

## MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING  
WEDNESDAY, MARCH 19, 2025 1:00PM  
ADMINISTRATIVE HEARING ROOM, CARIBOU COURTHOUSE, CARIBOU

**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  
Dana Gendreau, Finance Director  
Roy Guidry, Facilities Director  
Todd Collins, District Attorney  
Steve Sullivan, Deputy Director Property Tax Division  
Lisa Whynot, Unorganized Territory Property Tax Division  
Justin McMann, Property Tax Division  
Steve Pelletier, ARPA Administrator - Zoom  
Tammy Pelletier, Operations Assistant

ART. 1. Commissioner William Dobbins called the meeting to order at 1:02 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 the animal control agreement with the town of Mapleton for services in Scopan.

**MOTION:**

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

**VOTE:**

Motion voted on and passed.

ART. 5. Commissioner Dobbins entertained a motion for approval of the February 19, 2025 Commissioners' Meeting minutes.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the meeting minutes of February 19, 2025.

**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. Ms. Lisa Whynot, Mr. Justin McMann and Mr. Steve Sullivan from the Property Tax Division of Maine Revenue Services presented an overview of how the state calculates property valuations and how that is applied to the 482 towns and 12 unorganized territories in Maine.

No motion necessary.

ART. 8. Mr. Ryan Pelletier provided the Commissioners with information regarding the upcoming Aroostook Municipal Association Community & Business networking event to be held April 17<sup>th</sup> at the Northeastland Hotel in Presque Isle. Tammy Pelletier will follow up with the Commissioners regarding attendance for the event.

No motion necessary.

ART. 9. Mr. Ryan Pelletier presented for discussion the current Jail Study Commission membership. There are 2 vacancies to be filled due to members no longer being in their appointed or elected roles. Vacancy will be advertised for 1 appointed official member and 1 elected official member, while also trying to maintain the geographic makeup of the committee.

No motion necessary.

ART. 10. Mr. Ryan Pelletier presented for consideration an update on Enterprise Fleet Management. The agreement has the potential to save the county over \$2 million over a 10-year period.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to move forward with an agreement with Enterprise Fleet Management.

**VOTE:**

Motion voted on and passed.

ART. 11. Commissioner Paul Underwood presented for consideration the nomination of Donald Tardie as LUPC Commissioner.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the nomination of Donald Tardie as LUPC Commissioner.

**VOTE:**

Motion voted on and passed.

ART. 12. Ms. Tammy Pelletier presented for consideration a Spirit of America Proclamation to designate April 2025 as EMA Officials month.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the Proclamation to designate April 2025 as EMA Officials month.

**VOTE:**

Motion voted on and passed.

ART. 13. Mr. Ryan Pelletier, on behalf of Mr. John Gibson, presented for consideration the ambulance services agreement with the town of Patten for coverage in North Yarmouth Academy Grant, T1R4 and T1R5.

**MOTION:**

Motion by Daniel Deveau, seconded by Paul Underwood to approve the ambulance services agreement with the town of Patten for coverage in North Yarmouth Academy Grant, T1R4 and T1R5.

**VOTE:**

Motion voted on and passed.

ART. 14. Sheriff Peter Johnson presented for consideration the hiring recommendation of Shawn Little as part-time corrections officer.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the hiring of Shawn Little as part-time corrections officer.

**VOTE:**

Motion voted on and passed.

ART. 15. Mr. Ryan Pelletier, on behalf of Todd Collins, presented for consideration the hiring recommendation of April Duffy as policy & treatment coordinator.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the hiring recommendation of April Duffy as policy & treatment coordinator.

**VOTE:**

Motion voted on and passed.

ART. 16. Mr. Roy Guidry presented for consideration a recommendation for an upgrade to the HVAC system at the Caribou Courthouse. System is pre-1983 and can no longer be serviced and must be replaced to provide adequate heating and air conditioning to all sections of the building. Project costs are estimated at \$1.3 million and the current contractor, Honeywell, will spread the cost over 10 years.

**MOTION:**

Motion by Paul Underwood, and seconded by Daniel Deveau to approve the HVAC system upgrade at the Caribou Courthouse.

**VOTE:**

Motion voted on and passed.

ART. 17. County Commissioners Report

Commissioner Dobbins reported that MCCA is focused on jail funding and the bill to add LUPC appointees by the State that does not require appointees to live in the LUPC district. Insurance claims are down a little with only 9 new cases in 2025 so far, most are car/deer accidents, inmate claims and a cyber claim from Franklin County.

Commissioner Deveau reported that he will be providing testimony in Augusta this week against the LUPC bill.

ART. 18. Other Business

Mr. Ryan Pelletier, on behalf of John Gibson, presented for consideration the animal control agreement with the town of Mapleton for services in Scopan.

**MOTION:**

A motion was made by Daniel Deveau, seconded by William Dobbins to approve the animal control agreement with the town of Mapleton for services in Scopan.

**VOTE:**

Motion voted on and passed.

ART. 19. At 3:09 pm, the following motion was made by William Dobbins and seconded by Daniel Deveau:

“I move that we enter into the Executive Session, pursuant to Title 1 MRSA 405(6)(A) to discuss A) Retirement return to work policy; B) Employee request; and C) Proposed exempt & non-exempt personnel salary structure.”

Upon return from executive session at 4:03 pm, no action was taken on A) Retirement return to work policy; B) Employee request; and the following motion was made by William Dobbins, and seconded by Daniel Deveau to approve the proposed exempt & non-exempt personnel salary structure. Motion voted on and passed.

ART. 20. Adjournment.

**MOTION:**

A motion was made by Daniel Deveau, seconded by William Dobbins to adjourn the meeting at 4:05 pm.

**VOTE:**

Motion voted on and passed.

