

## MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING  
WEDNESDAY, NOVEMBER 20, 2024 1:00 PM  
SHERIFF'S OFFICE BUILDING SECOND FLOOR CONFERENCE ROOM - HOULTON

**Present:**

Paul J. Underwood, Chair, County Commissioner - Zoom  
Norman L. Fournier, County Commissioner  
William Dobbins, County Commissioner  
Ryan D. Pelletier, County Administrator-Zoom  
Dana Gendreau, Finance Director  
Peter Johnson, Sheriff  
Erica Pelletier, Chief Deputy  
Amy Ouellette, Registrar of Deeds North-Zoom  
Melissa Richardson, Registrar of Deeds South  
Lt. Brian Harris, Maine State Police  
Jeremy Smith, Houlton Town Manager  
Tim DeLuca – Chief of Police, Houlton  
Galan Williamson, Northeast Workforce Development Board-Zoom  
Steve Pelletier, ARPA Administrator-Zoom  
Erik Lamoreau, Co-Chair Opioid Task Force-Zoom  
Tammy Pelletier, Operations Assistant

ART. 1. Commissioner Norman Fournier called the meeting to order at 1:04 PM. Introductions were made for all participants in attendance.

ART. 2. Pledge of Allegiance.

ART. 3. Commissioner Fournier opened the floor for a public comment period.  
  
No public comments.

ART. 4. **MOTION:**  
Motion by William Dobbins, seconded by Paul Underwood to approve the agenda for November 20, 2024.

**VOTE:**  
Motion voted on and passed.

ART. 5. Commissioner Fournier entertained a motion for approval of the October 16, 2024 Commissioners' Meeting minutes.

**MOTION:**  
Motion by Paul Underwood, seconded by William Dobbins to approve the meeting minutes of October 16, 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. Galan Williamson presented an update on the programs offered by the Northeast Workforce Development Board.

ART. 8. Mr. Ryan Pelletier presented for ratification the Consolidated Communications utility pole application for Adams Road, Connor Township.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to ratify the Consolidated Communications utility pole application for Adams Road, Connor.

**VOTE:**

Motion voted on and passed.

ART. 9. Mr. Ryan Pelletier presented an update on the Jail Needs Assessment. Justice Planners provided a Basic Needs Assessment Scope and Full Needs Assessment Scope outline for review. Next steps will include a Jail Commission meeting where the scope of service will be defined to be able to engage Justice Planners for the assessment. It will take 3-6 months to complete the assessment.

**MOTION:**

Motion by Paul Underwood, and seconded by William Dobbins to support a full needs assessment.

**VOTE:**

Motion voted on and passed.

ART. 10. Mr. Ryan Pelletier presented for consideration 2 options for updating the method in which dispatch service contracts are calculated for towns using County dispatching. Currently, the County is running at a deficit for dispatching services we provide to towns. Option 1 would prorate January-June 2025 at the current rates and then use the updated rates beginning July 1. Option 2 would assess new 12-month contracts based on call volume and phase in the change over a 3 year period.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to approve option 1 to bill Jan-Jun 2025 at current rates and further study will be done during the budget process to determine future contracts.

**VOTE:**

Motion voted on and passed.

ART. 11. Mr. Ryan Pelletier presented for consideration the hiring recommendation of Roy Guidry as Facilities Director.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to approve the hiring recommendation of Roy Guidry as Facilities Director.

ART. 12. Mr. Ryan Pelletier presented for consideration the Letter of Intent, Application, and process for disbursing Opioid Settlement Funds.

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to approve the Letter of Intent, Application, and process for disbursing Opioid Settlement Funds.

ART. 13. Mr. Ryan Pelletier presented for consideration the 2025 County Commissioner meeting schedule.

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to approve the 2025 County Commissioner meeting schedule.

ART. 14. Mr. Ryan Pelletier presented for consideration bill requests for this upcoming legislative session to include 1) Non residential property valued at \$1 million or higher should be the responsibility of the state board in regards to property tax appeals/abatements; and 2) drug court funding.

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to approve getting legislative sponsors for the bills as noted.

ART. 15. On behalf of Mr. Bryan Jandreau, Mr. Ryan Pelletier presented for ratification the hiring recommendation of Shea Daly as custodian at the Caribou Courthouse.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to ratify the hiring of Shea Daly as custodian.

ART. 16. Mrs. Dana Gendreau presented for consideration an update on the recent jail audits for 2021-2024.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to accept the jail audits for 2021-2024.

ART. 17. Mrs. Dana Gendreau presented for consideration the quarterly financial reports for July-September 2024.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to accept the quarterly financial reports for July-September 2024.

ART. 18. Mrs. Dana Gendreau presented for consideration the options for the jail funding shortfall of \$348,073. Based on contracts and current usage, costs were able to be reduced \$332,692 with a remaining shortfall of \$15,381. This amount should be able to be realized throughout the remainder of the fiscal year.

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to approve the options for the jail funding shortfall as outlined.

ART. 19. Mrs. Melissa Richardson and Mrs. Amy Ouellette presented for consideration the recommendation to award the Registry of Deeds Management Systems to Info Quick Solutions, Inc.

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to approve the recommendation to award the Registry of Deeds Management Systems to Info Quick Solutions, Inc.

ART. 20. Sherrif Peter Johnson presented for consideration the hiring recommendation of Joseph Foley as part-time Corrections Officer.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to approve the hiring recommendation of Joseph Foley as part-time Corrections Officer.

ART. 21. Sheriff Peter Johnson presented for consideration the sale of a surplus 2015 Ford Explorer with the highest bid of \$2555 from Curtis Seeley.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to approve the sale of a 2015 Ford Explorer for \$2555 to Curtis Seeley.

ART. 22. Sheriff Peter Johnson presented for consideration the sale of a surplus 2019 Chev Tahoe with the highest bid of \$12,659 from Embelton Auto.

**MOTION:**

Motion by Paul Underwood, seconded by William Dobbins to approve the sale of a 2019 Chev Tahoe for \$12,659 to Embelton Auto.

ART. 23. Sheriff Peter Johnson presented for consideration the Deputy Sheriff commissions for Caribou Police Chief Corey Saucier and Ashland Police Chief Christopher Cyr.

**MOTION:**

Motion by William Dobbins, seconded by Paul Underwood to approve the Deputy Sheriff commissions of Police Chiefs Corey Saucier and Christopher Cyr.

ART. 24. County Commissioner's Report

Commissioner Norman Fournier provided an update from the Risk Pool. Car insurance deductibles will be going up from \$1,000 to \$2,500. MCCA is looking for 2 new representatives to fill the Chair and Vice Chair roles. Convention was not well attended with only 100 participants.

Legislatively, there was a 40% turnover this year after the election.

There is public service program that allows County's to post surplus vehicles on a national level. 10% would go to MCCA with no fee to the County.

ART. 25. Other Business

The tour of the Houlton Superior Court doors was postponed until all Commissioners were present.

ART. 26. Adjournment.

**MOTION:**

A motion was made by William Dobbins, seconded by Paul Underwood to adjourn the meeting at 2:54 PM.

**VOTE:**

Motion voted on and passed.

ATTEST: A True Copy  
of Commissioners' Meeting

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Ryan D. Pelletier  
County Administrator

AROOSTOOK COUNTY COMMISSIONERS  
DATE: December 18, 2024

December 12, 2024

TO: County Commissioners

FR: Ryan D. Pelletier, County Administrator

RE: Finance Committee

Dear Commissioners:

As you know, we have several vacancies this year on the Finance Committee due to no one taking out nomination papers and qualifying to be on the ballot. Pursuant to the Aroostook County Charter (enclosed) "A vacancy occurring on the Finance Committee shall be filled by the committee, subject to confirmation by a majority of the Board, for the balance of the unexpired term. The person appointed to fill the vacant office must be from the same municipality or unorganized territory as the person vacating the office."

We advertised the four vacant positions in the local newspaper and posted it on our website as a committee vacancy. The following individuals expressed interest in serving:

**District 1 Area 2:**

Ryan Bushey

**District 1 Area 3:**

Michael Greenlaw

**District 3 Area 7:**

Scott Moir

**District 3 Area 9:**

Michelle Raymond

John Sutherland

The remaining Finance Committee members (Sue Powers, Donald Savage, Nelson Jandreau, Kai Libby, and Richard Fortier) were polled to see who they would like to be appointed to the committee. The results are as follows:

Ryan Bushey – 5 in favor

Michael Greenlaw – 5 in favor

Scott Moir – 5 in favor

Michelle Raymond – 4 in favor

John Sutherland – 1 in favor.

Based on the above, it is my recommendation that the Board of County Commissioners confirm Ryan Bushey, Michael Greenlaw, Scott Moir and Michelle Raymond to the vacant seats on the Aroostook County Finance Committee with terms expiring December 31, 2028.

## ARTICLE V

### AROOSTOOK COUNTY FINANCE COMMITTEE

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There is established a Finance Committee to carry out the purposes of this article.

#### **Section 1. MEMBERSHIP.**

The Finance Committee shall consist of nine members, three members from each commissioner district elected as provided in this subsection. The Board shall designate three district subdivisions within each district from each of which one member of the Finance Committee shall be elected.

(a) Finance Committee members shall be elected on the Tuesday following the first Monday of November in each even-numbered year. The election shall be conducted and the results determined as provided for the election of County Commissioners in 30-A M.R.S.A. § 61.

(b) No person shall be eligible to be nominated and elected to the Finance Committee unless registered to vote in the County and a resident of the subdistrict from which nominated and elected. The office of any member of the Finance Committee shall become vacant when that member ceases to be registered to vote in the County, or for any other cause as provided by this Charter or by the Constitution or laws of the State.

