

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING
TUESDAY, JANUARY 7, 2025 1:00PM
2ND FLOOR CONFERENCE ROOM – SHERIFF'S OFFICE – HOULTON

Present:

Paul J. Underwood, Chair, County Commissioner - Zoom
William Dobbins, County Commissioner
Daniel Deveau, County Commissioner
Ryan D. Pelletier, County Administrator
Peter Johnson, Sheriff
Erica Pelletier, Chief Deputy
Steve Pelletier, ARPA Administrator - Zoom
Darren Woods, Director EMA
John Gibson, Community Services Director
Leigh Smith, Treasurer
Tammy Pelletier, Operations Assistant
Lt. Brian Harris, Maine State Police
Jeremy Ouellette, Wolfden Mining - Zoom
Tucker LaClair, Enterprise Fleet Management - Zoom

ART. 1. Commissioner William Dobbins called the meeting to order at 1:01 PM.

MOTION:

Motion by William Dobbins and seconded by Paul Underwood to have Commissioner Underwood serve as Chair.

VOTE:

Motion voted on and passed.

ART. 2. Pledge of Allegiance.

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

No public comments.

ART. 4.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the agenda of January 7, 2025.

VOTE:

Motion voted on and passed.

ART. 5. Commissioner Dobbins entertained a motion for approval of the December 18, 2024 Commissioners' Meeting minutes.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the meeting minutes of December 18, 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. Lt. Brian Harris, Maine State Police, provided an update regarding support for a rural patrol bill that includes 4 Troopers and 1 Corporal for Aroostook County.

ART. 8. Mr. Tucker LaClair, Enterprise Fleet Management, presented for consideration the outline of how Enterprise would manage County vehicle purchases, maintenance, and sales, along with projected savings over a 10-year period.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to have the County Administrator and Finance Director work with department heads during the budget process to determine next steps.

VOTE:

Motion voted on and passed.

ART. 9. Mr. Ryan Pelletier presented for consideration the selection of WIOA chief local elected official representative.

MOTION:

Motion by Daniel Deveau, and seconded by William Dobbins to the selection of Paul Underwood as WIOA representative.

VOTE:

Motion voted on and passed.

ART. 10. Mr. Ryan Pelletier presented for discussion the LUPC Commissioner term expiring in March 2025. Interested parties will need to apply and be interviewed before being recommended for the appointment of LUPC Commissioner.

MOTION:

Motion by Daniel Deveau, seconded Paul Underwood to move forward with advertising and interviews for the LUPC Commissioner.

VOTE:

Motion voted on and passed.

ART. 11. Mr. Ryan Pelletier opened a discussion regarding the Jail Study Commission appointments.

MOTION:

Motion by Daniel Deveau, seconded by Paul Underwood to appoint William Dobbins as the Commissioner representative on the Jail Study Commission.

VOTE:

Motion voted on and passed.

- ART. 12. Mr. Ryan Pelletier presented for consideration the Jail Needs Assessment proposal from Justice Planners.

MOTION:

Motion by Daniel Deveau, seconded by Paul Underwood to approve the Jail Needs Assessment proposal from Justice Planners.

VOTE:

Motion voted on and passed.

- ART. 13. Mrs. Dana Gendreau presented for consideration the 2025 mileage reimbursement rate of \$0.70/mile.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the 2025 mileage reimbursement rate of \$0.70/mile.

VOTE:

Motion voted on and passed.

- ART. 14. Mr. John Gibson presented for consideration the preliminary 2025-2026 UT Budget estimates for state submission.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the preliminary 2025-2026 UT Budget estimates for state submission.

VOTE:

Motion voted on and passed.

- ART. 15. Mr. John Gibson presented for consideration the 2025 ambulance agreement for services in Madawaska Lake; and the 2025 ambulance and fire agreement for Connor with the City of Caribou.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the 2025 agreements for ambulance and fire services with the City of Caribou.

VOTE:

Motion voted on and passed.

- ART. 16. Sheriff Peter Johnson presented for consideration the hiring recommendation of Benjamin Wipperman as full-time patrol deputy.

MOTION:

Motion by Paul Underwood, and seconded by Daniel Deveau to approve the hiring recommendation of Benjamin Wipperman as full-time patrol deputy.

VOTE:

Motion voted on and passed.

ART. 17. Mr. Darren Woods presented for consideration the bid recommendation for the purchase of an unmanned drone from Adorama for \$19,999.71, fully funded by Homeland Security.

MOTION:

Motion by Paul Underwood, and seconded by Daniel Deveau to approve the bid recommendation to purchase an unmanned drone from Adorama for \$19,999.71.

VOTE:

Motion voted on and passed.

ART. 18. County Commissioners Report

Commissioner Dobbins noted that the MCCA/Risk Pool meeting was scheduled for the next day. No new items to report.

ART. 19. Other Business

Commissioner Deveau requested that we engage the Tony Pinette/Lisa Whynot to present on Assessing and state valuations.

ART. 22. Adjournment.

MOTION:

A motion was made by Paul Underwood, seconded by Daniel Deveau to adjourn the meeting at 2:28 pm.

VOTE:

Motion voted on and passed.

ATTEST: A True Copy
of Commissioners' Meeting

Ryan D. Pelletier
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: February 19, 2025



Application Copy

File Number: 43499

Job Type: Renewal Application

LICENSE # CAR-12-101885	APPLICATION DATE RECEIVED 2025-02-03
LICENSE TYPE On-Premises: Beer, Wine & Spirits	LICENSEE NEAL MARTIN
AGENT NAME	EFFECTIVE DATE 2024-04-01
EXPIRES 2025-03-31	STATUS Active
PREMISES NAME LONG LAKE SPORTING CLUB	
NEW SECONDARY LICENSE(S) None selected	
PREMISES TYPE Class A Restaurant	PREMISES NAME LONG LAKE SPORTING CLUB
OPERATOR NEAL MARTIN	
PHYSICAL ADDRESS 48 SINCLAIR RD SINCLAIR ME 04779-4005	
MAILING ADDRESS PO BOX 57 SINCLAIR ME 04779-0057	
CONTACT NAME NEAL M MARTIN	PREFERRED CONTACT METHOD Email

CONTACT PHONE

ALTERNATE PHONE

FAX

EMAIL

QUESTIONS

On-Premises: Beer, Wine & Spirit

1. Is your business and "Doing Business As" (DBA) name registered and in good standing with the Maine Secretary of State? If not, please address this with the Secretary of State before proceeding with this application.

Answer "No" if you are a Sole Proprietor.

No

2. Do licensee or applicant(s) have any interest in any other Maine Liquor License?

No

3. Are all licensees/applicants citizens of the United States?

Yes

4. Are all licensees/applicants residents of the State of Maine?

Yes

5. Is your license for a club with a membership?

No

6. Is your license application for Vessel Corporation?

No

7. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?

Yes

(document uploaded)

8. Do you allow dancing or entertainment on the licensed premises?
If so, You need to have a a license from the Maine State Fire Marshal.
See <https://www.maine.gov/dps/fmo/plans-review/applications> for
more information.

Yes

currently applying for one application has been sent out.

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

No

10 Is the licensee or applicant for a license receiving, directly or indirectly,
any money, credit, thing of value, endorsement of commercial paper,
guarantee of credit or financial assistance of any sort from any person
or entity within or without the State, if the person or entity is engaged,
directly or indirectly, in the manufacture, distribution, wholesale sale,
storage or transportation of liquor.

No

11 Is the licensee/applicant(s) directly or indirectly giving aid or assistance
in the form of money, property, credit, or financial assistance of any
sort, to any person or business entity holding a liquor license granted
by the State of Maine?

No

12 Do you have a manager employed?

No

13 Has any of the listed applicants or an employed manager been denied
a liquor license within the last 5 years?

No

14 Is any of the listed applicants the spouse, father, mother, child or other
immediate family member of a person whose liquor license has been
revoked or denied in the last 6 months?

No

15 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

16 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

[REDACTED]

17 Does the licensee/applicant(s) own the premises?

Yes

18 At which address are your business records located?

48 Sinclair Road
Sinclair Maine

19 What will be your business hours? Please indicate each day's open and close times.

Only open for events and parties, such as but not limited to weddings, class reunions, family reunions, Christmas parties, etc.