ATTEST: A True Copy  
of Commissioners' Meeting

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

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

AROOSTOOK COUNTY COMMISSIONERS  
DATE: April 16, 2025



## Application Copy

File Number: 59336

Job Type: Renewal Application

LICENSE # AGN-05-104284	APPLICATION DATE RECEIVED 2025-03-31
LICENSE TYPE Off-Premises: Agency Liquor Store	LICENSEE JENNIE BEAULIEU
AGENT NAME	EFFECTIVE DATE 2024-04-18
EXPIRES 2025-04-17	STATUS Active
PREMISES NAME MARTIN'S GENERAL STORE	
NEW SECONDARY LICENSE(S) None selected	
PREMISES TYPE Agency Liquor Store	PREMISES NAME MARTIN'S GENERAL STORE
OPERATOR JENNIE BEAULIEU	
PHYSICAL ADDRESS 247 SINCLAIR RD SINCLAIR ME 04779	
MAILING ADDRESS 247 SINCLAIR RD SINCLAIR ME 04779	
CONTACT NAME JENNIE BEAULIEU	PREFERRED CONTACT METHOD Email

CONTACT PHONE  
(207) 543-6422

ALTERNATE PHONE

FAX

EMAIL  
[REDACTED]

QUESTIONS

**Off-Premises: Agency Liquor Sto**

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

No

6. Will any other person including spouse, children or other immediate family members have any interest either directly or indirectly in your license?

No

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

No

8. 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

9. 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

10 Do you have a manager employed?

No

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

No

12 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

13 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

14 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?

No

15 Have you had any instances with your beer and/or wine wholesaler or the Bureau where your payment has been returned for insufficient funds?

No

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

Yes

17 Do you sublet any part of your premises?

No

18 At which address are your business records located?

247 Sinclair Road  
Sinclair, Maine

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

Monday to Saturday 8am to 8pm  
Sunday 8am to 6pm  
Summer hours Sunday to Saturday 8am to 8pm

20 What is your current on-hand inventory for spirits?

██████████

21 Please list the current annual retail sales of spirits, beer and wine in dollars.

██████████

22 What is the wholesale value of your inventory in groceries fit for human consumption and merchandise compatible with malt liquor or wine (e.g., tobacco, paper products, glassware)? Please do not include gasoline, oil, vehicles or parts, or other incompatible items.

██████████

## DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Premises Floor Plan	Floor plan.pdf	
Maine Health or Agriculture License	Certificate resale.pdf	
Corporate Supplemental Form	Floor plan (1).pdf	

## APPLICANT

**JENNIE BEAULIEU**

## DECLARATION

- I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

# Resale Certificate

This Certificate is issued to  
**JENNIE BEAULIEU**  
**MARTIN'S GENERAL STORE**

MARTIN'S GENERAL STORE  
PO BOX 151  
SINCLAIR ME 04779-0151

Certificate Number: 1062464  
Date Effective: May 16, 2023  
Valid Through: December 31, 2025  
Business Description: Grocery

This is to certify that the above named business is authorized to purchase during the period indicated on this certificate: (1) tangible personal property to be resold in the form of tangible personal property, or (2) a taxable service to be resold as the same taxable service. **This certificate cannot be reassigned or transferred and can only be used by the above business or its authorized employees. This certificate is void if the business has ceased operating or if the certificate has been altered.**

I understand that if the items purchased for resale are not resold but are instead used by the purchaser for its own purpose, the purchaser will be held liable for Use Tax.

Purchase Description:

Presented to: (Insert name of seller)

Date:

Presented By: (Purchaser)

Date:

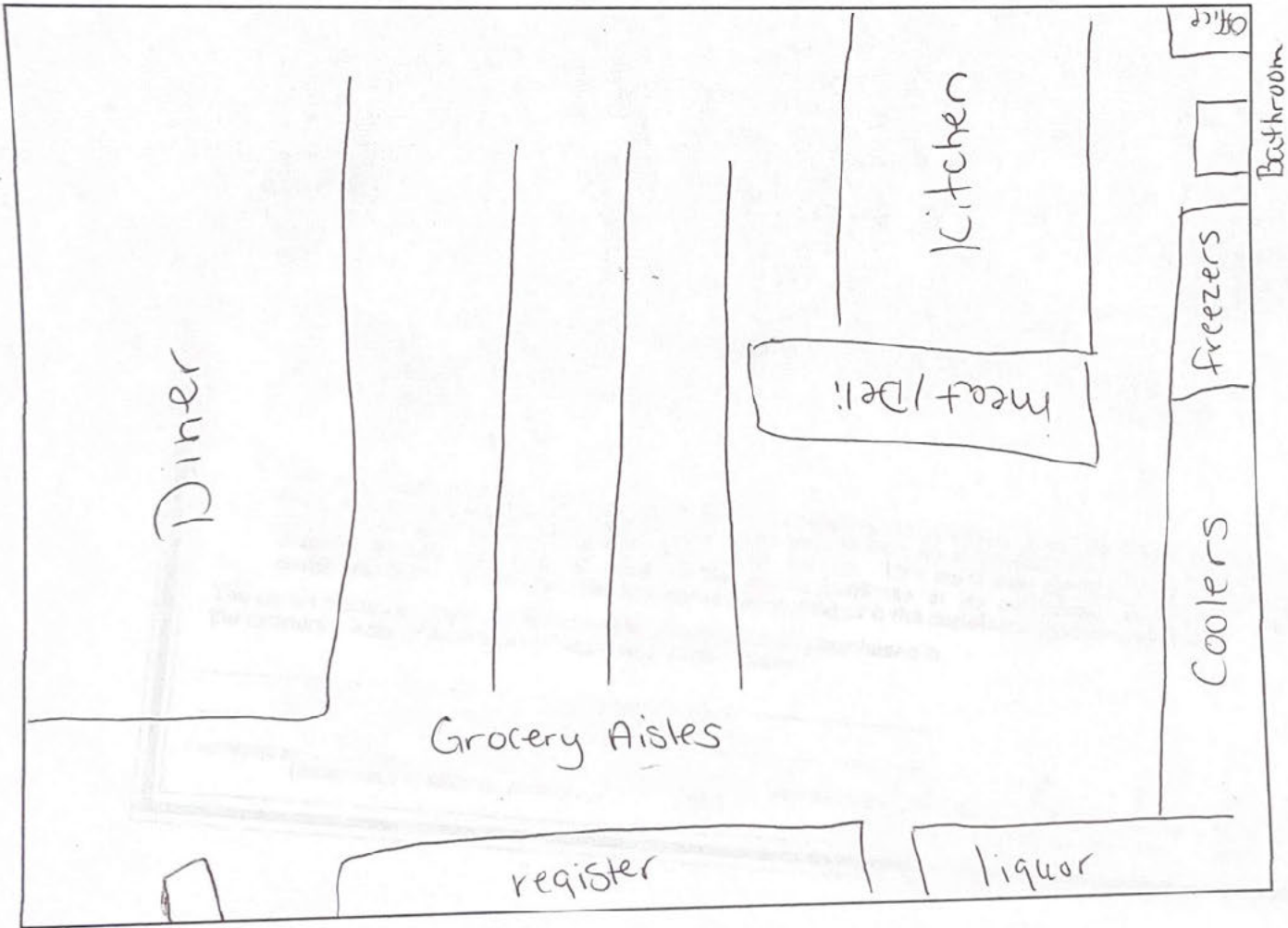
*Jennie Beaulieu* 6/11/23

\*This certificate is non-transferable and must be returned to Maine Revenue Services when operations cease.\*

Go Paperless - Visit the Maine Tax Portal at [revenue.maine.gov](http://revenue.maine.gov) to file and pay today.

application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including to follow: • Entrances • Office area • Kitchen • Storage Areas • Malt/Wine Coolers • Display Cases & Shelves • Dining Rooms • Restrooms • All Inside areas that you are requesting approval.



Off Premise Application Rev. 8/2018 Replace 5/2017

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Martin's General Store

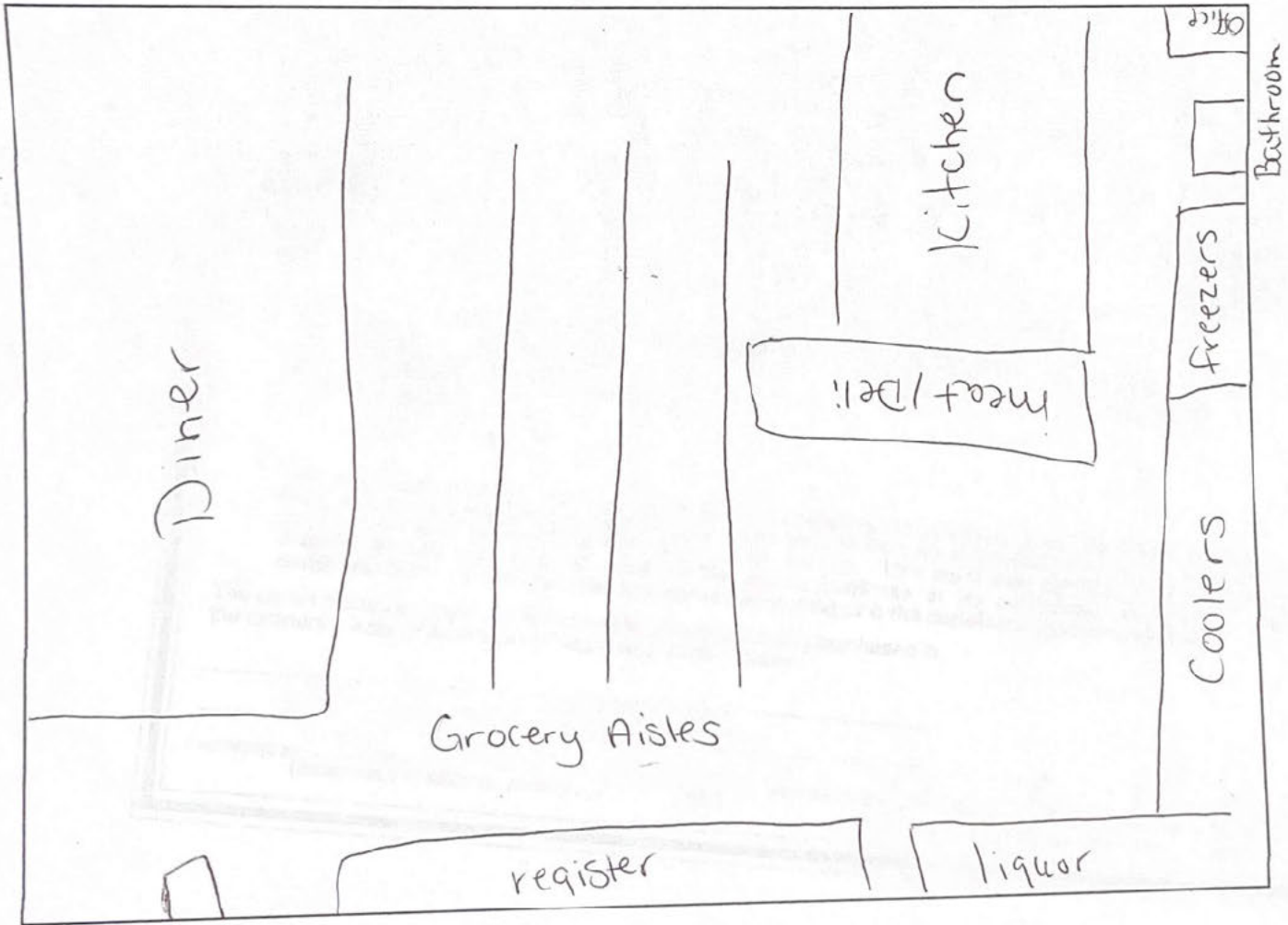
247 Sinclair Road

Sinclair, ME 04779

Jennie Beaulieu

application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including to follow: • Entrances • Office area • Kitchen • Storage Areas • Malt/Wine Coolers • Display Cases & Shelves • Dining Rooms • Restrooms • All Inside areas that you are requesting approval.