(c) Before the first election of Finance Committee members, the Board shall designate five district subdivisions for which members of the Finance Committee shall serve initial terms of four years, and four district subdivisions for which members of the Finance Committee shall serve initial terms of two years. All subsequent terms are for four years. The Board shall reapportion these subdivisions after each Federal Decennial Census.

(d) The Finance Committee shall annually elect a chairperson from among its members.

(e) A vacancy occurring on the Finance Committee shall be filled by the committee, subject to confirmation by a majority of the Board, for the balance of the unexpired term. The person appointed to fill the vacant office must be from the same municipality or unorganized territory as the person vacating the office.

(f) Members shall serve without compensation.

(g) The Finance Committee shall review and approve the budget and estimates, including the budget for municipal services in the unorganized territory prepared by the Board.

**Section 2.**  
**FINANCE COMMITTEE ORGANIZATION.**

The Finance Committee shall conduct its meetings in public at county buildings. The Board shall direct the County Clerk to call an organizational meeting of the Finance Committee no later than sixty days before the end of the County's fiscal year. The Board shall provide the Committee with necessary clerical assistance, office expenses and suitable meeting space, as well as access to county files and information. The Finance Committee shall select its own chairperson, vice-chairperson and secretary. The Finance Committee shall adopt its own rules or procedures and bylaws.

**Section 3.**  
**BUDGET PROCEDURES.**

(a) Proposed Budget. The Board shall submit itemized finance estimates, as described in 30-A M.R.S.A. §§ 701, 702 and 7503, in the form of a budget, to the Finance Committee in a timely fashion, no later than 60 days before the end of the County's fiscal year.

(b) Budget review process. The Finance Committee shall review the itemized estimated budget prepared by the Board, together with any supplementary material prepared by the head of each county department or provided by any independent board or institution or another governmental agency. The Finance Committee shall prepare a proposed budget and may increase, decrease or alter the estimated budget provided that:

(i) The Finance Committee enters into its minutes an explanation for any suggested change in the estimated expenditures and revenues as initially presented by the Board; and

(ii) In the proposed budget, the total estimated revenues, together with the amount of county tax to be levied, equals the total estimated expenditures.

(c) Public hearing. The Finance Committee shall hold a public hearing in the County on its proposed budget before the end of the County's fiscal year and before the final adoption of the budget. Notice of the hearing shall be given at least ten days before the hearing in all newspapers of general circulation within the County. Written notice and a copy of the proposed budget shall be sent by mail, or delivered in person, to the clerk of each municipality in the County. Each municipal clerk shall notify the municipal officials of the proposed budget.

(d) Finality of budget. After the public hearing is completed, the Finance Committee shall adopt a final budget and transmit that budget to the Board. The Board shall not further increase, decrease, alter or revise the budget as adopted by the Finance Committee, except by unanimous vote of the Board. If the adopted budget is changed by the Board, the Finance Committee may reject that change by a two-thirds vote of its membership. Those actions shall be final and not subject to further action by either the Board or Finance Committee.

(e) Assessment of taxes. The budget as so adopted and changed under subsection (d) is the final authorization for the assessment of county taxes. The approved final budget shall be sent to the Board and the county tax authorized shall be apportioned and collected in accordance with 30-A M.R.S.A. § 706. The approved final budget for the unorganized territories shall be sent to the State as provided by 30-A M.R.S.A. § 7503.

(f) Interim budget. Until a budget is finally approved, the County shall operate on an interim budget which shall not exceed the previous year's budget.

(g) Transfer of funds. The Board may transfer funds as provided in 30-A M.R.S.A. § 922.

(h) Fiscal Year. The fiscal year of the County shall be January 1 through December 31, but the Board may change the fiscal year in accordance with State law.

#### **Section 4. BUDGET AMENDMENTS.**

The approved final budget shall govern the expenditures of the County during the fiscal year. No expenses may be incurred in excess of those shown in the approved final budget, but the budget may be, from time to time, revised by the preparation and submission of a proposed amended budget by the Board to the Finance Committee for approval. Only after the Finance Committee has approved an amended approved final budget shall the amendment become effective. A report of approval of an amended budget shall be transmitted to the State Auditor within fifteen days of an approval of an amended budget by the Finance Committee.

#### **Section 5. FILING OF COUNTY BUDGET.**

A copy of the approved final budget and subsequent amendments shall be filed on forms approved by the Department of Audit with the State Auditor, who shall retain them for three years.

#### **Section 6. DISTRICT SUBDIVISIONS.**

The District subdivisions shall be as follows:

##### **DISTRICT I**

**Area 1:** Amity, Crystal, Dyer Brook, Glenwood Plantation, Hammond, Haynesville, Hersey, Island Falls, Linneus, Littleton, Ludlow, Macwahoc Plantation, Merrill, Moro Plantation, New Limerick, Oakfield, Orient, Reed Plantation, Sherman, Smyrna, Weston, and the unorganized territories of Southern Aroostook.

**Area 2:** Hodgdon, Houlton.

**Area 3:** Blaine, Bridgewater, Easton, Fort Fairfield, Mars Hill, and Monticello.

## **DISTRICT II**

**Area 4:** Ashland, Castle Hill, Chapman, Mapleton, Washburn, Westfield, E Plantation, and the unorganized territories of Central Aroostook.

**Area 5:** Presque Isle.

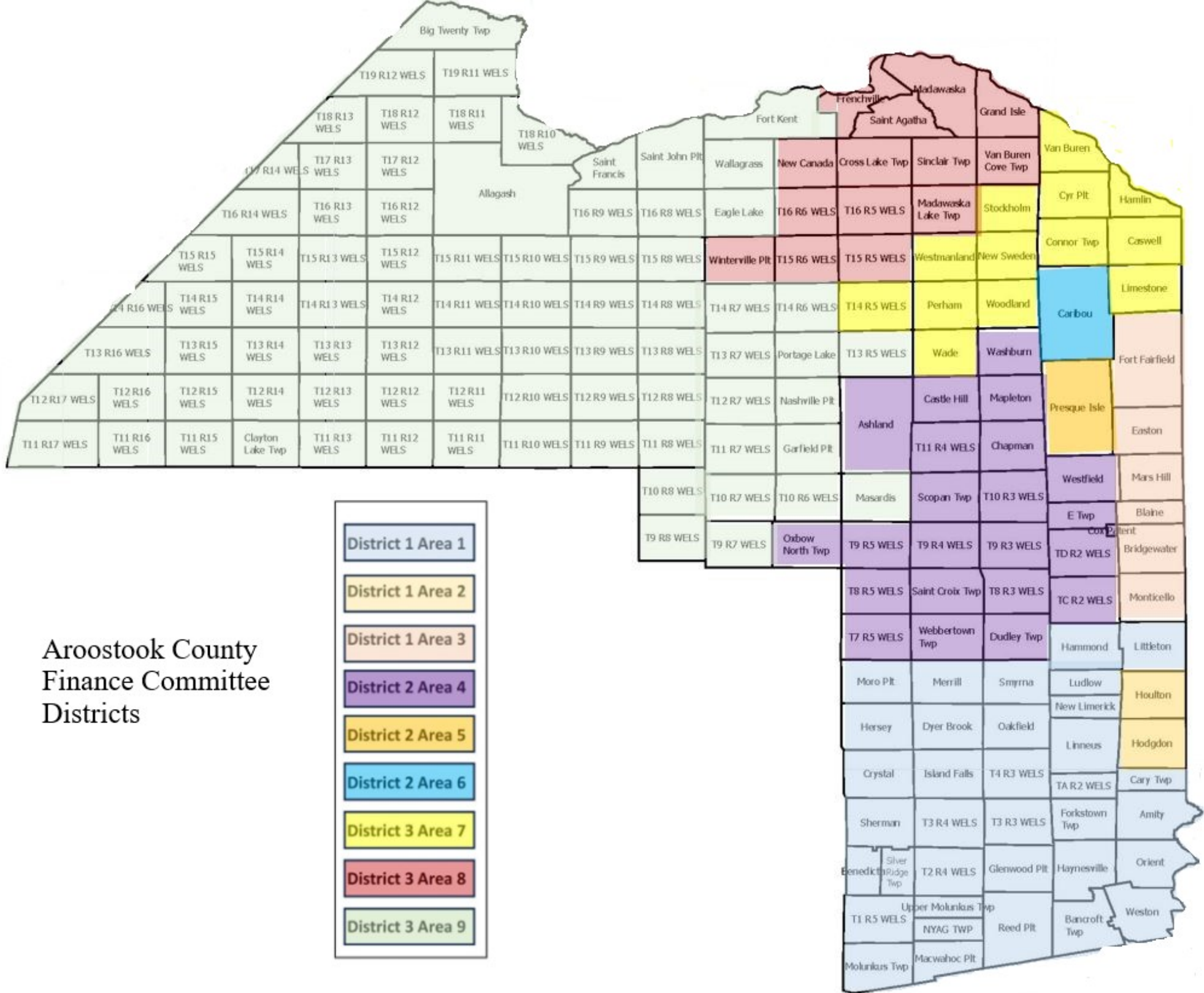
**Area 6:** Caribou.

## **DISTRICT III**

**Area 7:** Caswell, Cyr Plantation, Hamlin, Limestone, New Sweden, Perham, Stockholm, Van Buren, Wade, Westmanland, Woodland, and the unorganized territories of Connor and T14R5.

