

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING
WEDNESDAY, FEBRUARY 19, 2025 1:00PM
FIRST FLOOR CONFERENCE ROOM – FORT KENT REGISTRY OF DEEDS – FORT KENT

Present:

Paul J. Underwood, Chair, County Commissioner - Zoom
William Dobbins, County Commissioner
Daniel Deveau, County Commissioner
Ryan D. Pelletier, County Administrator - Zoom
Peter Johnson, Sheriff
Steve Pelletier, ARPA Administrator - Zoom
Darren Woods, Director EMA
John Gibson, Community Services Director
Joy Baressi Saucier, Aroostook Agency on Aging
Christopher Bouchard, The County, Bangor Daily News
Lt. Brian Harris, Maine State Police – Zoom
Tammy Pelletier, Operations Assistant

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

ART. 2. Pledge of Allegiance.

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

No public comments.

ART. 4. Mr. Ryan Pelletier requested an addition to the agenda under Article 18:Other Business-To consider an amendment to the Unorganized Territories Local Food Sovereignty Ordinance to include Community Social Events.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the agenda of February 19, 2025 as revised.

VOTE:

Motion voted on and passed.

ART. 5. Commissioner Dobbins entertained a motion for approval of the January 7, 2025 Commissioners' Meeting minutes.

MOTION:

Motion by Danny Deveau, seconded by Paul Underwood to approve the meeting minutes of January 7, 2025.

VOTE:

Motion voted on and passed.

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

- A) Attendance record.
- B) Bills and warrants.

C) Long Lake Sporting Club Liquor License Renewal – Sinclair

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the liquor license renewal for Long Lake Sporting Club – Sinclair.

VOTE:

Motion voted on and passed.

ART. 7. Ms. Joy Baressi Saucier, Executive Director, Aroostook Agency on Aging provided an update on aging communities, programs, and resources within Aroostook County, including future projections and needs as our communities age.

ART. 8. Mr. Ryan Pelletier presented for consideration the Opioid Task Force Review Committee's recommendation for 2025 funding awards.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the committee recommendation of awarding funding to ACAP (\$75,000); AMHC (\$50,000); Michael's Active Recovery (\$75,000); Mi'kmaq Nation (\$50,000); Northern Maine Wellness Clinic (\$50,000).

VOTE:

Motion voted on and passed.

ART. 9. Mr. Ryan Pelletier presented for consideration the January – June 2025 dispatch contracts with Allagash, Bridgewater, CAEMS, Frenchville, Grand Isle, Haynesville, Hodgdon, Linneus, Littleton, Mars Hill, Monticello, St. Agatha, Sinclair/Cross Lake, SAEMS and Van Buren.

MOTION:

Motion by Daniel Deveau, and seconded by Paul Underwood to approve the January – June 2025 dispatch contracts with Allagash, Bridgewater, CAEMS, Frenchville, Grand Isle, Haynesville, Hodgdon, Linneus, Littleton, Mars Hill, Monticello, St. Agatha, Sinclair/Cross Lake, SAEMS and Van Buren.

VOTE:

Motion voted on and passed.

ART. 10. On behalf of MS. Dana Gendreau, Mr. Ryan Pelletier presented for consideration the quarterly financial reports.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to accept the quarterly financial reports.

VOTE:

Motion voted on and passed.

ART. 11. Ms. Tammy Pelletier presented for consideration the 2025 Spirit of America celebration proposal.

MOTION:

Motion by Daniel Deveau, seconded by Paul Underwood to approve the 2025 Spirit of America celebration proposal.

VOTE:

Motion voted on and passed.

ART. 12. Mr. Darren Woods presented for consideration the USDA grant for the construction of the North Lakes Fire Station.

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 3 Nays 0 Absent 0

ART. 13. Sheriff Peter Johnson presented for consideration the 2024 Sheriff’s Office Annual Report.

MOTION:

Motion by Daniel Deveau, seconded by Paul Underwood to accept the 2024 Sheriff’s Office Annual Report.

VOTE:

Motion voted on and passed.

ART. 14. Sheriff Peter Johnson presented for consideration the hiring recommendation of Alessandro Marroquin as full-time patrol deputy.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the hiring of Alessandro Marroquin as full-time patrol deputy.

VOTE:

Motion voted on and passed.

ART. 15. Sheriff Peter Johnson presented for consideration the hiring recommendation of Erica Murdock as full-time dispatcher.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the hiring recommendation of Erica Murdock as full-time dispatcher.

VOTE:

Motion voted on and passed.

ART. 16. Mr. John Gibson presented for consideration the fire protection agreement for Cary Plantation with the Town of Houlton.

MOTION:

Motion by Paul Underwood, and seconded by Daniel Deveau to approve the fire protection agreement for Cary Plantation with the Town of Houlton.

VOTE:

Motion voted on and passed.

ART. 17. County Commissioners Report

Commissioner Deveau reported that the MCCA LPC is meeting every Monday to review legislative bills. Two bills of interest include the sale of tax acquired properties by municipalities and rural patrol.

Commissioner Dobbins reported that he and Commissioner Deveau attended the MCCA Annual Meeting in January and found it very beneficial. Jail funding is being looked at for all counties, and it was suggested that a lobbyist be engaged to help pursue a bill to allow for jail funding to be part of capital improvement. MCCA is monitoring legislative bills that affect the Counties and their highest priorities such as jail funding, and rural patrol. Risk Pool claims were down last month.

ART. 18. Other Business

Mr. Ryan Pelletier presented for consideration an amendment to the Unorganized Territories Food Sovereignty Ordinance to include a definition for community social events. Commissioner Dobbins was invited to explain the request further.

