

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING
TUESDAY, AUGUST 20, 2024 – 10:00 AM
ADMINISTRATIVE HEARING ROOM – CARIBOU COURTHOUSE

Present:

Paul J. Underwood, Chair, County Commissioner
Norman L. Fournier, County Commissioner
William Dobbins, County Commissioner
Ryan D. Pelletier, County Administrator
Dana Gendreau, Finance Director
Tammy Pelletier, Operations Assistant
Erica Pelletier, Chief Deputy
Paul Bernier, Community Services Director
Steve Pelletier, ARPA Administrator
Derrick Ouellette, Deputy Director EMA
Peter Johnson, Sheriff
Leo Trudel, LUPC via Zoom
Melissa Lizotte, Bangor Daily News

ART. 1. Commissioner Paul Underwood called the meeting to order at 10:00 am.

ART. 2. Pledge of Allegiance.

ART. 3. Commissioner Underwood opened the floor for a public comment period.

No public comments.

ART. 4. **MOTION:**
Motion by William Dobbins, seconded by Norman Fournier to approve the agenda for August 20, 2024.

VOTE:
Motion voted on and passed.

ART. 5. Commissioner Underwood entertained a motion for approval of the July 17, 2024 Commissioners' Meeting minutes and the August 7, 2024 Grivois Road Public Hearing minutes.

MOTION:
Motion by Norman Fournier, seconded by William Dobbins to approve the meeting minutes of July 17, 2024 and August 7, 2024.

VOTE:
Motion voted on and passed.

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

- A) Attendance record.
- B) Bills and warrants.
- C) BYOB Permit - Benedicta

MOTION:

Motion by Norman Fournier, seconded by William Dobbins to approve the BYOB permit for Benedicta.

VOTE:

Motion voted on and passed.

ART. 7. Mr. Leo Trudel, LUPC Board Member, presented an update on LUPC activities.

ART. 8. Mr. Ryan Pelletier presented for consideration a recommendation to appoint 4 new members to the Jail Study Commission. Penny Thompson, Caribou City Manager; Jeremy Smith, Houlton Town Manager; Todd Collins, District Attorney; Heidi Rackliffe, ACAP Program Director. This will bring the commission to 13 members.

MOTION:

Motion by Norman Fournier, seconded by William Dobbins to appoint Penny Thompson, Jeremy Smith, Todd Collins and Heidi Rackliffe to the Jail Study Commission.

VOTE:

Motion voted on and passed.

ART. 9. Mrs. Dana Gendreau presented for consideration the fiscal year-end vacation & sick accrual expense recommendation.

MOTION:

Motion by Norman Fournier, seconded by William Dobbins to approve the fiscal year-end vacation & sick accrual expense.

VOTE:

Motion voted on and passed.

ART. 10. Mrs. Dana Gendreau presented for consideration the quarterly financials for period ending 06/30/2024.

MOTION:

Motion by William Dobbins, seconded by Norman Fournier to approve the quarterly financial report for period ending 06/30/2024.

VOTE:

Motion voted on and passed.

ART. 11. Mrs. Dana Gendreau presented for consideration to rollover FY24 General Fund balances for auditing expense and Registry of Deeds North to reserve accounts.

MOTION:

Motion by William Dobbins, seconded by Norman Fournier to the rollover of \$7,000 to an Auditing Reserve account.

VOTE:

Motion voted on and passed.

MOTION:

Motion by Norman Fournier, seconded by William Dobbins to expense \$8,000 using the Capital budget 06/30/2024 to rollover to the Registry of Deeds North Capital Reserve account.

VOTE:

Motion voted on and passed.

- ART. 12. Mr. Paul Bernier presented for consideration a recommendation to rollover FY24 UT Fund balances to Capital accounts.

MOTION:

Motion by Norman Fournier, seconded by William Dobbins to rollover \$1,743.77 to the Connor Recreation Capital account and \$11,198.98 to the UT Roads & Bridges Capital account.

VOTE:

Motion voted on and passed.

- ART. 13. On behalf of Darren Woods, Mr. Derrick Ouellette presented for consideration the hiring recommendation of Justin Albert as North Lakes Firefighter.

MOTION:

Motion by Norman Fournier, seconded by William Dobbins to approve the hiring of Justin Albert as North Lakes Firefighter.

