

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING
WEDNESDAY, MAY 15, 2024 – 1:00 PM
FORT KENT REGISTRY OF DEEDS – FIRST FLOOR CONFERENCE ROOM

Present:

Paul J. Underwood, Chair, County Commissioner
Norman L. Fournier, County Commissioner
Ryan D. Pelletier, County Administrator
Tammy Pelletier, Operations Assistant
Steve Pelletier, ARPA Program Administrator-Zoom
Paul Bernier, Community Services Director
Peter Johnson, Sheriff
Erica Pelletier, Chief Deputy

ART. 1. Commissioner Paul Underwood called the meeting to order at 1:00 pm.

ART. 2. Pledge of Allegiance.

ART. 3. No public comment.

ART. 4. Mr. Ryan Pelletier requested the following addition to Article 25 (C) Legislative Report: To consider a letter of opposition for the ARPA Interim Final Rule.

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to approve the agenda as amended.

VOTE:

Motion voted on and passed.

ART. 5. Commissioner Underwood entertained a motion for approval of the April 17, 2024 Commissioners' Meeting minutes.

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to approve the meeting minutes of April 17, 2024.

VOTE:

Motion voted on and passed.

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

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

ART. 7. Mr. Ryan Pelletier presented for consideration the appointments to the NMDC Board for general membership (2) and unorganized territory (1).

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to approved the re-appointment of Martin Dionne for Unorganized Territory; and the re-appointment of Norman Fournier and William Dobbins for General Membership.

VOTE:

Motion voted on and passed.

ART. 8. Mr. Ryan Pelletier presented for consideration the ratification of the purchase of \$50 gift cards for the members of the Finance Committee.

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to ratify the purchase of \$50 gift cards for the Finance Committee.

VOTE:

Motion voted on and passed.

ART. 9. Mr. Ryan Pelletier presented for consideration the rescheduling of the Tax Abatement hearing in the matter of Cassidy Holdings LLC v. City of Caribou. July 8 or July 9 were proposed dates. The date will be confirmed with Commissioner Dobbins and the parties will be notified of the rescheduled date.

No motion necessary.

ART. 10. Ms. Tammy Pelletier presented for consideration an update on the Spirit of America celebration for May 17. The event will be at the Northeastland with about 35 guests.

ART. 11. Mr. Ryan Pelletier and Mr. Steve Pelletier presented an update on the finalized ARPA allocations. Unobligated/available funds are being requested for 5 projects: 1) Rain Gutter Replacement – Sheriff Building; 2) Walk-in Freezer Replacement; 3) Exterior Brick Work Repairs – Sheriff Building; 4) Exterior Trim/white painting – Houlton Superior Court Building; 5) Condensate Tank Replacement – Jail.

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to approve the allocation of unobligated funds to the 5 projects as noted.

VOTE:

Motion voted on and passed.

ART. 12. Mr. Ryan Pelletier presented, on behalf of Ms. Dana Gendreau, the 2024 first quarter financial reports.

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to approve the 2024 first quarter financial reports.

VOTE:

Motion voted on and passed.

- ART. 13. Mr. Ryan Pelletier presented for consideration the 2024-2025 Tax Commitment, due date, and interest rate for the 2024-2025 County taxes.

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to approve the 2024-2025 Tax Commitment, due date, and interest rate for the 2024-2025 County taxes.

VOTE:

Motion voted on and passed.

- ART. 14. Mr. Paul Bernier presented for consideration the three (3) year fire protection agreement with the municipality of Reed Plantation for services in Bancroft.

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to approve the three (3) year fire protection agreement with the municipality of Reed Plantation for services in Bancroft.

VOTE:

Motion voted on and passed.

- ART. 15. Mr. Paul Bernier presented for consideration the three (3) year fire protection agreement with the Town of Eagle Lake for services in T15R6.

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to approve the three (3) year fire protection agreement with the Town of Eagle Lake for services in T15R6.

VOTE:

Motion voted on and passed.

- ART. 16. Mr. Paul Bernier presented for consideration the three (3) year fire protection agreement with the Town of Madawaska for services in Baie Creuse.

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to approve the three (3) year fire protection agreement with the Town of Madawaska for services in Baie Creuse.

VOTE:

Motion voted on and passed.

ART. 17. Mr. Paul Bernier presented for consideration the one (1) year animal control agreement with the Town of Mapleton for services in T11R4 (Scopan).

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to approve the one (1) year animal control agreement with the Town of Mapleton for services in T11R4 (Scopan).

VOTE:

Motion voted on and passed.

ART. 18. Mr. Paul Bernier presented for consideration the three (3) year fire protection agreement with the Town of Masardis for T10R6, T8R5, T9R5, T8R4 Townships.

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to approve the three (3) year fire protection agreement with the Town of Masardis for T10R6, T8R5, T9R5, T8R4 Townships.

VOTE:

Motion voted on and passed.

ART. 19. Mr. Paul Bernier presented for consideration the three (3) fire protection agreement with the Town of Masardis for services in Oxbow North.

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to approve the three (3) fire protection agreement with the Town of Masardis for services in Oxbow North.

VOTE:

Motion voted on and passed.

ART. 20. Mr. Paul Bernier presented for consideration the three (3) year snow removal contract with the Town of New Canada for services in Cross Lake.

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to approve the three (3) year snow removal contract with the Town of New Canada for services in Cross Lake.

VOTE:

Motion voted on and passed.

ART. 21. Sheriff Peter Johnson presented for consideration the recommissions of Deputy Adam Bouchard and Deputy Caleb Jandreau.

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to approve the recommissions of Deputy Adam Bouchard and Deputy Caleb Jandreau.

VOTE:

Motion voted on and passed.

- ART. 22. Sheriff Peter Johnson presented for consideration the hiring recommendation of Forrest Dudley as full-time Patrol Commander.

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to approve the hiring of Forrest Dudley as full-time Patrol Commander.

VOTE:

Motion voted on and passed.

- ART. 23. Sheriff Peter Johnson presented for consideration the hiring recommendation of Jacob True as full-time Deputy.

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to approve the hiring of Jacob True as full-time Deputy.

VOTE:

Motion voted on and passed.

- ART. 24. Sheriff Peter Johnson presented for consideration the hiring recommendation of Cassandra Arledge as part-time Communications Specialist.

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to approve the hiring of Cassandra Arledge as part-time Communications Specialist.

VOTE:

Motion voted on and passed.

- ART. 25. County Commissioner's Report

Commissioner Fournier reported that claims were up for last month, bringing the total open cases to 203 within the last 3 years. Reserves are at \$500,000.

\$4 million was allocated to jail MAT funding. The Jail Professional Council is working out how the money will be distributed, either based on their application, or the # of prisoners in the jail. Some counties did not apply. Aroostook is estimated to receive \$125,000. 16 new State Trooper positions were approved with 2 being allocated to Aroostook. Governor Mills would not sign 35 bills.

Mr. Ryan Pelletier presented for consideration letters of opposition to Senator Susan Collins and Senator Angus King to oppose the Congressional Review Act joint resolution of disapproval of the Obligation Interim Final Rule published by the U.S. Department of Treasury in November 2023. This would change flexibilities that the counties have around the use and re-obligation of funds.

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to approve the letters of opposition to Senator Collins and Senator King regarding the ARPA Interim Final Rule.

VOTE:

Motion voted on and passed.

ART. 26. Other Business

No other business.

ART. 27. At 1:58pm, the following motion was made by Norman Fournier and seconded by Paul Underwood:

“I move that we enter Executive Session pursuant to Title 1 MRSA 405(6)(D) to discuss labor negotiations with the National Correction Employee’s Union and Title 1 MRSA 405(6)(A) to discuss employee resignations/retirements.”

Upon return from Executive Session at 2:13pm, Norman Fournier moved to approve the three (3) year contract with the National Correction Employee’s Union, seconded by Paul Underwood.

VOTE:

Motion voted on and passed.

ART. 28. Adjournment.

MOTION:

A motion was made by Norman Fournier, seconded by Paul Underwood to adjourn the meeting at 2:14 pm.

VOTE:

Motion voted on and passed.

ATTEST: A True Copy
of Commissioners’ Meeting

Ryan D. Pelletier
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: June 18, 2024

June 07, 2024
Northern Red Dog Inc – D/B/A The Homestead Lodge
Nicholas Bianchi-Coppola
PO Box 610
Kingston, NH. 03848

RECEIVED
JUN 11 2024
BY: _____

[REDACTED]

To whom it may concern,

Enclosed is my application for an alcohol license for The Homestead Lodge in Oxbow Maine. This is for the renewal of the current liquor license which expires on 7/8/2024. Enclosed is the check for payment of \$10 to the County of Aroostook as well as to the State of Maine. I have also enclosed a copy of our current license and attested D/B/A from the State of Maine. If you require any other information from me please feel free to reach me at either my cell phone or email address listed here below. Have a great day!

[REDACTED]

Thanks,



Nick Bianchi-Coppola



STATE OF MAINE
 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
 BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
 8 STATE HOUSE STATION
 AUGUSTA, MAINE 04333-0008



License for the Sale of Liquor

License Number	Issue Date	Expiration Date
BB-2021-13246	07/09/2023	07/08/2024

This License is valid only between the Issue Date and the Expiration Date appearing on this document. This License may be used only for the Named Holder at the Location for which the License was issued. The person or business named in this License is authorized to sell or serve liquor with liquor content as permitted by Maine law for the license type designated in this License.

All licensees shall make available for inspection their licenses at the premises to which those licenses apply. This License or each type of License issued as part of this License is subject to fine, suspension or revocation pursuant to Title 28-A of Maine law. License fee is non-refundable and the License is non-transferable unless approved by the Bureau.

Legal Name of Licensee: NORTHERN RED DOG INC
 Business Name of Licensee: HOMESTEAD LODGE, THE
 Address of Licensee: 871 OXBOW ROAD
 OXBOW PLT, ME, 04764

CODE	License Type and Description	FEE
BB	CLASS V - BED AND BREAKFAST - MALT LIQUOR, WINE AND SPIRITS	495.00
FF	FILING FEE	10.00

Total Fees: \$ 505.00

Tracy A. Willett

HOMESTEAD LODGE, THE
 122 ABBOTT STREET
 NORTH ANDOVER, MA 01845

Tracy A. Willett, Acting Deputy Director
 Bureau of Alcoholic Beverages and Lottery Operations

Filing Fee for an Assumed Name \$125.00

Filing Fee for a Fictitious Name \$40.00

BUSINESS CORPORATION

STATE OF MAINE

STATEMENT OF INTENTION
TO DO BUSINESS UNDER
AN ASSUMED OR FICTITIOUS NAME

NORTHERN RED DOG INC

(Real Name of Corporation)

File No. 20210531 D Pages 2
Fee Paid \$ 125
DCN 2210903610005 ANME
---FILED---
03/30/2021

Julie L. Hyman
Deputy Secretary of State

A True Copy When Attested By Signature

Deputy Secretary of State

Pursuant to 13-C MRSA §404, the undersigned corporation executes and delivers the following Statement of Intention to do Business Under an Assumed or Fictitious Name:

FIRST: ("X" one box only.)

assumed name (13-C MRSA §404.1)

fictitious name (13-C MRSA §404.2)

The corporation intends to transact business under the assumed or fictitious name of

THE HOMESTEAD LODGE

Please note: A fictitious name is a name adopted by a foreign corporation authorized to transact business in this State because its real name is unavailable pursuant to 13-C MRSA §401.

Complete the following if applicable:

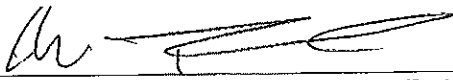
SECOND: If the assumed name is to be used at fewer than all of the corporation's places of business in this State, the location(s) where it will be used is (are):

871 OXBOW ROAD, OXBOW, MAINE 04764

THIRD: (Foreign Corporation Only)

Jurisdiction of incorporation _____ and the date on which
the corporation was authorized to transact business in Maine _____

DATED 03/26/2021

*By 
(signature of any duly authorized officer)

NICHOLAS BIANCHI-COPPOLA, PRESIDENT
(type or print name and capacity)

*This document **MUST** be signed by any duly authorized officer **OR** the clerk. (13-C MRSA §121.5)

Please remit your payment made payable to the Maine Secretary of State.

**SUBMIT COMPLETED FORMS TO: CORPORATE EXAMINING SECTION, SECRETARY OF STATE,
101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101**



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

TELEPHONE: (207) 624-7220
FAX: (207) 287-3434
EMAIL INQUIRIES: maineliquor@maine.gov

Thank you for your interested in becoming a licensed establishment to sell and serve alcoholic beverages in Maine. To avoid any delay in the processing of your application and the subsequent issuance of your liquor license, please use the following checklist to assist you in completing the application. If you are renewing your license, this checklist is useful as well.