MOTION:

A motion was made by Daniel Deveau, seconded by Paul Underwood to accept the amendment to the Unorganized Territory Food Sovereignty Ordinance to include a definition for community social events.

VOTE:

Motion voted on and passed.

ART. 19. At 2:31 pm, the following motion was made by Paul Underwood and seconded by Daniel Deveau:

“I move that we enter into the Executive Session, pursuant to Title 1 MRSA 405(6)(A) to discuss the terms of employment for the Sheriff’s Office Administrative Assistant.”

Upon return from executive session at 2:49 pm, the following motion was made by Paul Underwood, and seconded by Daniel Deveau:

“I move that we enter into Executive Session, pursuant to Title 1 MRSA 405(6)(D) to discuss the ratification of the July 2025-June 2027 agreement between the NEPBA, Local 601 and the County of Aroostook.”

Upon return from executive session at 3:10 pm, a motion was made by Daniel Deveau, seconded by Paul Underwood, to ratify the agreement between the NEPBA, Local 601 and the County of Aroostook. Motion voted on and passed.

ART. 20. Sheriff Peter Johnson presented for consideration the hiring recommendation of Tracy Kala as administrative assistant.

MOTION:

A motion was made by Daniel Deveau, seconded by Paul Underwood to accept the hiring recommendation of Tracy Kala as administrative assistant.

VOTE:

Motion voted on and passed.

ART. 21. Adjournment.

MOTION:

A motion was made by Paul Underwood, seconded by Daniel Deveau to adjourn the meeting at 3:17 pm.

VOTE:

Motion voted on and passed.

ATTEST: A True Copy
of Commissioners' Meeting

Ryan D. Pelletier
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: March 19, 2025

Ryan D. Pelletier

From: Suzie Paradis <sparadis@fortkent.org>
Sent: Tuesday, February 11, 2025 8:06 AM
To: 'Sandra Fournier'; 'Donna Turner'; 'Ryan Pelletier'; 'Lana Voisine'; 'Diane Hines'; 'John Sutherland'; 'Caribou'; Ryan D. Pelletier; 'Presque Isle'; 'Gary Picard'; 'Luke Dyer'; 'Penny Thompson'; 'Corrine Routhier'; eastontownmanager@gmail.com; 'Sue Skidgell'; townmanager@fortfairfield.org; 'Town of St. John Plantation (Pat Nadeau)'; 'Winterville Plantation'; 'Rodney Pelletier'; 'Wendell Gillis'; townofmonticello@pioneeracable.net; 'Robert Clark'; grandisletown@hotmail.com; 'Wendell Gillis'; cyrplantation@outlook.com; caswelltown@aol.com; townofamily@pioneerwireless.net; 'Ryan Pelletier'; 'Town of St. John Plantation (Pat Nadeau)'; manager@townofashland.org; 'Aubrie Michaud'; town.manager@houlton-maine.com; reedplanation@gmail.com; townofwestonmaine@gmail.com; 'House Trisha (Collins)'; townmanager@eastonme.com; 'David Daigle'
Attachments: Evenings Agenda 4-17-25.docx

Good morning!

At our last AMA meeting we discussed hosting a networking event with live entertainment (Keys to the City- dueling pianos). The event is estimated at a total cost of \$10,000. I would like to see the managers try to obtain a sponsor from their communities. I would like to see a few tables with information and giveaways reflective of your community.

Please reach out should you have any additional questions.

Kindest,

Suzie Paradis, Town Manager
Town of Fort Kent
416 West Main St.
Fort Kent, ME 04743
207-834-3090

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

**AROOSTOOK MANAGERS ASSOCIATION
COMMUNITY BUSINESS NETWORKING EVENT
SPONSORSHIP FORM**

The Aroostook Managers Association is excited to host a Community Business Networking Event, bringing together business leaders, municipal officials, and community members for an evening of networking, entertainment, and engagement. This event provides an excellent opportunity for sponsors to showcase their support for local economic development and community collaboration.

EVENT DETAILS:

Date: April 17, 2025

Location: NorthEastland Hotel

Schedule:

- **5:00 PM** – Association Meeting
- **5:30 PM - 6:00 PM** – Social & Networking
- **6:00 PM - 7:00 PM** – Buffet Meal
- **7:00 PM - 9:00 PM** – **Keys to the City Dueling Pianos Performance**

GOLD LEVEL SPONSORSHIP - \$1,000

As a **Gold Level Sponsor**, your business will receive:

- Recognition as a premier event sponsor
- Logo featured on all event promotional materials
- Verbal acknowledgment during the event
- Display table at the event for promotional materials
- Eight complimentary event tickets
- Featured spotlight on social media mentions

SILVER LEVEL SPONSORSHIP - \$500

As a **Silver Level Sponsor**, your business will receive:

- Logo featured on all event promotional materials
- Verbal acknowledgment during the event
- Display table at the event for promotional materials
- Four complimentary event tickets
- Featured in social media mentions

BRONZE LEVEL SPONSORSHIP - \$250

As a **Bronze Level Sponsor**, your business will receive:

- Business name mentioned on all event promotional materials
- Verbal acknowledgment during the event
- Display table at the event for promotional materials
- Two complimentary event tickets
- Featured in social media mentions

Businesses and general public are invited to attend at a cost of \$50.00 per ticket (including meal and entertainment).

SPONSOR INFORMATION:

Business/Organization Name: _____
Contact Name: _____
Phone Number: _____
Email Address: _____

PAYMENT INFORMATION:

- Check Enclosed (Payable to Aroostook Managers Association)
- Please Invoice Me
- Other: _____

PLEASE RETURN COMPLETED FORM TO:

Suzie Paradis, Town Manager

Town of Fort Kent, 416 West Main St., ME 04743

Email: sparadis@fortkent.org

Phone: 207-834-3090

Thank you for your support in making this event a success!