**Area 8:** Frenchville, Grand Isle, Madawaska, New Canada, St. Agatha, Winterville Plantation, and the unorganized territories of Sinclair, Cross Lake, and Square Lake.

**Area 9:** Allagash, Eagle Lake, Fort Kent, Garfield Plantation, Masardis, Nashville Plantation, Portage Lake, St. Francis, St. John Plantation, Wallagrass, and the unorganized territories of Northwest Aroostook.



# Aroostook County Finance Committee Districts

- District 1 Area 1
- District 1 Area 2
- District 1 Area 3
- District 2 Area 4
- District 2 Area 5
- District 2 Area 6
- District 3 Area 7
- District 3 Area 8
- District 3 Area 9

November 26, 2024

TO: County Commissioners  
FR: Ryan D. Pelletier, County Administrator  
RE: IT Director

Dear Commissioners:

As you know, I have been negotiating with our current IT contract consultant, Oakleaf Systems about the transition with our current Facilities & IT Director retiring at the end of the month.

I am happy to report that Mr. Bob Sowers, current Oakleaf President and contracted IT Specialist has agreed to work for the County under an employment arrangement that will make him more accessible and have more control over the day to day IT Operations that meets the needs of Aroostook County government and our employees.

We have negotiated a starting salary of \$45,000 per year plus benefits. This is an overall increase of \$20,000 from what we currently pay Oakleaf Systems via a third party contract, however, our amount of available coverage will double under this new arrangement.

In addition, the cost savings we are realizing between the change in the current Facilities/IT position is approximately \$17,250 which means our net increase in this change is only \$2,500 per year in salary costs.

Bob will maintain Remote Monitoring and Management applications to manage Aroostook County assets at his own expense. The account is intertwined with other Oakleaf Systems clients, and gets him a discounted rate. In addition, he will maintain his own office space next door to our 144 Sweden Street address at his current office space.

Bob will perform all duties agreed upon in Job Description for IT Director.

Bob will use OLS vendor relationships to benefit County IT purchases which will result in an estimated \$5,000 in equipment savings for Aroostook County.

It is my recommendation that Bob Sowers be confirmed as the County's IT Director effective January 1, 2025.



NORTH LAKES FIRE & RESCUE DEPARTMENT  
158 SWEDEN STREET • CARIBOU, MAINE 04736  
PH: 207-493-4328 • FX: 207-493-4357  
[www.northlakesfireandrescue.org](http://www.northlakesfireandrescue.org)  
[darren@aroostookema.com](mailto: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

**WILL POLS**  
LIEUTENANT

**RIELEY BOSSIE**  
LIEUTENANT

**GARY LANGLEY**  
Safety Officer

**TO: Ryan Pelletier, County Administrator**  
**FROM: Darren R. Woods, Fire Chief**  
**RE: Rescue Truck Bid**  
**Date: 12 - 9 - 2024**

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**We received 3 bids on the 1982 Ford Fire Engine:**

- Jake St Peter, St Agatha - \$ 555.00
- David Beaulieu, Limestone - \$ 1,153.00
- Brian Caron, Van Buren Fire - \$ 5,000

**I recommend that we accept the bid from Brian Caron for**

**\$ 5,000 .**

Section 2  
BID PROPOSAL FORM  
County of Aroostook

1982 Ford Fire Engine

Lump Sum Bid amount: \$ 5,000- (Five-Thousand)

The undersigned agrees, if the proposal is accepted, that the vehicle is sold as is, where is on the date of sale.

Signed: Brian Caron

Print name: Brian Caron Van Buren Firefighters Support Assoc.

Address: 320 Main St. Ste 101

Telephone: 207-254-9746

Cellular Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: fire-chief@vanburmfire.com

Van Buren Fire Department  
320 Main Street, Suite 101  
Van Buren, ME. 04785

December 8, 2024

TO: Aroostook County Commissioners  
CC: Darren Woods  
Subject: 1982 Ford Pierreville E-1 Pumper Truck

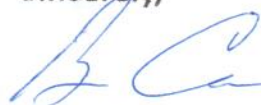
Dear Sirs,

In 2012, the Van Buren Fire Department updated our fleet with the purchase of a 1992 Pierce Pumper (E-1) which is still in service as our first run Pumper. At that time, it was decided by the Town to sell the 1982 Ford Pierreville (E-1) to help with this purchase. The Pumper Truck was ultimately sold to North Lakes Fire and Rescue for \$6,000 which we feel was a great bargain for the new Department at the time. This unit has served North Lakes Fire for over 10 years and is now being sold by bid after it helped North Lakes Fire justify a new truck through the FEMA grant process.

With that being said, the Van Buren Fire Department wants it back. We will be bidding on the unit and hope the consideration is made that we want to bring it home. The main reason for selling this unit in 2012 was we had no place for it as our current Fire Station could not be utilized for storage due to space constrictions. In 2025, the Town of Van Buren will be constructing a new Fire Station and as such, would have adequate room to store the 1982 Ford. It is our intention to dedicate this truck to our former Fire Chief, Chanel Bouchard who served the Van Buren Fire Department for 40 years (38 years as Chief). Chanel has since passed away, but bringing his truck home would be a wonderful tribute to his legacy.

In closing, we are hoping that the enclosed bid will be adequate to return the 1982 Ford Pierreville back to Van Buren where it belongs. This vehicle obviously has sentimental value to our department and will be well cared for by the members of the VBFD. Thank You.

Sincerely,



Brian Caron

Fire Chief, Van Buren FD

Section 2  
BID PROPOSAL FORM  
County of Aroostook

1982 Ford Fire Engine

Lump Sum Bid amount: \$ 1153<sup>00</sup>/<sub>100</sub> ONE Thousand One Hundred FIFTY Three.

The undersigned agrees, if the proposal is accepted, that the vehicle is sold as is, where is on the date of sale.

Signed: 

Print name: DAVID BEAULIEU

Address: PO BOX 92 Limestone ME 04750

Telephone: 207 592 5339

Cellular Telephone: 207 . 592 - 5339

Fax: NA

Email: rather\_b\_farming@yahoo.com.

Section 2  
BID PROPOSAL FORM  
County of Aroostook

1982 Ford Fire Engine

Lump Sum Bid amount: \$ 555.<sup>00</sup> Five hundred Fifty-Five

The undersigned agrees, if the proposal is accepted, that the vehicle is sold as is, where is on the date of sale.

Signed:   
\_\_\_\_\_

Print name: Jake St. Peter  
\_\_\_\_\_

Address: 72 Chasse Road Saint Agatha ME 04772  
\_\_\_\_\_

Telephone: 207-462-9581  
\_\_\_\_\_

Cellular Telephone: Same as above  
\_\_\_\_\_

Fax: N/A  
\_\_\_\_\_

Email: jakestp10@gmail.com  
\_\_\_\_\_

# County of Aroostook

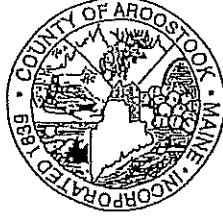
COMMISSIONERS' OFFICE

## COUNTY ADMINISTRATOR

RYAN D. PELLETIER

## COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



## COUNTY COMMISSIONERS

PAUL J. UNDERWOOD  
PRESQUE ISLE

NORMAN L. FOURNIER  
WALLAGRASS

WILLIAM T. DOBEINS  
HOULTON

## MEMORANDUM

**DATE:** December 10, 2024  
**TO:** Ryan D. Pelletier, County Administrator  
**FROM:** Paul Bernier, Community Services Director  
**RE:** Ambulance Service Inc, 2025 Subsidy Request for Sinclair, Cross Lake, Square Lake, T15R6, T14R6, and T16R6

Attached is the proposed subsidy request from Ambulance Service Inc. for Ambulance coverage in Sinclair, Cross Lake, Square Lake, T15R6, T14R6, and T16R6. The requested amount of \$47,207.00 is based on the 2023 Equalized building and land values for these Townships. **This amount represents an increase of 24.5% over last year's request of \$37,931.00.**

This agreement is for the one (1) year period of January 01, 2025 through December 31, 2025.

➤ Sinclair	\$22,659.00
➤ Cross Lake	\$18,552.00
➤ Square Lake	\$ 4,957.00
➤ T15R6	<u>\$ 1,039.00</u>
	\$47,207.00

Based on the above information and supporting documents, it is my recommendation that the requested subsidy amount of \$47,207.00 be approved by the County Commissioners.

**RECEIVED**  
DEC 04 2024  
BY: \_\_\_\_\_



**Ambulance Service Inc**  
**P.O. Box 190**  
**Fort Kent, ME 04743**

November 29, 2024

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

Dear Mr. Bernier:

Ambulance Service Inc. (ASI) is once again requesting much needed subsidies from the communities we serve. This year we are requesting \$47,207.00. As in the past, we are providing you with a copy of an audit conducted by Felch & Company, LLC for 2023, as well as our 2024 end of the year budget and the 2025 projected budget for your review. A breakdown of subsidy allocations for each community we serve is provided as well.

We look forward to meeting with your budget committee and town council to review and discuss the subsidy request and our financial reports. Thank you in advance for your support.

Sincerely,

John Labrie, Director  
Ambulance Service Inc.

	2023 Valuation:	% of Total:	2025 Requested Subsidy:	2024 Requested Subsidy:
Allagash:	32,850,00	4.46%	11,098	10,374
Eagle Lake:	102,800,000	13.96%	34,729	32,464
Fort Kent:	288,100,000	39.13%	97,329	90,979
New Canada:	30,150,000	4.10%	10,186	9,521
St. Francis:	30,750,000	4.18%	10,388	9,710
St. John:	22,700,000	3.08%	7,669	6,979
Unorganized:	139,735,702	18.98%	47,207	37,932
Wallagrass:	50,100,000	6.80%	16,925	15,822
Winterville:	39,050,000	5.30%	13,192	12,331
Total:	736,235,702	100.00%	248,723	226,112
Total Subsidy per valuation		0.0295%		

Ambulance Service, Inc.

