

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING
WEDNESDAY, SEPTEMBER 18, 2024 1:00 PM
REGISTRY OF DEEDS – FIRST FLOOR CONFERENCE ROOM – FORT KENT

Present:

Paul J. Underwood, Chair, County Commissioner
Norman L. Fournier, County Commissioner - Zoom
William Dobbins, County Commissioner
Ryan D. Pelletier, County Administrator
Dana Gendreau, Finance Director
Bryan Jandreau, Facilities & IT Director
Leigh Smith, Treasurer
Peter Johnson, Sheriff
Erica Pelletier, Chief Deputy
Paul Bernier, Community Services Director
Steve Pelletier, ARPA Administrator
Raylan Lagasse, Grand Isle
Bob Desjardin, Grand Isle
Christopher Bouchard, BDN – Zoom
Karri Triplet, WAGM
Tammy Pelletier, Operations Assistant

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

ART. 2. Pledge of Allegiance.

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

No public comments.

ART. 4. Mr. Ryan Pelletier requested an addition to Article 6 (C): To consider the reallocation of fund balances to purchase a maintenance vehicle for the Houlton complex.

MOTION:

Motion by William Dobbins, seconded by Norman Fournier to approve the agenda as amended for September 18, 2024.

VOTE:

Motion voted on and passed.

ART. 5. Commissioner Underwood entertained a motion for approval of the August 20, 2024 Commissioners' Meeting minutes.

MOTION:

Motion by William Dobbins, seconded by Paul Underwood to approve the meeting minutes of August 20, 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) To consider the reallocation of fund balances to purchase a maintenance vehicle for the Houlton complex. (Bryan)

MOTION:

Motion by William Dobbins, seconded by Norman Fournier to approve the reallocation of fund balances to purchase a maintenance vehicle for the Houlton complex.

VOTE:

Motion voted on and passed.

ART. 7. Mr. Ryan Pelletier presented for consideration the decision and order for the Grand Isle Grivois Road Maintenance Petition. Mr. Pelletier indicated that the order was to address only that section of Grivois Road that is impassable during the Spring as detailed in the written order. The order also includes a recommendation to the town for general road surface maintenance for all gravel roads.

MOTION:

Motion by William Dobbins, seconded by Norman Fournier to approve the decision and order for the Grand Isle Grivois Road Maintenance as written.

VOTE:

Motion voted on and passed.

ART. 8. Mr. Ryan Pelletier presented for consideration the Sinclair Sanitary District Warrant to nominate and elect one (1) trustee for a term of three (3) years.

MOTION:

Motion by William Dobbins, seconded by Norman Fournier to approve the warrant for the Sinclair Sanitary District.

VOTE:

Motion voted on and passed.

ART. 9. Mr. Ryan Pelletier presented for consideration the hiring recommendation of John Gibson as Community Services Director.

MOTION:

Motion by William Dobbins, seconded by Norman Fournier to approve the hiring recommendation of John Gibson as Community Services Director.

VOTE:

Motion voted on and passed.

ART. 10. Sheriff Peter Johnson presented for consideration the hiring recommendation for Elizabeth Dahlk as part-time Corrections Officer.

MOTION:

Motion by William Dobbins, seconded by Norman Fournier to approve the hiring recommendation of Elizabeth Dahlk as Corrections Officer.

VOTE:

Motion voted on and passed.

ART. 11. Sheriff Peter Johnson presented for consideration the hiring recommendation for Joshua Sierra as part-time Corrections Officer.

MOTION:

Motion by William Dobbins, seconded by Norman Fournier to approve the hiring recommendation of Joshua Sierra as Corrections Officer.

VOTE:

Motion voted on and passed.

ART. 12. Sheriff Peter Johnson presented for consideration the hiring recommendation for Isabelle Lozier as ACCCP Case Manager.

MOTION:

Motion by William Dobbins, seconded by Norman Fournier to approve the hiring recommendation of Isabell Lozier as ACCCP Case Manager.

VOTE:

Motion voted on and passed.

ART. 13. Mr. Paul Bernier presented for consideration the bid recommendation for a septic system in Sinclair (T17R4).

MOTION:

Motion by William Dobbins, seconded by Norman Fournier to approve the bid recommendation for a septic system in Sinclair (T17R4).

VOTE:

Motion voted on and passed.

ART. 14. Mr. Paul Bernier presented for consideration the bid recommendation paving Town Line Road in Connor Township.

MOTION:

Motion by William Dobbins, seconded by Norman Fournier to approve the bid recommendation for paving Town Line Road in Connor Township.

VOTE:

Motion voted on and passed.

ART. 15. County Commissioner's Report

Commissioner Fournier reported that due to convention being at the end of the month, there was no meeting and nothing to report this month.

ART. 16. Other Business

Commissioner Fournier acknowledged Chief Deputy Erica Pelletier and Dana Gendreau for successfully receiving a grant for \$500,000 to help efforts with domestic violence/abuse within Aroostook County.