Evenings Agenda

- 5:00PM-6:00PM AMA meeting/social/networking tables from municipalities
- 6:00PM-7:00PM Buffet Meal
- 7-9:00PM (Dueling Piano Show)

Get ready for an unforgettable evening as the dueling pianos take center stage! These hilarious, talented musicians are so versatile, they can play in a wide range of musical styles. Their all-request sing-along performances always sell out, and no two shows are ever the same.

A full cash bar will be available throughout the evening for purchases of wine, cocktails, beer and non-alcoholic beverages. The highlight of the evening will be an engaging "Dueling Pianos" performance, providing a unique and enjoyable atmosphere for fostering connections and strengthening relationships within our professional community.

To make this event a success, we are seeking sponsors to support the evening. We are offering several sponsorship tiers, each with their own level of recognition and benefits:

- **Gold Sponsor: \$1,000**
 - Prominent logo placement on all event materials and social media
 - Recognition during the event
 - Table of 8 complimentary tickets to the event
- **Silver Sponsor: \$500**
 - Logo placement on event materials
 - Recognition during the event
 - Four complimentary tickets to the event
- **Bronze Sponsor: \$250**
 - Recognition of event materials
 - Two complimentary tickets to the event

Your sponsorship will not only help us host a memorable evening but will also provide you with an opportunity to showcase your commitment to supporting local leadership and business collaboration.

If you are interested in sponsoring this event, please let us know by March 7, 2025. Should you have any questions or need further information, feel free to contact me directly at 207-834-3090 or sparadis@fortkent.org.

Thank you for considering this opportunity. We look forward to your support and hope to see you at the event!

Jail Study Commission Members-2025
Donald Guimond - Chair
Commissioner William Dobbins
Sheriff Peter Johnson
Lt. Brian Harris
Chief Matthew Cummings
Carroll Theriault
Penny Thompson
Janet Bradbury
Kai Libby
Todd Collins
Heidi Rackliffe
Kevin Freeman
Jeremy Smith - Open Seat



Fleet Profile and Analysis

Aroostook County

Aroostook County

Fleet Profile and Replacement Schedule

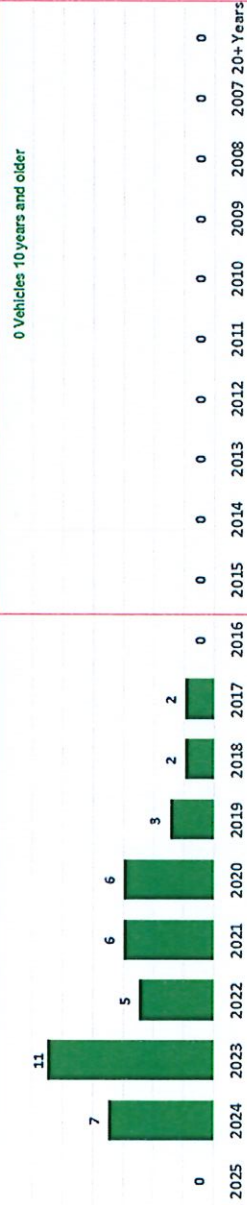
Fleet Profile		Fleet Replacement Schedule								
Vehicle Type	Count	Average Age (Years)	Average Annual Mileage	2025	2026	2027	2028	2029	Under-Utilized	Excluded
9 Vehicle Types	42	3.5	17,300	6	12	4	6	14	0	0
3/4 Ton Van Cargo	3	4.8	24,900	1	1	1	0	0	0	0
Compact SUV 4x2	1	5.1	22,200	1	0	0	0	0	0	0
Compact SUV 4x4	3	5.7	17,600	1	1	0	0	1	0	0
Mid Size SUV 4x4	1	2.0	12,300	0	0	0	0	0	0	0
Full Size SUV 4x4	23	2.5	15,200	1	4	2	5	11	0	0
Compact Pickup Quad 4x4	1	6.1	25,800	1	0	0	0	0	0	0
1/2 Ton Pickup Quad 4x4	2	2.5	23,300	0	0	1	0	0	0	0
3/4 Ton Pickup Quad 4x4	2	4.5	5,300	0	1	0	1	0	0	0
Full Size SUV 4x4-ERV	6	5.4	21,700	1	5	0	0	0	0	0

Replacement Criteria

- * Fiscal Year 2025 = 10 years old and older, or odometer over 100,000
- * Fiscal Year 2026 = 8 years old and older, or odometer over 60,000
- * Fiscal Year 2027 = 6 years old and older, or odometer over 40,000
- * Fiscal Year 2028 = 4 years old and older, or odometer over 20,000
- * Fiscal Year 2029 = Remaining Vehicles
- * Underutilized = Annual Mileage less than 1

Vehicle Type	Quantity	Avg Age	Avg Annual
SUV	34	3.3	16,679
TRUCK	5	4.1	16,590
VAN	3	4.8	24,878
CAR	0		
Totals/Averages:	42	3.5	17,300