2025 Budget

	Jan to Nov 15, 2024	2025 Budget	2024 Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4145 · Outside Services	\$ 4,688.00	\$ 10,000.00	\$ -
4000 · AMBULANCE REVENUE - Other	1,308,976.46	1,415,000.00	0.00
<b>Total 4000 · AMBULANCE REVENUE</b>	<b>1,311,664.46</b>	<b>1,425,000.00</b>	<b>1,285,000.00</b>
4510 · THIRD PARTY ALLOWANCES	-471,024.70	-360,000.00	-265,000.00
4512 · OVERPAYMENT	-10,022.01	-10,000.00	-10,000.00
4513 · Other Write off		-2,000.00	-2,000.00
4530 · Bad Debt Expense		-115,000.00	-75,000.00
4540 · SUBSIDY	168,957.75	248,273.00	226,112.00
4550 · GAIN ON SALE OF ASSETS	-19,161.24	0.00	0.00
4620 · INVESTMENT INCOME	3,478.76	3,500.00	2,000.00
<b>Total Income</b>	<b>983,893.02</b>	<b>1,189,773.00</b>	<b>1,161,112.00</b>
<b>Expense</b>			
<b>CREW / VEHICLE EXPENSES</b>			
5302 · Education	5,386.15	5,000.00	2,500.00
5304 · Fuel	45,356.71	47,500.00	47,500.00
5306 · License & Registration	480.00	500.00	500.00
5308 · Maintenance & Repairs	19,386.29	25,000.00	42,500.00
5309 · Major Expenses		0.00	0.00
5310 · Medical	30,347.52	30,000.00	16,500.00
5311 · Miscellaneous	4.00	500.00	750.00
5312 · Oxygen	6330.32	6,500.00	5,000.00
5314 · Salaries	521,010.71	550,000.00	509,000.00
5315 · Supplies	16,139.47	16,000.00	12,500.00
5316 · Payroll Commute Mileage Salary	21,377.46	24,000.00	19,000.00
5317 · Meals	7,165.97	7,500.00	5,000.00
<b>Total CREW / VEHICLE EXPENSES</b>	<b>672,984.59</b>	<b>712,500.00</b>	<b>660,750.00</b>
<b>TRANSFER EXPENSES</b>			
5450 · EXPENSES	8.85	0.00	0.00
<b>Total TRANSFER EXPENSES</b>	<b>8.85</b>	<b>0.00</b>	<b>0.00</b>
<b>5500 · OFFICE EXPENSES</b>			
5420 · Advertising	114.94	250.00	300.00
5501 · ADM Management Fees	55,190.64	55,000.00	45,000.00
5501.1 · ASS. ADM. Management Fees	93	0.00	0.00
5501.3 · Accountant Fees	11,824.00	13,000.00	13,000.00
5502 · SUPPLIES	1,659.25	2,500.00	2,750.00
5503 · DISPATCHING	19,583.67	24,000.00	22,500.00
5504 · COMPUTER EXP.	588.00	1,000.00	2,500.00
5505 · TELEPHONE	5,342.77	6,400.00	6,400.00
5506 · INTERNET SERVICE	1,077.78	1,200.00	1,200.00
5507 · AUDIT & LEGAL	0.00	6,000.00	15,000.00
5509 · MISC. EXP.	0.00	500.00	500.00
5511 · INSURANCE	65,077.19	75,000.00	90,000.00
5512 · DEPRECIATION - VEHICLES	96,230.60	154,150.00	100,000.00
5513 · DEPRECIATION - EQUIPMENT	39,618.80	55,200.00	25,000.00
5514 · FICA	44,834.44	48,000.00	45,000.00
5515 · ME UNEMPLOYMENT	1,579.08	1,650.00	2,500.00

Ambulance Service, Inc.  
2025 Budget

5516 · FUTA	811.98	1,000.00	1,250.00
5522 · MEMBERSHIP DUES/SUBSCRIPTIONS	154.90	500.00	1,000.00
5523 · EDUCATION	2,229.00	2,250.00	2,000.00
5526 · Administrative Wages	49,590.00	55,000.00	52,000.00
5528 · Donations	0.00	1,000.00	1,500.00
5530 · Postage	464.00	500.00	500.00
5570 · Billing and Accounting Expense	323.12	750.00	1,000.00
5571 · Collection Fees	0.00	500.00	750.00
5572 · Vehicle Interest expense	22,315.61	24,000.00	24,000.00
5573 · Dues and Subscriptions	12,992.94	10,000.00	5,000.00
5576 · Banking Fees	2,898.70	2,900.00	2,750.00
6560 · Payroll Mileage Expense	516.00	750.00	1,000.00
5500 · OFFICE EXPENSES - Other	995.50	1,000.00	500.00
<b>Total 5500 · OFFICE EXPENSES</b>	<b>436,105.91</b>	<b>544,000.00</b>	<b>464,900.00</b>
5517 · Payroll Expense			
5550 · Building Expenses			
5560 · Depreciation-Building	9,354.90	10,650.00	10,500.00
5561 · Utilities	6,754.78	7,500.00	7,500.00
5563 · Snow Removal & Grounds Keeping	975.00	2,000.00	2,250.00
5564 · Supplies	1,279.20	1,500.00	1,500.00
5565 · Heating Oil	6,469.29	7,000.00	10,000.00
5566 · Building Maintenance	1,116.90	1,250.00	1,250.00
<b>Total 5550 · Building Expenses</b>	<b>25,950.07</b>	<b>29,900.00</b>	<b>33,000.00</b>
69810 · Bank Service Charges	36.00	0.00	0.00
<b>Total Expense</b>	<b>1,135,085.42</b>	<b>1,286,400.00</b>	<b>1,158,650.00</b>
<b>Net Ordinary Income</b>	<b>-151,192.40</b>	<b>-96,627.00</b>	<b>2,462.00</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
4623 · Other Income - Grants	196,482.06	0.00	0.00
<b>Total Other Income</b>	<b>196,482.06</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>196,482.06</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income from operations</b>	<b>\$ 45,289.66</b>	<b>\$ (96,627.00)</b>	<b>\$ 2,462.00</b>
<b>2024 Remaining Grant Balance</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>\$ 45,289.66</b>	<b>\$ 3,373.00</b>	<b>\$ 2,462.00</b>

FELCH & COMPANY, LLC  
*Certified Public Accountants*

•••

AMBULANCE SERVICE, INC.  
as of  
DECEMBER 31, 2023

# FELCH & COMPANY, LLC

*Certified Public Accountants*

P.O. BOX 906  
CARIBOU, MAINE 04736  
(207) 498-3176  
FAX (207) 498-6278  
E-MAIL: CPA@FELCHCPA.COM

## Independent Accountants' Review Report

To the Board of Directors of Ambulance Service, Inc.

We have reviewed the accompanying financial statements of Ambulance Service, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2023, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

### **Accountants' Responsibility**

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of Ambulance Service, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

### **Accountants' Conclusion**

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

### **Report on 2022 Financial Statements**

The December 31, 2022 financial statements were audited by us, and we expressed an unmodified opinion on them in our report dated November 10, 2023. We have not performed any auditing procedures since that date.

*Felch & Company LLC*

October 18, 2024

## *Financial Statements*

## AMBULANCE SERVICE, INC.

Exhibit A

Statements of Financial Position  
December 31, 2023 and December 31, 2022

<u>ASSETS</u>	Unaudited <u>2023</u>	Audited <u>2022</u>
<b>CURRENT ASSETS</b>		
Cash and temporary investments (Notes 1 and 2)	\$ 362,281	\$ 409,140
Accounts receivable, net of allowance for credit losses of \$172,000 for 2023 and \$57,000 for 2022 (Notes 3, 5 and 6)	222,901	141,921
Prepaid expense	<u>8,166</u>	<u>7,272</u>
	<u>593,348</u>	<u>558,333</u>
<b>PROPERTY AND EQUIPMENT (Notes 1 and 6)</b>		
Building	236,846	236,846
Equipment	736,783	259,110
Vehicles	<u>302,222</u>	<u>552,516</u>
	1,275,851	1,048,472
Less accumulated depreciation	<u>(638,970)</u>	<u>(584,205)</u>
	<u>636,881</u>	<u>464,267</u>
	<u>\$ 1,230,229</u>	<u>\$ 1,022,600</u>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 42,866	\$ 31,035
Current portion of long-term debt (Note 6)	91,093	44,162
Line of credit (Note 3)	<u>-</u>	<u>-</u>
	<u>133,959</u>	<u>75,197</u>
<b>NONCURRENT LIABILITIES</b>		
Noncurrent portion of note payable (Note 6)	<u>334,943</u>	<u>147,273</u>
Total liabilities	<u>468,902</u>	<u>222,470</u>
<b>NET ASSETS</b>		
Without donor restrictions	<u>761,327</u>	<u>800,130</u>
	<u>\$ 1,230,229</u>	<u>\$ 1,022,600</u>

*See independent accountants' review report.*

*The accompanying notes are an integral part of these financial statements.*

AMBULANCE SERVICE, INC.