20 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.

school 4.5 miles
church 3.3 miles
school dorms 22 miles

21 Is your application for a Hotel or Bed & Breakfast?

No

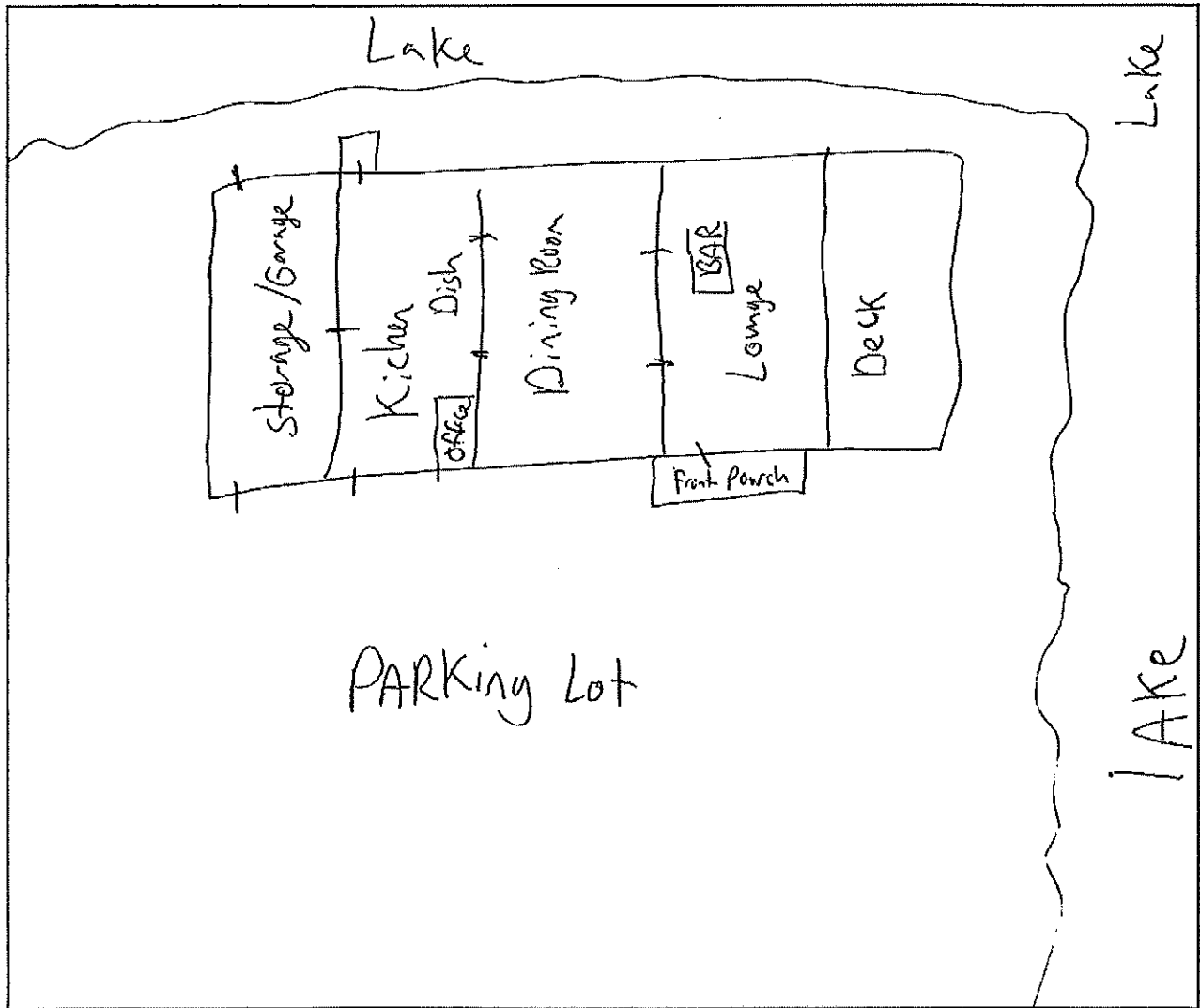


STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.





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

Supplemental Ownership Form

28-A M.R.S. §651

All Questions Must Be Answered Completely.

1. Company or sole proprietor legal name: Long Lake Sporting Club	2. Date of incorporation/registration: Sole 1-1-2012	3. State of incorporation: Maine	State of incorporation: Sole Prop
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List the following information for officers, directors, owners equal to or over 10%, and persons with indirect financial interest in the applicant.

Name	Date of Birth	Phone or E-mail	Address	Title	Ownership Stake (%)
NEAL MARTIN	[REDACTED]	[REDACTED]	[REDACTED]	Owner	100%

State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 513

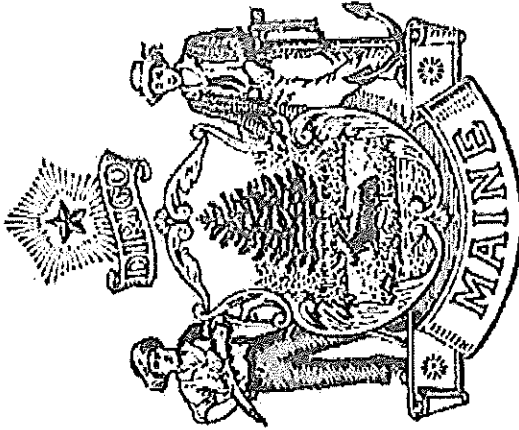
EATING PLACE TIER 3 160 Seats (in)

LONG LAKE SPORTING CLUB
48 SINCLAIR RD
SINCLAIR ME 04779

ATTN NEAL MARTIN
MARTIN, NEAL
LONG LAKE SPORTING CLUB
48 SINCLAIR RD
SINCLAIR ME 04779

EXPIRES: 11/18/2025

FEE: \$300.00



A handwritten signature in cursive script, appearing to read "Jean Jacques Holmes".

Acting Commissioner

NON-TRANSFERABLE

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETER



COUNTY COMMISSIONERS

**PAUL J. UNDERWOOD
PRESQUE ISLE**

**WILLIAM T. DOBBINS
HOULTON**

**DANIEL V. DEVEAU
CYR PLANTATION**

Unorganized Territory Liquor License Approval

The Aroostook County Commissioners do hereby approve the application submitted by **Neal Martin** to the Bureau of Alcoholic Beverages & Lottery Operations for **Long Lake Sporting Club** located at **48 Sinclair Rd, Sinclair, Maine.**

Paul J. Underwood

William T. Dobbins

Daniel V. Deveau

02/19/2025

Date

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETTIER



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
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CYR PLANTATION

02/03/2025

To: Aroostook County Commissioners

Fr: Ryan D. Pelletier, County Administrator

RE: 2025 Opioid Settlement Funding Disbursement Recommendation

The first round of Opioid Settlement Funding included nine (9) Letter of Intent, of which six (6) were invited to apply for funding, and five (5) finalized applications were received and reviewed on January 29, 2025.

After careful review and consideration, it is the recommendation of the Opioid Task Force Review Committee that we reserve funding as outlined below for the five (5) applicants for a total disbursement of \$300,000.

- 1) ACAP – Recovery project \$75,000
- 2) AMHC – Treatment project \$50,000
- 3) Michael’s Active Recovery – Recovery project \$75,000
- 4) Mi’kmaq Health – Harm Reduction project \$50,000
- 5) Northern Maine Wellness Clinic – Treatment project \$50,000

January - June 2025 County Dispatch Contracts

Towns	2024 Population	Service	2024 Bill	2025 Population	JAN-JUN 2025 Bill
Allagash	239	Fire	\$558.21	239	\$293.97
Bridgewater	610	Fire	\$1,424.71	532	\$654.36
CCAC		Ambulance	\$2,551.35		\$1,275.68
Frenchville	1,087	Fire	\$2,538.80	1,006	\$1,237.38
Grand Isle	467	Fire	\$1,090.73	467	\$574.41
Haynesville	121	Fire	\$282.62	150	\$184.50
Hodgdon	1,309	Fire	\$3,057.29	1,312	\$1,613.76
Linneus	984	Fire	\$2,298.24	984	\$1,210.32
Littleton	1,068	Fire	\$2,494.42	997	\$1,226.31
Mars Hill	1,493	Fire	\$3,487.04	1,360	\$1,672.80
Monticello	790	Fire	\$1,845.12	743	\$913.89
St. Agatha	747	Fire	\$1,661.61	744	\$915.12
Sinclair/Cross Lake	586	Fire	\$1,303.49	630	\$774.90
SAEMS	5,910	Ambulance	\$29,291.22	5,910	\$14,627.25
Van Buren	2,171	Fire & Ambulance	\$16,059.68	2,171	\$8,043.56

2024 Dispatching Rates: Fire: 2.34; Ambulance: 4.71; Police: 4.71

2025 Dispatching Rates: Fire: 2.46; Ambulance: 4.95; Police: 4.95

From: Tammy Pelletier
Sent: Friday, January 24, 2025 8:45 AM
To: Ryan D. Pelletier <ryan@aroostook.me.us>
Subject: Spirit of America Proposal

Hi Ryan,

The Spirit of America winner list is much smaller this year with 9 recipients. With a small pool of winners, I'm wondering if we could do something different this year to recognize these wonderful people.

I generally get about 30-40% response rate to our events, so I would expect maybe 3-4 people would RSVP to an event like we have had in the past.

I would like to propose the following this year:

- 1 – Have a press release from the Commissioners expressing their gratitude and pride in the citizens of our County who volunteer. The release would include the names of the winners and a brief description of why and that we will be recognizing them prior to a Commissioner Meeting.
- 2 – Winners would be invited to come to our Commissioners Meeting in June (1 hour prior) to be presented with a certificate, enjoy a customized cake and refreshments and be given a gift (like this <https://www.positivepromotions.com/volunteers-the-heart-of-our-community-brookville-barrel-cooler-bag-roll-up-eco-blanket-combo/p/nt-6563/>)
- 3 – Those unable to attend would get it mailed to them.

Thoughts?

The winners are noted below as an FYI.

District	Commissioner	Town	Winner
1	Dobbins	Fort Fairfield	Michael Greenlaw
1	Dobbins	Merrill/Smyrna	Merrill/Smyrna Area Sports Teams
1	Dobbins	Easton	Friends Helping Friends Food Pantry
2	Underwood	Mapleton/Castle Hill/Chapman	Jeff & Elizabeth Clark
3	Deveau	Limestone	The People of the Town of Limestone
3	Deveau	Allagash	Carter McBreairty Jr
3	Deveau	Portage Lake	Betty Benson
3	Deveau	Frenchville	Frenchville Historical Society
3	Deveau	Van Buren	Van Buren Revitalization Association



Tammy E. Pelletier

Operations Assistant
County of Aroostook, Commissioners' Office
144 Sweden St, Ste 1, Caribou, ME 04736
Office: 207-493-3318 Fax: 207-493-3491
Direct: 207-492-1297

The County of Aroostook is subject to Maine Statutes relating to public records. Email sent or received by County employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of County email should presume that the email is subject to release upon request.