Off Premise Application Rev. 8/2018 Replace 5/2017

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Martin's General Store

247 Sinclair Road

Sinclair, ME 04779

Jennie Beaulien

## Director Peter Rogers Report to the Aroostook County Commissioners

April 16, 2025

Commissioners, thank you for this opportunity to present you with a summary of Maine Emergency Management Agencies' observations of Aroostook County Emergency Management Agency, EMA.

First, Maine Law 37B requires the MEMA Director to brief the status of emergency management preparedness to the County Commissioners periodically.

Let me start by establishing the fact that "all emergencies happen at the local level" and to that end MEMA's role is to coordinate a higher-level state response to assist any community that is impacted by a disaster.

A good response from the state level cannot happen without good coordination and communications from the County level.

I am pleased to report that Aroostook County is one of the **most aggressive** agencies in the state when it comes to being on top of emergency situations, events and reporting to me at the State level. I can always reach Darren when an event is occurring or if I need help getting information out to or from the other 15 counties. He has proven himself as a leader holding the County Directors Council Chair position for many years now.

Aroostook County is always forward leaning and on top of the response, while also looking ahead for future threats or potential issues. You can trust that your County EMA is working around the clock to mitigate issues.

EMA typically focuses on 4 key areas -- Response / Recovery / Mitigation and Preparedness

**Response:** Darren's years of experience as a first responder, a fire chief and many other roles helps to ensure that he is always on top of any event. While MEMA stands at the ready to provide assistance and guidance to any county that has an event, I know that the majority of the time Aroostook has things well in hand and will keep me posted on what is happening in the county.

Darren is one of only a few people who can operate not only as an EMA Director, but also as a qualified incident commander. He is currently working on this qualification at a national level which I'm sure he will achieve.

You may not be aware, but starting back before September 11, 2001, your EMA office has worked to ensure that there is a capability to respond to terrorist and haz-mat incidents in your area. Most recently, we have seen a trend of these regional teams closing all over Maine. Aroostook has done an amazing job of not only keeping a team but keeping all three of them. I know this has taken a lot of work reaching out to various first responder agencies, and meeting on nights and weekends with both the agencies themselves and local government officials to keep the teams in the county and to keep them training in these critical skills.

You may also be aware of the many extended days, nights and weekends that your EMA office worked through the COVID pandemic. These 4 people worked to ensure that hospitals, Maine CDC,

your county jail and many other facilities had the supplies needed to keep up with this emergency. This crew worked diligently for over a year and a half to ensure that everything from supplies to vaccination clinics had what they needed and that the public was as informed as it could be during this event. This while also ensuring that they maintained their other programs as much as possible with the gathering restrictions that were in place.

**Recovery:** Throughout Darren's tenure, he has seen his office work through several disasters from flooding to the COVID pandemic that has included both towns and the county itself being reimbursed for expenses incurred helping them to recover physically and financially from these events.

**Mitigation plan:** In the middle of the pandemic the 5-year Mitigation plan for all Aroostook County towns came due and your EMA team was able to complete the arduous task despite the Covid setbacks. This was a significant accomplishment during this pandemic. This is a project that they will take on again next year.

**Preparedness:** I can say without any hesitation that Aroostook County is leading the way with preparedness initiatives.

Aroostook EMA does a great job managing the mission with reduced financial assistance. They do this by assisting communities with regional projects, making any purchases with the entire region in mind and still allowing them to assist all your communities while being more cost effective.

Your EMA office works regularly with the Canadian Emergency Measures Organization to share information and training opportunities. Most recently, they saw an opportunity to create a MOU with Canada to assist one another with emergency communications when needed.

While Aroostook is at the far North end of the state, your office has taken the lead on education. Your communities don't have to travel downstate for training since your office has set themselves up to instruct them in-house and often, we are now seeing folks from other parts of the state either come to Aroostook or join remotely to participate in trainings that are offered here.

In short, the work that the Aroostook EMA office does to provide essential services to all communities and the unorganized territories is sometimes mind-blowing considering the sheer geographic area that you have, and they do it with a staff of 4. In my mind Aroostook is well taken care of and is one region of the state that I don't worry about.

In closing the Aroostook EMA is truly an asset and I consider Darren a close friend and trusted advisor.

Thank you for allowing me to share this good news with you.

Peter J Rogers  
Director,  
Maine Emergency Management Agency

April 2, 2025

TO: County Commissioners

FR: Ryan D. Pelletier, County Administrator

RE: Jail Commission Appointments

Dear Commissioners:

As you know, we currently have two (2) openings on the Jail Commission. One of the openings is the position that was held by Jeremy Smith, the town manager of Houlton who resigned earlier this year. The second position was held by Kevin Freeman, a former City Councilor in Presque Isle who did not win reelection.

