2, 2023

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

RE: Brook Naming Committee

Dear Mr. Pelletier:

I am writing to you as Chairman of the Select Board of the Town of Orient relative to our attempt to have two small unnamed brooks named at this time at our request.

Please be advised that at our stated meeting on Wednesday, February 1, 2023, it was unanimously voted to seek the naming of two small never before named brooks.

Such naming and the setting of road signs identifying said brook must be approved by The Board on Geographic Names Domestic Names Committee. (BGN)

In the application we are submitting to BGN one section is "Please provide a list of supporting documentation" with one suggestion being a letter of support for the proposed names from local government.

As the next step for the Town of Orient as to local government is the Aroostook County Commissioners we turn to you for a letter of support. A brief history is as follows:

On August 2, 2022, Richard Rhoda, a resident of Orient, proposed that we name the beginning of two small brooks, which begin within ¼ of a mil, more or less, of each other. One flows via Calais to the Atlantic Ocean while the other flows via Bangor to the Atlantic Ocean.

This is a unique geographic feature which we wish to call to the attention of locals and tourists. The brooks are divided by what is known as "a water divide" but this one is so subtle that it would not normally ever be noticed without attention being called to it.

On January 12, 2023, a Public Meeting was held by the Name A Brook Committee. At that meeting the Committee voted unanimously to name the two brooks "Bangor Bound Brook" and "Calais Bound Brook." The word "Bound" was included to cause one to pause and reflect upon their unique proximity to one another.

I note that Bob Watson, head of the Maine Department of Transportation for Aroostook County, is familiar with this undertaking and is supportive. He has even helped us gain approval from the Department of Transportation in Augusta to use a modified designed sign to call attention to the uniqueness of these two brooks.

As previously stated the Select Board voted unanimously to adopt the said names.

We request that you please provide us with a letter to BGN indicative of your support. Should you have any concerns, or questions please contact me or Mr. Rhoda.

We will appreciate your support. We would be pleased to meet with any of you should you have occasion to be this far south in The County.

Sincerely,

_____. Chairman
Select Board

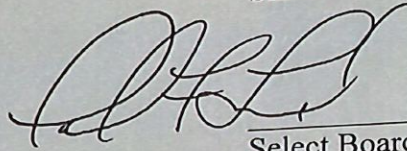
I note that Bob Watson, head of the Maine Department of Transportation for Aroostook County, is familiar with this undertaking and is supportive. He has even helped us gain approval from the Department of Transportation in Augusta to use a modified designed sign to call attention to the uniqueness of these two brooks.

As previously stated the Select Board voted unanimously to adopt the said names.

We request that you please provide us with a letter to BGN indicative of your support. Should you have any concerns, or questions please contact me or Mr. Rhoda.

We will appreciate your support. We would be pleased to meet with any of you should you have occasion to be this far south in The County.

Sincerely,



Chairman

Select Board

AM 14



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

TO: Ryan Pelletier, County Administrator

JOHN GIBSON
DEPUTY CHIEF

FROM: Darren R. Woods, Fire Chief

RE: North Lakes Fire Department

JOSHUA BELANGER
CAPTAIN
Cross Lake Station

Date: 1- 27 – 2023

JOEY LEVESQUE
CAPTAIN
Sinclair Station

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

HAROLD OLMSTEAD
CAPTAIN
Madawaska Lake Station

- Alexis Violette - Fort Kent

DON ENO
LIEUTENANT

Let me know if you have any questions.

LANE MOIR
LIEUTENANT

MATT RUSSELL
LIEUTENANT

After these three are added, our roster will have 37 firefighters, 4 communications people and 1 chaplain for a total of 42 members.

TERRY THIBODEAU
Safety Officer

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 Violette Alexis M Applicant ID # _____
Last First Middle

Address _____
Street City State ZIP Code

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

Position(s) applied for Firefighter Date of application 01/21/23

Referral Source (e.g., Walk-in, Job Posting, Company's Website, etc.) Walk-in / Know a person on department

If necessary, best time to call you is _____ 12:00 AM PM
 Home Cellular/Other

May we contact you at work? Yes No

If yes, work number and best time to call:
() Same as above 12:00 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 01/21/23

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 _____

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: UMFK - Taylor Brown Telephone #: (207) 834-7850

Street address: 23 University Drive City: Fort Kent State: Maine

Start: Student Activities and Diversity Aid Dates employed: 08/22 to Present

Immediate supervisor and title (for most recent position held): Taylor Brown - Student Activities Coordinator May we contact for reference? Yes No Later E-mail: taylor.mackenzie.brown@umfk.org

Why did you leave? Still working

Summarize the type of work performed and job responsibilities: Organization, helping with hosting events, interacting with everyone on campus.

What did you like most about your position? Friendly work environment and social opportunity

What were the things you liked least about the position? Lack of hours

Employer: UMFK - Lisa Parent Telephone #: (207) 834-7520

Street address: 23 University Drive City: Fort Kent State: Maine

Starting job title/final job title: Administrative Aid Dates employed: 08/21 to 05/22

Immediate supervisor and title (for most recent position held): Lisa Parent - Administrative Specialist CL3 May we contact for reference? Yes No Later E-mail: lisa.parent@maine.edu

Why did you leave? Was looking for different position on campus.

Summarize the type of work performed and job responsibilities: Scanned student documents, archive records

What did you like most about your position? Independence while at work

What were the things you liked least about the position? Not a pleasant work environment

Employer: Bordenview Rehabilitation and Living Center Telephone #: (207) 868-5211

Street address: 208 State Street City: Van Buren State: Maine

Starting job title/final job title: Unit Worker Dates employed: 07/19 to 06/21

Immediate supervisor and title (for most recent position held): Becky Ouellette - LPN/Scheduler May we contact for reference? Yes No Later E-mail:

Why did you leave? Was moving for college

Summarize the type of work performed and job responsibilities: Worked with elderly who had dementia, took meal orders, passed snacks

What did you like most about your position? Working with the elderly

What were the things you liked least about the position? Always called in on days off.

Employer: _____ Telephone #: _____

Street address: _____ City: _____ State: _____

Starting job title/final job title: _____ Dates employed: _____ / _____ to _____ / _____

Immediate supervisor and title (for most recent position held): _____ May we contact for reference? Yes No Later E-mail: _____

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. Moved to another town for college.

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:

CPK training, Search and Rescue Course

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

- Word Processing _____ Level: _____
- Spreadsheet _____ Level: _____
- Presentation _____ Level: _____
- E-mail _____ Level: _____
- Internet _____ Level: _____
- Other _____ Level: _____
- Other _____ 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
University of Maine at Fort Kent	2	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input checked="" type="checkbox"/> Other <u>in progress</u>	3.2	Bachelors in Behavioral Science Minor in Criminal Justice
Van Buren District Secondary School	12	<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

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? Wilderness Sporting (Mistfish) Club
Treasurer

List special accomplishments, publications, awards, etc. CTE Program was student of the year in 2021

List any relevant volunteer work. Library 20 hours in 2019

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 Maria Verdette

Date 01/21/23

COMPLYRIGHT.

©2019 ComplyRight, Inc.
A2179 ME

This product is designed to provide accurate and authoritative information. However, it is not a substitute for legal advice and does not provide legal opinions on any specific facts or services. The information is provided with the understanding that any person or entity involved in creating, producing or distributing this product is not liable for any damages arising out of the use or inability to use this product. You are urged to consult an attorney concerning your particular situation and any specific questions or concerns you may have.

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

ATTORNEY
APPROVED