COMMUNITY FACILITIES GRANT AGREEMENT

Grantee and Agency

This Grant Agreement (Agreement) dated 01-31-2025, is a contract for receipt of grant funds under the Community Facility Grant program (7 C.F.R. part 3570, subpart B). These requirements do not supersede the applicable requirements for receipt of Federal funds stated in 2 C.F.R. Part 200, "UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS", which are incorporated by reference into this Agreement. Further, 7 C.F.R. part 3570, subpart B, and all relevant regulatory requirements apply to applicants and are also incorporated by reference into this Agreement.

This Agreement for the Project and Amount described below (the "Project Description") and for the Community Facilities grant, CFDA Number 10.766, is between the Grantee, a public body, nonprofit corporation or Indian tribe (you), and the United States of America acting through the Rural Housing Service (RHS or Agency).

I. GENERAL AWARD INFORMATION

1. Grantee Name & Address County of Aroostook/North Lakes Fire & Rescue 144 Sweden St., Suite 1 Caribou, ME 04736	2. DUNS No.	3. SAM No. CFKXL167GJV6
5. Federal Award Identification Number (FAIN) N/A	4. Case No. 23-052-*****1639	
7. Performance Start Date	6. Award Date 01-31-2025	
9. Amount of Federal Funds Obligated for this Action, \$2,250,000.00 and Total Amount of Federal Funds Obligated \$2,250,000.00	8. Performance End Date	
11. Total Project Cost (Budget Approved Amount) \$3,000,000.00	10. Amount of Matching/Other Funds (if applicable) \$750,000.00	
13. Grantee Contact (Name, Title, Contact Info) Ryan D. Pelletier, Cty Admin 207-493-4357	12. Award as Percentage of Total Project Cost 75%	
15. Description of Real Property covered by the grant Any land, easements, and rights of way acquired or improved with Rural Development grant funds.	14. Agency Contact (Name, Title, Contact Info) Cheryl D. Barnes, Area Director 207-760-4607	
15. Description of Real Property covered by the grant Any land, easements, and rights of way acquired or improved with Rural Development grant funds.	16. Description of Equipment covered by the grant All tangible, non-expendable, personal property furnished by the Grantor or acquired wholly or in part with Rural Development grant funds.	

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 0575-0173 and 0575-0200. Public reporting for this collection of information is estimated to be approximately 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. All responses to this collection of information are voluntary. However, in order to obtain or retain a benefit, the information in this form is required by 7 CFR 3570-B, Community Facilities Grant Program, and Section 1002 of the American Rescue Plan Act. Rural Development has no plans to publish information collected under the provisions of this program. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Information Collection Clearance Officer, Rural Development Innovation Center, Regulations Management Division at ICRMRequests@usda.gov.

The Agency has agreed to give the Grantee the Grant Funds, subject to the terms and conditions established by the Agency. Provided, however, that any Grant Funds actually advanced and not needed for grant purposes shall be returned immediately to the Agency. The Agency may terminate the grant in whole, or in part, at any time before the date of completion, whenever it is determined that the Grantee has failed to comply with the conditions of this Agreement or the applicable regulation.

II. RESPONSIBILITIES

A. Grantee. The Grantee shall cause said project to be completed within the total sums available to it, including Grant Funds, in accordance with any architectural or engineering reports, and any necessary modifications, prepared by Grantee and approved by the Agency as required by 7 C.F.R. part 3570. The Grantee will remain in compliance with all applicable laws, regulations, Executive Orders, and other generally applicable requirements for the duration of the Agreement including 7 C.F.R. part 3570, subpart B and 2 C.F.R. parts 200, 400, 415, 416, 417, 418, 421, and 422. The most commonly-referenced provisions are identified below.

1. **Financial and Program Management.** You must follow the financial and performance management requirements in 2 C.F.R. § 200.300-309.
 - a. **Financial Management.** You must maintain a financial management system in compliance with 2 C.F.R. § 200.302.
 - b. **Internal Controls.** You must maintain internal controls in compliance with 2 C.F.R. § 200.303.
 - c. **Payments.** You must comply with the payment requirements described in 2 C.F.R. § 200.305. Payment must be requested by using the SF-270, "Request for Advance or Reimbursement" or SF-271, "Request for Reimbursement for Construction Programs" (as applicable). Receipts, hourly wage rate, personnel payroll records, or other documentation must be provided upon request from RHS if the request is for an advance; otherwise, the documentation must be provided at the time of the request. Requests for payment must be sent to the Agency contact listed in Section I.14.
 - d. **Revisions of the Work Plan and Budget.** You must complete all elements of the Work Plan in Attachment A in accordance with that Attachment and must use project funds only for the purposes and activities specified in Attachment A - Approved Work Plan and Budget. You must further complete the outcomes shown for each Work Plan items within the time and scope constraints shown in Attachment A. You must report any changes and request prior approvals in accordance with 2 C.F.R. § 200.308.
 - e. **Period of Performance.** You may only incur costs chargeable to the award in accordance with 2 C.F.R. § 200.309.
 - f. **Bonding.** You must maintain your fidelity bond coverage in the amount of \$ _____ for the Period of Performance of the award. (See 2 C.F.R. § 200.304)

g. Program Income. You must comply with the requirements of 2 C.F.R. § 200.307. Additionally, if program income is earned during the period of performance, you may use it in accordance with 2 C.F.R. § 200.307(e)(2), provided that you inform us in writing of your intent prior to the award date. However, if you earn program income in excess of what can be used under 2 C.F.R. § 200.307(e)(2) or if you earn unanticipated program income, you must comply with 2 C.F.R. § 200.307(e)(1). Costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the award.

2. **Procurement and Property Standards.** You must follow the procurement standards requirements in 2 C.F.R. § 200.310-.326.
3. **Performance and Financial Monitoring and Reporting.** You must follow the requirements in 2 C.F.R. Part 170, including Appendix A, and 2 C.F.R. § 200.327-.329, and submit reports as outlined below. Unless otherwise directed in the addendum to this Agreement, the reports are due as indicated below.

a. Form SF-425, “Financial Status Report.” Reports are due 30 calendar days after the reporting period ends. A final report is due within 90 days after the Performance End Date specified in Section I.8. of this Agreement or at the completion of your project, whichever date is sooner. Your reporting periods are below (mark one):

Semi-Annually: January 1 – June 30 and July 1 – December 31

Semi-Annually: April 1 – September 30 and October 1 – March 31

Quarterly: January 1 – March 31, April 1 – June 30, July 1 – September 30, October 1 – December 31

b. Performance Reports. SF-PPR, “Performance Progress Report” is due 30 calendar days after the reporting period ends. A final report is due within 90 days after the Performance End Date specified in Section I.8. of this Agreement or at the completion of your project, whichever date is sooner. Your reporting periods are below (mark one):

Semi-Annually: January 1 – June 30 and July 1 – December 31

Semi-Annually: April 1 – September 30 and October 1 – March 31

Quarterly: January 1 – March 31, April 1 – June 30, July 1 – September 30, October 1 – December 31

The performance narrative on the Performance Project Report shall include, but is not limited to, the following:

- i. Describe the activities that the funds reflected in the financial status report were used for;

- ii. A comparison of actual accomplishments to the objectives established for that period;
- iii. Reasons why established objectives were not met, if applicable;
- iv. Problems, delays, or adverse conditions which will affect attainment of overall project objectives, prevent meeting time schedules or objectives, or preclude the attainment of project work elements during established time periods. This disclosure shall be accompanied by a statement of the action taken or planned to resolve the situation;
- v. Objectives and timetables established for the next reporting period;

The final report (due 90 calendar days after the period of performance end date) will also address the following:

- i. What have been the most challenging or unexpected aspects of this program?
 - ii. What advice, best practices, and actions would you recommend to other organizations planning a similar program that would increase the success of their program? Please include strengths and limitations of the program. If you had the opportunity, what would you have done differently?
4. **Operations.** The Grantee will manage, operate and maintain the facility, including this project if less than the whole of said facility, continuously in an efficient and economical manner in accordance with 7 C.F.R. § 3570.61(e).
5. **Funding.** The Grantee will not use grant funds to replace any financial support previously provided or assured from any other source. The Grantee agrees that the Grantee's level of expenditure for the Project shall be maintained and not reduced as a result of Grant Funds in accordance with 7 C.F.R. § 3570.66.
6. **Default.** Upon any default under its representations or agreements contained in this instrument, 2 C.F.R. Part 200, or 7 C.F.R. Part 3570, Grantee, at the option and demand of the Agency, will immediately repay to the Agency the Grant Funds with any legally permitted interest from the date of the default. Default by the Grantee will constitute termination of the grant thereby causing cancellation of Federal assistance under the grant. The provisions of this Agreement may be enforced by the Agency, at its option and without regard to prior waivers of previous defaults by Grantee, by judicial proceedings to require specific performance of the terms of this Agreement or by such other proceedings in law or equity, in either Federal or State courts, as may be deemed necessary by the Agency to assure compliance with the provisions of this Agreement and the laws and regulations under which this grant is made.