We advertised the two vacancies by posting on our website, social media and emailing the vacancy notice to the towns and cities in Aroostook County. The following individuals have responded to the request:

**Appointed Town/City Officials:**

- Cameron Clark, Interim Town Manager of Houlton
- John Sutherland, Town Manager of Eagle Lake
- Sonja Eyler, Assistant City Manager of Presque Isle
- Joseph Pare, Deputy Town Clerk of Sherman
- Alan Mulherin, Town Manager of Limestone

**Elected Town/City Officials:**

- Fred Thomas, Councilor, Town of Washburn
- James Lord, Selectman, Town of Island Falls
- Randy Brooker, Selectman, Town of Limestone
- Michael Greenlaw, Councilor, Town of Fort Fairfield
- Dan Heibert, Selectman, Town of Ludlow
- Renee Deschaine, Selectman, Town of Madawaska

We have also developed an application form that we would like the Commissioners to review and approve to gather information on each candidate. (Attached) It is my suggestion that once we have received the completed applications, we set up interviews with candidates that you would like to interview for consideration.



## Aroostook County Jail Study Commission

The Aroostook County Jail Study Commission is a committee comprised of 13 individuals studying the needs of a new county jail facility. Committee members provide guidance and direction to county administration, county commissioners, and work collaboratively with consultants studying the jail and justice system in Aroostook County. The term is indefinite until a final decision regarding a new county jail is determined by the County Commissioners and citizens of Aroostook County.

Applicant Name:

Physical Address:

Contact #:  Contact Email:

Please include the name of City/Town/Municipality and years of service.

Appointed Municipal Official of  Years:

Elected Municipal Official of  Years:

Total years of service as an Appointed and/or Elected Official:

In a few sentences, briefly describe your interest and how the Jail Study Commission would benefit from appointing you as a member.

Do you have any current or past board or committee experience? If so, please list them with any positions you may have held on the board and timeframes of membership.

Please return completed application to Ryan D. Pelletier, County Administrator, [ryan@aroostook.me.us](mailto:ryan@aroostook.me.us)  
or 144 Sweden St, Ste 1, Caribou, ME 04736

\*Note: Resumes accompanied by a detailed cover letter may be accepted in lieu of this form. Cover Letter must include all details requested on this form to be accepted.

April 1, 2025

TO: County Commissioners

FR: Ryan Pelletier, County Administrator

RE: Dispatch Service Contracts

Commissioners:

I have prepared 3 options to consider on how to bill for dispatch services with contracted agencies moving forward. These options are all based on percentage of use (call volume) and multiplied by three various scenarios. These options are based on the cost (salary and benefits) of two Communication Officers (Dispatchers).

A fourth option that you should consider is to completely forego charging for dispatch services and absorb the cost within the county budget. Currently, we budget \$105,000 for dispatch revenue.

I have come to learn from speaking to other counties that we are in the minority of those counties that charge for dispatching. The only thing we need to remember is there are four communities that continue to operate their own dispatch center and while the case can easily be made that communities that don't have a need (no police, fire, or ambulance in their own community) there are those that do and therefore are paying for the service and convenience of their own dispatch service in addition to ours.

The overall portion that is attributable to our dispatch service is approximately 5-6% of the county budget.

**OPTION 1**

**Aroostook County Dispatch Contracts based on the cost to provide 2 Full Time Dispatchers**

**\$ 197,439.09**

	<u>Call Volume</u>	<u>% of Call Volume</u>	<u>New Contract</u>	<u>Current Contract</u>
Allagash	6	0.00075	148.08	585.55
Bridgewater	19	0.00240	473.85	1,303.40
Frenchville	27	0.00341	673.27	2,464.70
Grand Isle	16	0.00202	398.83	1,144.15
Hodgdon	28	0.00355	700.91	3,214.40
Haynesville	4	0.00050	98.72	367.50
Linneus	14	0.00177	349.47	2,410.80
Littleton	31	0.00392	773.96	2,442.65
Monticello	47	0.00595	1,174.76	1,820.35
Madawaska	5847	0.74040	146,183.90	46,853.99
Mars Hill	61	0.00772	1,524.23	3,332.00
NLFD	28	0.00354	698.93	1,543.50
St. Agatha	12	0.00151	298.13	1,822.80
Van Buren	687	0.08699	17,175.23	16,043.69
CAAS	418	0.05293	10,450.45	13,244.14
SAAS	652	0.08256	16,300.57	29,195.40
<b>Total:</b>	<b>7,897.00</b>		<b>197,423.29</b>	<b>127,789.02</b>

**OPTION 2**

**Aroostook County Dispatch Contracts based on the cost to provide 1 FT Dispatcher for Madawaska and 1 FT Dispatcher shared with all other entitites.**

<b>Madawasaka</b>	<b>5847</b>	<b>100%</b>	<b>98,719.55</b>	<b>46,853.99</b>
<b>Total:</b>	<b>5,847.00</b>		<b>98,719.55</b>	<b>46,853.99</b>