- Your application has been completed in its entirety and is legible. For a renewal, please submit your application 30 days prior to the expiration date of your liquor license.
- Your application is signed and dated by a duly authorized person.
- The application is signed and approved by the Town or City Municipal Officers or County Commissioners.
- The license fee submitted is for the correct fee for the license class for which you are applying and includes the \$10.00 filing fee.
 - The check must be made payable to "Treasurer, State of Maine"; both the license and filing fees can be submitted on one check.
 - If the licensee/applicant(s) is in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- For a renewal, the dollar amount of your gross income for food, liquor and guest rooms, if applicable must be completed – see Section I.1
- A diagram of the facility to be licensed must accompany **all** applications whether for a new license or the renewal of an existing license
- If you are a registered business entity with the Maine Secretary of State's office like a corporation or a limited liability company, you must complete Section VII of the application. This does not need to be completed if you are a sole proprietor.
- Have you applied for other required licensing from other state and federal agencies? See attached list.

Important – all applications whether for a new license or to renew an existing license for an on-premises liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places to have their application approved and signed prior to submitting it to the Bureau for further consideration.

The address to send your completed application to:

1. Mailing address:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station
Augusta, ME 04333-0008

2. Courier/overnight address:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
19 Union Street, Suite 301-B
Augusta, ME 04330

The following licenses/permits may be required prior to be licensing as an on-premises licensee with the Bureau

Obtained ✓	License/Permit	State/Federal Agency to Contact	Telephone Number	Physical Location
	Seller Certificate or Sales Tax Number	Maine Revenue Services www.maine.gov/revenue	(207) 624-9693	51 Commerce Dr, Augusta
	Health License	Health and Human Services www.maine.gov/dhhs	(207) 287-5671	286 Water St, 3 rd floor, Augusta
	Victualer's License	Municipality where premise is located.	Contact your town office or county office	Contact your town office or county office
	Shellfish License	Marine Recourses www.maine.gov/dmr	(207) 624-6550	<ul style="list-style-type: none"> • 32 Blossom Lane, Augusta • 194 McKown Point Rd, West Boothbay Harbor • Lamoine State Park, Lamoine • 650 State St, Bangor • 317 Whitneyville Rd, Jonesboro
	Dance or Entertainment License	Fire Marshall's Office www.maine.gov/dps/fmo	(207) 626-3882	45 Commerce Drive, Suite 1, Augusta
	Federal I.D. Number	www.irs.gov	(800) 829-4933	
	Legal business names for corporations and limited liability companies and "Doing Business As" Names (assumed names)	Secretary of State, Bureau of Corporations, Elections and Commissions www.maine.gov/sos/cec	(207) 624-7752	111 Sewall St, 3 rd Fl, Augusta
	Retail Beverage Alcohol Dealers Permit	Alcohol and Tobacco Tax and Trade Bureau (TTB) https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers	(877) 882-3277	

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

- | | | |
|--|--|--|
| <input 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 checked="" 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:



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
Nicholas Bianchi-Coppola		
Scott Michael Soucy		
Trisha Lynn Soucy		

Residence address on all the above for previous 5 years

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

Yes No

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

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

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

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

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

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

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

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

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

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

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

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

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

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

Name: Oxbow Congregational Church

Distance: 1.40

Section II: Signature of Applicant(s)

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

Please sign and date in blue ink.

Dated: 06/07/2024



Signature of Duly Authorized Person

Signature of Duly Authorized Person

Nicholas Bianchi-Coppola

Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

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

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

Dated: _____

Who is approving this application? Municipal Officers of _____

County Commissioners of _____ County

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

Signature of Officials	Printed Name and Title

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

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

§653. Hearings; bureau review; appeal

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

A. The bureau shall prepare and supply application forms.

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 Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> 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.

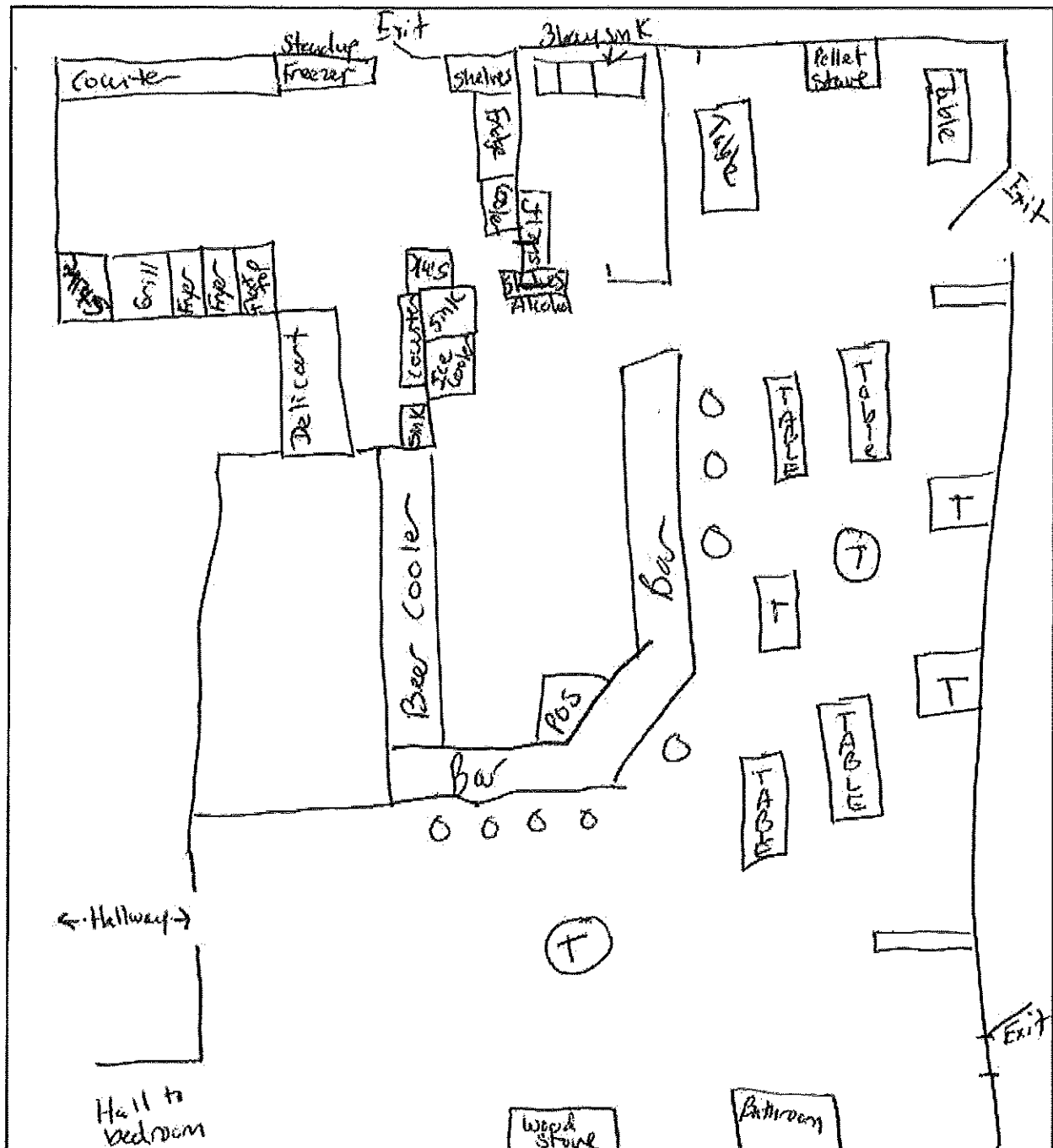
Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together 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: Northern Red Dog Inc
2. Doing Business As, if any: The Homestead Lodge
3. Date of filing with Secretary of State: 02/05/2021 State in which you are formed: Maine
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
Nicholas Bianchi-Coppola				

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

Process to govern the application for Adult Use Cannabis Business Licenses in the Unorganized Territories of Aroostook County:

- 1. Petition requesting an Opt-in advisory referendum submitted to County Commissioners. Petition must contain 20% of the registered voters who voted in the most recent gubernatorial election for the township.**

The petition must name the applicant, type of license(s) requested and address of the proposed business activity. Types of License include: Retail, Cultivation, Manufacturing & Testing.

Example: If Connor Twp had 150 voters cast ballots in 2022, therefore a petition with 30 valid Connor Twp voters needs to be submitted.

- 2. Once verified, a referendum question is placed on the next general or primary election ballot asking the question to the resident voters of the township if they wish to Opt-In for adult use cannabis. Example: "Shall the residents of the Township of XX recommend an Opt-In Vote for Adult Use Cannabis License for XX Business Activity?"**
- 3. If majority of voters in the township approve, the question is placed before the County Commissioners for a formal Opt-In vote. The Commissioners can still vote in favor or oppose.**
- 4. If the majority of Commissioners vote in favor an application license will be issued to the applicant. A license fee of \$500 will be due at the time of issuance. Annual license renewal will be \$100.**
- 5. The applicant will complete an application and submit it to the County Commissioners for formal review and approval. A public hearing will be held in conjunction with the issuance of a new license (similar to how liquor licenses are now handled). Renewal licenses may be subject to a public hearing at the discretion of the County Commissioners.**
- 6. Each type of cannabis business is subject to its own license. License types include: Retail, cultivation, manufacturing and testing.**
- 7. Social Clubs are NOT ALLOWED.**

Cannabis-Specific LUPC Land Use Standards

Based on the unique impacts of cannabis businesses, the LUPC has adopted [cannabis-specific land use standards](#) that address the impacts from odor and lighting. These standards can be found in the LUPC's Chapter 10 *Land Use Districts and Standards*, Section 10.27,S,4 for commercial businesses and by reference in Section 10.27,N for home-based businesses. Additionally, Maine statute requires that establishments and signage be a minimum of 1,000 feet from the property line of a pre-existing public or private school (28-B MRS §403,2,A and §702,1,C).

Towns, Plantations, and Townships – Zoning Needs

If a town, plantation, or county (in the case of townships) is considering whether to allow some or all types of cannabis establishments but has questions or concerns about where current LUPC zoning would allow them to locate, the town, plantation, or county should contact the LUPC. The LUPC will work with government officials to answer questions and may be able to address specific concerns, such as a change in zoning.

Home Cultivation for Personal Use

Home cultivation of up to six mature cannabis plants per person is allowed (28-B MRS §1502). This activity does not require a permit from the LUPC.

Helpful Links

The Office of Cannabis Policy:

www.maine.gov/dafs/ocp/

LUPC Rules:

<https://www.maine.gov/dacf/lupc/laws/rules/index.shtml>

For More Information

Contact the LUPC office that serves your area

AUGUSTA OFFICE

18 Elkins Lane, 4th Floor
22 State House Station
Augusta, ME 04333-0022 [Tel. \(207\) 287-2631](tel:(207)287-2631)

NORTHERN OFFICE

Serving most of Aroostook County and Northern Penobscot and Piscataquis Counties
45 Radar Road
Ashland, ME 04732-3600 [Tel. \(207\) 435-7970](tel:(207)435-7970)

DOWNEAST OFFICE

Serving Hancock, Kennebec, Knox, Lincoln, Sagadahoc, and Waldo Counties; most of Washington County; and all coastal islands in LUPC service area
106 Hogan Road, Suite 8
Bangor, ME 04401 [Tel. \(207\) 215-4685](tel:(207)215-4685)
[\(207\)592-4448](tel:(207)592-4448)

EASTERN OFFICE

Serving southern Penobscot and Aroostook Counties, and portions of Piscataquis and northern Washington Counties
191 Main Street
East Millinocket, ME 04330 [Tel. \(207\) 485-8354](tel:(207)485-8354)
[\(207\) 399-2176](tel:(207)399-2176)

MOOSEHEAD OFFICE

Serving Somerset County and most of Piscataquis County
43 Lakeview Street
P.O. Box 1107
Greenville, ME 04441 [Tel. \(207\) 349-0941](tel:(207)349-0941)
[\(207\) 557-2874](tel:(207)557-2874)

WESTERN OFFICE

Serving Franklin and Oxford Counties
932 US Route 2 East
Wilton, ME 04294 [Tel. \(207\) 670-7492](tel:(207)670-7492)
[\(207\) 670-7493](tel:(207)670-7493)



Adult Use Cannabis Businesses and the Maine Land Use Planning Commission

2024

Background

Cannabis cultivation and possession of certain amounts were legalized in 2016, followed by the creation of a marketplace in 2018, through Public Law 2017 Ch. 409. Cannabis businesses are overseen by the Department of Administrative and Financial Services (DAFS) through the Office of Cannabis Policy (OCP). The OCP is responsible for licensing, compliance, and general oversight of adult and medical use cannabis in Maine.

What Types of Cannabis Businesses Are Allowed?

Allowed with Local Opt-in: Retail, cultivation, manufacturing and testing facilities

Not allowed: Social clubs

Note: Licensed cultivation facilities can range in size but must have less than 20,000 square feet of plant canopy, except as provided in 28-B MRS § 304.

