

## MINUTES

Aroostook County Jail Study Commission  
Monday, July 15, 2024 10:00 AM  
Administrative Hearing Room – Caribou Courthouse

### **Present:**

Ryan D. Pelletier, County Administrator  
Bryan Jandreau, Facilities & IT Director  
Dana Gendreau, Finance Director  
Norman Fournier, County Commissioner, Committee Member  
William Dobbins, County Commissioner  
Peter Johnson, Sheriff, Committee Member  
Kai Libby, Committee Member via Zoom  
Brian Harris, Committee Member  
Matthew Cummings, Committee Member  
Carroll Theriault, Committee Member  
Donald Guimond, Committee Member  
Craig Clossey, Jail Administrator via Zoom  
Erica Pelletier, Chief Deputy  
Arthur Thompson, Architect via Zoom  
Scott Adkins, County Administrator, Penobscot via Zoom  
Tammy Pelletier, Operations Assistant  
Rothery Sullivan, WAGM  
Melissa Lizotte, Bangor Daily News

1. County Administrator, Ryan Pelletier called the meeting to Order at 10:00 AM.
2. Mr. Pelletier opened a discussion regarding electing a chairperson. Sheriff Gillen had been the prior chairperson. Consensus from the team was to wait until we expand the group based on the recommendations from the NIC representatives.

### **MOTION**

Matthew Cummings moved to table electing a chairperson, seconded by Donald Guimond.

### **VOTE**

Motion voted and passed.

3. Initial impressions from the JISA draft report are that it was well done, thorough, and clearly identifies the need that something needs to be done. Highlights the high morale and dedication of the jail staff, shows lack of meaningful space, facility licensed for 117 beds, but it is not designed for that volume. Content edits can be sent by Friday to get back to the NIC for their finalized report.
4. The committee currently has 9 representatives and it was recommended that we expand the group to include mental health, substance abuse, educators, judges, defense attorneys, etc. The team came to a consensus to increase the

committee to 12 representatives and to identify candidates from mental health, substance abuse, judges, and defense attorneys. It may also be good to look at including Steve French from the DOC in order to have someone knowledgeable about jail standards. Mr. Pelletier will work on identifying and reaching out to potential candidates.

5. Mr. Pelletier presented information regarding the Planning of New Institutions (PONI) program offered by the NIC. The 3-day training session is designed for decision makers in the county such as the Sheriff, Commissioners, County Administrator, and other county staff that may have a part in the design or function of the new facility.

**MOTION**

Matthew Cummings moved to engage the NIC regarding the PONI program, seconded by Carroll Theriault.

**VOTE**

Motion voted and passed.

6. Mr. Pelletier presented an RFP draft for a consultant to help guide the process. It is better to spend upfront than after the process has begun. It can be costly to make changes after a certain point in the process. A consensus was reached to move forward with the RFP for a consultant. Scott Adkins, County Administrator for Penobscot, advised that they did not hire a consultant, but instead are using an architect through the process.

7. Mr. Pelletier noted the need to have public awareness and engagement. Message needs to get out to the public about why a new facility is needed and how it will be funded. Mr. Pelletier indicated that people want to be involved as indicated by the many phone calls received after we have held meetings on the topic.

**MOTION**

Brian Harris moved to send the request to the Commissioners to approve the hiring of a PR Consultant, seconded by Carroll Theriault.

**VOTE**

Motion voted and passed.

8. A consensus was taken for the next meeting to be Monday, August 19 at 10 AM in the Administrative Hearing Room – Caribou Courthouse. Mr. Pelletier adjourned the meeting at 10:59 AM.

**Next meeting Aroostook County Jail Commission  
Monday, August 19, 2024 10:00 AM  
Administrative Hearing Room – Caribou Courthouse**