Exhibit B

Statements of Activities  
For the Years Ended December 31, 2023 and December 31, 2022

	Unaudited <u>2023</u>	Audited <u>2022</u>
<u>CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS</u>		
REVENUES		
Ambulance revenue, net of contractual allowances	\$ 869,404	\$ 869,374
EXPENSES		
Salaries and wages	548,974	538,135
Occupancy expense	23,758	23,032
Supplies	21,920	31,020
Depreciation	160,765	107,180
Staff travel and training	2,161	5,347
Management fees (Note 4)	43,169	44,442
Dispatching	20,155	19,014
Insurance	77,092	79,560
Taxes	43,436	43,979
Vehicle expense	75,813	104,327
Interest expense	23,822	12,518
Professional fees	27,382	28,957
Other operating expenses	<u>52,183</u>	<u>39,671</u>
	1,120,630	1,077,182
(Decrease) in net assets without donor restrictions from operations	<u>(251,226)</u>	<u>(207,808)</u>
OTHER INCREASES (DECREASES) IN NET ASSETS WITHOUT DONOR RESTRICTIONS		
Local subsidies (Note 7)	217,416	206,415
PPP loan forgiveness	-	95,334
Interest income	2,200	1,977
(Loss) on disposal of fixed assets	<u>(7,193)</u>	<u>-</u>
	212,423	303,726
Increase (decrease) in net assets without donor restrictions	(38,803)	95,918
NET ASSETS - BEGINNING OF YEAR	<u>800,130</u>	<u>704,212</u>
NET ASSETS - END OF YEAR	<u>\$ 761,327</u>	<u>\$ 800,130</u>

*See independent accountants' review report.*

*The accompanying notes are an integral part of these financial statements.*

AMBULANCE SERVICE, INC.

Exhibit C

Statements of Cash Flows  
For the Years Ended December 31, 2023 and December 31, 2022

	Unaudited <u>2023</u>	Audited <u>2022</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Increase (decrease) in net assets	\$ (38,803)	\$ 95,918
Adjustments to reconcile increase (decrease) in net assets to net cash provided by operating activities:		
Depreciation	160,765	107,180
Loss on disposal of fixed assets	7,193	-
An (increase) decrease in accounts receivable	(80,980)	85,346
An (increase) decrease in prepaid expenses	(894)	9,881
PPP debt forgiven	-	(94,439)
An increase (decrease) in accounts payable and accrued expenses	<u>11,831</u>	<u>(2,948)</u>
Net cash provided by operating activities	<u>59,112</u>	<u>200,938</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of equipment and vehicles	<u>(340,572)</u>	<u>(62,079)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Proceeds from long-term debt	306,879	-
Payments on long-term debt	<u>(72,278)</u>	<u>(97,246)</u>
Net cash provided by (used in) financing activities	<u>234,601</u>	<u>(97,246)</u>
Net Increase (Decrease) in Cash and Temporary Investments	(46,859)	41,613
Cash and Temporary Investments - Beginning of Year	<u>409,140</u>	<u>367,527</u>
Cash and Temporary Investments - End of Year	<u>\$ 362,281</u>	<u>\$ 409,140</u>
<b><u>SUPPLEMENTAL INFORMATION</u></b>		
Interest paid	<u>\$ 23,822</u>	<u>\$ 12,518</u>
Income taxes paid	<u>\$ -</u>	<u>\$ -</u>

*See independent accountants' review report.*

*The accompanying notes are an integral part of these financial statements.*

# 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:** December 9, 2024  
**TO:** Ryan D. Pelletier, County Administrator  
**FROM:** John Gibson, Community Services Director  
**RE:** Ambulance Agreements for E-Plantation, and the Townships of TDR2, T9R3, T9R4, T8R3, and T10R3.

---

Attached is the proposed Agreement for Ambulance Services with **The Central Aroostook Ambulance Service (CAAS)** for the Unorganized Townships of E-Plantation, and the Townships of TDR2, T9R3, T9R4, T8R3 and T10R3.

This agreement covers the one (1) year period of January 01, 2025 through December 31, 2025. Referencing the attached cover letter from CAAS dated December 5, 2024, CAAS was able to hold the line in 2024 for all the identified Townships. The 2024 amount for TDR2, T9R3, T9R4, T8R3 and T10R3 will be a total of \$12,000. E-Plantation ambulance coverage also remains the same and represents a \$93.00 per capita fee for 64 residents for a total of \$5,952.00.

It is my recommendation that the proposed agreement be reviewed by the County Commissioner's and signed by the County Administrator.

**AMBULANCE SERVICE INTERLOCAL COOPERATION AGREEMENT  
TOWNSHIPS TDR2, T9R3, T9R4, T8R3, T10R3 AND E-PLANTATION**

The Aroostook County Administrator acting in his capacity as Municipal Official for Townships D Range 2, Township 9 Range 3, Township T9R4 and Township T8R3, and Township T10R3 and Township E-Plantation, hereinafter referred as the "County" enters into an agreement with the Central Aroostook Ambulance County Emergency Medical Services Authority, dba Central Aroostook Ambulance Service, hereinafter referred to as "CAAS", in accordance with the vote of the CAAS Board at a regular meeting held on March 18, 2020, for ambulance service to residents of the above townships, hereinafter described and designated under the following terms and pursuant to 30-A M.R.S.A., Section 2203.

- A. CAAS and County entered into an Agreement of Ambulance Services effective January 1, 2025. This agreement shall be in effect for a period of one (1) year.
- B. County is in need of ambulance services to provide transport and emergency medical services to residents within the geographic boundaries of County.
- C. When a call for ambulance services from any person in the County is received, CAAS will respond or mutual aid will respond if necessary.
  - a. The CAAS Paramedic or EMT responding will be in charge of the medical emergency. The CAAS paramedic or EMT responding will determine the level of care needed as defined by the State of Maine Emergency Medical Services.
  - b. If the CAAS Paramedic or EMT responding determines more assistance is required, that assistance will be requested.
  - c. Once the CAAS Paramedic or EMT responding has determined the ambulance services are no long needed, they will return to assigned base.
- D. The County will compensate CAAS for providing ambulance service in the following amounts: **\$12,000** annually for Township 9 Range 3, Township D Range 2, Township T9R4, Township T8R3, Township T10R3 and a rate of **\$93** per capita for E-Plantation based on the Maine census numbers, currently population of 64 residents, totaling **\$5,952** annually, with payment to be received quarterly (**\$4,488.00/qtr**) **\$17,952** annually.
- E. This agreement can be terminated the following ways:
  - a. At any time, when both parties, agree in writing, to an effective date of termination.
  - b. Either party may terminate this agreement upon written notice to the other party at least three hundred sixty-five (365) days prior to the intended termination date.

F. 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 Insurance Bodily Injury		\$1,000,000.00
	Property Damage	\$1,000,000.00
Vehicle Liability	Single Occurrence	\$1,000,000.00
Worker's Compensation	Each Accident	\$500,000.00

Or Worker's 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 the amount stated above. Said Coverage 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 the 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, action 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.

The County of Aroostook agrees to the above terms.

\_\_\_\_\_  
Ryan Pelletier, County Official

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Sam Clockedile, CAAS Representative

\_\_\_\_\_  
Date:

**PROPOSED CAAS 2025 BUDGET**

Based on US 2020 Census

Blaine - 667, Bridgewater - 532, Mars Hill - 1360 (Total = 2559)

Category	2024 Expense	2025 Expense	Variance	2024 Income	2025 Income	Variance	Calculation 2024	Calculation 2025
Totals to date	\$ 451,824.00	\$ 506,839.00	\$ 55,015.00	\$ 451,824.00	\$ 506,839.00	\$ 55,015.00		
<b>EXPENSE</b>								
EXPENSE	2024 EXPENSE	2025 EXPENSE	Variance				2024	2025
Salaries (Manager+3 FT)	\$ 278,124.00	\$ 320,000.00	\$ 41,876.00	Ambulance	\$ 210,000.00	\$ 250,900.00	\$ 40,900.00	(350*5600)
FICA	\$ 22,000.00	\$ 25,142.00	\$ 3,142.00	Town Asses	\$ 225,192.00	\$ 237,987.00	\$ 12,795.00	(2559*588)
Retirement	\$ 6,000.00	\$ 6,000.00	\$ -	City Asses	\$ 16,632.00	\$ 17,952.00	\$ 1,320.00	64*588+\$11,000
Vacation/Sick	\$ 11,000.00	\$ 12,000.00	\$ 1,000.00					64*593+\$12,000
Health (4 FT X \$400)	\$ 25,000.00	\$ 19,200.00	\$ (5,800.00)					
Insurances	\$ 25,000.00	\$ 25,000.00	\$ -					
Rent/Mortgage	\$ 7,500.00	\$ 7,500.00	\$ -					
Cell Phones	\$ 1,200.00	\$ 1,200.00	\$ -					
Fuel (Amb, Tri & Garage)	\$ 10,000.00	\$ 9,000.00	\$ (1,000.00)					
Utilities (Elec,TV,Inter,Water)	\$ 5,000.00	\$ 5,000.00	\$ -					
Repairs	\$ 10,000.00	\$ 10,000.00	\$ -					
Supplies	\$ 12,000.00	\$ 12,000.00	\$ -					
Training	\$ 1,500.00	\$ 1,500.00	\$ -					
Dues	\$ 2,000.00	\$ 2,000.00	\$ -					
Payroll Processing	\$ 2,000.00	\$ 2,000.00	\$ -					
Miscellaneous	\$ 6,000.00	\$ 6,000.00	\$ -					
Dispatching	\$ 2,500.00	\$ 13,797.00	\$ 11,297.00					
Capital lay-a-way	\$ 5,000.00	\$ 5,000.00	\$ -					
ComStar	\$ 13,000.00	\$ 13,000.00	\$ -					
Snow Removal	\$ 1,000.00	\$ 1,000.00	\$ -					
Medical Director	\$ 1,500.00	\$ 1,500.00	\$ -					
Presque Isle Fire	\$ 1,000.00	\$ 1,000.00	\$ -					
Finacial Review	\$ 3,500.00	\$ 8,000.00	\$ 4,500.00					
Total Cost	\$ 451,824.00	\$ 506,839.00	\$ 55,015.00	Total Cost	\$ 451,824.00	\$ 506,839.00	\$ 55,015.00	



# 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:** December 09, 2024  
**TO:** Ryan D. Pelletier, County Administrator  
**FROM:** John Gibson, Community Services Director  
**RE:** Silver Ridge Cemetery & Memorial Maintenance

Attached is the form for lawn maintenance at the Silver Ridge Cemetery and Memorial Park. This proposal is for the three (3) year period of 2025 - 2027 from May through September of each year.