**\$ 98,719.55**

<b>Allagash</b>	<b>6</b>	<b>0.00292</b>	<b>288.26</b>	<b>585.55</b>
<b>Bridgewater</b>	<b>19</b>	<b>0.00926</b>	<b>914.14</b>	<b>1,303.40</b>
<b>Frenchville</b>	<b>27</b>	<b>0.01310</b>	<b>1,293.23</b>	<b>2,464.70</b>
<b>Grand Isle</b>	<b>16</b>	<b>0.00780</b>	<b>770.01</b>	<b>1,144.15</b>
<b>Hodgdon</b>	<b>28</b>	<b>0.01365</b>	<b>1,347.52</b>	<b>3,214.40</b>
<b>Haynesville</b>	<b>4</b>	<b>0.00195</b>	<b>192.50</b>	<b>367.50</b>
<b>Linneus</b>	<b>14</b>	<b>0.00682</b>	<b>673.27</b>	<b>2,410.80</b>
<b>Littleton</b>	<b>31</b>	<b>0.01512</b>	<b>1,492.64</b>	<b>2,442.65</b>
<b>Monticello</b>	<b>47</b>	<b>0.02292</b>	<b>2,262.65</b>	<b>1,820.35</b>
<b>Mars Hill</b>	<b>61</b>	<b>0.02975</b>	<b>2,936.91</b>	<b>3,332.00</b>
<b>NLFD</b>	<b>28</b>	<b>0.01365</b>	<b>1,347.52</b>	<b>1,543.50</b>
<b>St. Agatha</b>	<b>12</b>	<b>0.00585</b>	<b>577.51</b>	<b>1,822.80</b>
<b>Van Buren</b>	<b>687</b>	<b>0.33512</b>	<b>33,082.90</b>	<b>16,043.69</b>
<b>CAAS</b>	<b>418</b>	<b>0.20390</b>	<b>20,128.92</b>	<b>13,244.14</b>
<b>SAAS</b>	<b>652</b>	<b>0.31804</b>	<b>31,396.77</b>	<b>29,195.40</b>
<b>Total:</b>	<b>2,050.00</b>		<b>98,704.75</b>	<b>80,935.03</b>

**OPTION 3**

**Aroostook County Dispatch Contracts based on the cost to provide .75 FT Dispatcher for Madawaska and 1.25 FT Dispatcher shared with all other entitites.**

<b>Madawasaka</b>	<b>5847</b>	<b>100%</b>	<b>74,039.66</b>	<b>46,853.99</b>
<b>Total:</b>	<b>5,847.00</b>		<b>74,039.66</b>	<b>46,853.99</b>

**\$ 123,399.43**

<b>Allagash</b>	<b>6</b>	<b>0.00292</b>	<b>360.33</b>	<b>585.55</b>
<b>Bridgewater</b>	<b>19</b>	<b>0.00926</b>	<b>1,142.68</b>	<b>1,303.40</b>
<b>Frenchville</b>	<b>27</b>	<b>0.01310</b>	<b>1,616.53</b>	<b>2,464.70</b>
<b>Grand Isle</b>	<b>16</b>	<b>0.00780</b>	<b>962.52</b>	<b>1,144.15</b>
<b>Hodgdon</b>	<b>28</b>	<b>0.01365</b>	<b>1,684.40</b>	<b>3,214.40</b>
<b>Haynesville</b>	<b>4</b>	<b>0.00195</b>	<b>240.63</b>	<b>367.50</b>
<b>Linneus</b>	<b>14</b>	<b>0.00682</b>	<b>841.58</b>	<b>2,410.80</b>
<b>Littleton</b>	<b>31</b>	<b>0.01512</b>	<b>1,865.80</b>	<b>2,442.65</b>
<b>Monticello</b>	<b>47</b>	<b>0.02292</b>	<b>2,828.31</b>	<b>1,820.35</b>
<b>Mars Hill</b>	<b>61</b>	<b>0.02975</b>	<b>3,671.13</b>	<b>3,332.00</b>
<b>NLFD</b>	<b>28</b>	<b>0.01365</b>	<b>1,684.40</b>	<b>1,543.50</b>
<b>St. Agatha</b>	<b>12</b>	<b>0.00585</b>	<b>721.89</b>	<b>1,822.80</b>
<b>Van Buren</b>	<b>687</b>	<b>0.33512</b>	<b>41,353.62</b>	<b>16,043.69</b>
<b>CAAS</b>	<b>418</b>	<b>0.20390</b>	<b>25,161.14</b>	<b>13,244.14</b>
<b>SAAS</b>	<b>652</b>	<b>0.31804</b>	<b>39,245.95</b>	<b>29,195.40</b>
<b>Total:</b>	<b>2,050.00</b>		<b>123,380.91</b>	<b>80,935.03</b>

# Aroostook County Dispatching Services Discussion October 23, 2024

Ryan D. Pelletier  
County Administrator



1

## Welcome & Introductions

## Purpose of this meeting?



2

2

## Introduction

Aroostook County SO provides dispatching services for the Sheriff's Office and:

- 15 Local Fire Departments
- 4 Local Ambulance/EMS
- 1 Local Police Department



3

3

## Timeline of Events

**Feb.-March 2024** – County develops budget, during budget, the cost of dispatching is discussed and County Admin is asked to look into disparities among contracted entities. (Newspaper article from CC Meeting in Fort Kent).

**May 2024** – County Budget Public Hearing. County Finance Committee and Commissioners are asked to explore dispatch options including looking into county wide funding through the county tax as opposed to contracted service.

**August 2024** – County Admin receives more requests from communities to develop proposals to provide dispatching services.

**September 2024** – All towns/entities with dispatching needs are invited to attend a meeting in October to discuss dispatching in the County.

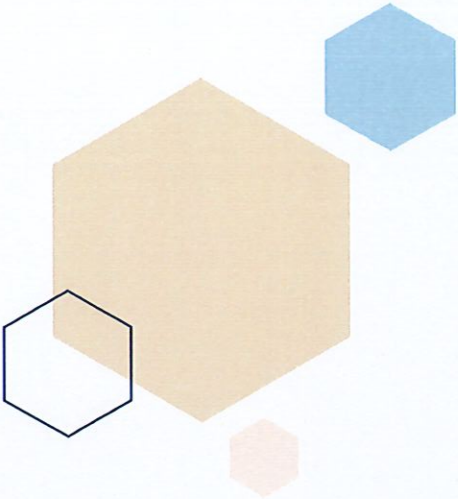
**October 2024** – Meeting held October 23