VOTE:

Motion voted on and passed.

- ART. 14. Sheriff Peter Johnson presented for consideration the recommissions of Deputy Benjamin Boutilier, Deputy Andrew Tomah, and Commander Craig Clossey.

MOTION:

Motion by William Dobbins, seconded by Norman Fournier to approve the recommissions of Benjamin Boutilier, Andrew Tomah, and Craig Clossey.

VOTE:

Motion voted on and passed.

- ART. 15. Sheriff Peter Johnson presented for consideration the recommendation for the sale of a surplus 2019 Ford Explorer with the highest bidder being Embelton Auto Sales for \$2,800.

MOTION:

Motion by William Dobbins, seconded by Norman Fournier to approve the sale of a 2019 Ford Explorer to Embelton Auto Sales for \$2,800.

VOTE:

Motion voted on and passed.

- ART. 16. Sheriff Peter Johnson presented for consideration the recommendation to donate a surplus 2008 Ford Econoline van to the Town of Limestone.

MOTION:

Motion by Norman Fournier, seconded by Paul Underwood to approve the donation of a 2008 Ford Econoline van to the Town of Limestone.

VOTE:

Motion voted on and passed (2-0). Commissioner William Dobbins abstained.

ART. 17. County Commissioner’s Report

Commissioner Fournier reported that reserves are at about \$3 million for pending claims. Last month saw 14 claims closed and 9 new claims, with several very large claims where \$759,000 has been set aside. Car accidents are the most common claim. The board is looking at options to possibly set a high increase to the deductibles versus all counties paying a significant increase in premiums. Insurance could go up 25-30% for the renewal. The MCCA will be awarding their \$10,000 Safe Driver award. Aroostook County has not gotten an award in several years. The FOAA information requested by the ACLU is almost complete. There will be a workshop in October, fully paid by the MCCA for up to 3 members of the County. The workshop will cover trends, risks and laws.

There is a bill in congress to help support funding for ambulance service calls. Currently, if an ambulance is dispatched, but does not transport a patient the insurances/Medicaid does not reimburse for the service call.

Several years ago, a law went into effect that Counties have to submit their jail audit yearly and it cannot be a combined audit. We are working to complete the audits by October 15.

ART. 18. Other Business

No other business

ART. 19. Adjournment.

MOTION:

A motion was made by Norman Fournier, seconded by William Dobbins to adjourn the meeting at 11:11 am.

VOTE:

Motion voted on and passed.

ATTEST: A True Copy
of Commissioners’ Meeting

Ryan D. Pelletier
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: September 18, 2024

STATE OF MAINE
AROOSTOOK, SS.

COUNTY COMMISSIONERS
ROAD MAINTENANCE PROCEEDING

IN RE: Grivois Road)
)
Town of Grand Isle) FINDINGS AND ORDER

Upon a petition dated April 24, 2024, pursuant to 23 M.R.S.A §3652, The Aroostook County Commissioners, having been satisfied that one of the municipal officers of the Town of Grand Isle had five days actual notice or knowledge of the defective condition of the Grivois Road, so-called, viewed the Grivois Road on August 7, 2024 and held a public hearing in Grand Isle on said petition. Upon said view and hearing, the Commissioners do find one part of the Grivois Road to be “unsafe and inconvenient” as provided in said statute.

In general, the Commissioners found virtually all of the statements of property owners and residents along the Grivois Road to be supported by the physical appearance of the road; and that one specific section of the road is in fact unsafe and inconvenient, particularly at certain times of the year with regard to weather and spring run-off conditions.

The Commissioners did take note of the comments and documentary evidence submitted by the municipal officials, which indicated that Grivois Road was not necessarily in any worse condition than other roads in the community; and that municipal budget constraints may have contributed to the lack of appropriate maintenance of the road.

Having found one part of Grivois Road unsafe and inconvenient in one specific area, the Commissioners sought technical input from the Aroostook County Community Services Director; and his findings and recommendations are incorporated herein, as follows:

1. The area that was examined and determined to be in need of action is the area that was impassable in the Spring of the year. The order is to check-chaining asphalt millings in this area that was identified as problematic. (Vehicles sinking, road surface eroding, etc.) The millings shall be compacted with a vibratory roller and lastly as with the other areas examined, cut the shoulders to allow for road surface drainage.