Requirements for Opening an Adult Use Cannabis Business

Local Opt-in – Towns, plantations, or county commissioners (in the case of townships) must affirmatively vote to allow cannabis establishments (opt-in). The types allowed may be specified. In a town or plantation, the legislative body (e.g., residents at a town meeting) must vote to opt-in and allow establishments within the town or plantation. In a township, the county commissioners must vote to opt-in.

Requirements Continued...

OCP Conditional Licensing – A person seeking to open a cannabis establishment must first obtain a conditional license from the OCP. Upon receipt of a conditional license, the applicant will receive a Local Authorization Form. This form asks the local officials (towns and plantations) or county commissioners (townships) and the LUPC to confirm to the OCP that the licensee has obtained local approvals and permits.

First: Local approval – All local approvals, permits, or licenses – not relating to land use planning and development – required by the town, the plantation, or the county commissioners (in the case of townships) must be obtained and certified by local officials using the Local Authorization Form.

Second: LUPC Permitting – The applicant must obtain an LUPC permit for the proposed land use activity and any associated development (see “When do I need a LUPC permit” in this brochure). Land use permitting must be confirmed by the LUPC on the Local Authorization form.

Note: Applicants may begin the LUPC permitting process before or alongside application for a conditional license with the OCP. Local approval is required prior to LUPC issuing a permit.

Active OCP License – Once the Local Authorization form is approved by OCP, the applicant will be invited to apply for active licensure. An active license is required to begin operations and must be renewed every year, which will require submission of a Local Authorization Renewal form.

When do I need a LUPC permit?

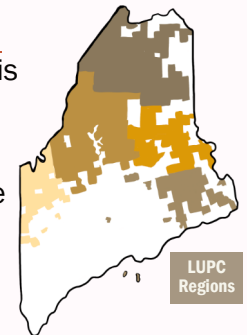
Any new cannabis business must get a permit, which authorizes a new land use activity and any associated development. This is the case even when a business is moving into an already existing building.

Commercial Businesses: The LUPC categorizes most cannabis businesses as “commercial or industrial”. These categories are allowed, depending on the size, with a permit in [general development \(D-GN\) or commercial and industrial development subdistricts \(D-CI\)](#). Types of cannabis business are limited in the D-GN2, D-GN3, and D-ES development subdistricts in the Rangeley region and D-RB (rural business) subdistrict in Aroostook and Washington counties. Rezoning may be required if a desired location is not one of the above subdistricts.

Note: Large developments could require a Department of Environmental Protection Site Law Permit with LUPC certification in place of an LUPC development permit.

Home-based Business:

If the proposed cannabis business meets the definition of a home-based business, the establishment would be allowed in additional subdistricts. A permit may be required, depending on the subdistrict and whether the business is classified as a [minor or major home-based business](#), as defined in Chapter 2 of LUPC rules.



County of Aroostook

COMMISSIONERS' OFFICE

COPY

COUNTY ADMINISTRATOR

RYAN D. PELLETIER



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
PRESQUE ISLE

NORMAN L. FOURNIER
WALLAGRASS

WILLIAM T. DOBBINS
HOULTON

May 13, 2024

Board of Selectmen
Town of Grand Isle
PO BOX 197
Grand Isle, ME 04746

Cynthia Payne
770 Grivois Road
Grand Isle, ME 04746

Re: Grivois Road Petition

Greetings in the name of the Court of County Commissioners of Aroostook County, Maine:

You are hereby notified that the County Commissioners have received a petition from at least 3 residents of Grand Isle pursuant to MRSA 23 § 3652 setting forth such facts, who, if satisfied that such petitioners are responsible for the costs of the proceedings, shall fix a time and place near such defective way for a hearing on such petition and cause such notice thereof to be given to the town and petitioners as they may prescribe.

A copy of the petition, photographs, and relevant statutes are enclosed for your information.

The Commissioners will take up this matter on Tuesday June 18, 2024 at 1 pm in the Administrative Hearing Room of the Caribou Courthouse, 144 Sweden Street, Caribou ME 04736. At this time the Commissioners will review the petition and determine if a hearing will be granted.

You are welcome to attend this meeting and provide any facts relative to this matter.

If you have any questions, please contact me at 207-493-3318 or by email at ryan@aroostook.me.us

Sincerely,

Ryan D. Pelletier
County Administrator
pc: County Commissioners

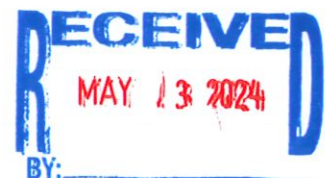
PETITION FOR THE REPAIR OF GRIVOIS ROAD

We, the Undersigned, hereby petition the County Commission of Aroostook, Maine, to repair Grivois Road in the town of Grand Isle.

We State or Believe:

- (1) Grivois Road is a public road under the jurisdiction and responsibility of the township of Grand Isle, Maine.
- (2) The town of Grand Isle has neglected its responsibility to properly upkeep and maintain Grivois Road to the point where it is no longer safe or convenient for travelers, as required by 23 MRSA 3651.
- (3) The entirety of the road is plagued with potholes. There is no crown on the road and water flows down it rather than into proper ditches. While grading is done approximately once per year, it results in no improvement and is often to the detriment of what little drainage the road has.
- (4) On the day of March 10th, 2024, approximately six inches of snow fell after a prolonged thaw that caused deep mud ruts along significant portions of the last mile of Grivois. The town refused to plow this portion of the road for fear of getting the town's vehicle stuck and/or damaged. Two full-time residents, both families with school-aged children, live on this section and were stranded for several days until the snow melted enough for their motor vehicles to egress.
- (5) Since early March 2024 through the writing of this petition (April 24th, 2024), the Grand Isle Post Office has refused to deliver along their established mail route to the last mile of Grivois, for fear of getting stuck or damaging their vehicles. See 23 MRSA 3202.
- (6) On March 27th, 2024, during a town meeting, numerous residents of Grand Isle implored the town selectmen to address their concerns. Selectmen acknowledged that residents had the same concerns at a town meeting two years prior and admitted that no plans had been made to address the safety issues for travelers and residents. Letters were also mailed in the Fall of 2023 to advise town leadership of the hazardous conditions of Grivois Road. No relief was promised then or now.
- (7) With neither the federal post office nor the local plow able to access the last sections of Grivois, emergency services are unable to access large sections of the road. This includes multiple families with small children who live on these sections year-round and puts the residents of Grivois in significant danger in the event of an emergency.
- (8) Residents have no faith that this immediate risk to their safety will ever be resolved through petitioning the town, due to years of the local government ignoring the issue.

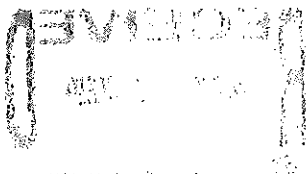
The attached photographs span the first approximate 3.5 miles of Grivois Road, all of which serves as the sole access to dozens of full-time residents. All photos were taken during the months of March and April, 2024.



PETITION FOR THE REPAIR GRIVOIS ROAD

The Undersigned:

Print Name	Signature	Address	Date
Cynthia Payne	<i>Cynthia Payne</i>	770 Grivois Rd	4/27/24
Josiah Lovich	<i>Josiah Lovich</i>	770 Grivois Rd	4-27-24
Titus J Greenawalt	<i>Titus</i>	647 Grivois rd.	4-27-24
Dunya D Greenawalt	<i>dunya d. greenawalt</i>	647 Grivois rd.	4/27/24
Danielle Segon	<i>Danielle Segon</i>	320 Parent. Rd	4/28/24
THOMAS SEGON	<i>[Signature]</i>	320 PARENT RD.	4/28/24
DENNIS Cyr	<i>Dennis Cyr</i>	152 GRIVOIS RD	5/3/24
DAVID P. AERON	<i>David P. Aeron</i>	471 GRIVOIS RD.	5-3-2024
Randy R. Violette	<i>Randy R. Violette</i>	594 GRIVOIS Rd	5-3-2024
Kim Hebert	<i>Kim Hebert</i>	231 Grivois Rd	5-3-24
Brian Rossignol	<i>Brian Rossignol</i>	231 Grivois Rd	5-3-2024











Title 23: TRANSPORTATION
Part 3: LOCAL HIGHWAY LAW
Chapter 313: LIABILITY FOR DAMAGES

§3651. Failure to provide safety and convenience

Highways, town ways and streets legally established shall be opened and kept in repair so as to be safe and convenient for travelers with motor vehicles. In default thereof, those liable may be indicted, convicted and a reasonable fine imposed therefor. [PL 1977, c. 363, §5 (AMD).]

1. **Legal objects not defects.** Trees, structures, utility poles and facilities and other things that exist in accordance with municipal ordinances are not defects in a public way. For the purposes of this subsection, "facilities" has the same meaning as in [Title 35-A, section 2502, subsection 3 \(../35-A/title35-Asec2502.html\)](#).

[PL 2019, c. 128, §1 (AMD).]

SECTION HISTORY

PL 1977, c. 363, §5 (AMD). PL 1987, c. 583, §1 (AMD). PL 2019, c. 128, §1 (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.

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Title 23: TRANSPORTATION
Part 3: LOCAL HIGHWAY LAW
Chapter 313: LIABILITY FOR DAMAGES

§3652. Notice of defect; hearing on petition

When a town liable to maintain a way unreasonably neglects to keep it in repair as provided in [section 3651](#) ([./23/title23sec3651.html](#)), after one of the municipal officers has had 5 days' actual notice or knowledge of the defective condition, any 3 or more responsible persons may petition the county commissioners for the county, setting forth such facts, who, if satisfied that such petitioners are responsible for the costs of the proceedings, shall fix a time and place near such defective way for a hearing on such petition and cause such notice thereof to be given to the town and petitioners as they may prescribe. At the time appointed, the commissioners shall view the way alleged to be out of repair and hear the parties interested, and if they adjudge the way to be unsafe and inconvenient for travelers, motor vehicles, horses, teams and carriages, they shall prescribe what repairs shall be made, fix the time in which the town shall make them, give notice thereof to the municipal officers and award the costs of the proceedings against the town. If they adjudge the way to be safe and convenient, they shall dismiss the petition and award the costs against the petitioners. If they find that the way was defective at the time of presentation of the petition, but has been repaired before the hearing, they may award the costs against the town, if in their judgment justice requires it.

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Title 23: TRANSPORTATION
Part 3: LOCAL HIGHWAY LAW
Chapter 313: LIABILITY FOR DAMAGES

§3653. Manner of presenting petition

The petition provided for in [section 3652 \(../23/title23sec3652.html\)](#) may be presented to the county commissioners at any of their sessions, or in vacation to their chairman, who shall procure the concurrence of his associates in fixing the time and place in the order of notice and cause the petition to be entered at their next session. They shall make full return of their proceedings on the petition and cause the same to be recorded as of their next regular term after the proceedings are closed.

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Title 23: TRANSPORTATION
Part 3: LOCAL HIGHWAY LAW
Chapter 313: LIABILITY FOR DAMAGES

§3654. Failure to comply with commissioners' order; warrant of distress

If the town neglects to make the repairs prescribed by the commissioners under section 3652 ([./23/title23sec3652.html](https://legis.maine.gov/23/title23sec3652.html)), within the time fixed therefor in such notice to the town, they may cause it to be done by an agent, not one of themselves. Such agent shall cause the repairs to be made forthwith and shall render to the commissioners his account of disbursements and services in making the same. His account shall not be allowed without such notice to the town as the commissioners deem reasonable. When the account is allowed, the town becomes liable therefor, with the agent's expenses in procuring the allowance of his account and interest after such allowance, and said commissioners shall render judgment therefor against the town in favor of the agent. If a town neglects to pay such judgment for 30 days after demand, a warrant of distress shall be issued by the commissioners to collect the same.

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Title 23: TRANSPORTATION
Part 3: LOCAL HIGHWAY LAW
Chapter 313: LIABILITY FOR DAMAGES

§3655. Personal injury actions; limitations; damages; notice

A person who receives any bodily injury or suffers damage in the person's property through any defect or want of repair or sufficient railing in any highway, town way, causeway or bridge may recover for the same in a civil action, to be commenced within one year from the date of receiving such injury or suffering damage, of the county or town obliged by law to repair the same, if the commissioners of such county or the municipal officers or road commissioners of such town or any person authorized by any commissioner of such county or any municipal officer or road commissioner of such town to act as a substitute for either of them had 24 hours' actual notice of the defect or want of repair, but not exceeding \$6,000 in case of a town. If the sufferer had notice of the condition of such way previous to the time of the injury, the sufferer cannot recover of a town unless the sufferer has previously notified one of the municipal officers of the defective condition of such way. Any person who sustains injury or damage or some person in the person's behalf shall, within 180 days thereafter, notify one of the county commissioners of such county or of the municipal officers of such town by letter or otherwise, in writing, setting forth the person's claim for damages and specifying the nature of the person's injuries and the nature and location of the defect that caused such injury. If the life of any person is lost through such deficiency, the person's executors or administrators may recover of such county or town liable to keep the same in repair, in a civil action, brought for the benefit of the estate of the deceased, such sum as the jury may determine reasonable as damages, if the parties liable had said notice of the deficiency that caused the loss of life. In any action against a town for damages for loss of life permitted under this section, the claim for and award of damages, including costs, against a town and its employees must be disposed of as provided under Title 18-C, section 2-807 ([./18-C/title18-Csec2-807.html](#)), but may not exceed \$25,000 for each claim and \$300,000 for any and all claims arising out of a single occurrence. No damages for the loss of comfort, society and companionship of the deceased may be allowed in an action under this section. At the trial of any such action the court may, on motion of either party, order a view of the premises where the defect or want of repair is alleged when it would materially aid in a clear understanding of the case. [PL 2017, c. 402, Pt. C, §74 (AMD); PL 2019, c. 417, Pt. B, §14 (AFF).]