ART. 17. Adjournment.

MOTION:

A motion was made by William Dobbins, seconded by Norman Fournier to adjourn the meeting at 1:40 PM.

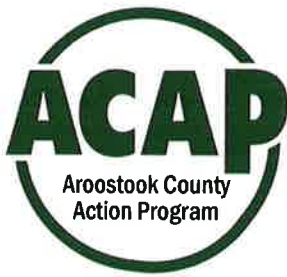
VOTE:

Motion voted on and passed.

ATTEST: A True Copy
of Commissioners' Meeting

Ryan D. Pelletier
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: October 16, 2024



Aroostook County Action Program

771 Main St., Presque Isle, Maine 04769 - (207) 764-3721 or 1-800-432-7881
Fax: (207) 768-3022 - www.acap-me.org

September 24, 2024

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

Dear Ryan,

As we turn to the Aroostook County Commissioners to designate elected or appointed public officials to serve a on Aroostook County Action Program's (ACAP) Board of Directors, I am pleased to share with you some changes that are reflected in our request this year and moving forward. After thoughtful consideration and a comprehensive review of our Agency's governance structure, the ACAP Board of Directors introduced a number of amendments to our bylaws. Among them, the Board extended from one to three years the length of a term for members.

Accordingly, and in an effort to stagger our Board terms so that a third of the membership is up for election each year, we held a drawing to determine initial staggered terms for each of our 21 Board seats, including the seven in the Public Sector. The names we are submitting for the County Commissioners' consideration below reflect the initial terms drawn at our Board Meeting on August 22, 2024.

Our Nominating Committee is pleased to submit the following recommendations, which I will present to the Commissioners for formal consideration at the October 16, 2024 meeting.

- **Jenny Dionne**, Selectperson, Town of Madawaska – **Term Expires 2027**
- **Sheriff Peter Johnson**, Aroostook County Sheriff – **Term Expires 2027**
- **Ammie London**, Director, Region Two School of Applied Technology – **Term Expires 2026**
- **Senator Harold (Trey) Stewart III**, State Senator, District 2 – **Term Expires 2026**
- **Nancy Troeger**, Librarian, Town of Van Buren – **Term Expires 2026**
- **Dan MacDonald**, Director, RSU 39 Adult Education – **Term Expires 2025**
- **Gary Sanfacon**, Juvenile Community Corrections Officer, Department of Corrections – **Term Expires 2025**

The candidates above represent the requisite seven candidates for Public Sector consideration. Should the County Commissioners reject any one or more of the above elected or appointed public officials to serve on the ACAP Board of Directors, please provide written notice of said rejection(s) to ACAP Board Chair Trudy Gorneault, 771 Main Street, Presque Isle, ME 04769 at least thirty (30) days prior to ACAP's Annual Meeting scheduled for December 12, 2024. It is at this event that these Public Sector Board Members and other Directors will be officially seated.

On behalf of the ACAP Board, administration, staff and volunteers, thank you for your continued partnership and support of our agency and its work throughout The County.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jason Parent", is written over a large, stylized blue scribble that also overlaps the "cc:" text.