MODEL YEAR ANALYSIS



Aroostook County Fleet Profile and Replacement Schedule

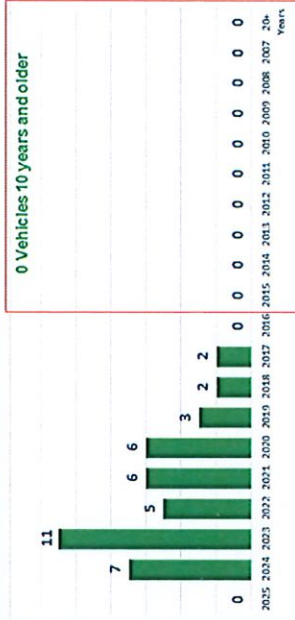
Fleet Profile		Fleet Replacement Schedule								
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9 Vehicle Types	42	3.5	17,300	6	12	4	6	14	0	0
3/4 Ton Van Cargo	3	4.8	24,900	1	1	1	0	0	0	0
Compact SUV 4x2	1	5.1	22,200	1	0	0	0	0	0	0
Compact SUV 4x4	3	5.7	17,600	1	1	0	0	1	0	0
Mid Size SUV 4x4	1	2.0	12,300	0	0	0	0	1	0	0
Full Size SUV 4x4	23	2.5	15,200	1	4	2	5	11	0	0
Compact Pickup Quad 4x4	1	6.1	25,800	1	0	0	0	0	0	0
1/2 Ton Pickup Quad 4x4	2	2.5	23,300	0	0	1	1	0	0	0
3/4 Ton Pickup Quad 4x4	2	4.5	5,300	0	1	0	0	1	0	0
Full Size SUV 4x4-ERV	6	5.4	21,700	1	5	0	0	0	0	0

Replacement Criteria

- * Fiscal Year 2025 = 10 years old and older, or odometer over 100,000
- * Fiscal Year 2026 = 8 years old and older, or odometer over 80,000
- * Fiscal Year 2027 = 6 years old and older, or odometer over 60,000
- * Fiscal Year 2028 = 4 years old and older, or odometer over 40,000
- * Fiscal Year 2029 = Remaining Vehicles
- * Undenitized = Annual Mileage less than 1



MODEL YEAR ANALYSIS



Fleet Planning Analysis

Assumptions

Fleet Analyzed	42	Fleet Growth	0.00%
Current Cycle	10.00	Annual Miles	23,600
Current Maintenance	\$171.00	Current MPG	13.85
Maint. Cents Per Mile	\$0.09	Price/Gallon	\$3.00

Proposals

Proposed Fleet	42
Proposed Cycle	4.17
Proposed Maintenance	\$162.72

Fleet Mix

Fiscal Year	Fleet Size	Owned	Leased
Average	42	42	0
Year 1 ('25)	42	36	6
Year 2 ('26)	42	24	18
Year 3 ('27)	42	20	22
Year 4 ('28)	42	14	28
Year 5 ('29)	42	0	42
Year 6 ('30)	42	0	42
Year 7 ('31)	42	0	42
Year 8 ('32)	42	0	42
Year 9 ('33)	42	0	42
Year 10 ('34)	42	0	42

Fiscal Year	Fleet Size	Fleet Cost			Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Annual	
		Owned	Leased	Equity (Leased)							Fleet Budget	Net Cash
Average	42	516,500	0	87,893	0	0	-83,725	86,184	214,700	817,384	0	
Year 1 ('25)	42	0	319,860	0	0	-214,903	85,588	208,566	298,322	298,322	519,062	
Year 2 ('26)	42	0	391,756	0	0	-81,381	84,396	196,297	385,649	385,649	431,735	
Year 3 ('27)	42	0	511,508	0	0	-129,135	-14,069	83,998	192,208	572,512	244,872	
Year 4 ('28)	42	0	778,343	0	0	-296,376	-75,105	83,402	186,074	576,743	240,641	
Year 5 ('29)	42	0	778,343	0	0	-296,376	-275,856	82,011	171,760	459,883	357,501	
Year 6 ('30)	42	0	778,343	0	0	-296,376	-99,402	82,011	171,760	932,713	-115,329	
Year 7 ('31)	42	0	778,343	0	0	-296,376	-148,109	82,011	171,760	884,005	-66,622	
Year 8 ('32)	42	0	778,343	0	0	-296,376	-388,408	82,011	171,760	643,707	173,677	
Year 9 ('33)	42	0	778,343	0	0	-296,376	-318,668	82,011	171,760	713,447	103,937	
Year 10 ('34)	42	0	778,343	0	0	-296,376	-67,530	82,011	171,760	964,585	-147,201	

SAVINGS

10 Year Savings* \$2,143,545
Net Sustainable Impact* \$68,477

*includes total unrealized equity of \$401,272

Key Objectives

- Lower average age of the fleet**
0% of the current light and medium duty fleets is over 10 years old
Resale of the aging fleet is significantly reduced
- Reduce operating costs**
Newer vehicles have a significantly lower maintenance expense
Newer vehicles have increased fuel efficiency with new technology implementations
- Maintain a manageable vehicle budget**
Challenged by inconsistent yearly budgets
Currently vehicle budget is underfunded

Projected Fleet Equity Analysis

YEAR	2025	2026	2027	2028	2029	Under-Utilized
QTY	6	12	4	6	14	0
Est \$	\$13,954	\$17,909	\$20,345	\$21,523	\$21,170	\$0
TOTAL	\$83,725	\$214,903	\$81,381	\$129,135	\$296,376	\$0
Estimated Current Fleet Equity**						\$805,520

* Lease Rates are conservative estimates

** Estimated Projected Fleet Equity is based on the current fleet "sight unseen" based on replacement year and can be adjusted after physical inspection and may change based on market factors, these are not guaranteed values
 Lease Maintenance costs are exclusive of times unless noted on the lease rate quote.