ACCORDINGLY, IT IS HEREBY PRESCRIBED that said repairs be made within 45 days hereof.

Dated: September 18, 2024

Aroostook County Commissioners

Paul J. Underwood

Norman L. Fournier

William T. Dobbins

Recommendation Only, Not Ordered, however, the Town of Grand Isle should consider the following as constructive input regarding the road surface management of all gravel surfaced roads:

Overall, the road surface is sufficiently crowned and graveled. Recommendation is to cut shoulders to all for drainage. Ditches should be cleared of sediment and stabilized. Culverts along the road and crossing the road should be checked for debris and blockages and cleaning of any such conditions should be completed.

WARRANT

State of Maine

County of Aroostook

To Denise Sinclair, a resident in the Township of Sinclair (T17R4), County of

Aroostook. GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the voters of Sinclair (T17R4), in said County, qualified by law to vote in township affairs to meet at the Sinclair Senior Center, the 16th of October, A.D. 2024, at one o'clock in the afternoon (October 16, 2024 at 1:00 p.m.), to act on the following articles to wit:

ART. 1. To choose a Moderator to preside at said meeting.

ART. 2. To nominate and elect one (1) voting resident of Sinclair (T17R4) to the Sinclair Sanitary District Board of Trustees for a term of three (3) years.

Given unto our hands this 18th day of September, A.D. 2024.

Paul J. Underwood
County Commissioner

Norman L. Fournier
County Commissioner

Attest: A true copy of Warrant:

William T. Dobbins
County Commissioner

Ryan D. Pelletier
County Administrator/Clerk

COUNTY OF AROOSTOOK, ss

Pursuant to the within warrant, I have notified and warned the inhabitants of Sinclair by posting a warrant at the Sinclair Senior Citizens Center, the Sinclair Post Office Building and Martin's General Store being conspicuous places in said Township on the _____ day of September, A.D. 2024.

Denise Sinclair

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
PRESQUE ISLE

NORMAN L. FOURNIER
WALLAGRASS

WILLIAM T. DOBBINS
HOULTON

September 10, 2024

TO: County Commissioners
FR: Ryan D. Pelletier, County Administrator
RE: Community Services Director of the Unorganized Territory

Dear Commissioners:

It is my pleasure to recommend John Gibson be appointed as the next Community Services Director of the Unorganized Territory. John comes to us most recently working with the City of Caribou as Planner/Code Enforcement Officer.

In addition to his municipal experience, John previously served five years with us as the Deputy Director of the Aroostook County Emergency Management Agency. His thorough knowledge of County operations and understanding of the role of Community Services Director makes him more than qualified for this position.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Pelletier", written in a cursive style.

Ryan D. Pelletier
County Administrator

JWG

John W. Gibson

Compassionate & effective leader who strives to empower all. Believes in the power of situational leadership, education and training for superior service. Able to stay calm under pressure, mitigate and neutralize stressful situations and employ proper strategic tactics for highest success in saving lives and property.

Contact:

Education:

Abilene Fire Academy, Abilene, Texas

Comanche High School, Comanche, TX,

Special Skills & Certifications:

- FT Career Firefighter 18+ years
- Firefighter I & II
- Driver/Operator
- Fire Instructor I & II
- Fire Officer I & II
- Fire Inspector I & II
- Plans Examiner
- Fire Investigator I & II
- Haz-Mat Technician
- EMT Basic
- General Rope Rescuer
- Incident Safety Officer Training
- Wildland Firefighter
- PADI Open Water Diver

Committees:

- City of Caribou Airport

Personal Interests:

- Family Adventures
- International Travel
- Travel Blogging: *Home of the Points*
- Lifelong Learning

Highlights of Professional Experience

PLANNER/CODE ENFORCEMENT OFFICER

Caribou, ME, April 2024 - Current

- Management and enforcement of land use regulation, research and interpret codes, municipal zoning administration, shoreland zoning, and support to appointed boards.