7. **Real Property.** Use the real property including land, improvements, structures, and appurtenances thereto, for authorized purposes of the grant as long as needed and in accordance with 2 C.F.R. § 200.311; 2 C.F.R. § 200.312; 7 C.F.R. §15.4(a)(2) and 7 C.F.R. § 3570.92. In accordance with Title VI of the Civil Rights Act of 1964, deeds for real property must comply with the requirements for the Reverter and Habendum clauses.
- a. Title to real property shall vest in the Grantee subject to the condition that the Grantee shall use the real property for the authorized purpose of the original grant as long as needed.
 - b. The Grantee shall obtain the Agency's approval to use the real property in other projects when the Grantee determines that the property is no longer needed for the original grant purposes. Use in other projects shall be limited to those under other Federal grant programs or programs that have purposes consistent with those authorized for support by the Agency.
 - c. When the real property is no longer needed, as provided in paragraphs (a) and (b) above, the Grantee shall request disposition instructions from the Agency. The Agency will observe the following rules in the disposition instructions:
 - i. The Grantee may be permitted to retain title after it compensates the Federal government in an amount computed by applying the Federal percentage of participation in the cost of the original Project to the fair market value of the property;
 - ii. The Grantee may be directed to sell the property under guidelines provided by the Agency and pay the Federal government an amount computed by applying the Federal percentage of participation in the cost of the original Project to the proceeds from sale (after deducting actual and reasonable selling and fix-up expenses, if any, from the sales proceeds). When the Grantee is authorized or required to sell the property, proper sales procedures shall be established that provide for competition to the extent practical and result in the highest possible return;
 - iii. The Grantee may be directed to transfer title to the property to the Federal government provided that in such cases the Grantee shall be entitled to compensation computed by applying the Grantee's percentage of participation in the cost of the program or Project to the current fair market value of the property;

Equipment. Abide by the following conditions pertaining to equipment which is furnished by the Agency or acquired wholly or in part with Grant Funds. Equipment is defined at 2 C.F.R. § 200.33 and is tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

d. Use of equipment. The Grantee shall use the equipment in the Project for which it was acquired as long as needed. When no longer needed for the original project, the Grantee shall use the equipment in connection with its other federally sponsored activities, if any, in the following order of priority:

- i. Activities sponsored by the Agency.
- ii. Activities sponsored by other Federal agencies.

b. Use of equipment. During the time that equipment is held for use on the project for which it was acquired, the Grantee shall make it available for use on other projects if such other use will not interfere with the work on the project for which the property was originally acquired. First preference for such other use shall be given to the Agency sponsored projects. Second preference will be given to other federally sponsored projects.

c. Disposition of equipment. When the Grantee no longer needs the property as provided in paragraph 1 (a) and (b) above, the equipment may be sold or used for other activities in accordance with 2 C.F.R. § 200.313 and 7 C.F.R. §15.4(a)(3) :

- i. Equipment with a current fair market value of less than \$5,000. The Grantee may use the property for other activities without reimbursement to the Federal government or sell the property and retain the proceeds.
- ii. Equipment with a current fair market value of \$5,000 or more. The Grantee may retain the property for other uses provided that compensation is made to the Agency. The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original Project to the current fair market value of the property. If the Grantee has no need for the equipment and the equipment has further use value, the Grantee shall request disposition instructions from the Agency.
- iii. The Agency shall determine whether the equipment can be used to meet RHS or its successor agency's requirements. If no such requirements exist, the availability of the property shall be reported, in accordance with the guidelines of the Federal Property Management Regulations (FPMR), to the General Services Administration by the Agency to determine whether a requirement for the equipment exists in other Federal agencies. They shall issue instructions to the Grantee no later than 120 days after the Grantee's request and the following procedures shall govern:

- If so instructed or if disposition instructions are not issued within 120 calendar days after the Grantee's request, the Grantee shall sell the equipment and reimburse the Agency an amount computed by applying to the sales proceeds the percentage of Federal participation in the cost of the original project or program. However, the Grantee shall be permitted to deduct and retain from the Federal share 10 percent of the proceeds or \$500, whichever is less, for the Grantee's selling and handling expenses.
 - If the Grantee is instructed to ship the property elsewhere, the Grantee shall be reimbursed by the benefiting Federal agency with an amount which is computed by applying the percentage of the Grantee participation in the cost of the original grant Project or program to the current fair market value of the equipment plus any reasonable shipping or interim storage costs incurred.
 - If the Grantee is instructed to otherwise dispose of the equipment, the Grantee shall be reimbursed by the Agency for such costs incurred in its disposition.
- d. The Grantee's property management standards for equipment shall be in accordance with 2 CFR § 200.313 and shall include:
- i. Property records which accurately provide for: a description of the equipment; manufacturer's serial number or other identification number; acquisition date and cost; source of the equipment; percentage (at the end of budget year) of Federal participation in the cost of the Project for which the equipment was acquired; location, use, and condition of the equipment and the date the information was reported; and ultimate disposition data including sales price, or the method used to determine current fair market value if the Grantee reimburses the Agency for its share.
 - ii. A physical inventory of equipment shall be taken, and the results reconciled with the equipment records at least once every two years to verify the existence, current utilization, and continued need for the equipment.
 - iii. A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft of equipment shall be investigated and fully documented.
 - iv. Adequate maintenance procedures shall be implemented to keep the equipment in good condition.
 - v. Proper sales procedures shall be established for unneeded equipment which would provide for competition to the extent practicable and result in the highest possible return;

9. **Earned Interest.** Grantee agree to account for and to return to Agency interest earned on grant funds pending their disbursement for program purposes when the Grantee is a unit of local government. States and agencies or an instrumentality of a State shall not be held accountable for interest earned on Grant Funds pending their disbursement.
10. **Record Retention and Access.** You must retain records related to this work performed under this Agreement and allow access to them in accordance with 2 C.F.R. § 200.333-.337.
11. **Closeout.** You must comply with the closeout requirements in 2 C.F.R. § 200.343.
12. **Post-Closeout Adjustments and Continuing Responsibilities.** You must continue to comply with the requirements in 2 C.F.R. § 200.344 even after the Period of Performance for this Agreement has ended.
13. **Cost Principles.** You must comply with the provisions in 2 C.F.R. Part 200, Subpart E.
14. **Audits.** You must comply with the provisions in 2 C.F.R. Part 200, Subpart F.
15. **Civil Rights Compliance.** Unless otherwise provided in the addendum, you must comply with Executive Order 12898, Executive Order 13166- Limited English Proficient, the Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973 as applicable. You must make the public facility or services available to all persons in the Grantee's service area without discrimination as to race, color, religion, sex, national origin, age, marital status or physical or mental disability at reasonable rates, including assessments, taxes, or fees. You may make modifications as long as they are reasonable and nondiscriminatory. Your compliance shall include collection and maintenance of data on race, sex, and national origin of your membership, ownership, and employees. This data must be available to us for Civil Rights Compliance Reviews. You must submit to a post-award compliance review conducted after the final disbursement of grant funds has occurred.
16. **Execute Agreements.** The Grantee will execute any agreements required by the Agency which the Grantee is legally authorized to execute. If any such agreement has been executed by the Grantee as a result of a loan being made to the Grantee by the Agency contemporaneously with the making of this grant, that agreement applies equally to the grant and another identical agreement need not be executed in connection with this grant.

17. **Universal Identifier and Central Contractor Registration.** The Grantee must have a Dun & Bradstreet Universal Numbering System (DUNS) number in order to apply for, receive, and report on a Federal award. Additionally, the Grantee must comply with the additional requirements set forth in Attachment C regarding the DUNS Requirements and the Central Contractor Registry (CCR) Requirements found at 2 CFR Part 25, including Appendix A. For the purposes of this Agreement, “you” in Attachment B shall mean “Grantee” as defined hereunder;
 18. **Federal Funding Accountability and Transparency Act.** The Grantee is responsible for complying with all requirements of the Federal award. For all Federal awards, this includes the provisions of the Federal Funding Accountability and Transparency Act (FFATA), which includes requirements on executive compensation, and also requirements implementing the Act for the Grantee at 2 CFR Part 25 Financial Assistance Use of Universal Identifier and Central Contractor Registration and 2 CFR Part 170 Reporting Subaward and Executive Compensation Information. See also statutory requirements for whistleblower protections at 10 U.S.C. 2409, 41 U.S.C. 4712, 10 U.S.C. 2324, 41 U.S.C. 4304 and 4310. See also 2 C.F.R. § 200.11-200.113.
 19. Not encumber, transfer or dispose of the property or any part thereof, furnished by the Agency or acquired wholly or in part with Agency funds without the written consent of the Agency except as provided in paragraph 8 (c).
 20. Not duplicate other Project purposes for which monies have been received, are committed, or are applied to from other sources (public or private).
- B. Rural Housing Service (RHS).** RHS has agreed to give the Grantee the grant funds, subject to the terms and conditions established by RHS. Provided, however, that any grant funds actually advance and not needed for grant purposes shall be returned immediately to RHS. RHS may terminate the grant in whole, or in part, at any time before the date of completion, whenever it is determined that the Grantee has failed to comply with the conditions of this Agreement or the applicable regulation. RHS shall remain in compliance with all applicable laws, regulations, Executive Orders, and other generally applicable requirements for the duration of the Agreement. The most commonly-referenced provisions are identified below.
1. **Payments.** We will advance or reimburse funds up to the Award Amount identified in Section I.9 upon the Grantee’s proper request according to Section II.A.1.c.
 2. **Monitoring and Enforcement.** We will monitor the project to ensure that you are in compliance with the terms of the award. If we find that you are not in

compliance, we will enforce the terms of this Agreement using the provisions of 2 C.F.R. § 200.338-.342.

- a. Will assist Grantee, within available appropriations, with such technical assistance as Agency deems appropriate in planning the Project and coordinating the plan with local official comprehensive plans for essential community facilities and with any State or area plans for the area in which the project is located.
 - b. At its sole discretion and at any time may give any consent, deferment, subordination, release, satisfaction, or termination of any or all of Grantee's grant obligations, with or without valuable consideration, upon such terms and conditions as Agency may determine to be (1) advisable to further the purpose of the grant or to protect Agency's financial interest therein and (2) consistent with both the statutory purposes of the grant and the limitations of the statutory authority under which it is made.
3. **Termination of This Agreement.** This Agreement may be terminated for cause in the event of default on the part of the Grantee or for convenience of the Agency and Grantee prior to the date of completion of the grant purpose. Termination for convenience will occur when both the Grantee and Agency agree that the continuation of the Project will not produce beneficial results commensurate with the further expenditure of funds. In all cases termination and notification will be in accordance with 2 C.F.R. § 200.339 and 200.340.