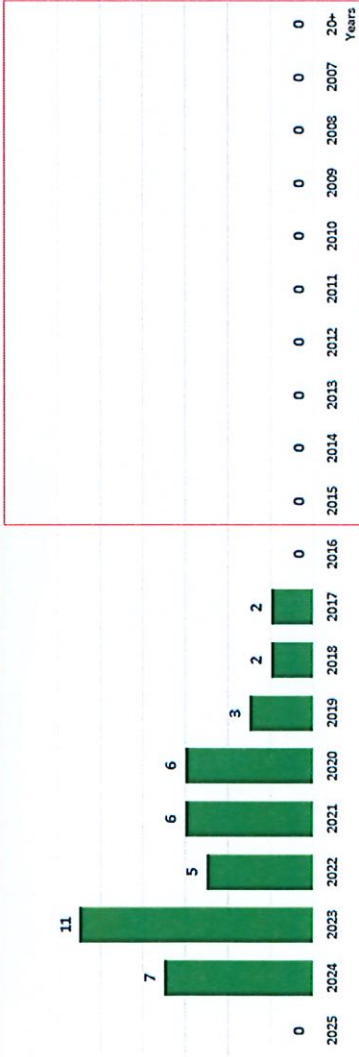
Aroostook County Fleet Profile

FLEET SIZE	AVG AGE	AVG ANNUAL MILEAGE	AVG ANNUAL ACQUISITIONS	AVG MODEL YEAR	HOLDING PERIOD
42	3.5	0	4.2	2021	10.0
 8	 6	 5	 5	 7	 10
0K - 20k	20K - 40k	40K - 60k	60K - 80k	80K - 100k	100k >

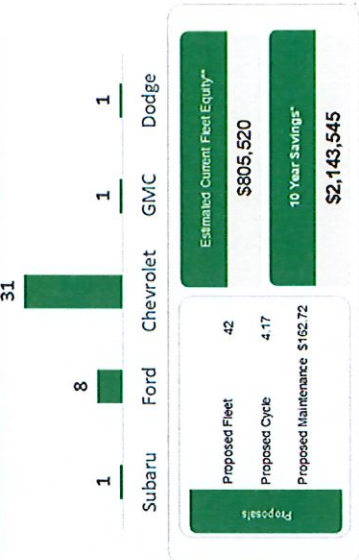
Vehicle Type	Quantity	Avg Age	Avg Annual Mileage
SUV	34	3.3	16,679
TRUCK	5	4.1	16,590
VAN	3	4.8	24,878
CAR	0	#DIV/0!	#DIV/0!
Totals/Averages:	42	3.5	17,300

Vehicle Classes: 3
Average Odometer: 68,822

MODEL YEAR ANALYSIS



Manufacturer Profile



*Estimated Current Fleet Equity is based on the current fleet. **Slight increase**
*includes total unrealized equity of \$401,272

**Guidance on the Legislative Process for Submitting County Nominations
to the Maine Legislature:
Maine Land Use Planning Commission Appointments**

Background

As provided in P.L. 2011, chapter 682, An Act to Reform Land Use Planning in the Unorganized Territory, one member of the Maine Land Use Planning Commission must be nominated by each of the eight counties with the most acreage in the unorganized or deorganized areas subject to the jurisdiction of the commission. The county commissioners of each of the counties must nominate a resident of that county to serve as a member of the commission. The Governor must nominate the 9th and final member of the commission.

Legislative Review Required

The County nomination requires review by the joint standing committee of the legislature having jurisdiction over conservation matters and is subject to confirmation by the Maine Senate. As part of the legislative process, individuals who have been nominated are asked to provide background information for review by the committee. This includes a *questionnaire form and resume, an information release form, and a tax clearance form*; copies of the forms are attached. County commissioners should consider requesting a resume from potential nominees and use this or similar forms when evaluating potential nominees so they will have important background information on nominees before they formally vote to nominate a resident to the commission. Please note that some information requested on the Legislature's forms is of a personal or confidential nature, so great care should be taken to handle the documents appropriately.

Eligibility Requirements

The law establishes the eligibility requirements for nominees as follows:

An appointee under this subsection must have expertise in commerce and industry, fisheries and wildlife, forestry or conservation issues as they relate to the commission's jurisdiction and must:

- A. Reside in the commission's jurisdiction;
- B. Work in the commission's jurisdiction; or
- C. Be a former resident or be retired after having worked for a minimum of 5 years within the commission's jurisdiction.

Nomination Process

The board of county commissioners must advertise and select a nominee in the same manner as the county advertises personnel positions. Once the county commissioners have chosen their nominee, they must notify the Legislature in writing by *sending two letters* on County Commissioner office stationery identifying the full name and legal residence of the nominee and

the date of the County Commissioners' vote to nominate that person. The letters, accompanied by the nominee's resume and the three legislative forms completed by the nominee, must be addressed to the President of the Maine Senate *and* to the Speaker of the House of Representatives with copies to the Executive Director of the Legislative Council and mailed in an envelope marked "Confidential - LUPC Nomination" to:

Maine Legislature

Legislative Information Office, Office of the Executive Director

100 State House Station, Augusta, ME 04333-0100

Attn: Casey Milligan, Manager

The letters should be delivered within five business days of the county commissioners' vote.

Legislative Process

Once the Legislature has received the nomination, the Legislative Information Office will forward the materials to the appropriate joint standing committee of the Legislature and work with the committee to schedule a public hearing on the nomination. When a date has been set for the public hearing, the county will be notified of the date, time, and location of the hearing. At the public hearing, the county will be given the opportunity to present the nominee and state its support for the nominee. Presentation of the nominee by one of the sitting county commissioners is preferred. The Legislative Information Office will also contact the nominee directly regarding the hearing process. The nominee will be advised to prepare and present a statement (written or oral) at the hearing in support of their nomination.