SECTION HISTORY

PL 1977, c. 2, §§3,5 (AMD). PL 1977, c. 578, §7 (AMD). PL 1977, c. 591, §§4-6 (AMD). PL 1979, c. 68, §§3,5 (AMD). PL 1979, c. 663, §138 (AMD). PL 2017, c. 402, Pt. C, §74 (AMD). PL 2017, c. 402, Pt. F, §1 (AFF). PL 2019, c. 417, Pt. B, §14 (AFF).

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County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETER

FACILITIES & IT DIRECTOR

BRYAN V. JANDREAU



COUNTY COMMISSIONERS

**NORMAN I. FOURNIER
WALLAGRASS**

**PAUL J. UNDERWOOD
PRESQUE ISLE**

**WILLIAM T. DOBBINS
HOULTON**

May 16, 2024

TO: Ryan D. Pelletier, County Administrator

FR: Bryan V. Jandreau, Facilities & IT Director

RE: Maintenance Worker Hire Recommendation

Over the past weeks we received thirty-five applications for the vacant position of maintenance worker at our Houlton location. Our hiring team included Christina Theriault, Human Resources Director, Christopher Tarr, Maintenance Supervisor, Shawn Howe, Maintenance Worker II and me. Two candidates were interviewed. Background check and references were completed. Our hiring team all agreed on Mr. James Barton.

Mr. Barton has twenty years of experience with carpentry/construction from both a family business and private industry. He also has several years of experience in the milling industry as a leadman on the finishing end of milling. Additionally, he has worked as a woodshop supervisor for a number of years. His past work has also afforded him the opportunity to learn how to maintain and service several types of equipment. All members of our hiring team agreed that Mr. Barton would make a good fit with our maintenance department and be a benefit to the County of Aroostook.

It is my recommendation that the County of Aroostook hire James Barton as a maintenance worker for our Houlton Building Complex.

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 Barton James Michael Applicant ID # _____
Last First Middle
 Address [Redacted] Cary Pl. ME [Redacted]
Street City State ZIP Code
 Telephone # [Redacted] Cellular/Other Phone # [Redacted] e-mail Address _____
 Position(s) applied for Maintenance II Date of application 3 / 3 / 24
 Referral Source (e.g., Walk-in, Job Posting, Company's Website, etc.) Shawn Howe / Jason Howland

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

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

[Redacted] 12:00 : 1:00 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 2 weeks / /

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

\$ [Redacted] Per HR

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:

[Redacted] 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:

[Redacted]

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: Glenn Langley Telephone #: [REDACTED]
 Street address: [REDACTED] City: Houlton State: ME
 Starting job title/final job title: Subcontractor Dates employed: April 2012 to Aug 2018
 Immediate supervisor and title (for most recent position held): Glenn Langley General Contractor May we contact for reference? Yes No Later E-mail: [REDACTED]
 Why did you leave? N/A Current

Summarize the type of work performed and job responsibilities: Carpentry Framing/Finish work/All the above
 What did you like most about your position? Something different all the time
 What were the things you liked least about the position? too much responsibility for pay scale

Employer: Louisiana Pacific Telephone #: [REDACTED] ↓ most recent
 Street address: Station Rd. New Limerick City: New Limerick State: ME
 Starting job title/final job title: Saw operator / Leadman Finishing End Dates employed: 4/2012 to 6/2018
 Immediate supervisor and title (for most recent position held): Danny Williams Finishing End Supervisor May we contact for reference? Yes No Later E-mail: [REDACTED]
 Why did you leave? Schedule

Summarize the type of work performed and job responsibilities: Was team leader of 7-13 men ensuring production and orders were met
 What did you like most about your position? High paced + full filling
 What were the things you liked least about the position? Day shift / night shift swaps. Switching

Employer: Maine Cedar Specialty Telephone #: [REDACTED]
 Street address: 1938 Ludlow Rd City: Ludlow State: ME
 Starting job title/final job title: Laborer / Woodshop Supervisor Dates employed: 9/2007 to 10/2012
 Immediate supervisor and title (for most recent position held): Gary Brewer Owner May we contact for reference? Yes No Later E-mail: [REDACTED]
 Why did you leave? Job offer for more money \$14 per hr / to \$19.59 starting wage @ LP

Summarize the type of work performed and job responsibilities: Process + manufacture log homes + playground equipment
 What did you like most about your position? Creating things from scratch.
 What were the things you liked least about the position? cedar-dust + pay scale

Employer: Darrell W. Barton & Sons Telephone #: [REDACTED]
 Street address: 142 Military St. Apt #2 City: Houlton State: ME
 Starting job title/final job title: Laborer / Leadman Dates employed: 7/2001 to 12/2006
 Immediate supervisor and title (for most recent position held): Darrell Barton Owner May we contact for reference? Yes No Later E-mail: [REDACTED]
 Why did you leave? Father had health issues shut the business down

Summarize the type of work performed and job responsibilities: Building houses, decks, remodels, window + door replacement etc.
 What did you like most about your position? Building things / meeting new people / working with my Father
 What were the things you liked least about the position? Working away from home.

Employment History (continued)

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

N/A

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

If yes, please explain:

N/A

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:

Good with maintenance / my hands and like to stay busy
 20 years of mill + carpentry experience, ~~fast~~ punctual,
 hard working, and willing to learn.

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

Word Processing basic Level: _____ Internet basic Level: _____
 Spreadsheet _____ Level: _____ Other _____ Level: _____
 Presentation _____ Level: _____ Other _____ Level: _____
 E-mail basic 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
Hodgdon High School	4	<input checked="" type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<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
Caleb McGary	Store manager	Friend	[REDACTED]		6
Adam Drake	Carpenter	Friend			20+
Danny Debraq	owner grand Rental	Business/Friend			5

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? Carpentry, mill work

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? I feel I have exceeded at any job I have ever had. I think I would be a good fit

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

[Handwritten Signature]

Date 3/3/24

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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
APPROVED

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETER

FACILITIES & IT DIRECTOR

BRYAN V. JANDREAU



COUNTY COMMISSIONERS

NORMAN I. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

WILLIAM T. DOBBINS
HOULTON

May 30, 2024

TO: Ryan D. Pelletier, County Administrator

FR: Bryan V. Jandreau, Facilities & IT Director

RE: Houlton Superior Court Building Top Roof Replacement Project

We had one vendor attend the mandatory pre-bid meeting on this project and received one bid. The vendor is A. M. Construction and Roofing, Inc., Mr. Andrew Michaud. Mr. Michaud is a well established local company and has done quality work for the County of Aroostook a number of times.

Mr. Michaud has examined all project documents, completed the on-site visit and has a good understanding of the project

The bid was \$298,480.00. which falls well within our budget funding.

It is my recommendation that the County of Aroostook accept the bid from A. M Construction and Roofing, Inc.



County of Aroostook

**REQUEST FOR PROPOSAL
TOP ROOF PROJECT
Superior Court Building
26 Court Street, Houlton, Maine 04730
2024**

The County of Aroostook is soliciting proposals (BIDS) for the replacement of an asphalt shingle roof at the Houlton Superior Court Building, 26 Court Street, Houlton, Maine.

Specifications and information can be obtained from our website at www.arostook.me.us or from: Bryan V. Jandreau, Facilities & IT Director, Tel: 207-493-6305; Cell: 207-227-3538; email: bryan.jandreau@arostook.me.us

Mandatory Pre-Bid Meeting shall be held on Tuesday, April 30, 2024, at 10:00 a.m.

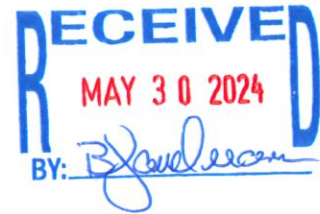
Bids must be sealed and marked **“Top Roof Replacement – Do Not Open”** and received at the office of the County Commissioners’ no later than 2:00 p.m. on Wednesday, May 29, 2024. Bids shall be presented to the Board of County Commissioners at 1:00 p.m. on Tuesday, June 18, 2024, in the administrative hearing room on the lower level of the Caribou Courthouse, 144 Sweden Street, Caribou Maine.

Submit bids to:

Ryan D. Pelletier
County Administrator
County of Aroostook
144 Sweden Street, Suite 1
Caribou, Maine 04736

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

Section 2
BID PROPOSAL FORM
County of Aroostook



HOULTON SUPERIOR COURT BUILDING
TOP ROOF REPLACEMENT PROJECT, HOULTON, MAINE:

Two Hundred Ninety Eight

Lump Sum Bid amount: Thousand, Four Hundred Eighty \$ 298,480.00

Having carefully examined the instructions to bidders, form of contract, general conditions, and specifications as well as the premises and conditions affecting the work, we the undersigned, propose to furnish all labor, equipment and materials necessary, and reasonable incidentals to implement the indicated project above.

The undersigned agrees, if the proposal is accepted, to submit a valid certificate of insurance(s), liability, property damage, workers compensation, needed permits and licenses, along with any and all documents and requirements set forth by local, state and federal governments, within seven (7) calendar days after the date of notification of such acceptance, and sign a contract within two (2) days of receipt of the certificate of insurance by the office of the County Commissioners.

Bid Bond, Performance Bond and Labor and Material Payment Bond not required with this proposal submission. State of Maine Department of Labor, State and Federal Wage Determination does not apply

Signed: Andrew Michael

Print name: Andrew Michael, President

Name of Firm: A.M. Construction and Roofing, Inc.

Address: 162 W Presque Isle Rd, Caribou ME 04736

Telephone: (207) 551-6235

Cellular Telephone: (207) 551-6235

Fax: _____

Email: AMconstruction.andrew@gmail.com

Website: _____



Addendum # 1 Acknowledged
Addendum # 2 Acknowledged
Addendum # 3 Acknowledged

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETER

FACILITIES & IT DIRECTOR

BRYAN V. JANDREAU



COUNTY COMMISSIONERS

NORMAN I. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

WILLIAM T. DOBBINS
HOULTON

June 6, 2024

TO: Ryan D. Pelletier, County Administrator
FR: Bryan V. Jandreau, Facilities & IT Director
RE: Snow Removal Bids, Houlton and Caribou

Snow removal bids were opened on June 6, 2024. Both locations, Houlton and Caribou, each had one (1) bidder. Results are as follows:

HOULTON	CARIBOU
NICKERSON CONSTRUCTION	LARRY'S CONSTRUCTION
2024-2025 \$17,500.00	2024-2025 \$20,000.00
2025-2026 \$17,500.00	2025-2026 \$20,500.00
2026-2027 \$17,500.00	2026-2027 \$21,000.00

Both bids are from the vendors that have been currently doing our snow removal. The Caribou bid reflects no change in cost from the previous snow removal contract. The Houlton bid reflects a \$3,183.00 increase per year from the previous snow removal contract.

Based on the experience both contracts have with site location and the lack of interest from other vendors, it is my recommendation that we accept both bids.

SECTION 2
BID PROPOSAL FORM
HOULTON BUILDING COMPLEX SNOW REMOVAL

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

Having carefully examined the instruction to bidders, form of contract, general conditions, as well as the premises and conditions affecting the work, we, the undersigned, propose to furnish all labor, equipment, and materials necessary for and reasonably incidental to **the removal of snow and ice, haulage, plowing, sanding and salting** required for the for the completion of this Proposal.

	2024-2025	2025-2026	2026-2027
Snow Removal, Haulage, Plowing, Sanding, salting, etc. (LUMP SUM)	\$ <u>17,500</u>	\$ <u>17,500</u>	\$ <u>17,500</u>

The Contractor shall list any and all equipment that he/she intends to use.

4XA pickups with plows and sanders, 1 ton
pickup with plow and sander, 950G loader, 900 loader
950F loader, 12 yd. dump trucks

The undersigned agrees, if this proposal is accepted, to submit all valid certificates of insurances, a commercial driver's license, compliance plan, needed permits and registrations, as required, along with any and all documents and requirements set forth by local, state, and federal governments, within seven (7) calendar days after the date of notification of such acceptance, and sign a contract within two (2) days of receipt of the certificate of insurance by the Office of the County Commissioners.