C. **Both Parties.** The Grantee and RHS agree to the following:

1. **Invalid Clauses.** The invalidity of any one or more phrases, clauses, sentences, paragraphs, or provisions of this Agreement shall not affect the remaining portions of the Agreement.
2. **Conflict between this Agreement and Other Applicable Regulations or Laws.** If there is a conflict between this Agreement and the applicable Program Regulation, the applicable Program Regulation shall prevail. If there is a conflict between this Agreement and another law or regulation, RHS shall seek a legal opinion to determine which provision applies.
3. **Dates.** When the date fixed for the performance of an act under this Agreement is on a weekend or Federal holiday, then the performance by the close of business on the next Federal work day shall have the same force and effect as if made performed or exercised on the specified date.

The signatories below certify that they have authority to enter into this Agreement.

Approved by an Authorized Representative of the Grantee:

Ryan D. Pelletier

Name (Please Print)

County Administrator

Title (Please Print)

Signature

Date

Approved by the United States of America, Rural Housing Service by:

Cheryl D. Barnes

Name (Please Print)

Area Director

Title (Please Print)

Signature

Date

Attachment A

Approved Work Plan and Budget

(The work plan must have time, scope, and outcome entries for each task.)

ATTACHMENT B

I. Reporting Subawards and Executive Compensation.

A. Reporting of first-tier subawards.

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).
2. *Where and when to report.*
 - a. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
 - b. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
3. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

B. Reporting Total Compensation of Recipient Executives.

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if:
 - a. the total Federal funding authorized to date under this award is \$25,000 or more;
 - b. in the preceding fiscal year, you received
 - i. 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards);
 - c. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.html>)
2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:
 - a. As part of your registration profile at <http://www.ccr.gov>.
 - b. By the end of the month following the month in which this award is made, and annually thereafter.

C. Reporting of Total Compensation of Subrecipient Executives.

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if
 - a. in the subrecipient's preceding fiscal year, the subrecipient received—
 - i. 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. § 170.320 (and subawards); and
 - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - b. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:
 - a. To the recipient.
 - b. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

D. Exemptions. If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

1. Subawards, and
2. The total compensation of the five most highly compensated executives of any subrecipient.

E. Definitions. For purposes of this award term:

1. *Entity* means all of the following, as defined in 2 CFR part 25:
 - a. A Governmental organization, which is a State, local government, or Indian tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization;
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a
 - f. non-Federal entity.
2. *Executive* means officers, managing partners, or any other employees in management positions.
3. *Subaward*:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program.

- c. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
- 4. *Subrecipient* means an entity that:
 - a. Receives a subaward from you (the recipient) under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the subaward.
- 5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 C.F.R. § 229.402(c)(2)):
 - a. *Salary and bonus.*
 - b. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - c. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - d. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
 - e. *Above-market earnings on deferred compensation which is not tax-qualified.*
 - f. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

ATTACHMENT C

I. System for Award Management and Universal Identifier Requirements

- A. Requirement for Registration with the General Services Administration's System for Award Management.** Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.
- B. Requirement for Data Universal Numbering System (DUNS) Numbers.**
The Grantee must have a Dun & Bradstreet Universal Numbering System (DUNS) number in order to apply for, receive, and report on a Federal award.
- C. Definitions.** For purposes of this award term:
1. System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).
 2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D & B) to uniquely identify business entities. A DUNS number may be obtained from D & B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
 3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
 4. Subaward:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program.
 - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

RESOLUTION OF THE BOARD OF DIRECTORS
OF the County of Aroostook
TO ACCEPT A \$2,250,000 COMMUNITY FACILITIES (CDS) GRANT

The County Commissioners hereby resolves and does authorize its County Administrator to execute and deliver to USDA Form RD 3570-3, COMMUNITY FACILITIES GRANT AGREEMENT, on behalf of Commissioners of the County of Aroostook, substantially in the form presented to this meeting with such changes and additions as they in their discretion may deem necessary or appropriate.

Resolved further that County of Aroostook, acting through its appropriate officers as designated in its By-Laws, will take all necessary and appropriate steps to carry out the transactions contemplated by the COMMUNITY FACILITIES GRANT AGREEMENT approved at this meeting.

Yeas _____ Nays _____ Absent _____

 (Date)

- | | |
|----------|-----------|
| 1. _____ | 9. _____ |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 8. _____ | 16. _____ |

CERTIFICATION

I, the undersigned, as Secretary of the Directors of the County of Aroostook, hereby certify that the County of Aroostook is composed of _____ members, of whom _____, constituting a quorum, were present at a meeting thereof duly called and held on the _____ day of _____, 20____; that the foregoing resolution was adopted at such meeting by the vote shown above; and that said resolution has not been rescinded or amended in any way.

Dated, this _____ day of _____, 20____.

(SEAL)

Secretary

SAMPLE WORDING TO BE USED IN PREPARING THE MINUTES OF THE BOARD MEETING

BE IT RESOLVED that the Board of the County of Aroostook approves and accepts in all respects, a proposed grant of \$2,250,000 from the USDA Rural Development for the **construction of the fire station in Sinclair, ME for North Lakes Fire and Rescue** in accordance with *Form RD 3570-3, Community Facilities Grant Agreement,*” and authorizes the Administrator and Secretary of the Board to execute and deliver all documents, and to take any and all actions necessary to carry into effect such grant funding, including, but not limited to, Form RD 400-1, Equal Opportunity Agreement, and Form RD 400-4, Assurance Agreement.

Form RD 3570-3, Community Facilities Grant Agreement was presented and voted upon as follows:

Yeas _____ Nays _____ Absent _____

***A certified copy of the minutes will be sent to Rural Development. The minutes should be signed by the Secretary and attested that they are a true and accurate copy and the Organization’s seal must be affixed.**

NOTICE OF FEDERAL INTEREST
UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)
Community Facilities

On 1/31/25, the Rural Housing Service, an agency in the United States Department of Agriculture Rural Development awarded Grant No. _____ (Grant) in the amount of \$ 2,250,000 to Aroostook County/North Lak (Grantee). The Grant was awarded under the Community Facilities Grant Program (USC 1926(a)(19) and 7 CFR 3570 Subpart B) and provides funds for a new fire station, which is located on the land described in Attachment A (Grant Property).

The Grant Program and applicable laws, regulations, Executive Orders and other generally applicable requirements, including but not limited to those set out in 7 CFR 3570 Subpart B, the applicable general provisions of 2 CFR 200, 2 CFR 400, 2 CFR 417, 7 CFR 3015, 3016 and 3019, 7 CFR 5001, and 7 CFR 1942 Subparts A and C, include conditions on use of the Grant Property and provides for a continuing, perpetual Federal interest in the Grant Property that is real property (including fixtures). Specifically, the Grant Property may not be:

- (1) used for any purpose inconsistent with applicable Program statutes and regulations governing the Grant under which the Grant Property was acquired;
- (2) mortgaged or otherwise used as collateral without the written permission of the Agency;
or
- (3) sold or transferred to another party without the written permission of the Agency.

These laws and regulations affect the use and disposition of the Grant Property.

These Grant conditions and requirements cannot be subordinated, diminished, nullified or voided through encumbrance of the property, a transfer of ownership or other violation of Grant requirements. In accordance with Program and Departmental Regulations, Agency approval is required, among other things, for any proposed change in usage, ownership, or use of the Grant Property for third-party collateral.

Inquiries regarding the Agency's interest in the Grant Property should be directed to:

Administrator
Rural Housing Service
1400 Independence Avenue, SW, Room 5014-S
Washington, DC 20250

This Notice of Federal Interest is acknowledged and agreed to by the undersigned Grantee on behalf of the Grantee and its successors in interest. All references to the Agency will include its successors in interest.

Grantee:

Signature: _____

Typed Name: Ryan D. Pelletier

Title: County Administrator

Date: 02/19/2025

(EXAMPLE OF NOTARIZED AFFIRMATION. THIS SHOULD BE CONFORMED AS NEEDED TO THE SITUATION OR STATE LAW.)

STATE OF _____ COUNTY OF _____ On this ___ day
of _____, 20___, before me, the undersigned, a Notary Public for the County
of _____, (State), personally appeared before me and is known to be the person who
executed this instrument on behalf of said Grantee, _____, and acknowledged to
me that he/she executed the same as their free act and deed in either their individual or other capacity
described above.

Witness my hand and official seal.

Notary Public in and for the County of _____, State
of _____.

ATTACHMENT A

(INSERT LEGAL DESCRIPTION OF PROPERTY INCLUDING THE CITY/TOWN/COUNTY AND STATE OF PROPERTY)


Sinclair/Aroostook County/State of Maine

Beginning at a 5/8" Iron Pin & Cap to be set by Northern Maine Surveyors at the Northwesterly corner of the Premises Conveyed to Cooper Plaisted & Ashley Cyr in Book 2204 Page 239 of the Northern Aroostook Registry of Deeds, being situated on the Southerly bound of Shore Road;

Thence, in a True Meridian, S 64°54'19" W along said Southerly bound for a distance of 114.84 feet to a Point;

Thence, Continuing along said Southerly bound with a Curve Turning to the Left with an Arc Length of 90.17 Feet, with a Radius of 3785.06 Feet, with a Chord Bearing of S 64°13'23" W, with a Chord Length of 90.16 Feet, to a 5/8" Iron Pin & Cap to be set by Northern Maine Surveyors;

Thence, S 13°13'53" E Parallel to the Westerly bound of the Premises Conveyed to White Farms, LLC in Book 1744 Page 225 for a distance of 100.00 feet to a 5/8" Iron Pin & Cap to be set by Northern Maine Surveyors;

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Aroostook County Sheriff's Office

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

Patrol

Transportation

Corrections

Civil Process

2024 ANNUAL REPORT

In 2024, the Aroostook County Sheriff's Office experienced a slight decrease in the number of calls for service. During this same timeframe there was also a decrease in the number of felony level cases being investigated and prosecuted. Many local police departments, including the State Police have been able to increase their staffing levels which I believe were factors in these decreases.