Following the hearing, the joint standing committee will vote on the nominee. The vote is the committee's recommendation to the Maine Senate, and the Senate will schedule a session to vote on that and other nominations that come before it. The Senate's decision on the nomination is final.

If the County or any nominee has questions about the forms or the legislative confirmation process, they are welcome to contact the Manager of the Legislative Information Office, who coordinates the administrative aspects of the confirmation process for the Legislature at 287-1692.

Failure to Nominate a Commissioner

Please note that if a county fails to nominate a member to the commission within 90 business days of a vacancy on the commission to be filled by that county, the Governor must nominate a resident of that county to fill the vacancy. Because there is no requirement that the legislature receive notice of a vacancy on the commission (by term expiration, resignation, or otherwise), it cannot reliably inform counties of vacancies. For county commissioners to be afforded full opportunity to make their nominations to the commission, counties should file a request with the Executive Director of the Maine Land Use Planning Commission, renewed annually, that the county be notified whenever a vacancy on the commission occurs (mailing address: 22 State House Station, Augusta, ME 04333-0022).



Proclamation



*Honoring Aroostook County's
Emergency Management Agency Officials*

WHEREAS, Spirit of America Foundation cherishes County Officials' help with its program and created 'County Officials Appreciation Month', in 2025 dedicated to Emergency Management Agency Directors and Their Employees, to express gratitude;

WHEREAS, County Officials make personal sacrifices to serve constituents and deserve more public recognition/respect than they generally receive;

WHEREAS, County EMA Director is primarily responsible for developing and executing emergency preparedness plans, coordinating response efforts during disasters, and overseeing the overall emergency management operations within the county;

WHEREAS, County Emergency Management Agency is an invaluable link between municipalities and the state;

WHEREAS, County EMA Employees provide support and leadership in preparedness, response, recovery and mitigation to local, business and volunteer partners;

WHEREAS, Aroostook County much appreciates the services afforded by its EMA Office;

NOW THEREFORE, BE IT PROCLAIMED that AROOSTOOK COUNTY, MAINE designates April 2025 as "EMA COUNTY OFFICIALS APPRECIATION MONTH" and urges our citizens to show gratitude to their County Officials and especially to the EMA Director and Their Employees for all they do to make this a better County.

SIGNED AND SEALED

Aroostook County Commissioners

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 24, 2025
TO: Ryan D. Pelletier, County Administrator
FROM: John Gibson, Community Services Director
RE: Ambulance Services for North Yarmouth Academy Grant, T1R4, and T1R5

Attached is the proposed Ambulance Service Agreement with the **Patten Ambulance Service** for North Yarmouth Academy Grant, T1R4, and T1R5.

This agreement is for a mini term add on contract effective **5/1/2025 – 12/31/2025**.

The cost of this mini term add on contract is \$9,000

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



Patten Ambulance Service

Ambulance Service Contract of Coverage

Contract Period 05/01/2025 to 12/31/2025

(Mini Term Add on Contract)

Town of Patten (dba) Patten Ambulance Service

Aroostook County U.T.

Purpose

Patten Ambulance Service agrees to provide Ambulance Service to the Aroostook County U.T. This agreement shall be for the period stated above. Area covered will be: North Yarmouth Academy Grant, T1R4, T1R5. This contract is a add on contract and does not replace other contracts between the parties. Note: this contract does not cover Molunkus.

Equipment

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

Po Box 260
Patten, ME 04765

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



Patten Ambulance Service

Personnel

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

Administrator

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

Contract Cost

Aroostook U.T. agrees to pay the contract cost on or before October 1st of this contract period. The amount for this contract will be in the amount of \$9,000.00 for this part year contract. This is a add on contract and does not replace other contracts between the parties.

Po Box 260
Patten, ME 04765

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



Patten Ambulance Service



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

TOWN OF PATTEN DATED: _____, 20__

By _____

By _____

By _____

By _____

By _____

Public Safety Director DATED: 2/24, 2025

By Brian A. Mowbray

Aroostook County U.T. DATED: _____, 20__

By _____

By _____

By _____

BY _____

Po Box 260
Patten, ME 04765

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



Aroostook County
Sheriff's Office

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


Patrol

Transportation

Corrections

Civil Process

Memorandum

To: Peter A. Johnson, Sheriff
From: Commander Craig L. Clossey, 
cc:
Date: February 18, 2025
Re: New Part-Time Corrections Office

Sheriff,

Former Officer Shawn Little has applied to work as a part-time Corrections Officer. Officer Little started at the Sheriff's Office in 1999 until May of 2024. He is still eligible for certification as a Corrections Officer in Maine, provided he is hired and fulfills the MCJA requirements. He has completed all background checks successfully.

I recommend that Shawn Little be hired as a part-time corrections officer at step 13 at \$21.87 per hour for consideration of his 20 years of relevant service.

Thanks,


Cmdr.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319

Shawn David Little

Work Experience:

Employer: Department of Homeland Security, Customs and Border Protection, Office of Facilities and Asset Management, Border Patrol and Air and Marine Program Management Office

Position: Maintenance Mechanic

Dates: May 2023 – Current

Duties include but are not limited to the following: oversee the daily operations of several CBP facilities throughout the State of Maine; inspect, maintain, and repair CBP property, diagnose mechanical issues and perform necessary repairs; perform preventative maintenance on facility equipment including generators, HVAC systems, security systems; maintain inventory of spare parts and tools; follow proper safety procedures when handling hazardous materials; maintain spreadsheets and maintenance logs of policies, procedures, and financial records; use Microsoft Office programs to complete daily processes