UNITED GROUND EXPRESS CROSS UTILIZED AGENT & CUSTOMER SERVICE

PRESQUE ISLE, ME, Part Time Dec. 2023 - April 2024

- Provide a seamless check-in and ticketing experience
- Prepping and securing commercial aircraft

FIREFIGHTER/EMT - CARIBOU FIRE DEPARTMENT

Caribou, ME, August 2023 - December 2023

- Attention to detail and time management in an extremely busy department
- Please see below for a comprehensive list of Firefighter duties and experience

DEPUTY DIRECTOR - AROOSTOOK COUNTY EMERGENCY MANAGEMENT (EMA) & DEPUTY CHIEF - NORTH LAKES FIRE RESCUE, 2017- August 2023

- Manage daily operations of EMA office
- Properly code and submit invoices/bills for payment
- Manage departmental budget
- Ensure that invoices are accurate and correct before payment
- Creating RFPs and ensuring compliance with contractors
- Teach classes pertaining to emergency management and ICS
- Prepare plans for responding to disasters and other emergencies
- Work with elected and local officials on emergency preparedness
- Oversee daily operations of North Lakes Fire Rescue
- Provide bi-monthly training to the members of North Lakes Fire Rescue
- Respond to emergencies and protect the community
- Successful grant writing in excess of \$500,000

FIREFIGHTER/EMT - WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #3 Hutto, TX (Austin Metro), 2014 - 2017

- Respond to and protect the community from disaster situations, including commercial and residential fires, vehicle accidents, etc.
- Participate in fire prevention and inspection activities, equipment maintenance, and training for all phases of fire suppression, prevention, inspection, rescue and emergency
- 11+ years experience in performing inspections and code enforcement

Highlights of Professional Experience CONTINUED:

- Investigate fires, collect evidence, file proper report, maintain proper chain of custody
- Clean/ Inspect equipment and apparatus daily, reporting any defects or problems found
- Repair equipment and apparatus, perform routine preventative maintenance
- Keep fire station, equipment and grounds in a clean and orderly condition
- Highly active member of: Apparatus committee - Honor Guard – Station design committee
- Participate in training activities as a student, instructor, or lead instructor
- Acquire knowledge of area streets, buildings, water supply, target hazards
- Perform various public information presentations or education tasks
- Enter inspection, training and fire and EMS calls into the records management system
- Use MCT/MDT OSSI WISER etc
- Perform all work duties and activities in accordance with ESD #3 policies & procedures
- Work in a safe manner and report unsafe activity and conditions.
- Create, modify, and present policies, including newly created cancer prevention policy
- Research and implement FF Bail out kits, Hose and Nozzle standardization, improved PPE
- Provide social service related areas of emergency response by assisting victims.

Firefighter Lieutenant/EMT - Taylor, Texas 2011-2014

Driver/Operator/EMT - Taylor, Texas 2005-2011

Firefighter - Taylor, Texas 2003-2005

- Responsible for the administration and supervision of fire suppression, hazardous material response, rescue operations and emergency medical services.
- Engine or Truck company Officer – crew of 4
- Officer in charge – initiate ICS as first on scene, Serve as IC or Operations of prolonged Haz-Mat, Fire, Major MVA, and Rescue scenes.
- Inspections and code enforcement
- Serve on city Safety Committee
- Implement department goals and objectives, establish work priorities, schedules and coordinate work to be accomplished per shift. Responsible for daily log, emergency calls and reports, overtime and injury reports.
- Respond to alarms; perform firefighting functions, including Incident Command.
- Respond as the officer of an engine or truck company to provide BLS.
- Participate in daily training exercises and classroom lectures and prepare and conduct trainings for department.
- Conduct fire inspections, supervise shift inspections, assign work projects and approve completed work.
- Conduct demonstrations, tours and public speeches on fire safety, fire prevention, CPR, fire extinguishers, first aid and other subjects to civic groups, schools, and the general public.
- Respond to general public complaints, requests for information and guidance.
- Respond to auto & mutual aid calls for service with departments in the Austin metro
- Maintain discipline and insures that personnel follow department rules and regulations.

References available upon request. Please see Employment Application.

Related Experience & Personal Achievements:

- Fire Inspector & Fire Investigator for Cities of Taylor & Hutto Texas (Austin Metro)
- Incident Command Staff Experience, NIMS/ICS 100, 200, 300, 700, 800, Blue Card
- PPE Specialist for Hutto Fire Department: ordering, maintenance, inventory, budget, etc.
- FEMA/Katrina Relief Efforts 2005 – Commander: Task Force 79
- Created and initiated annual Hydrant Testing/Inspection/Repair Program
- Knowledge of health and life safety operations and procedures, fire suppression systems, complex multi agency incidents, and State and Federal response.
- Firefighter of the Year: 2007 & 2009

The logo consists of the letters 'JWG' in a large, bold, white, sans-serif font, centered on a black rectangular background.