Jason Parent
Executive Director/CEO

cc: Trudy Gorneault
Gary Sanfacon
Ammie London

Dan MacDonald
Peter Johnson
Nancy Troeger

Senator Harold (Trey) Stewart III
Jenny Dionne



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
CAPTAIN
Cross Lake Station

JOEY LEVESQUE
CAPTAIN
Sinclair Station

LANE MOIR
CAPTAIN
Madawaska Lake Station

DON ENO
LIEUTENANT

LIEUTENANT

WILL POLS
LIEUTENANT

GARY LANGLEY
Safety Officer

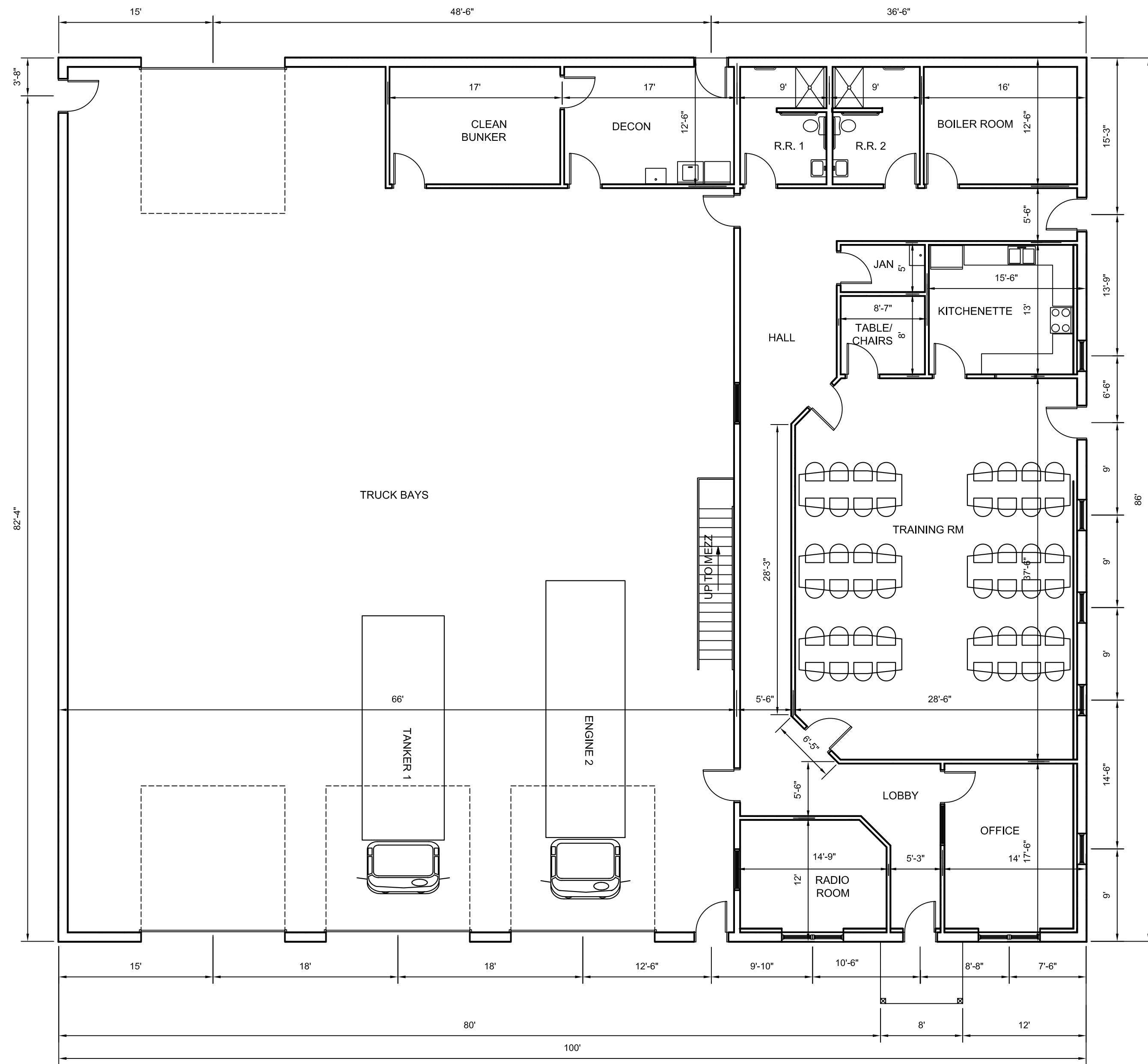
TO: Ryan Pelletier, County Administrator
FROM: Darren R. Woods, Fire Chief
RE: Sinclair Fire Station Project
Date: 9 - 13 – 2024

The current status on this project includes:

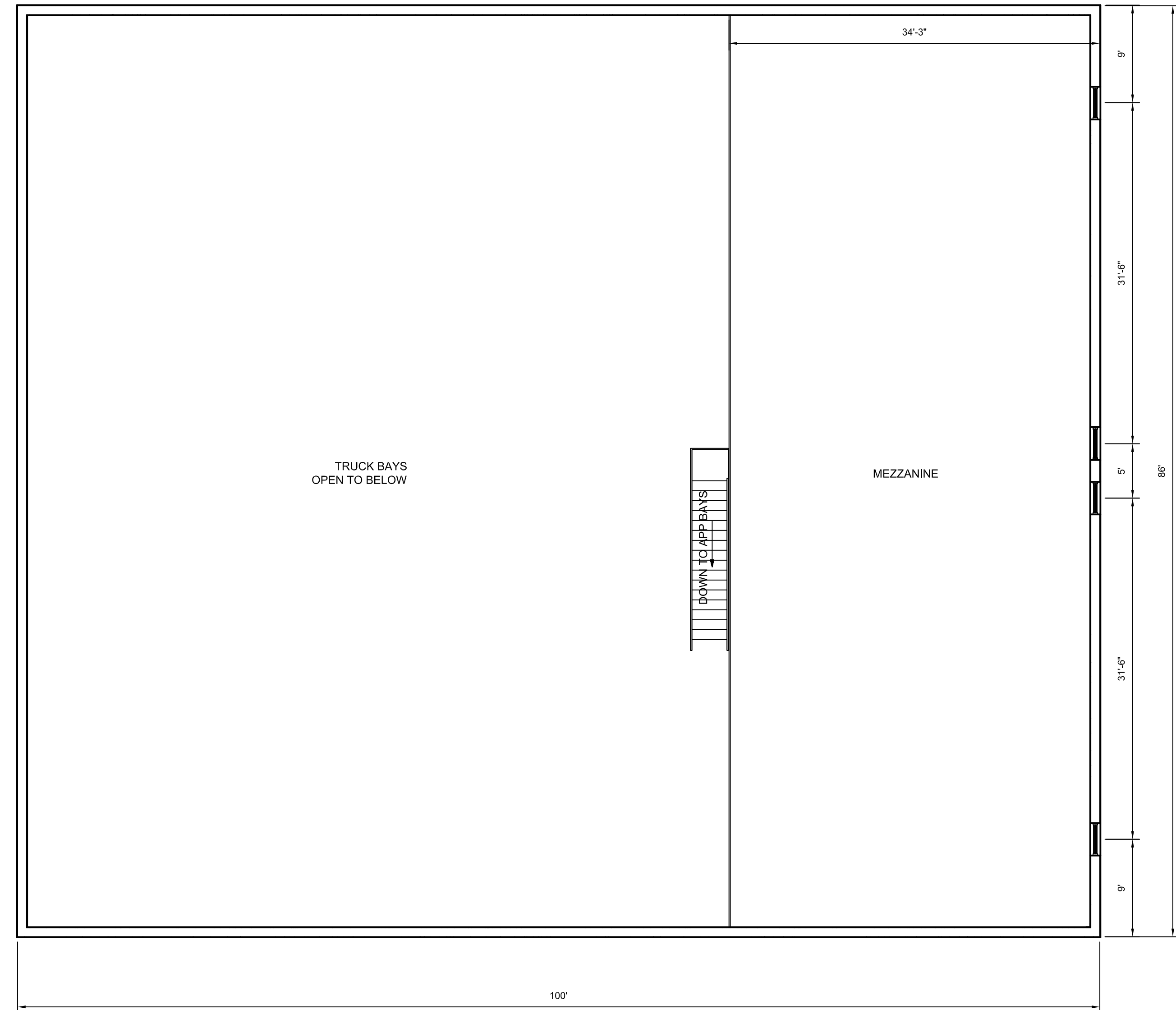
- | | |
|----------------------------------|-------------|
| - Purchase of Land | Complete |
| - Rezoning with LUPC | Complete |
| - Draft design of station | Complete |
| - Application submission to USDA | Complete |
| - Public Information Session | Complete |
| - USDA Environmental Review | In Progress |

Once the environmental review is completed, we can go out for bid to see what we can actually afford to do. One consideration is the federal “Build America, Buy America” rule that will increase the construction costs approximately 35%.

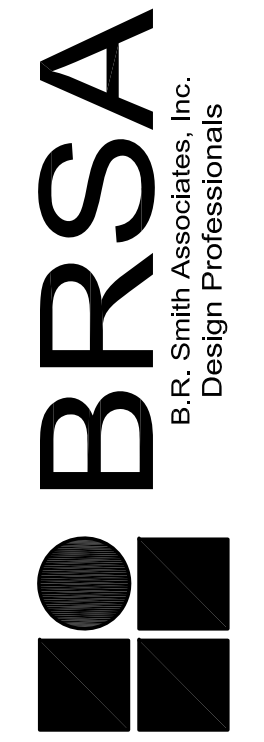
I have also attached the initial draft of the design for review by the commissioners.



PROPOSED MAIN FLOOR PLAN
SCALE: 1/8"=1'-0"



PROPOSED MEZZANINE PLAN
SCALE: 1/8"=1'-0"



Central Maine Office
B.R. Smith Associates, Inc.
Design Professionals
30 Lower Detroit Road, Plymouth, Maine 04899
Tel: 207-764-0311 Fax: 207-764-0310

PRELIMINARY

STAMP OR SEAL:

ISSUED FOR CLIENT REVIEW

DRAWING STATUS:

PROPOSED FLOOR PLAN

SHEET NAME:

SINCLAIR FIRE DEPARTMENT
400 STEVENS ROAD
SINCLAIR, ME 04779

CLIENT:

NO PORTION OF THIS PLAN MAY BE
REPRODUCED OR USED
FOR ANY PURPOSE OTHER THAN
THE SPECIFIC PROJECT INDICATED
HEREON WITHOUT THE WRITTEN
PERMISSION OF B.R. SMITH
ASSOCIATES, INC.