**November 2024** - County Admin to report back to Commissioners regarding feedback, options, and recommendations.



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**\$\$\$ THE COST \$\$\$**

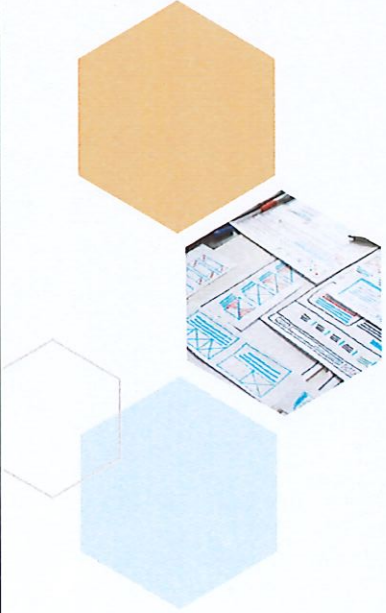
**FY 2024-2025:**

<b>Wages:</b>	<b>\$521,950.00</b>
<b>Fringe:</b>	<b><u>\$230,133.00</u></b>
<b>Total:</b>	<b>\$752,082.00</b>

- 7.5 Full Time Budgeted for FY 24-25
- 8 Full Time effective January 1, 2025
- 2 Part Time Budgeted (approximately) \$80,000

5

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**Call Volume FY 2023**

**Contracts**

**Fire:**

- Allagash – 6
- Bridgewater – 18
- Frenchville – 27
- Grand Isle – 11
- Hodgdon – 26
- Haynesville – 3
- Linneus – 21
- \*Limestone – 4
- Littleton – 22
- Monticello – 50
- Madawaska – 72
- Mars Hill – 61
- North Lakes – 35
- St. Agatha – 12
- Van Buren – 77

**Ambulance:**

- Central Aroostook – 403
- Madawaska – 1,215
- Southern Aroostook - 637
- Van Buren – 680

**Police:**

- Madawaska – 3,597

**TOTAL:** 6,977 – 43% of total call volume is contracted entities.

**Aroostook County SO Calls for Service in FY 2023:**

TOTAL: 9,208 57% of call volume is Aroostook County Rural Patrol.

<b>Total Budget:</b>	<b>\$752,082</b>
<b>Total Calls:</b>	<b>16,185</b>
<b>Cost Per Call:</b>	<b>\$46.47</b>
<b>ACSO:</b>	<b>\$ 428,686.74</b>
<b>Contracts:</b>	<b>\$ 323,395.26</b>
<b>Amount Paid By Contracts:</b>	<b>\$127,789.03</b>
<b>Deficit:</b>	<b>\$195,606.23</b>

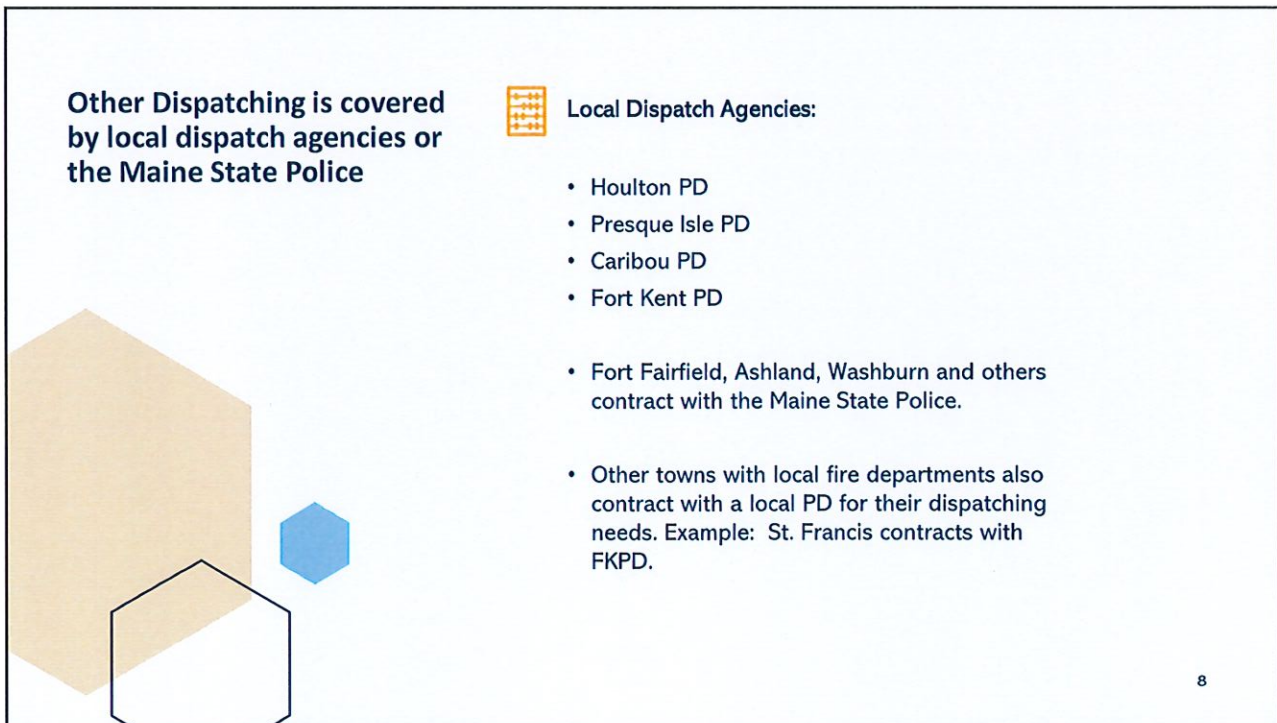
\*Limestone now with Caribou

6

6



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## Summary

The County needs to balance fairness and equity in determining the "right" amount to charge contracted entities for dispatching services.

For example, we must consider that non contracting communities and paying to subsidize other entities that have call volumes that exceed their contracted amount.