Signed: Duane Nickerson

By: Duane Nickerson

Firm Name: Nickerson Construction Inc.

Address: 1381 County Rd, New Limerick ME 04761

Telephone Number/Cell phone (207) 532-9391

E-mail address: nickersonconstruction@pwless.net

SECTION 2
BID PROPOSAL FORM
CARIBOU COURTHOUSE & EMA BUILDING SNOW REMOVAL

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

Having carefully examined the instruction to bidders, form of contract, general conditions, as well as the premises and conditions affecting the work, we, the undersigned, propose to furnish all labor, equipment, and materials necessary for and reasonably incidental to the removal of snow, ice, haulage, plowing, shoveling sanding and salting required at the **Caribou Courthouse, 144 Sweden Street and the EMA Building at 158 Sweden Street, Caribou, Maine** for the completion of this Proposal.

	2024-2025	2025-2026	2026-2027
Snow Removal, Haulage, Plowing, Sanding, salting, etc. (LUMP SUM)	\$ <u>20,000.00</u>	\$ <u>20,500.00</u>	\$ <u>21,000.00</u>

The Contractor shall list any and all equipment that he/she intends to use.

2 Cat Loaders, 1 Tractor w/snow blower, 2 Pickups w/plows,
2/10 Wheeler Trucks w/dumps, 1 Truck equiped with sander

The undersigned agrees, if this proposal is accepted, to submit all valid certificates of insurances, a commercial driver's license compliance plan, needed permits and registrations, as required, along with any and all documents and requirements set forth by local, state, and federal governments, within seven (7) calendar days after the date of notification of such acceptance, and sign a contract within two (2) days of receipt of the certificate of insurance by the Office of the County Commissioners.

Signed: Stanley F. Brescia

By: Stanley F. Brescia, General Manager

Firm Name: Larry's Construction

Address: 62 Aldrich Drive
P. O. Box 575
Caribou, Maine 04736

Telephone Number/Cell phone Office: (207)496-2171.....Cell: Stanley 551-9461

E-mail address: sbrescia46@myfairpoint.net



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

DERRICK OUELLETTE
DEPUTY CHIEF

**DAN MOLAVER
BELANGER**
CAPTAIN
Cross Lake Station

JOEY LEVESQUE
CAPTAIN
Sinclair Station

LANE MOIR
CAPTAIN
Madawaska Lake Station

DON ENO
LIEUTENANT

ALEX LAPORTE
LIEUTENANT

WILL POLS
LIEUTENANT

GARY LANGLEY
Safety Officer

TO: Ryan Pelletier, County Administrator

FROM: Darren R. Woods, Fire Chief

RE: North Lakes Fire Department

Date: 6 - 3 - 2024

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

- Garth Johnson - Stockholm

Let me know if you have any questions.

After this one is added, our roster will have 37 firefighters, 4 communications people, 2 junior firefighters and 1 chaplain for a total of 43 members. (including the Chief & Deputy Chief)

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 Johnson Garth Wyllard Applicant ID # _____
 Address _____
 Telephone # () _____ Cellular/Other Phone # _____ E-mail Address _____
 Position(s) applied for North lakes Fire Fighter Date of application ____/____/____
 Referral Source (e.g., Walk-in, Job Posting, Company's Website, etc.) Darren Woods

If necessary, best time to call you is After 3:30pm ^{AM} _{PM}
 Home Cellular/Other
 May we contact you at work? Yes No
 If yes, work number and best time to call:
 () : ^{AM} _{PM}

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

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

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 Now ____/____/____

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:

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.

Employer Mccain Foods	Telephone # (207) 488-2561	Dates employed: Month / Year to Month / Year Feb/2024 to /current
Street address 319 Richardson Road Easton Maine	City State Easton Maine	Compensation (Starting) <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary
Starting job title/final job title Warehouse Forklift Maintenance	Immediate supervisor and title (for most recent position held) John Johnston warehouse Sup	Commission/Bonus/Other Compensation \$
Why did you leave? N/A	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Later	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
E-mail:		Commission/Bonus/Other Compensation \$

Summarize the type of work performed and job responsibilities.

Maintain equipment, Fix broken machines

What did you like most about your position?

Always something new and a challenge

What were the things you liked least about the position?

Old equipment

Employer Acme Monaco	Telephone # ()	Dates employed: Month / Year to Month / Year Sept/2023 to Feb/2024
Street address 1450 central Dr Presque Isle ME	City State Presque Isle ME	Compensation (Starting) <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary
Starting job title/final job title Facilities Maintenance, Medical Supervisor	Immediate supervisor and title (for most recent position held) Marty Cooper	Commission/Bonus/Other Compensation \$
Why did you leave? Better benefits	May we contact for reference? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Later	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
E-mail:		Commission/Bonus/Other Compensation \$

Summarize the type of work performed and job responsibilities.

Supervise employees, schedule work, Part Flow

What did you like most about your position?

Very busy, Fast Paced

What were the things you liked least about the position?

Poor management and benefits

Employer	Telephone # ()	Dates employed: Month / Year to Month / Year
Street address	City State	Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
Starting job title/final job title	Immediate supervisor and title (for most recent position held)	Commission/Bonus/Other Compensation \$
Why did you leave?	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
E-mail:		Commission/Bonus/Other Compensation \$

Summarize the type of work performed and job responsibilities.

What did you like most about your position?

What were the things you liked least about the position?

Employer	Telephone # ()	Dates employed: Month / Year to Month / Year
Street address	City State	Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
Starting job title/final job title	Immediate supervisor and title (for most recent position held)	Commission/Bonus/Other Compensation \$
Why did you leave?	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
E-mail:		Commission/Bonus/Other Compensation \$

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. N/A

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

If yes, please explain: _____

Skills and Qualifications

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

Basic Fire School

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

Word Processing _____ Years: _____ Internet _____ Years: _____
 Spreadsheet _____ Years: _____ Other _____ Years: _____
 Presentation _____ Years: _____ Other _____ Years: _____
 E-mail _____ Years: _____ Other _____ Years: _____

Educational Background

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

School (include City and State)	Years Completed	Completed	GPA Class Rank	Major/Minor
Northern Maine Community College Presque Isle Maine	[Redacted]	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input checked="" type="checkbox"/> Degree <u>Associates</u> <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	3.7	Precision manufacturing
Sanford High School Sanford ME	[Redacted]	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	3.2	
Sanford Regional Technical Center	[Redacted]	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	3.5	Precision manufacturing
		<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	Phone Number	Home/Cell	City/State/Zip
Bobby Reis	Rental owner	[Redacted]	[Redacted]	[Redacted]	25
Bob Tomlinson	Home owner	[Redacted]	[Redacted]	[Redacted]	20
			()		

Social Security Number

SS# 005 - 96 - 2978

We will use this information only for employment purposes and make reasonable efforts to safeguard your privacy.

Related Information

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

Exclude memberships that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Organization	Effective Date
Stockholm Fire department	

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers?

Yes No Not Applicable

If yes, please explain: Created SOP's, work instructions and safety manuals

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 30 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.

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 sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

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

[Handwritten Signature]

Date 5/23/24



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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.





Aroostook County
Sheriff's Office

Peter A. Johnson, Sheriff
Erica L. Pelletier, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

Memorandum

To: Peter A. Johnson, Sheriff
From: Commander Craig L. Clossey,
cc:
Date: May 24, 2024
Re: Part-time to Full-time Officer

Sheriff,

Daniel Bowman of Ashland, Maine, has applied for the full-time Corrections Officer position. Officer Bowman is a full-time certified corrections officer in Maine and California. He is also a full-time supervisor at the Mountain View Corrections Facility and a part-time Corrections Officer for the Aroostook County Sheriff's Office.

Officer Bowman has passed all testing and background checks successfully.

I recommend that Officer Bowman be hired as a full-time Corrections Officer. Based on his seven years of experience and training, I recommend starting at the 8-year step for corrections officers, with a start date of June 3rd, 2024, at 0800.

Thanks,

Cmdr.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

Daniel Bowman



Objective to gain employment with the Aroostook County Sheriff's Office

Education:

Valley Oaks Charter School

Dates: [REDACTED]

Address: 20419 Brian way, Tehachapi, CA 93561

General Education

Tehachapi High School

Dates: [REDACTED]

Address 801 Dennison Road, Tehachapi, CA 93561

General Education

Mojave River Academy

Dates: [REDACTED]

Address: 1601 New Stine Rd Bakersfield, CA 933909

General Education - High school Diploma

Kern County Regional Training Academy

Dates: 01/2017-05/2017

S.T.C CORE – Adult Corrections Officer Core Course

California Commission on Peace Officer Standards and Training - P.C. 832 Arrest and Firearms Training.

Maine Criminal Justice Academy

Dates: 09/2021-11/2021

Basic Corrections Academy

Experience:

10/2022 – Present

Correctional Sergeant

Maine Department of Corrections – Mountain View Correctional Facility

Dover Rd, Charleston, ME 04422

Direct, observes and evaluates the day-to-day work activities of subordinate staff in order to ensure work requirements accomplished properly.

Supervises and participates in the development and implementation of treatment strategies and integrate daily activities with treatment goals in order to assist in the rehabilitative process.

Monitors and reviews weekly evaluations of Resident behavior in order to identify potential problems and ensure follow-up evaluations.

Trains subordinate staff in order to ensure competent work performance.

Evaluates subordinates work performance.

Supervises the investigation and reporting of violation of institutional rules in order to ensure and maintain order, safety and security.

09/2021 – 10/2022

Correctional Officer

Maine Department of Corrections – Mountain View Correctional Facility

1182 Dover Rd, Charleston, ME 04422

Supervision of the custody, security, discipline, treatment, and rehabilitation of adult inmates. This includes monitoring prisoner behavior, directing and overseeing prisoner activities, enforcing discipline, and writing incident reports.

01//2017 – 09/2021

Detentions Deputy

Kern County Sheriff's Office

1350 Norris Rd Bakersfield, CA 93308

Supervise inmate activity

investigate criminal activity and make arrests

Transport inmates to designated areas outside their assigned housing facility

Booking and intake of fresh arrests, process inmate releases

Conduct security checks on inmate well-being and facility safety and security..

02/2014 – 01/28/2017

Building Services Worker II

Kern County Department of Human Services

100 East California Ave, Bakersfield CA 93307

Supervise Work Release Program participants

Clean and perform rudimentary maintenance at assigned work sites

Use and safely operate machines such as Auto-scrubber, Floor Buffer, Wet Vacuum and

Pressure Washer

Safely use and store caustic chemicals

Understanding of the Safety Material Data Sheets specific to the assigned site.

02/2013 - 01/2014

Custodian

Kern High School District

5801 Sundale Ave Bakersfield, CA 93309

Maintain the Cleanliness and working order of the assigned site

o

Use and safely operate machines such as Auto-scrubber, Floor Buffer, Wet Vacuum and Power Washer

Safely use and store caustic chemicals

Understanding of the Safety Material Data Sheets specific to the assigned site



Aroostook County
Sheriff's Office

Peter A. Johnson, Sheriff
Erica L. Pelletier, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

Memorandum

To: Peter A. Johnson, Sheriff
From: Commander Craig L. Clossey
cc:
Date: May 28, 2024
Re: Two new Full-Time Officers.

A handwritten signature in black ink, appearing to be 'C. Clossey', written over the 'From:' field.

Sheriff,

We have two applicants for the open position of full-time Corrections Officer.

Mayse-Meysah Dahk of Littleton and Lindsay Anderson of Island Falls, have successfully passed all background checks and interviews.

I recommend that both applicants be hired as full-time Corrections Officers.

I recommend starting at the beginning step for corrections officers, with a start date of June 3rd, 2024, at 0800.

Thanks,

Cmdr.

A handwritten signature in black ink, appearing to be 'C. Clossey', written below the 'Cmdr.' text.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

Now I know what you may be thinking!

What do I have to *truly* offer your team, considering my previous work experience is for all practical purposes not relevant to a job in this field? Although this may be true it is not simply in my job experience that my strengths lie but instead within my person, my work ethic. Through all the jobs that I have previously obtained I have constantly been labeled as an extremely adaptable worker.

At Tyson I was chosen to be cross trained into a different section of the plant, extending past what is normally expected due to my ability to quickly and willingly pick up on new tasks. When my time of leaving came I was flattered to hear I was the best floor man they had ever had and that I was always welcomed back if I so chose. At Loves I worked at one of their four newly half automated systems for washing big rigs or semi trucks. I caught on so quickly that I was offered a manager position.

At Hannaford I was known to be extremely reliable as well as efficient, and was actually such a valued member of the team that I was recognized as employee of the month. Concerning my work at Holcim (Previously known as a Firestone plant), I was actively trusted to assist in training members of the team and capable of doing every position at said job.