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SHEET

A1.01

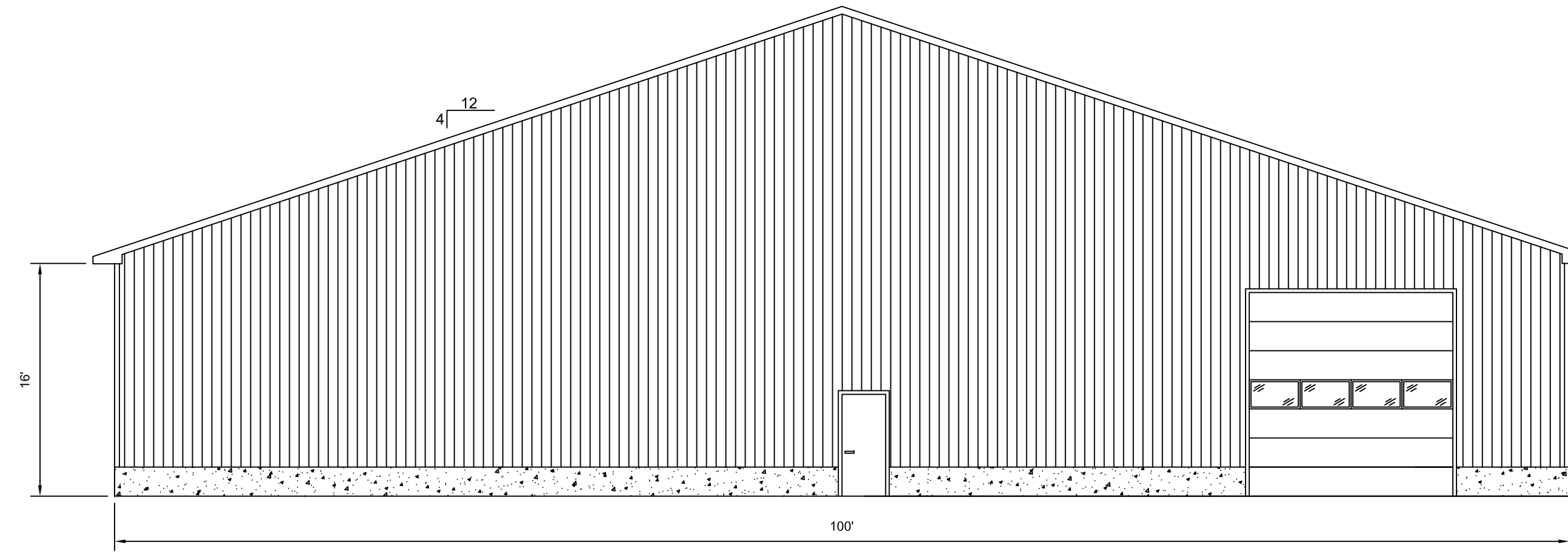
#	DATE	REVISIONS	DRAWN/APPD

PROJECT:
SINCLAIR FIRE DEPARTMENT 400 STEVENS ROAD SINCLAIR, ME 04779

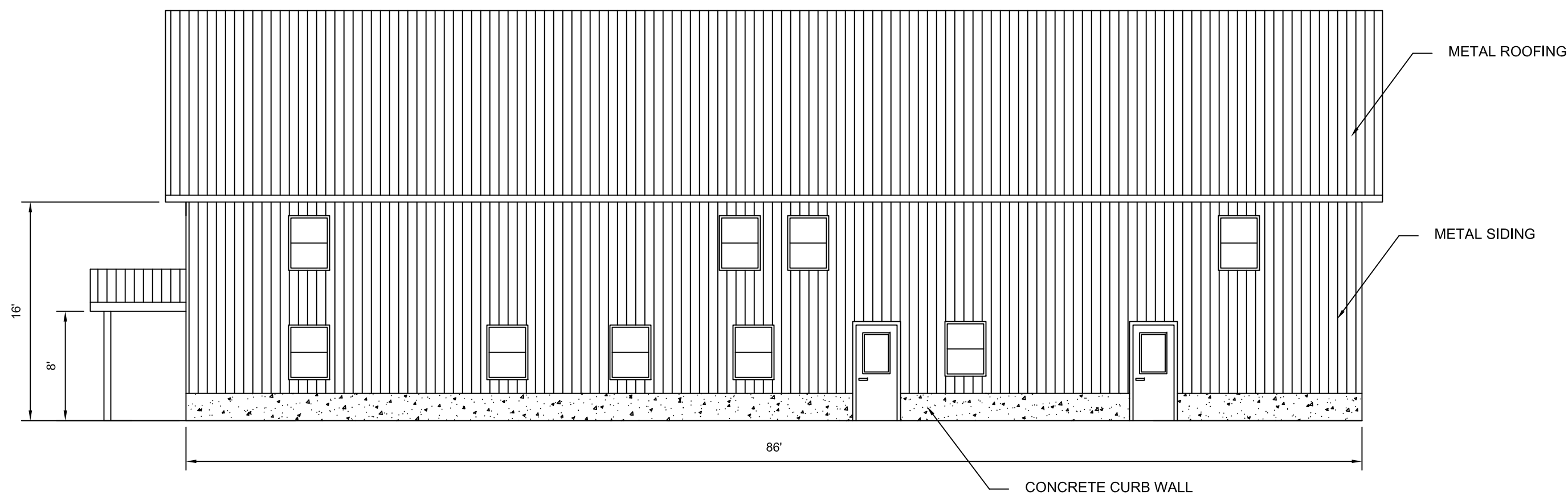
DESIGNED BY:	MLP	BRSA PROJ. #:	2024.038
DRAWN BY: <td>MLP <td>FIELD BOOK #: <td>NA </td></td></td>	MLP <td>FIELD BOOK #: <td>NA </td></td>	FIELD BOOK #: <td>NA </td>	NA
CHECKED BY: <td>TRR <td>PLAN DATE: <td>7-10-24 </td></td></td>	TRR <td>PLAN DATE: <td>7-10-24 </td></td>	PLAN DATE: <td>7-10-24 </td>	7-10-24
APPROVED BY: <td>TRR <td>PLAN SCALE: <td>AS SHOWN</td> </td></td>	TRR <td>PLAN SCALE: <td>AS SHOWN</td> </td>	PLAN SCALE: <td>AS SHOWN</td>	AS SHOWN