Aroostook County
Sheriff's Office

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

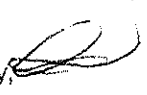
Patrol

Transportation

Corrections

Civil Process

Memorandum

To: Peter A. Johnson, Sheriff
From: Commander Craig L. Clossey, 
cc:
Date: August 15, 2024
Re: One Part-Time Corrections Officer Position

Sheriff,

We have one applicant for an open part-time corrections position.

Elizabeth Dahlk has successfully applied and passed all applicable tests and background checks.

I recommend starting at step 10 or (\$19.38) for part-time corrections officers, beginning September 3rd, 2024, at 0900.

Thanks,

Cmdr. 

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

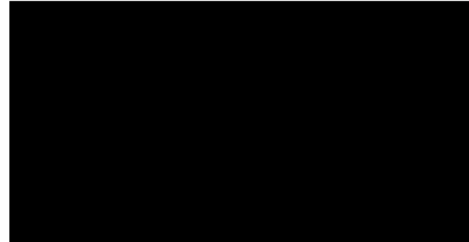
Tel: 207-532-3471

Fax: 207-532-7319

Elizabeth Dahlk

SKILLS

Dedicated hard worker, reliable,
socially adept



ACHIVMENTS/AWARDS

Employee of the month
(Hannaford)

EDUCATION

Houlton Highschool, Houlton ME- Highschool diploma
Class of 2023

EXPERIENCE

Hannaford, Houlton ME – Cashier/ Produce Clerk
Customer service, bagging/ Breaking down, organizing and dating freight,
checking countries of origin then stocking produce, prepping fruit
July 2023- xxx

Martinez Roofing & Construction, Troy ME – Laborer
Prepping metal, passing up large metal sheets or any other tools needed, screwing off sheets (of metal), keeping the job sight
up to par, other general roofing duties
June 2021- xxx

Wright Farm, Littleton ME – Laborer
Working on a harvester, sorting misc debris and rotting or questionable potatos while keeping up with the fast work pace
September 2023- October 2023



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: September 5, 2024
Re: One Part-Time Corrections Officer

Sheriff,

We have one applicant for an open part-time corrections position.

Joshua Sierra of Millinocket has successfully applied and passed all applicable tests and background checks.

I recommend that Mr. Sierra start at step 10 or (\$20.02) as a part-time corrections officer due to his experience, education, and competitiveness in the job market. I would like him to start on September 9, 2024, at 0900 to dovetail into the existing training course for new officers that is currently ongoing.

Thanks,

Cmdr.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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 Sierra Joshua Applicant ID # _____
 Address _____
 Telephone # () _____ Cellular/Other Phone # _____ E-mail Address _____
 Position(s) applied for Correctional Officer Date of application 7/28/24
 Referral Source (e.g., Walk-in, Job Posting, Company's Website, etc.) Shawn Levasseur

If necessary, best time to call you is Any time : 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 8/6/24

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 jobs "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. You may include any verified work performed on a volunteer basis.

Employer: Coopers town All Star Village Telephone #: (607) 432-7483

Street address: 4158 NY-23 City: Oneonta State: NY

Starting job title/final job title: Security Supervisor Dates employed: 6 / 24 to present

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

Why did you leave?: Keep everyone safe and under control

Summarize the type of work performed and job responsibilities: meet new people

What did you like most about your position?: Nothing

What were the things you liked least about the position?:

Employer: WIN-Waste Innovations Telephone #: (603) 753-8411

Street address: 11 Whitney Rd City: Concord State: NH

Starting job title/final job title: Maintenance Mechanic / welder Dates employed: 4 / 22 to 2 / 24

Immediate supervisor and title (for most recent position held): Mother broke back Need to help her May we contact for reference? Yes No Later E-mail:

Why did you leave?: Welded and worked on equipment, managed Contractors when Onsite, did Safety inspecting

Summarize the type of work performed and job responsibilities: New Challenges

What did you like most about your position?: Management Not following through w/ safety protocol

What were the things you liked least about the position?:

Employer: New England Mechanical Overlay (NEMO) Telephone #: (603) 435-9999

Street address: 100 Barnstead Rd City: Pittsfield State: NH

Starting job title/final job title: Welder / Fabricator / Mechanic Dates employed: 1 / 2018 to 4 / 22

Immediate supervisor and title (for most recent position held): Be with family more (Traveled All the time) May we contact for reference? Yes No Later E-mail:

Why did you leave?: Welded, worked on equipment at papermills, Ran heavy duty equipment

Summarize the type of work performed and job responsibilities: Team Work / Knowledge

What did you like most about your position?: Being away from wife and kids for months at a time

What were the things you liked least about the position?:

Employer: _____ Telephone #: _____

Street address: _____ City: _____ State: _____

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

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

Why did you leave?: _____

Summarize the type of work performed and job responsibilities: _____

What did you like most about your position?: _____

What were the things you liked least about the position?: _____

Employment History (continued)

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

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

If yes, please explain: _____

Skills and Qualifications

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

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

Word Processing _____ Level: _____ Internet _____ Level: _____

Spreadsheet _____ Level: _____ Other _____ Level: _____

Presentation _____ Level: _____ Other _____ Level: _____

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

Educational Background

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

School (include City and State)	# of Years Completed	Completed	GPA Class Rank	Major/Minor
Cooperstown Central School	12	<input checked="" type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<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
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Related Information

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

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

List special accomplishments, publications, awards, etc. _____

List any relevant volunteer work. _____

Is there any other job-related information you want us to know about you? I was a security^{supervisor} officer at Hollywood Casinos in Bangor ME Not sure of month/year started and Ended.

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 Johanna Diiora Date 7/28/24



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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.



Joshua Sierra



Work Experience

Maintenance Mechanic

WIN Waste Innovations-Concord, NH

April 2022 to February 2024

Worked at a trash plant that creates power for the cities. Job duties were to keep the plant running, boilers online repair any tube leaks, lead other companies that come to assist with boiler repairs. I make sure all contractors know what their job duties are, and make sure everybody's working as one team.

Education

High school diploma

Skills

- Facilities Maintenance
- Welding
- Fabrication
- Brake Repair
- Problem solver team player
- Industrial Maintenance
- Handyman
- Mechanical Knowledge
- Supervisor, security officer
- Hydraulics
- Fork truck operator
- scissor lift operator
- Manlift operator
- Lull operator
- Front and loader operator
- Carpenter
- Automotive Repair
- First aid
- Driving



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: Hiring of a Full-Time ACCCP Case Manager

The Aroostook County Sheriff's Office recently had a vacancy in the Aroostook County Community Corrections Program for a Case Manager. Through the application process, it was determined that Isabelle Lozier was the best fit candidate. It is my recommendation to hire Isabelle to fill the Case Manager vacancy, starting at step 6, \$21.62.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319

Isabelle Lozier



August 25, 2024

To whom it may concern,

My name is Isabelle Lozier, I graduated from the University of Maine at Fort Kent with a Bachelor of Science degree in Conservation Law Enforcement in December of 2022. Currently, I am the Lead Dispatcher for the Fort Kent Police Department, I have been employed here since September, 2021.

Working as a dispatcher for almost three years, I have seen more sides of public service than I ever thought I would. From the court system, to pre-trial check-ins, and even just watching my coworkers arrest people, and seeing the booking process. Each day is something new, and it gives me a whole new perspective on the criminal justice system as a whole. I thoroughly enjoy digging deeper, and helping my coworkers out, whether they need help finding people in spillman, looking for addresses, or looking up statutes and laws.

I am a strong believer in helping people who want help and who are willing to put in the effort, however, I am also not afraid to discipline and hold people accountable if needed. From what I could see when ACCCP Case Manager Billie-Jo Caron was doing check-ins, the client's who want to be successful through the program will succeed, and the Case Manager can provide resources and help support them, however, the client's who are not as serious about it, will have consequences that follow. I also saw how organized she had to be, keeping files and court dates written down for each client, as well as all of their information and appointments.

I am a highly motivated individual, and I can work well in any environment. I always strive to improve, not only myself, but the department I am working for. I have a very strong attention to detail, and I like to keep my work organized. Through my experiences in college, and serving the public while dispatching, I am confident that I would be an asset to your team. Thank you for your time, and for allowing me the opportunity to apply for the ACCCP Case Manager position.