So you see, although these job references may not seem relevant at surface level, they actually give a deeper insight into something that is perhaps even more relevant, a sense of character. I feel quite confident in saying that my adaptability, reliability and work ethic are all exactly what you need within people on your team. As long as that previous statement remains true, then I believe I am exactly the person you need. That being said, please don't take my word for it. *Instead* give me the opportunity to show you!

I Look forward to hearing from you soon! Sincerely Mayse-Meysha Dahlk

Mayse-Meysha Dahlk



EDUCATION

Houlton High School, houlton ME — *highschool diploma*



EXPERIENCE

Hannaford, Houlton, ME — HTG Shopper

February 2024 - NOW

Accurately shopping, bagging and staging online orders.

LOVES Truck Wash, Prescott, AR — Truck wash Technician

August 2023 - November 2023

Washing big rigs w/ half automated system, cashing customers out, managing shift duties.

Tyson, Hope AR — Stacker / Floorman

June 2022- September 2022

Stacking boxes in the freezer on pallets to ship / Keeping the floors clean from all chicken debris as well as dumping said debris.

Firestone, Prescott AR — Finishing section (winding up rubber)

November 2022- May 2023

Involved properly measuring, cutting, inspecting, folding, and winding up large sheets of rubber material. Depending on the day and what people we had on the floor, my position would vary. My set position was on the wind up.

SKILLS

Adaptable, hard worker, reliable, socially adept

AWARDS / ACHIEVEMENTS

Member of National Honors Society

Employee of the month
(While with Hannaford)

LANGUAGES

English / Spanish

Lindsay Anderson
Island Falls, ME 04747

April 30, 2024

Aroostook County Jail

RE: Corrections Officer

To Whom it may concern:

I am writing to express my interest in the corrections officer position currently available at Aroostook County Jail. As an experienced cashier and manager with four years of professional experience in managing teams, ensuring safety, and security in high-pressure environments, I am confident in my ability to excel in this role.

Firstly, my experience in managing a team of cashiers has allowed me to develop strong leadership and communication skills. I am capable of managing a team effectively and ensuring that everyone is on the same page. Communication is essential in the correctional officer role, and I am confident that my ability to communicate clearly and handle difficult situations will be an asset to your team.

Secondly, customer service is a strength that I have developed over the years as a cashier in management. I am skilled in de-escalating situations and providing a positive customer experience, and I understand that working in a correctional facility requires the ability to interact with individuals from different backgrounds and through different walks of life. My experience in customer service has helped me develop these useful skills.

Lastly, my skills in management will prove useful as a corrections officer. Managing cashiers and day to day duties, requires ensuring that standard operating procedures are followed and a safe and secure environment is maintained. As a manager, I am familiar with developing and enforcing policies and procedures as well as overseeing the management of resources. I believe these skills will translate well into the corrections officer role and enable me to be an effective member of your team.

I am excited about the opportunity to bring my skills and experience to the role of corrections officer at Aroostook County Jail. Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

Lindsay Anderson

Hello
I'm Lindsay Anderson



Skills

Organization, communication, time management, leadership, adaptability, customer service, detail-oriented, marketing,

Experience

June 2020 - February 2021

Jerry's Foodstore, Island Falls, ME - *Cashier*

- Lead cashier eves and weekends
- Restock shelves as needed
- Customer service

July 2019 -Present

J.L. Derosier Custom Building Inc., Island Falls - *Janitor*

- Restock supplies and organizes
- Janitorial duties

MAY 2022 - Present

Brookside Bakery, Houlton, ME - *Manager/Cashier*

- Management
- Restocks storefront and deliveries
- Customer service

Education



Southern Aroostook Community School, Dyer Brook - *High School diploma*



Aroostook County
Sheriff's Office

Peter A. Johnson, Sheriff
Erica L. Pelletier, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

Memorandum

To: Peter A. Johnson, Sheriff
From: Commander Craig L. Clossey
cc:
Date: May 28, 2024
Re: Three part-time Corrections Officer positions

Sheriff,

We have three applicants for open part-time corrections positions.

Kamden Westerdahl of Littleton, Sarah Sirois of Houlton, and Arianna Bard of Caribou have applied and have passed all applicable tests and background checks successfully.

I recommend starting at step 10 or (\$19.38) for part-time corrections officers, starting June 3rd, 2024, at 0800.

Thanks,

Cmdr.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

KAMDEN WESTERDAHL

Education

Graduated high school in [REDACTED] from GHCA.

Started college fall of 2019 graduated winter of 2023 from University of Maine Presque Isle.

Associate in liberal arts degree.

Ed Tech certification

Took six CRJ classes.

CRJ 100

Intro to Criminal Justice

CRJ 130

Phil & Ethics of Social Cntrl

CRJ 225

Criminal Justice Ethics

CRJ 250

Intro to Criminal Law

started college

CRJ 281

Topics in Criminal Justice

CRJ 372

Police & Policing

GPA: 3.2

Work history

Rsu 29

Substitute teacher.

January of 2022 to 2024

Westerdahl Garage & Towing

Office secretary/ manager

December of 2023 to May 2024 (current)

Substitute teacher

Sarah Sirois

May 13th, 2024
Aroostook County Sheriff's Office
ATTN: Terri Sennett

Dear Hiring Manager,

I am happy to be applying for your open position as a correctional officer at the Aroostook County Jail. My interest in public safety began when I was working for Houlton Arraignments, LLC as a legal secretary in 2019. I worked directly with criminals on the phone and in person, and loved every minute speaking with our clients. Knowing I was making a positive impact helping people at their lowest was my favorite part of the job. I even established a connection with Maine Access Points to allow a safe place for our clients to acquire Narcan if needed. Criminals are human beings and I am very passionate about their safety and chance at rehabilitation; it is my dream to change lives and I truly believe your facility is the perfect place to officially start my career.

Although I did not complete college, I do have quite a few credits finished including but not limited to psychology, sociology, and computer class. I have held CPR, first aid, and OSHA 10 certifications in the past, and I would have no issues obtaining these certifications again. I have some basic experience in healthcare, and have responded to medical emergencies such as seizures before.


With my background and experience overall, I am confident I will be able to carry out the essential duties of this job with integrity and honor. Your mission is very similar to my morals as an honest, trustworthy, law abiding citizen and I want to thank you for this opportunity to not only better myself, but our community that I care so much about. I look forward to hopefully being an additional team player to your already well established team!

Sincerely,



Sarah L Sirois

Sarah Sirois



I do well with structure and routine. Working with people is a passion of mine! I am very aware of the ongoing crisis of addiction and criminal activity in our community, and I want to help alleviate that. I have close to 4 years of experience working directly with criminals, and I loved every minute establishing rapport with my clients. Working for the Aroostook County Jail has been a dream of mine for quite some time, and I look forward to having such a wonderful opportunity!

Work Experience

Line Cook

Downunder Sports Pub - Houlton, ME
January 2023 to Present

Prepare food to order, maintain cleanliness, follow and prepare recipes as needed

Legal Secretary/Paralegal

Houlton Arraignments LLC - Houlton, ME
February 2019 to October 2022

Schedule appointments with clients, remind clients of upcoming court dates, communicate between lawyer & client, organize and file paperwork, talking/ answering the phone, taking important paperwork to other offices, ect.

Cook

Circle K - Houlton, ME
May 2018 to January 2019

Prepare food to order, maintain cleanliness, customer service

Cashier

Rite Aid - Houlton, ME
March 2016 to February 2018

Customer service, merchandising the store, maintaining cleanliness, operating a cash register

Sandwich Artist

Subway - Houlton, ME
May 2013 to August 2017

Prepare food to order, maintain cleanliness, customer service

Education

Some college in Radiology

Keiser University-Ft Lauderdale - Lakeland, FL

August 2014 to April 2016

Skills

- Communication skills
- Typing
- Organizational skills
- Work ethic
- Attention to detail
- Office experience
- Time management



Aroostook County
Sheriff's Office

Peter A. Johnson, Sheriff
Erica L. Pelletier, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

To: County Commissioners

From: Peter A. Johnson, Sheriff

Reference: Commission of Deputy

It is my recommendation to appoint Joey Seeley to an Aroostook County Deputy Sheriff. Joey Seeley is currently the Chief of Police at the University of Maine at Presque Isle. All Chiefs in Aroostook County receive a Commission from the Sheriff's Office.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
PRESQUE ISLE

NORMAN L. FOURNIER
WALLAGRASS

WILLIAM T. DOBBINS
HOULTON

MEMORANDUM

DATE: May 14, 2024
TO: Ryan D. Pelletier, County Administrator
FROM: Paul Bernier, Community Services Director
RE: Snow Removal Contract for Connor Township

Attached is the proposed Snow Removal Contract with the **City of Caribou** for snow removal services in Connor Township. This contract is for the three (3) year period of July 01, 2024 through June 30, 2027, and represents a 3% incremental increase per year.

- **July 01, 2024 to June 30, 2025** \$71,788.00
- **July 01, 2025 to June 30, 2026** \$73,942.00
- **July 01, 2026 to June 30, 2027** \$76,160.00

At their regularly scheduled April 22, 2024 meeting, the Caribou City Council unanimously agreed to the proposed agreement and signed the document. It is my recommendation that the contract be reviewed and signed by the County Administrator.

SNOW REMOVAL CONTRACT

Township

Connor

The Aroostook County Administrator acting in his capacity as Municipal Official for the Unorganized Territory of Connor hereinafter referred to as the "County", enters into an agreement with the City of Caribou in accordance with the vote of said Municipal Officials at a regular meeting held on APRIL 22, 2024, hereinafter referred to as the "Contractor" for the removal of snow and ice from the roads hereinafter described and designated under the following terms:

1. The Contractor agrees to remove snow accumulating from snowfall or drifting, and centerline ice on the following roads:

<u>Road</u>	<u>MDOT Inventory Number</u>	<u>Mileage</u>
Madawaska Road	SA 4	1.07
Beaulieu Road	SA 5	3.85
West Gate/Haney Roads	T.W. #534	3.27
Madawaska Road	T.W. #421	1.28
Cote Road	T.W. #409	1.32
Sheen Road	T.W. #602	0.65
Dubay Pit Road	T.W. #624	0.29
Adams Road	T.W. #2209	<u>0.27</u>
TOTAL MILES		12.00

2. The Contractor agrees to furnish adequate equipment and manpower necessary to perform the work specified to the satisfaction of the County.
3. The Contractor shall perform the duties required in this contract from the beginning of snow 2024 to the end of snow 2027.
4. The Contractor will commence plowing and sanding operations when snow on the road surface has reached a maximum depth of two (2) inches, either from actual snowfall or drifting caused by wind, and continue same until the roads are cleared of snow to the outside of the road shoulders.
5. The Contractor agrees to provide sufficient sand and salt for operations required by this contract. The County estimates that a minimum of 100 cubic yards of sand will be necessary for each centerline mile of road,
 - A. Maximum gradation of sand shall be one (1) inch, and all sand will be screened to that size prior to use on the road.
 - B. Contractor shall mix between 90 and 110 pounds of salt with each cubic yard of sand before the sand is stockpiled.

- C. Sanding trucks shall be equipped with either tailgate or hopper sanders, which are capable of regulating the amount of sand/salt spread per mile to ensure evenness of application.
 - D. Contractor shall pay particular attention to the sanding of hills, curves, and intersections, and to apply extra sand/salt to such locations when necessary.
 - E. Contractor is responsible for the selection of a suitable site for the salt/sand stockpiles. By execution of this contract, the Contractor warrants that the salt/sand stockpiles are in compliance with all local, County, State, and Federal environmental rules, regulations, and statutes. The Contractor agrees to indemnify the County for any liability, claims, demands, causes or action or damages incurred as a result of the use of or stockpiling of salt/sand.
 - F. Contractor agrees to have all mixed sand/salt stockpiled by November 1st of every year of the contract.
 - G. The Contractor to prewet the salt and sand mixture with a 32% liquid calcium solution (*or approved equivalent*) over paved areas of the roads when the air temperature falls below 10 degrees Fahrenheit. The liquid should be applied at a rate of 5 to 6 gallons per cubic yard of salt and sand.
6. The Contractor shall have and maintain Compensation Insurance, General Liability Insurance, and Vehicle Liability Insurance during the life of the Contract in the following amounts, or in accordance with the Maine Tort Claims Act, if applicable:

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

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

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

The Contractor agrees to maintain liability insurance to protect it from personal injury, death or property damage claims which may arise from snow removal and sanding operations under this contract. The Contractor further agrees to indemnify, assume the defense of, and save harmless

the County, its agents and employees from liability, actions claims or damage for wrongful death, personal injury or property damage suffered by any person or association, which results from the willful or negligent action or inaction of the Contractor in the performance of duties, and the work performed under this contract.