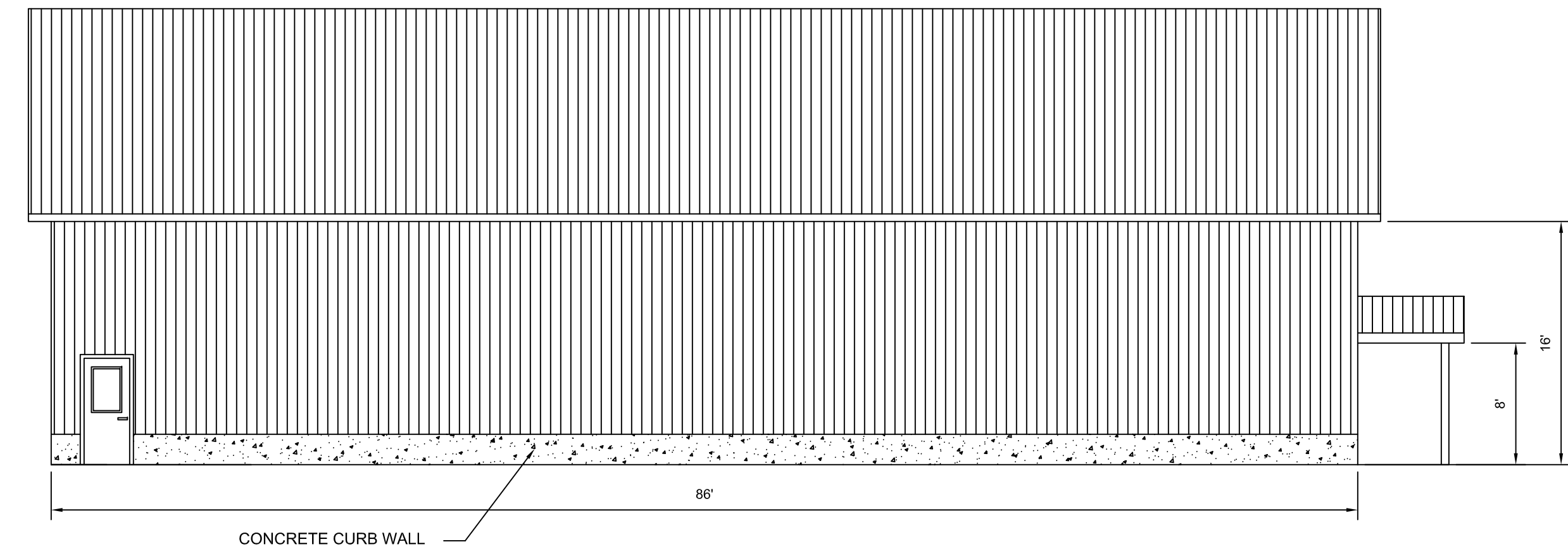
FRONT ELEVATION
SCALE: 1/8"=1'-0"



BACK ELEVATION
SCALE: 1/8"=1'-0"



SIDE ELEVATION
SCALE: 1/8"=1'-0"



SIDE ELEVATION
SCALE: 1/8"=1'-0"

STAMP OR SEAL:

PRELIMINARY

ISSUED FOR CLIENT REVIEW		REVISIONS
#	DATE	

PROPOSED ELEVATIONS	
SINCLAIR FIRE DEPARTMENT 400 STEVENS ROAD SINCLAIR, ME 04779	

CLIENT: SINCLAIR FIRE DEPARTMENT 400 STEVENS ROAD SINCLAIR, ME 04779	PROJECT: SINCLAIR FIRE DEPARTMENT 400 STEVENS ROAD SINCLAIR, ME 04779
DESIGNED BY: TRR	DATE: 7-10-24
DRAWN BY: MLP	SCALE: AS SHOWN
CHECKED BY: TRR	
APPROVED BY: TRR	

NO PORTION OF THIS PLAN MAY BE REPRODUCED OR USED FOR ANY PURPOSE OTHER THAN THE SPECIFIC PROJECT INDICATED HEREON WITHOUT THE WRITTEN PERMISSION OF B.R. SMITH ASSOCIATES, INC.