Our current staffing levels are at eighteen deputies on the road, four of them being sergeants. This past year, we have seen the State Police open up more full-time opportunities in their specialty teams, like bomb detection, major crimes, computer crimes, evidence recovery, and crash reconstruction, and struggle to replace the Troopers on the road. We are fortunate to have an extremely good working relationship with the state police, and are probably one of the last Counties to see this. We continue to participate in call sharing with the State Police, by splitting Aroostook County up into 6 different zones. The Aroostook County Sheriff's Office will cover zones 1, 3, and 5 for a month, switching to covering zones 2, 4, and 6 the following month.

As you all are well aware, salaries are reaching an all-time high. We have been faced with keeping up with the increasing wage scales or losing law enforcement to other agencies that pay more. The Aroostook County Sheriff's Office has seen this first hand with currently 5 open full-time Patrol Deputy positions. In 2024 local police departments worked on increasing their wages and benefits, as they try to remain competitive. Being down 5 deputies comes with its own struggles, such as burnout. Deputies have less time to more proactive such as attending community-based activities, conducting traffic stops, and visiting local schools and town offices.

The Aroostook County Sheriff's Office also continues to see a number of calls that deputies respond to in towns with organized police departments. We did see where the number of calls we responded to in these towns decrease by 1041 when compared with 2023. I attribute this reduction to local police departments increasing their staffing levels.

TOWN	2023	2024
WASHBURN	59	NA closed
PRESQUE ISLE	460	203
MADAWASKA	141	46
HOULTON	766	386
FORT KENT	176	67
CARIBOU	310	167
ASHLAND	40	54
FORT FAIRFIELD	137	80

During 2024 the Aroostook County Sheriff's Office arrested 309 individuals, with 71 of those arrests being felony level cases. Those 71 felony-level cases that were presented to the Grand Jury resulted in 186 felony

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319



Aroostook County Sheriff's Office

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

Patrol

Transportation

Corrections

Civil Process

level charges. The investigation of felony level cases cause additional strain on staff, due to the amount of time that needs to be put into the case reports.

As many of you may have read or heard in the news or social media that law enforcement agencies across the state are seeing an increase in the number of mental health related calls. The Aroostook County Sheriff's Office is no exception. We observed a 51% increase over 2022, and little to no change from 2023 to 2024 in mental health related calls.

In 2024 our dispatch center handled 383,955 transmissions, these are a combination of radio traffic and phone calls coming and going from the center. This is an average of 1052 transmissions per day. In between transmissions the communication specialist's complete incident cards, run driver's license checks, registration checks, and among many other things. We remained fully staffed in dispatch for the majority of the year.

In 2024 the Aroostook County Jail reached a level where we are no longer needed to pay to board out individuals. This is a problem that may continue to come up from time to time as it has in the past. I continue to work with the Superior Court Justice and the DA's Office in hopes of continuing to curb this issue.

Our Corrections workforce is not as bad as some Counties are facing. We currently have three full-time openings for Corrections Officers. Being down three Corrections Officers does put a bit of strain on the overtime budget, and on staff as there is little wiggle room for people being out sick or on vacation.

In 2024 we maintained a daily population of approximately 93 individuals being housed at the Aroostook County Jail. Having a daily population in this range is ideal. Even though the jail's capacity is 117, we are very seldom able to hold that many individuals due to each individual's classification and need the additional space to move people around. The booking department processed 1,078 people coming into the jail in 2024.

I commend the County Administrator and Commissioners on making sure we are competitive. We have stayed competitive with wages and benefits, and not only are we retaining our staff, but we are also recruiting the cream of the crop. Our deputies are the best trained, best equipped, and most respected law enforcement in the County, if not the State. We have Corrections Officers that have decades of experience, which is seldom seen in other county jails. We were asked by the Maine Criminal Justice Academy for every Corrections Class in 2024 to send a staff member to be a cadre for new Corrections Officers in training. I'm incredibly proud of what we have become and where we are going. Our growth has been a team effort and will continue to be a team effort. Our accomplishments could not have happened without all of your support.

Respectfully:

A handwritten signature in black ink, appearing to be "P. Johnson", written over a horizontal line.

Peter A. Johnson
Sheriff

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319



Aroostook County
Sheriff's Office

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

Patrol

Transportation

Corrections

Civil Process

To: Sheriff Peter A. Johnson

From: Commander Forrest P. Dudley

cc: Chief Deputy Erica Pelletier

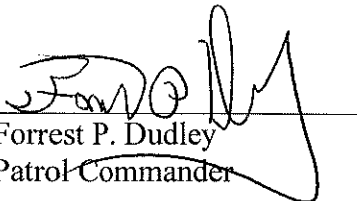
Date: February 10, 2025

Reference: Full Time Patrol Deputy

The Aroostook County Sheriff's Office has been advertising for a fulltime patrol deputy (several positions) and Alessandro Marroquin applied for one of those open positions. Mr. Marroquin is currently enrolled in the Criminal Justice Program at the University of Maine in Presque Isle, and is slated to graduate with a Bachelor's Degree in May of 2025.

It is my recommendation that Alessandro Marroquin be hired to fill one of the open full time patrol deputy positions that we currently have.

Sincerely,

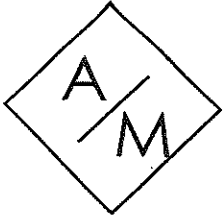

Forrest P. Dudley
Patrol Commander

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319



ALESSANDRO MARROQUIN



October 27, 2024

Houlton Sherrif's Department

RE: Sherrif Deputy

Dear Hiring Manager,

I am writing to express my interest in the Sherrif Deputy within the Houlton Sherrif's Department. As a dedicated student-athlete who balances work-study, a part-time job, and ride-alongs to deepen my understanding of law enforcement, I have honed my time-management skills and developed a strong ability to juggle multiple responsibilities efficiently.

In my recent roles as a Work Study Student and a Dock Hand, I was responsible for maintaining accurate records and ensuring that all tasks were completed in a timely manner. This attention to detail is crucial in law enforcement, where thoroughness and precision are essential in investigations and reporting.

Additionally, I frequently applied critical thinking and problem-solving skills, whether it involved troubleshooting technical issues or managing a bustling dock where boats were lined up for gas while buying and selling lobsters. It could be overwhelming at times, especially when only one or two of us were on duty, but our teamwork and quick thinking always ensured we completed our tasks efficiently. I believe these skills will be tremendously valuable in the fast-paced and often unpredictable environment of law enforcement.

My experience interacting with diverse groups has also prepared me to provide outstanding customer service to the community as a Sherrif Deputy. I am committed to being approachable and understanding, ensuring that every interaction is positive and constructive. Coming from a Hispanic background and growing up in South Texas I grew up with English as my native language, but also learned Spanish and became fluent growing up. I believe my background could contribute by adding diversity within the Houlton Sherrif's Department and within the community.

My academic journey at the University of Maine at Presque Isle (UMPI) has equipped me with robust communication skills, recognized by a communication award I received during my studies. Effective communication is vital in law enforcement, and I am confident that my ability to engage with others whether talking to witnesses or collaborating with colleagues will contribute to my success in this role. Being able to talk to anyone no matter the persons background, I am someone the community would see as approachable and talkable, as shy is not a word anyone would use to describe me.

I also understand the importance of time-management in law enforcement. My ability to prioritize tasks and effectively manage my workload will ensure I respond to emergencies quickly and efficiently. Furthermore, my experience working collaboratively with others has taught me the value of teamwork. Whether managing a crime scene or collaborating with other departments, I know that

being a strong team player is key to success, as my coach once told me "a machine is nothing if all the parts aren't working together".

A positive attitude is another key attribute I bring to the table. I believe that a smile can change someone's day and foster a sense of community. Despite personal challenges, I maintain a resilient outlook and strive to uplift those around me.

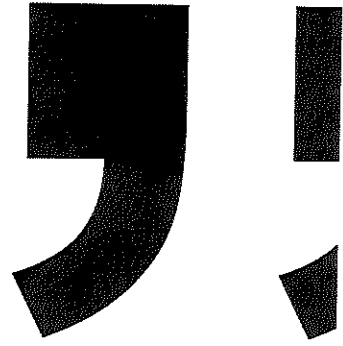
I am excited about the opportunity to contribute to the Houlton Sherrif's Department and further develop my skills in a supportive and dynamic environment. Thank you for considering my application for the Sherrif Deputy Position I look forward to discussing how I can be an asset to your team and exploring this opportunity in greater detail.

Thank you for your time and consideration.

Sincerely,
Alessandro Marroquin

Alessandro Marroquin

ALESSANDRO MARROQUIN



CONTACT



PROFESSIONAL SUMMARY

Energetic and reliable professional with a strong work ethic and a proven track record in efficiency, developed at Thurston's Lobster Pound. Skilled in forklift operation and bilingual communication, complemented by a communication certificate and a character award from UMPI. Excel in fast-paced environments, ensuring seamless operations and superior customer service. My initiative and teamwork skills contribute to positive outcomes and operational excellence both individually and within a team.