7. If the Contractor is in violation of any of the terms of this contract, or if the County or its representative is of the opinion that work described in this contract is being performed unsatisfactorily, the County shall notify the Contractor by certified mail setting forth the basis for the County's complaint. Upon receipt of such notice, the Contractor shall have ten (10) days to comply with the terms and conditions of this contract or rectify the unsatisfactory work. If at the expiration of the ten (10) day period, the County's representative is dissatisfied with the Contractor's performance, or the Contractor is not in compliance with the terms of this contract, the County will, by certified mail, notify the Contractor to discontinue all work to be performed under this contract. The County may thereupon, by contract, or otherwise complete the work, and the Contractor or its surety shall be liable for costs that exceed the rate provided in this contract. Such charges shall be deemed liquidated damages.
8. In consideration of the faithful performance of this work as set forth above, the County agrees to pay the Contractor the annual sum, for the 12 total miles of road covered by this contract;

July 01, 2024 to June 30, 2025	\$71,788.00
July 01, 2025 to June 30, 2026	\$73,942.00
July 01, 2026 to June 30, 2027	\$76,160.00

9. This agreement shall be in effect for three (3) years from **July 1, 2024 to June 30, 2027**. The County and Municipality shall review this agreement at the end of each anniversary date and either the County or the Contractor, by vote of their respective officials, can terminate this contract upon ninety (90) days written notice to the other party. At any given time during the term of the contract, in cases of unforeseen circumstances that may have a negative impact on either the Contractor or the County, this contract can be terminated by either the County or the Contractor by vote of their respective officials upon ninety (90) days written notice to the other party.
10. A payment schedule of six (6) separate monthly installments shall be paid annually, beginning in **November 2024** and ending in **April** of the ensuing year, for the term of the three (3) year contract. Payments shall be made in November, December, January, February, March, and April as part of the regular Unorganized Territory warrant schedule, typically on the third Wednesday of the month. Copies of the warrant schedule can be made available if requested.

IN WITNESS WHEREOF, the parties to these presents have executed this contract each of which will be deemed an original on the 22nd day of April, 2024.

[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
OFFICIALS OF CARIBOU

[Signature]
WITNESS

WITNESS

Ryan D. Pelletier, County Administrator

Filed with Fiscal Administrator _____, 2024

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
PRESQUE ISLE

NORMAN L. FOURNIER
WALLAGRASS

WILLIAM T. DOBBINS
HOULTON

MEMORANDUM

DATE: May 09, 2024
TO: Ryan D. Pelletier, County Administrator
FROM: Paul Bernier, Community Services Director
RE: Snow Removal Contract for Cross Lake (Ouellette Road)

Attached is the proposed Snow Removal Contract with the **Town of St. Agatha** for the **2.19 mile** portion of the Ouellette Road in the Unorganized Township of Cross Lake.

This contract is for the three (3) year period of July 01, 2024 to June 30, 2027. This contract represents a 10% increase for the first year, followed by a 4% increase for the second year, and a 3% increase for the third year.

	<u>Contract Amount</u>	<u>Cost Per Mile</u>
• July 01, 2024 to June 30, 2025	\$ 19,615.00	\$ 8,956.72
• July 01, 2025 to June 30, 2026	\$ 20,399.85	\$ 9,315.00
• July 01, 2026 to June 30, 2027	\$ 21,011.85	\$ 9,594.45

At their May 08, 2024 meeting, St. Agatha Town Officials unanimously agreed to, and signed the proposed contract. It is my recommendation that the contract be reviewed and signed by the County Administrator.

SNOW REMOVAL CONTRACT

CROSS LAKE TOWNSHIP

The Aroostook County Administrator acting in his capacity as Municipal Official for the Unorganized Territory of Cross Lake hereinafter referred to as the "County", enters into an agreement with the **Municipality of St. Agatha** in accordance with the vote of said Municipal Officials at a regular meeting held on MAY 08, 2024, hereinafter referred to as the "Contractor" for the removal of snow and ice from the roads hereinafter described and designated under the following terms:

1. The Contractor agrees to remove snow accumulating from snowfall or drifting, and centerline ice on the following roads in Cross Lake Township:

<u>Road</u>	<u>MDOT Inventory Number</u>	<u>Mileage</u>
Ouellette Road	3023	2.19

2. The Contractor agrees to furnish adequate equipment and manpower necessary to perform the work specified to the satisfaction of the County.
3. The Contractor shall perform the duties required in this contract from the beginning of snow 2024 to the end of snow 2027.
4. The Contractor will commence plowing and sanding operations when snow on the road surface has reached a depth of two (2) inches, either from actual snowfall or drifting caused by wind, and continue same until the roads are cleared of snow to the outside of the road shoulders.
5. The Contractor agrees to provide sufficient sand and salt for operations required by this contract. The County estimates that a minimum of 100 cubic yards of sand will be necessary for each centerline mile of road,
 - A. Maximum gradation of sand shall be 1/2 inch, and all sand will be screened to that size prior to use on the road.
 - B. Contractor shall mix between 90 and 110 pounds of salt with each cubic yard of sand before the sand is stockpiled.
 - C. Sanding trucks shall be equipped with either tailgate or hopper sanders, which are capable of regulating the amount of sand/salt spread per mile to ensure evenness of application.
 - D. Contractor shall pay particular attention to the sanding of hills, curves, and intersections, and to apply extra sand/salt to such locations when necessary.
 - E. Contractor is responsible for the selection of a suitable site for the salt/sand stockpiles. By execution of this contract, the Contractor warrants that the salt/sand

stockpiles are in compliance with all local, County, State, and Federal environmental rules, regulations, and statutes. The Contractor agrees to indemnify the County for any liability, claims, demands, causes or action or damages incurred as a result of the use of or stockpiling of salt/sand.

F. Contractor agrees to have all mixed sand/salt stockpiled by November 1st of every year of the contract.

6. The Contractor shall have and maintain Compensation Insurance, General Liability Insurance, and Vehicle Liability Insurance during the life of the Contract in the following amounts:

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

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

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

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

7. If the Contractor is in violation of any of the terms of this contract, or if the County or its representative is of the opinion that work described in this contract is being performed unsatisfactorily, the County shall notify the Contractor by certified mail setting forth the basis for the County's complaint. Upon receipt of such notice, the Contractor shall have ten (10) days to comply with the terms and conditions of this contract or rectify the unsatisfactory work. If at the expiration of the ten (10) day period, the County's representative is dissatisfied with the Contractor's performance, or the Contractor is not in compliance with the terms of this contract,

the County will, by certified mail, notify the Contractor to discontinue all work to be performed under this contract. The County may thereupon, by contract, or otherwise complete the work, and the Contractor or its surety shall be liable for costs that exceed the rate provided in this contract. Such charges shall be deemed liquidated damages.

- In consideration of the faithful performance of this work as set forth above, the County agrees to pay the Contractor in accordance with the following schedule for the **2.19** total miles of road covered by this contract.

Year	Cost Per Mile	Centerline Miles	Aggregate Cost
July 01, 2024 – June 30, 2025	\$8,956.72	2.19	\$19,615.00
July 01, 2025 – June 30, 2026	\$9,315.00	2.19	\$20,399.85
July 01, 2026 – June 30, 2027	\$9,594.45	2.19	\$21,011.85

- This agreement shall be in effect for three (3) years from **July 01, 2024 to June 30, 2027**. The County and Municipality shall review this agreement at the end of each anniversary date, and either the County or the Contractor, by vote of their respective officials, can terminate this agreement upon ninety (90) days written notice to the other party.
- Payments shall be paid annually, beginning **April 2025**. Payments shall be made in April as part of the regular Unorganized Territory warrant schedule, typically on one of the two pre-scheduled warrant dates.

IN WITNESS WHEREOF, the parties to these presents have executed this contract each of which will be deemed an original on the 28th day of May, 2024.

Michelle Bruner
WITNESS

[Signature]
[Signature]
OFFICIALS OF ST. AGATHA

WITNESS

Ryan D. Pelletier, County Administrator

MEMORANDUM

DATE: May 20, 2024
TO: Ryan D. Pelletier, County Administrator
FROM: Paul Bernier, Community Services Director
RE: Road Paving Projects, (Wilcox & Oliver Roads) Cary Township

ROAD PAVING PROJECTS (Cary Township) BID OPENING – May 16, 2024

Project #1: **Wilcox Road** (Cary Township)

Approximately 3,260 feet +/- @ 20 feet wide +/- . Beginning at US Highway One / Wilcox Road intersection (Project to include: One (1) lift of 1½” 12.5mm DOT Mix, followed by a second lift of 1” 12.5mm DOT Mix; butt joint to be grounded and tacked at the US One intersection; sweep & tac to be incidental for the 2nd lift.

Project #2: **Oliver Road** (Cary Township)

Approximately 1,700 feet +/- @ 18 feet wide +/- . Beginning at US Highway One / Oliver Road intersection (Project to include: One (1) lift of 1½” 12.5mm DOT Mix, followed by a second lift of 1” 12.5mm DOT Mix; butt joint to be grounded and tacked at the US One intersection; sweep & tac to be incidental for the 2nd lift.

- PROVIDE “SHOULDER MACHINE”, ROLLER, LABOR AND MATERIALS REQUIRED TO BUILD UP SHOULDERS ON BOTH PROJECTS.

WILCOX ROAD

STEELSTONE IND.
1st Lift ▶ \$114.25/Ton (630 tons) = **\$71,978.00**
2nd Lift ▶ \$119.75/Ton w/Tac (420 tons) = **\$50,295.00**

NORTHEAST PAVING
NO BID

OLIVER ROAD

STEELSTONE IND.
1st Lift ▶ \$118.90/Ton (298 tons) = **\$35,432.00**
2nd Lift ▶ \$124.40/Ton w/Tac (197 tons) = **\$24,507.00**

NORTHEAST PAVING
NO BID

“Shoulder Machine for both projects” (Roller, labor & Materials) = \$9,475.76

TOTAL COST PER CONTRACTOR:

Steelstone Industries ▶ \$ 191,688.00
Northeast Paving ▶ \$ 0.00

****It is my recommendation that the County of Aroostook enter into a Purchase Order agreement with **Steelstone Industries** for the above referenced projects.**

This form must be submitted in a sealed envelope, clearly marked "County of Aroostook – Wilcox / Oliver Road Paving Projects", and delivered or mailed no later than 12:30 pm, Thursday, May 16, 2024 at which time all bids will be opened, read aloud and recorded.

Please submit bids to:

Ryan D. Pelletier, County Administrator
County Commissioners' Office
144 Sweden Street, Suite 1
Caribou, ME 04736

Pavement prices to be provided per ton, in-place and rolled to industry specifications (MDOT §401).

WILCOX ROAD

(#1)	Product	Price/Ton	Total Tons	w/Tac
	12.5 mm Mix	\$ 114.25	1050	\$ 119.75
				420

OLIVER ROAD

(#2)	Product	Price/Ton	Total Tons	w/Tac
	12.5 mm Mix	\$ 118.90	495	\$ 124.70
				197

Steelstew Industries
CONTRACTOR

5/15/2024
DATE

Putting Shoulder gravel on both projects
\$ 9,475.76

County of Aroostook

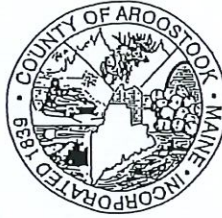
COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
PRESQUE ISLE

NORMAN L. FOURNIER
WALLAGRASS

WILLIAM T. DOBBINS
HOULTON

R F P'S RECEIVED

PROJECT: Wilcox Road Paving Project (Cary Twp.)

DATE MAILED: APRIL 29, 2024 DATE BID OPENING MAY 16, 2024

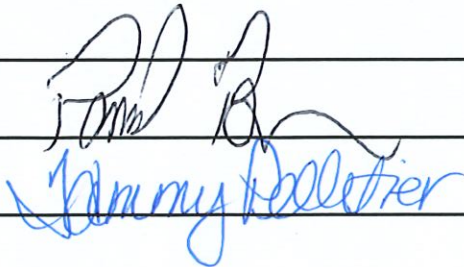
CONTRACTORS NAME / DATE RECEIVED

STEELSTONE INDUSTRIES 5-15-24

114.25/Ton

1050 TONS

119.75 w/Tac



County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
PRESQUE ISLE

NORMAN L. FOURNIER
WALLAGRASS

WILLIAM T. DOBBINS
HOULTON

R F P'S RECEIVED

PROJECT: Oliver Road Paving Project (Cary Twp.)

DATE MAILED: APRIL 29, 2024 DATE BID OPENING MAY 16, 2024

CONTRACTORS NAME / DATE RECEIVED

STEELSTONE INDUSTRIES 5-15-24

118.90 / Ton

495 tons

124.40 w/Tac

Shoulder Gravels \$ 9,475.76 (Both projects)

[Signature]
[Signature]

MAY 16 - 10:30 BIDD OPENING

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
PRESQUE ISLE

NORMAN L. FOURNIER
WALLAGRASS

WILLIAM T. DOBBINS
HOULTON

April 29, 2024

The County of Aroostook is soliciting "Price Quotes" for road paving projects in Cary Township.