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SHEET

A2.01

BRS&A
B.R. Smith Associates, Inc.
Design Professionals

Corporate Office
11 Hall Street, Presque Isle, Maine 04769
Tel: 207-764-0061 Fax: 207-764-0010

Central Maine Office
30 Lower Detroit Road, Plymouth, Maine 04069
Tel: 207-868-9512 Fax: 207-764-0010



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 17, 2024
Re: One Part-Time Corrections Officer

Sheriff,

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

Thor Axe recently resigned from his full-time Corrections Officer position and requested to remain a Part-Time Corrections Officer. He has two years of experience as a full-time Corrections Officer and is a Certified Corrections Officer in Maine.

I recommend that Mr. Axe start at step 13 or (\$21.87) 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 24th, 2024, at 0600

Thanks,

Cmdr. 

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319

To whom it may concern,

8/5/2024

I put my notice in on August 2, 2024. After a short reflection period I would like to apply to stay on as a part time officer. I have enjoyed my time with my co-workers and supervisors alike. I fully plan to take part in the call list when called. I appreciate any consideration given in my attempts to stay on as a part time officer.

Thank you,

A handwritten signature in black ink, appearing to read 'Thor Axe', written in a cursive style.

Ofc Thor Axe

THOR AXE



SKILLS

- P>Sales expertise
- P>Data tracking
- P>Business Development
- P>Account management
- P>Bookkeeping
- P>Accurate payment posting
- P>Cash application
- P>Excellent Communication
- P>Dependable and Responsible
- P>Active Listening
- P>PPE Compliance
- P>Attention to Detail
- P>Team building

EDUCATION

Houlton High School
Houlton, ME

High School Diploma

PROFESSIONAL SUMMARY

Experienced Account Representative knowledgeable about invoicing, payment processing and account updates. Specializing in pursuing delinquencies and resolving customer issues.

Motivated Account Representative skilled at developing and deepening customer relationships to drive consistent growth. Offering more than ten years years of experience in sales and customer service. Motivated Account Representative skilled at developing and deepening customer relationships to drive consistent growth. Offering ten plus years of experience in sales and customer service.

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

WORK HISTORY

Aroostook Co Sheriff's Department - Department of Corrections
Houlton, ME • 06/2022 - Current

- Contributed to a positive work culture among colleagues by utilizing effective communication skills both verbally and in writing.
- Assisted in training of new correctional officers, providing guidance on best practices and procedures.
- Maintained accurate records of inmate incidents or infractions using electronic databases or written logs as required.
- Improved communication between staff members by participating in daily briefings and sharing critical information about inmate activities.
- Assisted medical staff in distributing medications to inmates efficiently while securely handling sensitive materials.
- Monitored visitation sessions to ensure compliance with established guidelines and maintain facility security.
- Maintained inmate safety through vigilant monitoring of behavior and swift intervention during conflicts.
- Collaborated with fellow officers to maintain a secure environment for staff, visitors, and inmates.
- Reduced instances of contraband by thoroughly searching inmates, cells, and common areas.
- Demonstrated cultural sensitivity when interacting with diverse populations within the correctional setting, promoting an inclusive environment for all individuals present.
- Managed high-risk situations with professionalism and composure, ensuring the safety of all involved parties.
- Supported the re-entry process for inmates by connecting them with appropriate resources, such as job training programs and community-based services.
- Observed behavior of residents individually and in groups.
- Conducted routine and emergency head counts.
- Prepared, processed and maintained forms, reports, logs, records,

County of Aroostook

COMMISSIONERS' OFFICE

FACILITIES & IT DIRECTOR

BRYAN V. JANDREAU



COUNTY COMMISSIONERS

**NORMAN L. FOURNIER
WALLAGRASS**

**PAUL J. UNDERWOOD
PRESQUE ISLE**

**WILLIAM T. DOBBINS
HOULTON**

October 3, 2024

TO: Ryan D. Pelletier, County Administrator
FR: Bryan V. Jandreau, Facilities & IT Director
RE: Cleaning Services RFP

Based on my review of the cleaning service bids for the Fort Kent Registry of Deeds Building, it is my recommendation that the County of Aroostook accept the low bidder, Sparkly Cleaning Services, Lise Hebert. This company is local to the area and references came in good.

The company is insured and agrees to meet the outlined specifications of the request for proposal.

I further recommend that the County of Aroostook agree to a six month trial in order to make any adjustments to the services provided +or- to meet building needs.

References

Frank Martin and Sons: Have had weekly services for approximately a month and the services are very good. Happy with services, excellent work, deep cleaners.