Sincerely,

Isabelle H. Lozier

Isabelle Lozier

PROFESSIONAL EXPERIENCE

TOWN OF FORT KENT- FORT KENT, ME

Public Safety Dispatcher- Lead Dispatcher

October 2021- Current

36-48 Hours/Week

- File and Organize documents
- Run criminal history checks through NCIC Database
- Communicates clearly and effectively over radio
- Import names, vehicles and other information into Spillman Database
- Dispatch Police, Fire, and EMS Personnel
- Maintaining records and hosts at the Town of Fort Kent RV Park
- Training new employees
- Administrative duties including: registering dogs, selling hunting/fishing licenses, registering non-resident snowmobiles; sending out annual invoices and letters to local towns, and filing and completing concealed weapons permits, writing grants

SAINT JOHN VALLEY PHARMACY- FORT KENT, ME

Pharmacy Technician/Delivery Driver

September 2020-current

Per diem

- Packed Prescription Medications
- Ordered Pharmacy Stock
- Worked under pressure
- Managed time well to make sure prescriptions were filled
- Handled Prescription Medication
- Delivered prescription medications to patients
- Handled Cash/Check Transactions

STATE OF MAINE, BUREAU OF PARKS AND LANDS- PRESQUE ISLE, ME

Park Ranger I- Fort Kent State Historic Site

May 2021-August 2021

40 Hours/Week, seasonal

- Enforced State of Maine Parks Rules and Regulations
- Maintained site grounds and facilities at the Fort Kent State Historic Site
- Supervised volunteers

Customer Representative Assistant- Aroostook State Park

May 2020- August 2020

40 Hours/Week, seasonal

- Enforced State of Maine Parks Rules and Regulations
- Registered Campers & Visitors
- Maintained Park Facilities and Control Center
- Responsible for Daily Cashout and Weekly Deposit

EDUCATION

University of Maine at Fort Kent, Fort Kent ME

Bachelors of Science Conservation Law Enforcement, August 2020-December 2022

Unity College, Unity ME

Bachelors of Science Conservation Law Enforcement, August 2019-August 2020

Fort Kent Community High School, Fort Kent ME

LEADERSHIP

MSAD #27 Board of Directors

Community School Board Representative- November 2020-March 2022

Fort Kent Community High School Student Council

Student Body President- June 2018-June 2019

- Facilitate weekly meetings
- Maintained Connections with Contracted Businesses
- Contacted businesses for donations
- Placed large orders for school events
- Provided Daily School Announcements

MSAD #27 Student Body School Board Representative- August 2017- May 2019

- Provided youth input to school board issues
- Voted on School/District wide issues

Student Body Vice President- June 2017-June 2018

- Schedule all Student Club Meetings
- Reserve classrooms for Club Meetings

Fort Kent Community High School National Honors Society

Secretary- June 2018- June 2019

- Document Meeting Minutes

Treasurer- June 2018- June 2019

- Oversaw Club Finances

Historian- June 2018- June 2019

- Documented Club Events and Philanthropies
- Created and Presented Recruitment Presentations

Youth Voices

Member- August 2012- June 2019

- Advocate against Underage Drinking and Substance Use
- Facilitated workshops and presentations for students and adults in the community
- Attended Maine Youth Action Network Conference
- Attended Community Anti-Drug Coalitions of America Summit in Washington D.C.
- Spoke with U.S. Senators and U.S. Representatives about the importance of funding to aide in fighting the opioid crisis.

Link Crew

Link Leader- August 2017- June 2019

- Mentored students throughout their first year of high school

CERTIFICATIONS

	Date Completed:
• ICS 700	8/2024
• ICS 800	8/2024
• Maine Mandated Reporter Training	8/2024
• Maine Criminal Justice Academy Law Enforcement Pre Service Phase I	3/2023
• Maine Criminal Justice Academy ALERT Test	3/2023
• American Heart Association First Aid/CPR/AED Training	2/2023
• CJIS Security Awareness Training Level 2	1/2023
• Psychological First Aid	10/2022
• Disaster Behavioral Health	9/2022
• Maine Criminal Justice Academy Certified Terminal Operator	4/2022
• Maine State Police National Instant Criminal Background Check System	4/2022
• State of Maine Dirigo Workplace Compliance Trainings	Annually
• State of Maine Notary Public	12/2020
• ICS 100	12/2019