All products must adhere to, and follow MaineDOT Specification §401.

Project #1: Wilcox Road (Cary Township)

Approximately 3,260 feet +/- @ 20 feet wide +/-. Beginning at US Highway One / Wilcox Road intersection **(Project to include: One (1) lift of 1½" 12.5mm DOT Mix, followed by a second lift of 1" 12.5mm DOT Mix; butt joint to be grounded and tacked at the US One intersection; sweep & tac to be incidental for the 2nd lift.**

Project #2: Oliver Road (Cary Township)

Approximately 1,700 feet +/- @ 18 feet wide +/-. Beginning at US Highway One / Oliver Road intersection **(Project to include: One (1) lift of 1½" 12.5mm DOT Mix, followed by a second lift of 1" 12.5mm DOT Mix; butt joint to be grounded and tacked at the US One intersection; sweep & tac to be incidental for the 2nd lift.**

- **PROVIDE "SHOULDER MACHINE", ROLLER, LABOR AND MATERIALS REQUIRED TO BUILD UP SHOULDERS ON BOTH PROJECTS.**

It is strongly recommended that interested contractors visit the project sites prior to submitting price quotes. If need be, a County representative will meet with contractors on site. The sites have been pre-marked showing the areas to be paved. All questions should be referred to Paul Bernier, Community Services Director at 493-6306, or by cell at 227-5252.

****IT IS REQUIRED THAT THE PROJECT BE COMPLETED BY JULY 31, 2024****

County of Aroostook

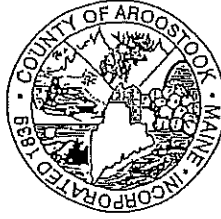
COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
PRESQUE ISLE

NORMAN L. FOURNIER
WALLAGRASS

WILLIAM T. DOBBINS
HOULTON

MEMORANDUM

DATE: May 30, 2024
TO: Ryan D. Pelletier, County Administrator
FROM: Paul Bernier, Community Services Director
RE: Snow Removal Contract for TDR2

Attached is the proposed Snow Removal Contract with the **Town of Bridgewater** for snow removal services in Township D Range 2 (**0.90 miles**).

Negotiations with the Town of Bridgewater resulted in an annual increase of 3% per year. This new agreement will be for a term of three (3) years, beginning July 01, 2024, through June 30, 2027.

	<u>Contract Amount</u>	<u>Cost Per Mile</u>
• July 01, 2024 to June 30, 2025	\$5,099.00	\$5,666.00
• July 01, 2025 to June 30, 2026	\$5,252.00	\$5,836.00
• July 01, 2026 to June 30, 2027	\$5,410.00	\$6,011.00

At their regularly scheduled April 11th meeting, Bridgewater officials unanimously agreed to the proposed agreement, and signed the document. It is my recommendation that the contract be reviewed and signed by the County Administrator.

SNOW REMOVAL CONTRACT

Township

TDR2

RECEIVED
MAY 30 2024

The Aroostook County Administrator acting in his capacity as Municipal Official for the Unorganized Territory of Township D Range 2 hereinafter referred to as the "County", enters into an agreement with the Municipality of Bridgewater in accordance with the vote of said Municipal Officials at a regular meeting held on April 11, 2024, hereinafter referred to as the "Contractor" for the removal of snow and ice from the roads hereinafter described and designated under the following terms:

- 1. The Contractor agrees to remove snow accumulating from snowfall or drifting, and centerline ice on the following roads:

<u>Road</u>	<u>MDOT Inventory Number</u>	<u>Mileage</u>
Kinney Road	721	0.40
Number Nine Lake Road	721	<u>0.50</u>
TOTAL MILES		0.90

- 2. The Contractor agrees to furnish adequate equipment and manpower necessary to perform the work specified to the satisfaction of the County.
- 3. The Contractor shall perform the duties required in this contract from the beginning of snow 2024 to the end of snow 2027.
- 4. The Contractor will commence plowing and sanding operations when snow on the road surface has reached a maximum depth of two (2) inches, either from actual snowfall or drifting caused by wind, and continue same until the roads are cleared of snow to the outside of the road shoulders.
- 5. The Contractor agrees to provide sufficient sand and salt for operations required by this contract. The County estimates that a minimum of 100 cubic yards of sand will be necessary for each centerline mile of road.
 - A. Maximum gradation of sand shall be one (1) inch, and all sand will be screened to that size prior to use on the road.
 - B. Contractor shall mix between 90 and 110 pounds of salt with each cubic yard of sand before the sand is stockpiled.
 - C. Sanding trucks shall be equipped with either tailgate or hopper sanders, which are capable of regulating the amount of sand/salt spread per mile to ensure evenness of application.
 - D. Contractor shall pay particular attention to the sanding of hills, curves, and intersections, and to apply extra sand/salt to such locations when necessary.

- E. Contractor is responsible for the selection of a suitable site for the salt/sand stockpiles. By execution of this contract, the Contractor warrants that the salt/sand stockpiles are in compliance with all local, County, State, and Federal environmental rules, regulations, and statutes. The Contractor agrees to indemnify the County for any liability, claims, demands, causes or action or damages incurred as a result of the use of or stockpiling of salt/sand.
- F. Contractor agrees to have all mixed sand/salt stockpiled by November 1st of every year of the contract.

6. The Contractor shall have and maintain Compensation Insurance, General Liability Insurance, and Vehicle Liability Insurance during the life of the Contract in the following amounts:

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

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

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

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

7. If the Contractor is in violation of any of the terms of this contract, or if the County or its representative is of the opinion that work described in this contract is being performed unsatisfactorily, the County shall notify the Contractor by certified mail setting forth the basis for the County's complaint. Upon receipt of such notice, the Contractor shall have ten (10) days to comply with the terms and conditions of this contract or rectify the unsatisfactory work. If at the expiration of the ten (10) day period, the County's representative is dissatisfied with the Contractor's performance, or the Contractor is not in compliance with the terms of this contract,

the County will, by certified mail, notify the Contractor to discontinue all work to be performed under this contract. The County may thereupon, by contract, or otherwise complete the work, and the Contractor or its surety shall be liable for costs that exceed the rate provided in this contract. Such charges shall be deemed liquidated damages.

8. In consideration of the faithful performance of this work as set forth above, the County agrees to pay the Contractor the annual sum, for the 0.90 total miles of road covered by this contract;

July 01, 2024 to June 30, 2025	\$5,099.00
July 01, 2025 to June 30, 2026	\$5,252.00
July 01, 2026 to June 30, 2027	\$5,410.00

9. This agreement shall be in effect for three (3) years from July 01, 2024 to June 30, 2027. The County and Municipality shall review this agreement at the end of each anniversary date and either the County or the Contractor, by vote of their respective officials, can terminate this contract upon ninety (90) days written notice to the other party.

10. A payment schedule of six (6) separate monthly installments shall be paid annually, beginning in November 2021 and ending in April of the ensuing year, for the term of the three (3) year contract. Payments shall be made in November, December, January, February, March, and April as part of the regular Unorganized Territory warrant schedule, typically on the third Wednesday of the month. Copies of the warrant schedule can be made available if requested.

IN WITNESS WHEREOF, the parties to these presents have executed this contract each of which will be deemed an original on the 11th day of April 2024.

Jill L. Kusby
WITNESS

Franklin Hinney
Justin King
Gray Boyde
Chris Boudreau
Billy Breen
OFFICIALS OF BRIDGEWATER

WITNESS

Ryan D. Pelletier, County Administrator

Filed with Fiscal Administrator _____, 2024

County of Aroostook

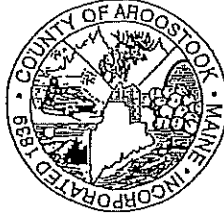
COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
PRESQUE ISLE

NORMAN L. FOURNIER
WALLAGRASS

WILLIAM T. DOBBINS
HOULTON

MEMORANDUM

DATE: May 31, 2024
TO: Ryan D. Pelletier, County Administrator
FROM: Paul Bernier, Community Services Director
RE: Fire Protection Agreement for TCR2

Attached is the proposed Fire Protection Interlocal Cooperation Agreement with the **Town of Monticello** for the Unorganized Township of TCR2.

This Agreement is for the three (3) year period of July 01, 2024 to June 30, 2027, and represents a 3% increase per year for the term of the Agreement.

- July 01, 2024 to June 30, 2025 \$ 1,012.00
- July 01, 2025 to June 30, 2026 \$ 1,042.00
- July 01, 2026 to June 30, 2027 \$ 1,073.00

At their May 08, 2024 meeting, Monticello Town Officials unanimously agreed to, and signed the proposed agreement. It is my recommendation that the contract be reviewed and signed by the County Administrator on behalf of the County of Aroostook.

FIRE PROTECTION INTERLOCAL COOPERATION

Township

Residential Structures

Population

TCR2



The Aroostook County Administrator acting in his capacity as Municipal Official for **Township C Range 2**, hereinafter referred to as the "County", enters into an agreement with the **Municipality of Monticello** in accordance with the vote of said Municipal Officials at a regular meeting held on May 08, 2024, hereinafter referred to as the "Municipality" for fire protection to the residents of **Township C Range 2**, hereinafter described and designated under the following terms and pursuant to 30-A M.R.S.A., Section 2203.

1. The Municipality agrees to provide auxiliary or supplemental fire protection to the residents of the Unorganized Township of **Township C Range 2**.
2. When a call for aid or assistance from any person in the **Township C Range 2** is received at the Municipal Fire Station, the following procedures will be followed:
 - A. When the Municipal Fire Department is not preparing to attend or attending a fire or engaged in rescue or life-saving, the dispatcher shall immediately notify his superior and dispatch such force to respond to such call as he may deem necessary and proper under the circumstances, but in no case leaving the Municipality without any fire protection.
 - B. When the Municipal Fire Department is preparing to attend or attending a fire or engaged in rescue or life-saving, the dispatcher shall immediately notify the available ranking officer who shall decide what force, if any, can be sent to answer such call and shall issue his orders accordingly. The dispatcher answering the call for aid shall then inform any County Officers of the action taken.
3. A force sent to aid and assist shall at all times be directly under the order and control of the Municipal Fire Department officers in charge of the forces; however, while within the limits of the Unorganized Territory, the force is acting in behalf of and as an agent of the County.
4. When in the opinion of the officer in charge the services of the Department are no longer needed, he shall order the force to return to the station. The officer may, however, leave such equipment as he deems advisable for use by the men on standby if there is a danger of the fire breaking out again.
5. The ranking officer shall have the power to order the return of a force at any time when in his opinion the services of, or the presence of, such forces is required within the Municipality.
6. The Maine Forest Service has the responsibility to handle suppression of all grass or brush fires but will reimburse any Municipality that fights a grass or brush fire that is a threat to the forest in the Unorganized Territory. They will also respond to structural fires when and only when personnel and equipment are nearby and available and will do so in recognition of lack of other readily available sources of help or a potential hazard to the forest.

7. The Contractor shall have and maintain Compensation Insurance, General Liability Insurance, and Vehicle Liability Insurance during the life of the Contract in the following amounts:

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

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

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

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

8. If the Contractor is in violation of any of the terms of this contract, or if the County or its representative is of the opinion that work described in this contract is being performed unsatisfactorily, the County shall notify the Contractor by certified mail setting forth the basis for the County's complaint. Upon receipt of such notice, the Contractor shall have ten (10) days to comply with the terms and conditions of this contract or rectify the unsatisfactory work. If at the expiration of the ten (10) day period, the County's representative is dissatisfied with the Contractor's performance, or the Contractor is not in compliance with the terms of this contract, the County will, by certified mail, notify the Contractor to discontinue all work to be performed under this contract. The County may thereupon, by contract, or otherwise complete the work, and the Contractor or its surety shall be liable for costs that exceed the rate provided in this contract. Such charges shall be deemed liquidated damages.

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

July 01, 2024 to June 30, 2025	\$1,012.00
July 01, 2025 to June 30, 2026	\$1042.00
July 01, 2026 to June 30, 2027	\$1073.00

This agreement shall be in effect for three (3) years from July 1, 2024 to June 30, 2027. The County and Municipality shall review this agreement at the end of each anniversary date and either the County or the Municipality, by vote of their respective officials, can terminate this contract upon ninety (90) days written notice to the other party.

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

IN WITNESS WHEREOF, the parties to these presents have executed this contract each of which will be deemed an original on the 8th day of May 2024.

Lawrence Hoff

OFFICIALS OF MONTICELLO

Stephen K. New

OFFICIALS OF MONTICELLO

[Signature]

OFFICIALS OF MONTICELLO

Ginger Payer To All

WITNESS

WITNESS

Ryan D. Pelletier, County Administrator

Filed with Fiscal Administrator _____, 2024