EDUCATION

Expected in 05/2025

Bachelors - Liberal Studies

University Of Maine Presque Isle

Presque Isle, ME

Expected in 05/2025

Minor - Biology

University Of Maine At Presque Isle

Presque Isle, ME

SKILLS

- Forklift Operation
- Bilingual (Spanish)
- Strong work ethic
- Mathematics
- Communication
- Teamwork
- Time management
- Customer service
- Loading and unloading
- Heavy Lifting
- Proficiency
- Multitasking
- Reliability
- Hand and Power Tool Operation

LANGUAGES

English:



Native/ Bilingual

Spanish:



Professional

EXPERIENCE

Work Study Student

University of Maine Presque Isle | Presque Isle, ME

08/2021 - Current

- Assisting the athletic department by ensuring the cleanliness of facilities and equipment, providing services for athletic events, and supporting various tasks across the campus

CERTIFICATIONS

Oral Communication - University of Maine System

Description:

Oral communication in the 21st century includes both verbal and nonverbal communication.

Awarded to **Alessandro**

Marroquin

Issued on Dec 17, 2021 at 11:41

AM **Issued on: Dec 17, 2021 at
11:41 AM**

- Announcing game details, including lineups and scores, as well as any additional information required
- Serving as a leader and role model, while taking on tasks as needed from coaches.

Dock Worker Thurston's Lobster Pound | Bass Harbor, ME

- 05/2022 - 08/2024
- Drove forklifts, pallet jacks and other equipment to move materials
 - Lifted minimum 50+ lbs everyday
 - Maintained a clean, orderly work environment free of hazards
 - Sorted crates of lobsters by grading each into 90 lb crates
 - Took care of any other problems that arose
 - Executed other tasks as required.

Intern Gulf of Maine Research Institute | Portland, ME

- 10/2021 - 12/2021
- Collaborate with dining services to enhance offering
 - Engage with the student body for feedback and initiatives
 - Develop surveys and marketing strategies for effective outreach.

ACCOMPLISHMENTS

• **The Donald N. Zillman Character Award**

-UMPI honors one student-athlete who, through their actions in the competitive arena of intercollegiate athletics, has demonstrated one or more of the ideals of character development, through sportsmanship, including fairness, civility, honesty, unselfishness, respect and responsibility. The recipient should promote and enhance the integrity of higher education and civility in society.



Aroostook County
Sheriff's Office

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

Patrol

Transportation

Corrections

Civil Process

To: County Commissioners

From: Peter A. Johnson, Sheriff

Reference: Hiring of a Full-Time Dispatcher

The Aroostook County Sheriff's Office recently had a vacancy in the Dispatch Center. Through the application process, it was determined that Erica Murdock was the best fit candidate. It is my recommendation to hire Erica Murdock, with a start date of February 22, 2025.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319

Erica Murdock



January 11, 2025

Dear Ken Spittle,

I am writing this letter and enclosing my application to apply for dispatcher with the Aroostook County sheriff's office. This position came to my attention by Cheyenne Finemore. After reviewing my application, I believe I am a qualified candidate for this position.

I am proficient in documentation, communication, and professional. I can remain calm in stressful situations, abide by HIPPA and can work independently and as a team. After doing some research into this position I believe my goals and values match those of the ACSO.

Thank you for taking the time to review my application. I look forward to hearing from you to set up an interview. You can contact me at [REDACTED] or via email at [REDACTED]

Sincerely,

Erica Murdock

Application for Employment

Please Print

Equal access to programs, services and employment opportunities is available to all persons without regard to race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, or any other basis protected by federal, state, and/or local law.

In accordance with the Americans with Disabilities Act and/or applicable state and local laws, applicants requiring reasonable accommodations for the application and/or interview process should notify the Human Resources Department. Examples of reasonable accommodations include making a change to the application process; providing written materials in an alternate format such as braille, large print, or audio recording; using a sign language interpreter; using specialized equipment; or modifying testing conditions.

Name Murdock Erica M Applicant ID # _____
Address _____
Telephone # () _____ Cellular/Other Phone # _____
Position(s) applied for dispatcher Date of application 1/7

Referral Source (e.g., Walk-in, Job Posting, Company's Website, etc.) Cheyenne Finemore

If necessary, best time to call you is 9am-12pm or after 4pm AM PM
 Home Cellular/Other
May we contact you at work? Yes No
If yes, work number and best time to call: _____ AM PM

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

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

Have you ever been employed here before? Yes No
If yes, give dates: From 1/1 To 1/1

Is this application a request for reemployment following an extended military leave of absence from this company? Yes No
If yes, additional information may be requested.

Are you lawfully authorized to work in the United States? Yes No

Date available for work 2 weeks from hire / /

What is your desired salary range or hourly rate of pay?
s 20 \$ up Per hr

Type of employment desired: Full-Time Part-Time
 Educational Co-Op Seasonal Temporary

Will you relocate if job requires it? Yes No
Will you travel if job requires it? occasionally Yes No

If they have been explained to you, are you able to meet the attendance requirements of the position? N/A Yes No

Will you work overtime if required? occasionally Yes No
If no, please explain: _____

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?
This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No Need more information about the job's "essential functions" to respond

Driver's license number required if driving may be required in the job for which you are applying:

Have you ever been bonded? Yes No

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime? NOTE: Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account. You are not obligated to disclose juvenile records that have been expunged.

Yes No
If yes, please provide date(s) and details: _____

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company? Yes No

If yes, please explain: _____

Employment History

Starting with your most recent employer, provide the following information. You may include any verified work performed on a volunteer basis.

Employer: Self employed childcare provider
 Telephone #: (207) 694-6023
 Street address: 10 Spring St
 City: Houlton State: ME
 Starting job title/final job title: childcare provider
 Dates employed: 10/22 to current
 Immediate supervisor and title (for most recent position held): n/a
 May we contact for reference? Yes No Later

Why did you leave? looking for change / youngest child in school.
 Summarize the type of work performed and job responsibilities: help children w/ hygiene, diaper changes, develop schedules & routine.
 What did you like most about your position? Being able to stay home with children prior to beginning school.
 What were the things you liked least about the position? financial

Employer: Living Innovations
 Telephone #: (207) 494-4941
 Street address: Market Square
 City: Houlton State: ME
 Starting job title/final job title: BHP/DSP/ team lead
 Dates employed: 7/19 to 11/20
 Immediate supervisor and title (for most recent position held): Angelina Jackman
 May we contact for reference? Yes No Later

Why did you leave? to be a stay @ home mom
 Summarize the type of work performed and job responsibilities: assist individuals w/ intellectual & developmental disabilities w/ every day tasks
 What did you like most about your position? Helping people thrive in their community.
 What were the things you liked least about the position? transporting in personal vehicle

Employer: Savy's auto Repair
 Telephone #: (207) 532-3771
 Street address: 22 Banger St
 City: Houlton State: ME
 Starting job title/final job title: Secretary / co owner
 Dates employed: 8/11 to 7/19
 Immediate supervisor and title (for most recent position held): Danny Savy / owner
 May we contact for reference? Yes No Later

Why did you leave? change / divorce
 Summarize the type of work performed and job responsibilities: answering customer ph calls, processing purchase orders, admin. tasks.
 What did you like most about your position? flexibility
 What were the things you liked least about the position? not feeling as though I was helping people

Employer: Stepping Stones
 Telephone #: () longer open.
 Street address: High St
 City: Houlton State: ME
 Starting job title/final job title: Direct Support / Team lead
 Dates employed: 2007 to 8/2011
 Immediate supervisor and title (for most recent position held): Chuck Daly / CEO
 May we contact for reference? Yes No Later Ph # (207) 538-6231

Why did you leave? opened business w/ husband.
 Summarize the type of work performed and job responsibilities: encourage parents to follow treatment plans & assist w/ children.
 What did you like most about your position? Seeing families leave successfully.
 What were the things you liked least about the position? Seeing parents give up on their child or children. ultimately better for the kids.

Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury, or disability. 2 years being a stay @ home mom.

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

If yes, please explain:

Skills and Qualifications

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

I have obtained CPR & 1st aid training, tho it has lapsed. Proficient in documentation & communication.

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

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

Educational Background

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

School (include City and State)	# of Years Completed	Completed	GPA Class Rank	Major/Minor
Houston High School	all	<input checked="" type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		
Lambert Middle School	all	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		
Houston Elementary School	all	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		

References

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references who are **not** related to you.

Name Title Relationship



Related Information

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

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

List special accomplishments, publications, awards, etc. n/a

List any relevant volunteer work. n/a

Is there any other job-related information you want us to know about you? professional, skilled in communication & documentation. I abide by Hipaa, can remain calm in stressful situations and like to work both independantly and as a team.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that reasonable safeguards will be taken to protect all personal information provided or obtained in conjunction with this application for employment. My personal information may be shared with the employer's affiliate(s) and third parties engaged by the employer to perform services for the employer. Any personal information shared with an affiliate or third party is to be used solely to perform the services requested by the employer.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, or any other protected status under applicable federal, state, or local law.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant [Handwritten Signature]

Date 01/11/25

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Important note: This is approved for use by the purchaser only. This form may not be shared publicly or with third parties.



County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER

COMMUNITY SERVICES DIRECTOR

JOHN W. GIBSON



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
PRESQUE ISLE

DANIEL V. DEVEAU
CYR PLANTATION

WILLIAM T. DOBBINS
HOULTON

MEMORANDUM

DATE: February 03, 2025
TO: Ryan D. Pelletier, County Administrator
FROM: John Gibson, Community Services Director
RE: Fire Protection Services for Cary Township

Attached is the proposed Contractual Services Agreement from the **Town of Houlton** for Fire Protection services in Cary Township.