Freightliner of Maine: Very satisfied with services, it is done the old fashioned way, goes above and beyond. Better than any other cleaning services we have had in the past.

Town of Fort Kent: Very pleased, the services are A-1.

BID OPENING RECORD

Bid Type: Cleaning - Ft Kent Present for Bid Opening:
Bid Due Date: 10/1/24 Ryan Pelletier
Bid Opening Date: 10/2/2024 Tammy Pelletier
of Bids Received: 2

BID #	From	Amount
1	Use Helbert	360/wk
2	S+J Services	724/WK
3		
4		
5		
6		
7		
8		
9		
10		

SIGNATURES

Bid Opener:

Witness #1

Witness #2

Ryan Pelletier - Ry Pelletier
Tammy Pelletier - Tammy Pelletier



BID FORM
CLEANING SERVICES
SPECIFICATIONS
County of Aroostook
Registry of Deeds Building, Fort Kent, Maine.

BIDDER'S NAME	Lise Hebert
BIDDER'S ADDRESS	93 Hebert Rd Fort Kent Me 04743
BIDDER'S EMAIL ADDRESS	Sparklycleaningservices@hotmail.com
BIDDER'S PHONE NUMBER	834-3599 Cell 231-2009

Bid per each Weekly cleaning: 360.00

Bidder's Signature: Lise Hebert Date: 9-19-24

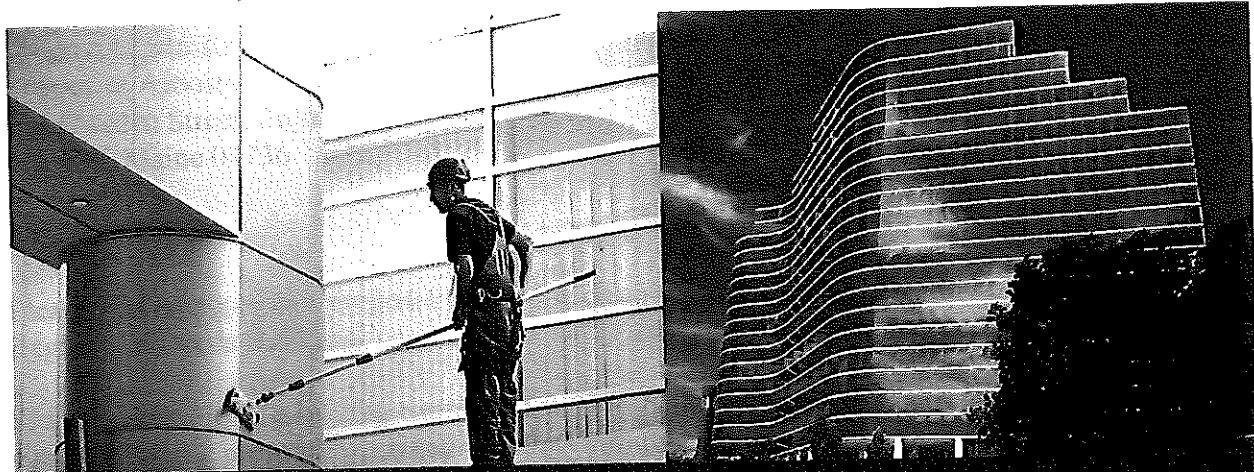
Sealed bids marked "Cleaning Services – Do Not Open", must be received at the County Commissioners Office, 144 Sweden Street, Suite 1, Caribou, Maine 04736 by 2:00 p.m., October 1, 2024.

The County of Aroostook reserves the right to accept or reject any or all bids.

IF needed
A few References:
FK town Office = Susie
Frank Martin = Barb
Freightliner = Andre'
Valley Eye Care = DR Rioux
Lee Theriault Accountant = Lee

Sparkly Cleaning services

Cleaning
Lise Hebert
834-3599. 207-231-2009 Cell
sparklycleaningservices@hotmail.com
There no cleaning job to big or to small



County of Aroostook



Cleaning Services for Registry of Deeds Building, Fort Kent, Maine
October 1, 2024



BID FORM
CLEANING SERVICES
SPECIFICATIONS
County of Aroostook
Registry of Deeds Building, Fort Kent, Maine.

BIDDER'S NAME	S. J. Services, Inc.
BIDDER'S ADDRESS	235 Newbury Street, Danvers, MA 01923
BIDDER'S EMAIL ADDRESS	Danielshea@sj-services.com
BIDDER'S PHONE NUMBER	351-201-9276

Bid per each Weekly cleaning: \$724.

Bidder's Signature:  Date: September 27, 2024

Sealed bids marked "Cleaning Services – Do Not Open", must be received at the County Commissioners Office, 144 Sweden Street, Suite 1, Caribou, Maine 04736 by 2:00 p.m., October 1, 2024.

The County of Aroostook reserves the right to accept or reject any or all bids.