AWARDS

- 4-Year Citizenship Award (Community High School)
 - Awarded to a student who exemplifies the four core values for FKCHS (Respect, Responsibility, Honesty, Engaged and Invested), as well as community service

ADDITIONAL SKILLS

- Outgoing Personality
- Proficient in various computer applications
- Strong Communication Skills
- Very observant to attention to detail
- Highly Motivated

County of Aroostook

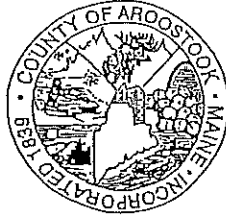
COMMISSIONERS' OFFICE

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: August 22, 2024
TO: Ryan D. Pelletier, County Administrator
FROM: Paul Bernier, Community Services Director
RE: DEP Small Community Grant Bid Opening Results

As was advertised on the County of Aroostook website, the County of Aroostook held bid openings for one (1) DEP Small Community Grant project in Sinclair Township on Thursday, August 22, 2024 at 12:30 pm at the County Commissioners Office.

Attached is the tabulation of all bids received for the Raymond and Joan Hebert septic system replacement project. My proposal would be to award the contract to the winning bidder for the Hebert project:

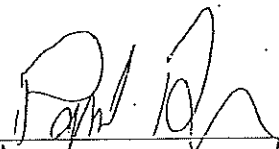
- Raymond & Joan Hebert (Sinclair) > Long Lake Excavation

The County of Aroostook is prepared to enter into a contract with the winning bidder once these documents have been reviewed and approved by a DEP representative in Augusta.

BID OPENING RECORD

Bid Type: Sepic Sinclair Present for Bid Opening: Tammy Pelletier
 Bid Due Date: 8/22/2024 Paul Bernier
 Bid Opening Date: 8/22/2024
 # of Bids Received: 4

BID #	From	Amount	
1	Babin Const.	22,000. ⁰⁰	(4,000 pumpstation)
2	JR Boucher Const.	18,130. ⁰⁰	(3,500. ⁰⁰ PS)
3	Bert Albertson LLC	19,797. ⁸⁸	(3,000 PS)
4	Longlake Excavation	13,508. ⁶⁷	(4,000. ⁰⁰ PS)
5			
6			
7			
8			
9			
10			

SIGNATURES
 Bid Opener:  **PAUL BERNIER**
 Witness #1: Tammy Pelletier
 Witness #2: _____

MEMORANDUM

DATE: August 23, 2024
TO: Ryan D. Pelletier, County Administrator
FROM: Paul Bernier, Community Services Director
RE: Road Paving Project, (Town Line Road) Connor Township

**ROAD PAVING PROJECT (Connor Township)
BID OPENING – August 22, 2024**

Town Line Road (Connor Township)

Approximately 2,750 feet +/- @ 18 feet wide +/- . Beginning at US Route One intersection in an easterly direction approximately 2,750 feet.

(Project to include: 1/2" Shim Coat on entire surface, followed by One (1) lift of 1 1/2" 12.5mm DOT Mix; starting point must be grounded and tacked; sweep & tac to be incidental on pre-existing surface.

<u>NORTHEAST PAVING</u>	\$118 / Ton X 605 Tons = \$71,390.00
<u>TROMBLEY INDUSTRIES</u>	\$103.25 / Ton X 600 Tons = \$61,950.00
<u>SODERBERG CONSTRUCTION</u>	\$133 / Ton X 605 Tons = \$80,465.00

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

BID OPENING RECORD

Bid Type: Paving Projects
 Bid Due Date: 8/22/2024
 Bid Opening Date: 8/22/24
 # of Bids Received: 3

Present for Bid Opening:
Tammy Pelletier
Scott Gove-Soderberg
Paul Bernier

BID #	From	Amount
1	Northeast Paving	118/ppt
2	Trombley Industries	103.25/ppt
3	Soderberg Construction	133/ppt
4		
5		
6		
7		
8		
9		
10		

w/sweep/Tax 118¢

605 tons

600 tons

605 tons

S/T 103.25

SIGNATURES

Bid Opener: Paul Bernier - Tammy
 Witness #1: Tammy Pelletier
 Witness #2: _____