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

- **Cary Twp. (Fire Protection \$15,687.00)** This proposal represents a 4% increase over the previous years' agreement (\$15,084.00). UT funds budgeted for this agreement are \$16,100.00.

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

CARY PLANTATION

**TOWN OF HOULTON
CONTRACTUAL SERVICES AGREEMENT**

WITNESS, this Agreement by and between the Town of Houlton, a municipal corporation of Water Street, Houlton, Maine (hereinafter "Houlton") and the undersigned other municipality (hereinafter "Municipality") this 1st day of January 2025.

WHEREAS, Houlton has available certain municipal services which the Municipality wishes to purchase; and

WHEREAS, the governing bodies of the contracting parties have authorized this Agreement and the execution and delivery hereof by proper vote at a meeting duly called and held;

NOW, THEREFORE, the parties hereto, in consideration of the mutual promises herein contain and other goods and sufficient considerations, agree as follows:

1. Houlton agrees to provide, to the Municipality, the following service or services which have been checked and initialed by the parties thereto, and the Municipality agrees to pay Houlton therefore, as indicated:

 X SERVICE: Houlton shall provide to the Municipality and its inhabitants services of its FIRE DEPARTMENT personnel and equipment when called as available at the time. Number and type of personnel and equipment dispatched shall be at the sole discretion of Houlton. Any additional cost incurred for fighting forest fires shall be the responsibility of the Municipality.

FEE: The Municipality agrees to pay Houlton for this service the sum of **\$15,687** per annum payable by the above due date unless otherwise agreed to in writing signed by both parties.

 SERVICE: Houlton shall provide to the Municipality and its inhabitants services of its AMBULANCE DEPARTMENT personnel and equipment when called as available at the time. Number and type of personnel and equipment shall be at the sole discretion of Houlton.

FEE: The Municipality agrees to pay to Houlton for the service the sum of **\$17,286** per annum payable by the above date unless otherwise agreed to in writing by both parties. In addition, Houlton shall charge inhabitants and users in accordance with the Medicare Part B National Fee Schedule as updated annually and published by NHIC Corporation.

— SERVICE: Houlton shall provide to the Municipality and its inhabitants a septage sewage disposal site. The use of said site under this contract shall be subject to the rules attached hereto, as amended from time to time, even if amended during the term of this Agreement. All septage pumping operators must be licensed by the Municipality, or must be pre-approved by the Municipality and the Town of Houlton.

FEE: The Municipality agrees to pay Houlton for this service the sum of \$0 per annum payable in advance unless otherwise agreed to in writing signed by both parties. In addition to the above charge, the utilization charges set forth in Schedule B shall be paid.

This contract shall become effective on the date the Town of Houlton receives payment in full for all services. Prior to payment in full, the Town of Houlton shall have no obligation hereunder.

2. The term of this Agreement, unless otherwise noted, is from January 1, 2025 THROUGH DECEMBER 31, 2025. **Payment is due 30 days from the date signed by the Council Chair of Houlton.** Either party may cancel this Agreement on thirty (30) days written notice to the other by certified mail, return receipt. Any fees paid but unearned on cancellation shall be refunded within thirty (30) days thereof. Any fees earned but unpaid shall be paid at the time of cancellation.

3. This contract is subject to all federal, state, and county laws, the ordinances of the Town of Houlton, and the regulations hereunder with which the parties agree to abide.

4. The Municipality shall, in all cases, indemnify Houlton and its officers, employees or agents who are a party or are threatened to be made a party to any action, suit or proceeding, whether civil, criminal, administrative, or investigative related to activities under this Agreement, against expenses, including attorney's fees, judgments, fines and amounts paid in settlement actually and reasonable incurred in connection with such action, suit or proceeding to have acted in bad faith or without reasonable cause to believe that their conduct was lawful. The termination of any action, suit or proceeding by judgment, order or conviction adverse to such person or entity, or by settlement, plea nolo contendere or its equivalent, shall not of itself create a presumption that such person or entity acted in bad faith or without reasonable cause to believe that their conduct was lawful.

5. This Agreement is subject to the special terms and conditions, if any, attached hereto and initialed by the parties hereto.

6. The parties hereto and the signatories hereof by execution certify that this Agreement and the execution and delivery thereof have been duly and properly authorized by all necessary and proper authorities.

Witness:

Town of Houlton

Kimberly M. Onslow

By: 

Dated: 1/21/25

Town of Cary

_____ By: _____

Dated: _____



Aroostook County
Sheriff's Office

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

Patrol

Transportation

Corrections

Civil Process

To: Sheriff Peter A. Johnson

From: Commander Forrest P. Dudley

cc: Chief Deputy Erica Pelletier

Date: 01-18-25

Reference: Houlton Administrative Assistant

The Aroostook County Sheriff's Office recently advertised for the position of Administrative Assistant for the Sheriff's Office and Tracy Kala applied for one of those open positions. Mrs. Kala is has just recently gotten done a job as a long-haul team driver with her husband, and has previous experience in office management and administrative office duties.

It is my recommendation that Tracy Kala be hired to as the Sheriff's Office Administrative Assistant to fill the opening that was recently advertised.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319

Tracy Kala

Supervisor Front Office/Medical Collections



Authorized to work in the US for any employer

Work Experience

Dedicated Team Truck Driver

FedEx Custom Critical-Ohio City, OH

August 2019 to Present

Submit reports of mileage covered, complete pre- and post- trip inspections, manage routes, and routines, so they are received in the most efficient way possible, interaction between clients, shipper, receivers, communicate with dispatch as well as safety department. Comply with all DOT and in house regulations. Adhere to the Electronic Logs. Responsible for Bill of Ladings, seals, cleanliness of trailer.

We have a dedicated line through Pfizer which is managed by FedEx Custom Critical.

Supervisor of Patient Services/Registration

Interior Community Health Center-Fairbanks, AK

February 2019 to August 2019

Oversee the day -to -day activities, work production, and the flow of patient registration, including obtaining insurance information, schedule of discount eligibility, onsite fee payment and registration. Manage, monitors, report on and evaluates the centers registration, insurance collection, on-site fee collections, and charge posting. Complete weekly staff schedules, duty assignments. Coordinate and produce activity reports as needed.

Team truck driver

Carolina Logistics-Candler, NC

September 2016 to February 2019

Submit reports of mileage covered, complete pre- and post- trip inspections, manage routes, and routines, so they are processed in the most efficient way possible, interaction between clients, shipper, receivers, communicate with dispatch as well as safety department. Comply with all DOT and in house regulations. Adhere to the Electronic Logs. Responsible for Bill of Ladings, seals, cleanliness of reefer unit and/or dry van.

Business Office Manager

Blue Ridge On The Mountain-Sylva, NC

March 2016 to August 2016

Responsible for overseeing financial operations, such as payroll, benefits, administration, accounts payable and receivable, handling refunds for accounts receivable, maintaining medical logs, updating patient registration, verification of insurance benefits and eligibility, and helping process medicaid applications.

Practice Manager

Sylva Chiropractic-Sylva, NC

September 2015 to March 2016

Responsible for daily function of the office, schedule appointments, submit electronic claims, follow up on claims and self-pay accounts, ordering supplies for the office and doctor, payment plans, and ensuring that all payments are collected promptly.

Billing and Collections Representative

Carolina Mountain Gastroenterology-Hendersonville, NC

June 2015 to September 2015

Follow-up on all insurance carriers for private practice in an ambulatory setting, ensure payments are posted to correct accounts. Customer service, payment plans, and other functions that will influence the financial stability of the practice.

Patient Account Billing Representative

Park Ridge Hospital-Asheville, NC

April 2014 to June 2015

Follow-up on claims filed to Medicare, Medicaid, or commercial carriers for assigned hospital; ensuring that payments are collected promptly by working the accounts according to the specified procedures.

Laboratory Billing Specialist

Mission Hospital-Asheville, NC

March 2013 to April 2014

Monitors laboratory billings processes. Manages the timely and accurate posting of laboratory charge data for both patient and client-billed accounts. Resolves insurance claim errors and regulatory edits related to laboratory billing. Handle customer billing inquires, and also serve as a resource for billing and compliance activities.

Supervisor of Patient Services/Front Desk & Procedure/Surgical Coordinator

Deuk Spine Institute-Melbourne, FL

February 2008 to March 2013

Provide front desk supervision and coordination related to staffing at clinics. Manage staffing and schedules. Review system reports reducing scheduling errors and conflicts. Contact patients or insurance as needed for insurance verification and/or authorization. Mentor the staff to perform to high standards of the company. Responsible for all auto claims; contact attorneys regarding cases, liens, collections, demands, depositions, working one on one with attorneys offices regarding resolutions of their cases.

Education

College in Pharmacy

Apollo College - Tucson, AZ

June 2001 to December 2002

Skills

- Revenue cycle management
- Medical billing
- ICD-10
- Office management
- Hospital experience
- Dentrix
- Medical terminology

- claims
- Data Entry
- Payroll
- HIPAA
- Medical Collection
- Revenue management
- CPT
- Meditech
- Management
- EDI
- Scheduling
- Office Management
- Collections
- Medical records
- Accounts receivable
- Documentation review
- EMR systems
- Training & development
- Office manager experience
- CPT Coding
- Lotus notes
- Medical Scheduling
- Billing
- Team management
- Medical Coding
- Managed care
- Supervising experience
- Medical Office Experience
- ICD-10
- Insurance Verification

Additional Information

Pharmacy Technician