Employer: Aroostook County Sheriff's Office

Position: Corrections Officer

Dates: May 1999 – May 2023

Duties include but are not limited to the following: oversee daily operations of the facility; provide security of inmates; complete the daily Control Day Logs and incident reports using Microsoft Office programs; administrator in charge of maintaining surveillance cameras and computers; perform the intake process of incarcerated inmates; oversee the maintenance of the facility; provide transport and security of prisoners; on-call Supervisory Officer; maintain annual compliance in Firearms Qualification and CPR / First Aid

Employer: US Army National Guard

Position: E4 CPL

Dates: March 1998 – March 2004

- Official qualification description was as follows: MOS 13B – Artillery
- TCCC Combat Lifesaver Course Completion
- Worked in the Supply and Maintenance Support Unit
- Worked full-time temporary orders for six months with the Engineer Battalion to renovate the Houlton, Maine Armory

Job Related Training:

- Firearms Qualified
- CPR / First Aid
- Hazardous Materials Awareness Certificate
- Fire Suppression Certificate
- HAZMAT Training Certificate

Education:

Maine Criminal Justice Academy Graduate
Vassalboro, Maine

University of Maine at Presque Isle
Presque Isle, Maine

Hodgdon High School
Hodgdon, Maine

References:

Aaron Neureuther Phone: (207) 540-3327
Stephen Wright Phone: (207) 694-1391
Timothy Ivey Phone: (207) 538-0644

TODD R. COLLINS
District Attorney

STATE OF MAINE

144 Sweden Street
Caribou, ME 04736-2353
207-498-2557
FAX 207-493-3493

KARI WELLS-PUCKETT
Deputy District Attorney



27 Riverside Drive
Presque Isle, ME 04769-2730
207-764-0504
FAX 207-764-2046

CHRISTIANA REIN
MATTHEW HUNTER
AMANDA BRIDGES
IAN M. ANDERSON
Assistant District Attorneys

26 Court Street, Suite 101
Houlton, ME 04730
207-532-4294
FAX 207-532-1504

OFFICE OF THE DISTRICT ATTORNEY
AROOSTOOK COUNTY
PROSECUTORIAL DISTRICT NUMBER 8

March 11, 2025

Aroostook County Commissioners:

Gentlemen,

I am requesting that the County approve the hiring of

April Duffy

As Policy and Treatment Recovery Coordinator for the District Attorney's Office.

I appreciate your consideration of this request at your March 2025 meeting. Until then,

Be Well and Stay Safe,

Todd R. Collins
District Attorney, Aroostook County

April Duffy



January 2, 2025

Attn: Joyce Findlen
Human Resources Department
144 Sweden St. Ste. 1
Caribou, Me. 04736

To whom it may concern,

I am writing to express my interest for the Policy and Treatment Recovery Coordinator position within the District Attorney's Office. I believe my experience working for Aroostook County in the DA's Office as an Administrative Assistant appropriately aligns with what is required of this new position. I am confident that my skill set, knowledge, and my existing experience would be a continued asset.

My attention to detail, organizational skills, and office professionalism are what I believe would set me apart from possible other candidates. I am a direct and assertive communicator, all while maintaining strong, friendly, and social relationships with colleagues both past and present.

In conclusion to the above, I'm eager to step outside of my comfort zone as an Administrative Assistant and obtain a more challenging role. I believe in myself, my fellow co-workers, and the work being done within our beautiful county.

I appreciate your time and consideration and look forward to discussing this position with you further.

April L. Duffy

April L. Duffy

April L. Duffy

Education:

Beal College	2008-2010	Human Services*
University of Maine in Augusta	2003-2005	Veterinary Technology
Houlton High School	2003	Graduate General Studies

Qualifications:

- Proficient with Microsoft Office (Excel, Word, PowerPoint & Publisher)
- SBI reporting
- Administration support to prosecutors and law enforcement officers
- Positive interpersonal/communication skills
- Handling confidential/sensitive information
- Preparing official court documents
- File management / paperless record keeping.
- First review of all LEO reports
- General office duties
- Data collection/entry
- Very well organized
- Ability to multitask efficiently and effectively.
- Criminal History checks

Employment History:

- **County of Aroostook; Houlton, Maine**
Legal Assistant | November 2018 – *CURRENT* – 40+ hours weekly
- **F.A. Peabody Company; Houlton, Maine**
Accounts Manager | March 2014 – November 2018 – 40 + hours weekly
- **Bristol Bay Lodge; Dillingham, Alaska**
House Staff | June 2013 – September 2013 – 100 + hours weekly
- **St. John Spice; St John, US Virgin Islands**
Customer Service | November 2011 – May 2013 (*WINTERS*) – 35 hours weekly
- **Jordan Pond House/Acadia National Park; Seal Harbor, Maine**
Server/wait staff | May 2011 – October 2012 (*SUMMERS*) – 40+ hours weekly
- **Katahdin Cedar Log Homes; Oakfield, Maine**
Customer Service Representative | April 2010 – May 2016 (When needed)
- **MAPS Shelter Services DBA Stepping Stones; Bangor, Maine**
Case Aide | September 2006 – March 2010 – 40+ hours weekly
- **Dysart's Restaurant; Hermon, Maine**
Server | June 2003 – September 2006 – 40+ hours weekly

References:

District Attorney Todd Collins: County of Aroostook
144 Sweden St. Caribou Maine (207) 498-2557

Deputy District Attorney Kari Wells Puckett: County of Aroostook
27 Riverside Dr. Presque Isle Maine (207) 764-0504

Assistant District Attorney Matthew Hunter: County of Aroostook
27 Riverside Dr. Presque Isle Maine (207) 764-0504