<u>Service Provider</u>	<u>Cemetery</u>	<u>Memorial</u>	<u>Total (3 yrs.)</u>
Timothy Sides	\$3,500/yr.	\$500/yr.	\$12,000

Per discussion with Mr. Tim Sides, I am recommending that the County of Aroostook enter into a service agreement with Golden Ridge Property Maintenance for lawn maintenance at the Silver Ridge Cemetery and Memorial Park. Mr. Sides has maintained these facilities over the last nine years, and he has done an excellent job for the County of Aroostook.

This agreement is for the three (3) year period of 2025 through 2027 with payments of \$800 per month from May through September each year. Total for each year is \$4,000.

**SILVER RIDGE CEMETERY MAINTENANCE PROGRAM**

TO: AROOSTOOK COUNTY COMMISSIONERS  
144 SWEDEN STREET, SUITE 1  
CARIBOU, ME 04736

Having carefully examined the Form of Contract, General Conditions, and Specifications for the Maintenance Work at the Silver Ridge Cemetery in Silver Ridge Twp, as well as a viewing of the site of the proposed project, we, the undersigned, propose to furnish all Labor, Equipment and Materials to complete the project as outlined in the Specifications for:

	2025	2026	2027
Cost per week to complete the specified work	\$ <u>190.00</u>	\$ <u>190.00</u>	\$ <u>190.00</u>
Cost to rake/clean the property (Spring Cleaning)	\$ <u>200.00</u>	\$ <u>200.00</u>	\$ <u>200.00</u>
Extended cost per year for 20 weeks (TOTAL)	\$ <u>4,000.00</u>	\$ <u>4,000.00</u>	\$ <u>4,000.00</u>
<b>Total cost for the three (3) year contract period</b>	<b>\$ <u>12,000.00</u></b>		

**SIGNED:** \_\_\_\_\_  
**TITLE:** Owner  
**FIRM NAME:** Golden Ridge Property Maintenance  
**ADDRESS:** 930 Island Falls Road  
Sherman, ME 04776  
**PHONE:** 207-365-4493 (Home) / 207-551-8364 (Cell)

The County Commissioners of Aroostook have reviewed the bid submitted, and have instructed their Representative to award the contract to the above named Contractor.

**SIGNED:** \_\_\_\_\_  
**TITLE:** County Administrator  
**DATE:** \_\_\_\_\_

Filed with Fiscal Administrator \_\_\_\_\_ 2024

# County of Aroostook

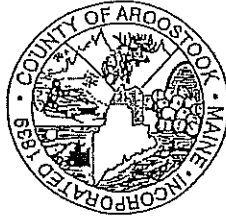
COMMISSIONERS' OFFICE

## 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:** December 9, 2024  
**TO:** Ryan D. Pelletier, County Administrator  
**FROM:** John Gibson, Community Services Director  
**RE:** Fire Protection Agreement for Van Buren Cove

Attached is the proposed Fire Protection Interlocal Cooperation Agreement with the **Town of Van Buren** for the Unorganized Township of Van Buren Cove.

This contract is for the three (3) year period of January 01, 2025 to December 31, 2027, and represents a 3% increase per year for the term of the agreement.

- January 01, 2025 to December 31, 2025 \$ 10,968.00
- January 01, 2026 to December 31, 2026 \$ 11,297.00
- January 01, 2027 to December 31, 2027 \$ 11,636.00

It is my recommendation that the contract be reviewed and signed by the County Administrator per authorization by the County Commissioners.

## FIRE PROTECTION INTERLOCAL COOPERATION

### TOWNSHIP VAN BUREN COVE

The Aroostook County Administrator acting in his capacity as Municipal Official for **Van Buren Cove**, hereinafter referred to as the "County", enters into an agreement with the **Municipality of Van Buren** in accordance with the vote of said Municipal Officials at a regular meeting held on \_\_\_\_\_, 2025, hereinafter referred to as the "Municipality" for fire protection to the residents of the **Van Buren Cove**, 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 Territory of **Van Buren Cove**.
2. When a call for aid or assistance from any person in the Unorganized Territory of **Van Buren Cove** 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:

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

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:

<b>January 01, 2025 – December 31, 2025</b>	<b>\$ 10,968.00</b>
<b>January 01, 2026 – December 31, 2026</b>	<b>\$ 11,297.00</b>
<b>January 01, 2027 – December 31, 2027</b>	<b>\$ 11,636.00</b>

This agreement shall be in effect for three years from **January 01, 2025 to December 31, 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 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 present have executed this contract each of which will be deemed an original on the \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**OFFICIALS OF VAN BUREN**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**Ryan D. Pelletier, County Administrator**

Filed with Fiscal Administrator \_\_\_\_\_, 2025

**COOPERATIVE SERVICE AGREEMENT**  
 between  
**AROOSTOOK COUNTY ROADS (Cooperator)**  
 and  
**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)**  
**WILDLIFE SERVICES (WS)**



**ARTICLE 1**

The purpose of this agreement is to cooperate in a wildlife damage management project as described in the attached Work Plan.

**ARTICLE 2**

APHIS-WS has statutory authority under the Acts of March 2, 1931, 46 Stat. 1468-69, 7 U.S.C. §§ 8351-8352, as amended, and December 22, 1987, Public Law No. 100-202, § 101(k), 101 Stat. 1329-331, 7 U.S.C. § 8353. , to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of wildlife services involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

**ARTICLE 3**

APHIS-WS and the Cooperator agree:

1. The Cooperator will provide payment upon receipt of monthly bill to "USDA, APHIS" in the total amount not to exceed \$6,992.56.
2. Nothing in this agreement shall prevent APHIS-WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.
3. The Cooperator certifies that APHIS-WS has advised the Cooperator there may be private sector service providers available to provide wildlife damage management services that the Cooperator is seeking from APHIS-WS.
4. The performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
5. The cooperating parties agree to coordinate with each other before responding to media requests on work associated with this project.

**ARTICLE 4**

This agreement is contingent upon the passage by Congress of an appropriation from which expenditures may be legally met and shall not obligate APHIS-WS upon failure of Congress to so appropriate. This agreement also may be reduced or terminated if Congress only provides APHIS-WS funds for a finite period under a Continuing Resolution.

**ARTICLE 5**

Pursuant to Section 22, Title 41, United States Code, no member of or delegate to Congress shall be admitted to any share or part of this agreement or to any benefit to arise there from.

**ARTICLE 6**

APHIS-WS assumes no liability for any actions or activities conducted under this agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (28 USC 1346(b), 2401(b), 2671-2680). This agreement is not a procurement contract (31 U.S.C. 6303), nor is it considered a grant (31 U.S.C. 6304). In this agreement, APHIS-WS provides goods or services on a cost recovery basis to nonfederal recipients, in accordance with all applicable laws, regulations and policies.

This agreement shall become effective January 1, 2025, and shall continue until December 31, 2025. This agreement may be amended or terminated at any time by mutual agreement of the parties in writing. Further, in the event the Cooperator does not, for any reason, provide necessary funds, APHIS-WS is relieved of the obligation to provide services under this agreement.

As required by Debt Collection Improvement Act of 1996:

Cooperator's Tax ID No. : 01-6000003  
 APHIS-WS's Tax ID: 41-0696271

Aroostook County Roads  
 144 Sweden Street., Suite 1  
 Caribou, ME 04736

APHIS-WS  
 79 Leighton Road, Suite 12  
 Augusta, ME 04330

\_\_\_\_\_  
 Cooperator's Signature

12-09-24  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 APHIS-WS State Director's Signature

\_\_\_\_\_  
 Date

**WORK PLAN**

Wildlife Species: Beaver, and other wildlife as necessary

Description of Damage: Flooding and related damage to roads, culverts and bridges. Threats to human health and safety.

Location: Lands owned or managed, including rights-of-way, by Aroostook County Roads

Services Provided: All forms of wildlife damage management including, but not limited to: trapping, shooting, dam removal, and water flow device or exclusion fence installation.

**FINANCIAL PLAN**

Cost Element		Full Cost
Personnel Compensation		\$3,699.46
Travel		-
Vehicles		\$1,300.00
Other Services		-
Supplies and Materials		\$200.00
Equipment		\$300.00
Subtotal (Direct Charges)		\$5,499.46
Pooled Job Costs [for non-Over-the Counter projects]	11.00%	\$604.94
Indirect Costs	16.15%	\$888.16
Aviation Flat Rate Collection		-
		-
Agreement Total		\$6,992.56
<i>The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed \$6,992.56.</i>		

Financial Point of Contact/Billing Address:

Paul Bernier  
144 Sweden St., Ste 1  
Caribou, ME 04736  
207-493-3318  
[paul@aroostook.me.usa](mailto:paul@aroostook.me.usa)

Shannon Gress  
79 Leighton Rd., Ste 12  
Augusta, ME 04330  
207-629-5181  
[Shannon.c.gress@usda.gov](mailto:Shannon.c.gress@usda.gov)

# County of Aroostook

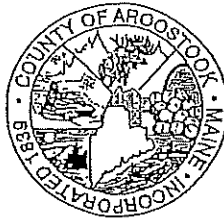
COMMISSIONERS' OFFICE

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:** December 11, 2024  
**TO:** Ryan D. Pelletier, County Administrator  
**FROM:** Paul Bernier, Community Services Director  
**RE:** Ambulance Services for Benedicta, Silver Ridge, T2R4, T3R4

Attached is the proposed Ambulance Service Agreement with the Town of Patten (**Patten Ambulance Service**) for the Unorganized Townships of Benedicta, Silver Ridge, T2R4 and T3R4.

This agreement, is for the one (1) year period of January 01, 2025 through December 31, 2025, and is based on a per-capita amount of \$88.00.

<u>Benedicta (227)</u>	<u>Silver Ridge (110)</u>	<u>Sub-Total</u>
\$ 19,976.00	\$ 9,680.00	\$ 29,656.00
<u>T2R4 &amp; T3R4 @ \$1,500 each</u>		<u>\$ 3,000.00</u>
	<b>TOTAL</b>	<b>\$ 32,656.00</b>

This service was previously covered by East Millinocket Ambulance, however, a letter received on November 21, 2024 announced that all agreements would be terminated effective February 19, 2025. To put things into perspective, the reality is that East Millinocket was providing service to the 337 residents in Benedicta and Silver Ridge based on a per-capita fee of \$18.54.

Based on the above information, it is my recommendation that the agreement be reviewed and signed by the County Commissioners.



# Patten Ambulance Service

## Ambulance Service Contract of Coverage

Contract Period 01/01/2025 to 12/31/2025

Town of Patten (dba) Patten Ambulance Service  
Aroostook County U.T.

### Purpose

Patten Ambulance Service agrees to provide Ambulance Service to the Aroostook County U.T. This agreement shall be for the period stated above. Area covered will be: Silver Ridge, Benedicta, T2R4 and T3R4

### Equipment

Patten Ambulance Service agrees to provide a minimum of two Ambulances, one of which will be equipped to provide Advanced Life Support. All Ambulances that are in service will be stocked to the Maine EMS equipment standards. Patten Ambulance will provide all necessary liability insurance.

Po Box 260  
Patten, ME 04765

Emergency-911  
Office (207) 528-2215  
Fax (207) 528-2055



# Patten Ambulance Service

## Personnel

Patten Ambulance Service will provide personnel to respond to 911 calls in the contracted area. Patten Ambulance Service agrees to pay the employees and all costs associated with employment. In times of high call volumes or other circumstances a mutual aid Ambulance Service may be needed to respond to the contract area without additional cost.

## Administrator

The Ambulance Director for the Town of Patten shall be responsible for administrating this agreement. The Ambulance Director shall provide contact information during the contract period for any inquiries, concerns and agrees to attend meetings as requested.

## Contract Cost

Aroostook U.T. agrees to pay the contract cost twice a year, 50% April 1<sup>st</sup> and 50% October 1<sup>st</sup> the amounts due will be payable to Patten Ambulance Service. See breakdown of cost below:

\$29,656.00	Benedicta & Silver Ridge Twp's (337 per-capita @\$88.00)
\$3,000.00	T2R4 & T3R4 Twp's (\$1,500.00 each)
\$32,656.00	Total Contract Cost

Po Box 260  
Patten, ME 04765

Emergency-911  
Office (207) 528-2215  
Fax (207) 528-2055



# Patten Ambulance Service

The representatives of the parties to this agreement have full authority to enter into this agreement for its designated term.

TOWN OF PATTEN DATED: December 10, 2024

By [Signature]

By [Signature]

By [Signature]

By [Signature]

By [Signature]

Public Safety Director DATED: December 4, 2024

By [Signature]

Aroostook County U.T. DATED: \_\_\_\_\_, 20\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

Po Box 260  
Patten, ME 04765

Emergency-911  
Office (207) 528-2215  
Fax (207) 528-2055



# East Millinocket Fire Department

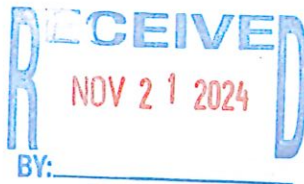
*Professionals Within the Community*

- Kevin McAdam, Fire/EMS Chief

11/18/2024

**Paul G. Bernier**

Community Services Director  
Unorganized Territory  
County of Aroostook  
144 Sweden Street, Suite 1  
Caribou, ME 04736



Dear Paul,

I hope this message finds you well.

I am writing to follow up on my recent email, which included a letter outlining the financial challenges currently facing East Millinocket Ambulance Service. After careful review by both myself and the Board of Selectmen, we regret to inform you that we are providing 90 days' written notice to terminate the existing agreement for East Millinocket Ambulance to provide EMS services to the Aroostook County Unorganized Territories (including Silver Ridge, Benedicta, T1R4, T2R4, T3R4, T1R5, North Yarmouth Academy Grant Township, and Molunkus). This termination will take effect on Wednesday, February 19, 2025.

Given our current financial situation, we are unable to continue servicing these areas without imposing additional costs on the taxpayers of East Millinocket. We trust that one of the two other local ambulance services will be able to step in and propose a solution for covering these territories. We hope that they might even be willing to begin providing services before the 90-day notice period expires, if possible.

Thank you for your understanding, and please don't hesitate to reach out if you have any questions.

Sincerely,

Kevin McAdam, Fire/EMS Chief

*Kevin McAdam*

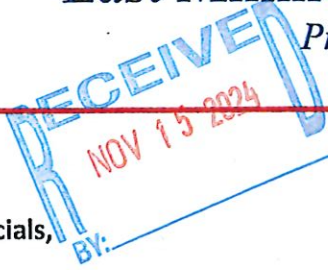


# East Millinocket Fire Department

*Professionals Within the Community*

- Kevin McAdam, Fire/EMS Chief

11/14/2024



Dear Municipal and County Officials,

As you know, the Town of East Millinocket has proudly provided ambulance services to the region for many years. Our goal has always been to deliver the highest quality, most professional service possible, while keeping costs as low as feasible.

We believe we have met the first goal by employing a dedicated team of full-time and per-diem paramedics, EMTs, ambulance operators, and firefighters who are cross-trained in both fire and EMS. This multi-skilled workforce is a significant asset, and we take great pride in it.

The second goal, cost containment, is the reason for reaching out to you today. Our initial strategy was to leverage economies of scale by providing regional, rather than local, ambulance services. We hoped that spreading the service across many communities would help generate a more stable revenue stream. For some time, this approach worked well, and we were able to accumulate a surplus that supported training programs and the replacement of essential equipment. Unfortunately, over the past five years, a combination of factors—particularly the impact of COVID-19 and the split between East Millinocket and Lincoln's ambulance services—has led to a troubling downward trend in revenue and an increasing concern about the sustainability of the service.

Below is a summary of some key financial trends over the past five years:

1. **Operating Revenue:**
  - o 2019: \$1.5 million
  - o 2020: \$1.4 million
  - o 2021: \$770,000
  - o 2022: \$867,000
  - o 2023: \$909,000
2. **Operating Expenses:**
  - o 2019: \$1.7 million
  - o 2020: \$1.8 million
  - o 2021: \$1.3 million
  - o 2022: \$1.4 million
  - o 2023: \$1.6 million
3. **Operating Losses:**
  - o 2019: \$210,000
  - o 2020: \$364,000
  - o 2021: \$580,000
  - o 2022: \$603,000
  - o 2023: \$722,000

As you can see, while operating revenues have steadily declined, operating expenses have continued to rise, resulting in growing losses. Our current deficit for the ambulance service stands at between \$2.6 and \$3.0 million. A significant factor contributing to this shortfall is that we do not collect 100% of the



East Millinocket Fire Department  
*Professionals Within the Community*

amounts billed. Bad debt write-offs, Medicare and insurance company adjustments, and non-payments all play a role in these numbers.

While we cannot predict whether these downward trends will continue, if they do, it would be unrealistic to expect the taxpayers of East Millinocket to bear the full burden of these losses. Therefore, we must explore options for reducing the deficit and spreading the financial responsibility more equitably across all communities benefiting from the service.

Our billing service has made notable strides in reducing write-offs, which is no small feat given the complex billing rules set by Medicare, MaineCare, and private insurance companies. Medicare and MaineCare typically reimburse only 42-45% of the billed amount, and private insurers are required to reimburse no more than 200% of the Medicare rate. Additionally, billing errors, either by our own staff or hospital staff, can result in denials that cannot be corrected or resubmitted. Through targeted education and quality control measures, we have made significant progress in reducing these errors. Hospital education, however, is a slower process, though improvements are being made.

Our current contracts are as follows:

- Medway: \$64,812
- Mattawamkeag: \$53,600
- Sherman: \$40,125
- Woodville: \$4,000
- **Aroostook UTs: \$9,255**
- Penobscot UTs: \$9,200

After consulting with our auditors, we are in the process of analyzing the ambulance service's financials to determine a sustainable path forward. It will be several weeks before we have a clearer picture of our operating numbers, but we are currently considering a per capita charge for all communities, including East Millinocket, as a way to fairly distribute the financial support needed to sustain the service. We are also reevaluating contracts with communities further from our base to assess their financial viability. As a result, we did not submit a proposal to renew our contract with Sherman for 2025.