County of Aroostook

COMMISSIONERS' OFFICE

FACILITIES DIRECTOR

ROY GUIDRY



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
PRESQUE ISLE

WILLIAM T. DOBBINS
HOULTON

DANIEL V. DEVEAU
CYR PLANTATION

DT: March 10, 2025

TO: Ryan D. Pelletier, County Administrator

FR: Roy Guidry, Facilities Director

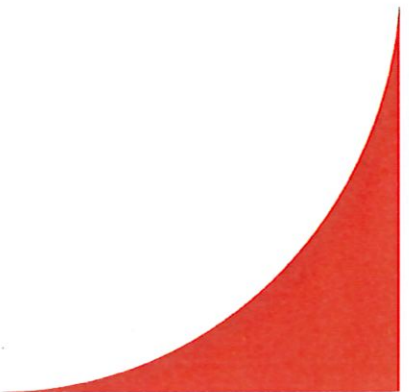
RE: Caribou Courthouse HVAC Replacement 2025

The County of Aroostook has received a proposal from Honeywell Corporation to remove and replace the existing HVAC system that operates the climate control for the District Courtroom, District Court clerks office, judges chamber, District Attorney's offices, Probation offices as well as all hallways and restrooms on the District Court side of the building.

The existing HVAC system is out of service and can no longer be repaired or modified due to its age and new regulations regarding refrigerants and air quality standards. The proposed project would need to begin in April 2025 in order to be completed by October 2025.

Attached to this letter is the Proposal Overview which includes the Scope of Work, Budgetary Pricing, and the Development Timeline. It is my recommendation to proceed with this project as presented by Honeywell Corporation. We have had a long standing service contract with Honeywell Corporation, we currently operate with some of their proprietary equipment, their technicians have been reliable and have years of experience with our complex HVAC systems.

All funding options and determinations would be made by the County Administrator and the Board of County Commissioners.



County of Aroostook Courthouse HVAC Upgrade Proposal Overview

March 4, 2025

Agenda

1. Review Scope of Work Options
2. Contractual Approach/Budgetary Pricing
3. Development Timeline
4. Next Steps

Scope of Work Option 1

1. Demolition/Removal of existing equipment including AHU2, rooftop air cooled condensing unit & refrigerant piping, disconnect power, adjacent steam & condensate piping, valves and accessories, condensate drain piping, & existing outdoor air ductwork
2. Provide a new packaged AHU2 w/ steam heating, DX coil & VFD for fan speed control
3. Provide new supply and return ductwork
4. Roof work to accommodate upgrade
5. Provide 6 new variable air volume (VAV) boxes w/ steam heating coils
6. Provide new insulated steam and condensate piping, valves and accessories to AHU2 steam coil and 6 new VAV boxes
7. Provide new DDC controls and air balancing of new AHU2
8. Provide all required engineering and project management for a turn-key project

Scope of Work Option 2

1. Demolition/Removal of existing equipment including AHU2, rooftop air cooled condensing unit & refrigerant piping, disconnect power, adjacent steam & condensate piping, valves and accessories, condensate drain piping, & existing outdoor air ductwork
2. Provide a new packaged AHU2 w/ **hot water** heating, DX coil & VFD for fan speed control
3. Provide new supply and return ductwork
4. Roof work to accommodate upgrade
5. Provide 6 new variable air volume (VAV) boxes w/ **hot water** heating coils
6. Provide new insulated **hot water** piping, valves and accessories to AHU2 **hot water** coil and 6 new VAV boxes
7. **Provide 1 new condensing boiler in mechanical room that is vacated by existing AHU2. Leave adjacent space for future boilers**
8. **Provide LP gas piping, combustion air & vent ducts, condensate drain piping for new boiler, 2 new heating water pumps, low temperature hot water insulated supply and return piping,**
9. Provide new DDC controls and air balancing of new AHU2 and VAV Boxes
10. Provide all required engineering and project management for a turn-key project

Addendum to Proposal.

Option 1 is a viable option but is not optimal for heating due to the fact we have a steam boiler. Steam heat running through radiators is a very inefficient method of heating. This is due to the extreme heat that enters the baseboard lines and loses its heating ability with each new fixture it enters. It is very hard to regulate the temperatures due to the fact the first few places it heats become very warm, subsequently the thermostat is turned down and now the rest of the lines suffer due to lack of flow. Hot water baseboards are more efficient at transferring heat.

Option 2 is not a viable option due to the complexity of adding propane fuel to our systems. This would involve the use of many large tanks (6 tanks, 4' x 16' in length). If we did find a place to place them the permitting would use up most of our valuable construction weather. This was discussed at length in a meeting between Honeywell's engineer's, building site manager's, technicians and myself on March 13, 2025.

The solution to this is to use a system that is used in most high-rise buildings. You use a steam boiler (which we have) to get your quick hot temperatures and send it to a steam to hot water heat exchanger and then run hot water through your baseboard system. This proposal is being engineered and will be ready for presentation at the upcoming County Commissioners Meeting on March 19. The estimated budget would be somewhere in between Option 1 and Option 2's budget.

This is the optimum solution to the HVAC situation in my and the Honeywell engineer's opinions.

Roy Guidry

Contractual Approach/Budgetary Pricing

1. Contractual approach is to finance/fund project through 10-year extension of existing Honeywell service agreement
2. Budgetary Cost of Option 1 is \$1.25M and Option 2 \$1.5M
3. 2025 existing annual service contract cost is \$109,650
 - a) Option 1 adds 38 quarterly payments of \$50,818
 - b) Option 2 adds 38 quarterly payments of \$60,981

Development Timeline

1. Select Project Option by 3/17
2. Present Contract for Execution by 4/4
3. Execute Contract by 4/18
4. Order Equipment by 5/2
5. Construction Completion in October