We would appreciate the opportunity to meet with a representative from your town or county to discuss the current situation and explore potential solutions. Please reach out to us by November 22 to schedule a meeting at your earliest convenience.

Thank you for your attention to this important matter.

Sincerely,  
Kevin McAdam  
Fire/EMS Chief  
Town of East Millinocket

365-4260 SHERMAN

# County of Aroostook

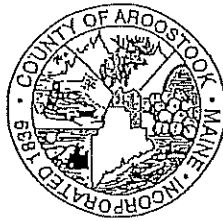
COMMISSIONERS' OFFICE

**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:** December 12, 2024  
**TO:** Ryan D. Pelletier, County Administrator  
**FROM:** Paul Bernier, Community Services Director  
**RE:** Ambulance Services for Cary Township & 7 other Townships

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Attached is the proposed Contractual Services Agreement from Southern Aroostook EMS for Ambulance Service for Cary Township, as well as seven (7) other Townships; (St. Croix, Webber, Dudley, Forkstown, TCR2, T3R8, and TAR2).

This agreement is for the one (1) year period of January 01, 2025 through December 31, 2025. This represents no financial increase for Cary Township from the previous year, and it represents a \$1,000 increase for both Forkstown and TAR2 Townships.

Based on the above information, it is my recommendation that the proposed agreement be reviewed, approved and signed by the County Administrator.



Southern Aroostook EMS  
45 Access Road  
Houlton, ME 04730

## Proposal for Ambulance Response

The Southern Aroostook EMS Board of Directors has approved the following for ambulance coverage for several southern Aroostook unorganized territories for 1/1/2025-12/31/2025.

<b>Cary Plantation – 206 @\$115 per capita</b>	<b>23,690.00</b>
<b>St. Croix Township</b>	<b>2,000.00</b>
<b>Webber Township</b>	<b>2,000.00</b>
<b>Dudley Township</b>	<b>2000.00</b>
<b>Forkstown Township</b>	<b>2000.00</b>
<b>TCR2</b>	<b>2000.00</b>
<b>T3R8</b>	<b>2000.00</b>
<b>TAR2</b>	<b>2000.00</b>
<b>Total</b>	<b>\$37,690.00</b>

Respectfully Submitted,

Addison Matthews

Director

Southern Aroostook EMS

**Paul Bernier**

---

**From:** Southern Aroostook EMS <directorsaems@gmail.com>  
**Sent:** Wednesday, December 11, 2024 1:02 PM  
**To:** Paul Bernier  
**Subject:** Proposal for Ambulance Responce  
**Attachments:** SCommCopier24121113580.pdf

Good Afternoon Paul,

Please find attached our proposal to provide ambulance response to Cary Plantation and 7 other unorganized territories. Please note that I left the fee the same for everything except Forkstown and TAR2. I increased those two so they match the other low population unorganized townships. Please don't hesitate to contact me with any questions or concerns you may have.

Respectfully submitted,

Addison Matthews  
Director Southern Aroostook EMS

This email comes from outside the County of Aroostook email system. Please be cautious opening or clicking on any attachments or links.

## AMBULANCE INTERLOCAL COOPERATION

Townships	Residential Structures	Population
<u>Cary, St. Croix, Webber, Dudley, Forkstown, TCR2, T8R3, and TAR2</u>		<u>206 + ??</u>

The Aroostook County Administrator acting in his capacity as Municipal Official for Cary, St. Croix, Webber, Dudley Forkstown, TCR2, T8R3, and TAR2 hereinafter referred to as the "County", enters into an agreement with the **Southern Aroostook EMS** in accordance with the vote of said Officials at a regular meeting held on \_\_\_\_\_, 2024, hereinafter referred to as the "Southern Aroostook EMS" for ambulance service to the residents of Cary, St. Croix, Webber, Dudley, Forkstown, TCR2, T8R3 and TAR2, hereinafter described and designated under the following terms and pursuant to 30-A M.R.S.A., Section 2203.

1. The Southern Aroostook EMS agrees to provide qualified ambulance service to Cary, St. Croix, Webber, Dudley, Forkstown, TCR2, T8R3 and TAR2 Townships.
2. When a call for aid or assistance from any person in the Unorganized Territory of Cary, St. Croix, Webber, Dudley, Forkstown, TCR2, T8R3 and TAR2 Townships is received by the ambulance dispatcher, the following procedures will be followed:
  - A. When the Southern Aroostook EMS Ambulance is not preparing to attend or attending another emergency, the dispatcher shall immediately dispatch the necessary force.
  - B. When the Southern Aroostook EMS Ambulance is preparing to attend or attending an emergency, the dispatcher shall immediately notify the available ranking officer who shall decide what course of action to take. Emergency or non-emergency will be the determining factor.
3. The County acknowledges that ambulance services are contracted out to various areas and therefore the Southern Aroostook EMS should establish the following criteria: The Southern Aroostook EMS agrees, at all times to exercise its best effort to adequately cover all emergencies as they may occur; and to furnish service, in non-emergency situations as soon as practical as equipment and personnel are available; and all calls received shall be on a "first call, first served" basis, except that emergency calls will be given priority.
4. The County and Southern Aroostook EMS have mutually agreed to the compensation, as specified in section 5 below, which shall be paid by the County for ambulance service. In reaching this agreement, the parties have considered the following conditions and factors, among others:
  - A. The fee is fair and equitable.
  - B. Non-residents (summer occupants & structures) have been treated as one quarter (1/4) residency.
  - C. Commercial / Industrial establishments have been treated separately.
  - D. Transients are not encompassed in this agreement, because their population is immeasurable.
  - E. State parks and picnic areas are not part of the Unorganized Territories, and therefore have not been included.

5. 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:

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

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.

6. 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.

7. Remuneration for this agreement has been calculated at:

<b>January 01, 2024 to December 31, 2024</b>	<b>\$37,690.00</b>
Cary Township -	\$23,690.00
St. Croix Township	\$ 2,000.00
Webber Township	\$ 2,000.00
Dudley Township	\$ 2,000.00
Forkstown Township	\$ 2,000.00
TCR2	\$ 2,000.00
T8R3	\$ 2,000.00
TAR2	<u>\$ 2,000.00</u>
	<b>\$37,690.00</b>

8. This agreement shall be in force for a period of one (1) year, January **01, 2025** to **December 31, 2025**, as described above. The County and Southern Aroostook EMS shall review this agreement at the end of the final anniversary date, and either the County or the Municipality, by vote of their respective officials, can terminate this agreement upon ninety (90) days written notice to the other party. This agreement can be amended only by written agreement of the parties and shall not be changed or amended orally.

IN WITNESS WHEREOF, the parties to those present, have executed this contract each of which will be deemed an original on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_

WITNESS

\_\_\_\_\_

WITNESS

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\_\_\_\_\_  
\_\_\_\_\_

OFFICIALS OF Southern Aroostook EMS

\_\_\_\_\_

Ryan D. Pelletier, County Administrator

Filed with Fiscal Administrator \_\_\_\_\_, 2024

MCCA Board of Directors Appointment:

The MCCA Bylaws require each county to caucus and elect a director and an alternate to represent their county on the Board of Directors for the following year. MCCA should be notified of the nominations for the 2025 Board of Directors by **December 31st.**

MCCA Risk Pool Board of Directors:

1. The elected official who will be serving as your entity's appointed representative to the Risk Pool's Board of Directors in 2025;
2. The authorized individual who will be serving as your entity's proxy representative in 2025; and
3. The individual who will be serving as your entity's primary point-of-contact with the Risk Pool in 2025.

Your primary point-of-contact serves as the contact person for routine matters and general communications between the Risk Pool and your entity and is also responsible for implementing and managing loss control measures and other directives issued by the Risk Pool. This individual has traditionally been the county administrator / manager / clerk, but this individual could also be the elected official who serves on the Risk Pool's Board of Directors or another person selected by your entity.

As a reminder, the Risk Pool's proxy policy is, as follows:

"Any Director who shall be absent from a meeting may be replaced by another commissioner designated in writing by the Director, or by the administrator, clerk or manager from the Director's County designated in writing by the Board of County Commissioners from the Director's County, to vote in place of the Director. Each proxy designation shall be submitted in the manner prescribed by the Risk Pool's Board of Directors and be submitted in advance of any proxy votes being cast. Standing proxies shall be permitted. In the event that the designee of the Director is present along with an administrator, clerk or manager, the designee of the Director would exercise the proxy. Directors shall not be required to be present in order to cast a vote if they are able to participate in the discussion and vote by telephone."

Thank you in advance for your timely response to this request.

# County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

**RYAN D. PELLETIER**



COUNTY COMMISSIONERS

**William Dobbins  
HOULTON**

**NORMAN L. FOURNIER  
WALLAGRASS**

**PAUL J. UNDERWOOD  
PRESQUE ISLE**

## Memorandum

Date: 12/18/2024

To: Aroostook County Commissioners

Subject: Remaining County ARPA Grant Funds Commitment

Due to the Treasury's ARPA funding commitment date deadline, we are required to commit all ARPA funding by 12/31/2024. Currently, there is a balance of \$172,604.80 in uncommitted County ARPA funding.

This is a request to commit the remaining uncommitted ARPA fund balance, as of 12/31/2024, to a surplus account, to be directed towards project expenses associated with the Sheriff's Radio Communication System Project.

Sincerely,

Steve Pelletier  
County ARPA Administrator