We also have to consider that calls for service while they may originate in one jurisdiction the perpetrator or person who needs emergency services may or may not be a resident of the jurisdiction where the call takes place.

My current proposal is to provide a six month contract effective Jan. 1 – June 30, 2025 based on the current formula pro-rated for six months. and

Then, develop a cost share proposal for the 12 month budget moving forward effective July 1, 2025. This could be on a per call basis, a formula that uses per call and population or a combination of per call, population and state valuation or have we reached a point where the broad county tax should just cover the cost of dispatching and do away with contracts all together? These are just ideas and I am open to suggestions!!



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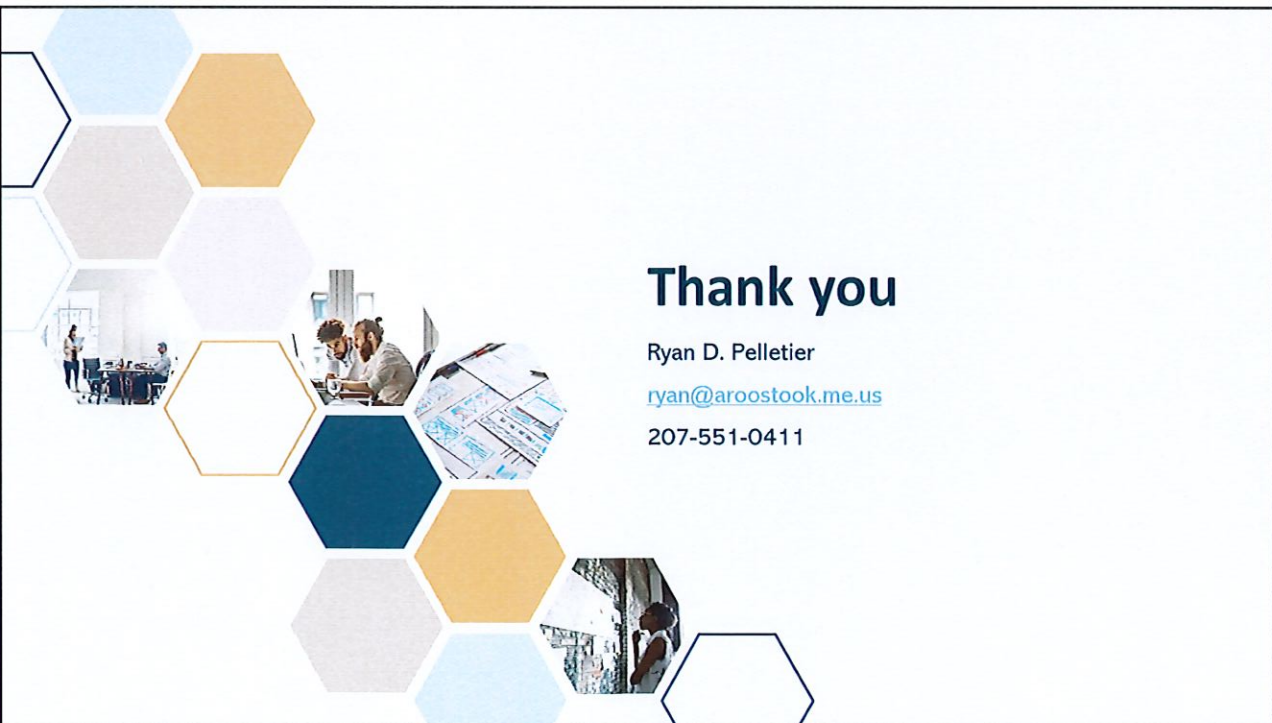
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## Thank you

Ryan D. Pelletier

[ryan@aroostook.me.us](mailto:ryan@aroostook.me.us)

207-551-0411



10

**2025 ARROOSTOOK COUNTY GRADES AND RANGES**  
**Effective July 1, 2025**  
**Elected Officials Wage Scale**

	Annual Salary	Chair Stipend	Meeting Stipend												
Commissioners	\$4,693	\$1,876	\$279												
Treasurer	\$6,304														
	Step 1 Minimum	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8 Midpoint	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 Maximum
Judge of Probate	\$ 35,360	\$36,244	\$37,150	\$38,079	\$39,031	\$40,007	\$41,007	\$42,032	\$43,083	\$44,160	\$45,264	\$46,395	\$47,555	\$48,744	\$49,963
Sheriff	\$ 82,341	\$84,399	\$86,509	\$88,672	\$90,889	\$93,161	\$95,490	\$97,877	\$100,324	\$102,833	\$105,403	\$108,038	\$110,739	\$113,508	\$116,346
Register of Probate	\$ 58,918	\$60,391	\$61,901	\$63,448	\$65,034	\$66,660	\$68,327	\$70,035	\$71,786	\$73,581	\$75,420	\$77,306	\$79,238	\$81,219	\$83,250

# COUNTY OF AROOSTOOK

<b>Policy Title:</b>	<b>Salary Administration Policy</b>
<b>Applicable Law or Regulation:</b>	<b>Federal and State Wage and Hour Laws</b>
<b>Effective date:</b>	<b>January 1, 2018; updated April 17, 2019; Updated February 16, 2022; March 20, 2024; July 1, 2025</b>
<b>Responsible Party:</b>	<b>County Administrator</b>
<b>Approved by Commissioners:</b>	<b>August 16, 2017: updated April 17, 2019; February 16, 2022; March 20, 2024</b>
<b>Last Updated:</b>	<b>March 20, 2024</b>

**Purpose/Scope:**

The purpose of this Policy is to outline the policies and procedures governing the administration of compensation for all full-time County employees not covered by a collective bargaining agreement and those elected to office.

**Statement of Compensation Objectives:**

It the County’s objective to establish and maintain a compensation system that will:

- Attract, retain, and reward qualified personnel at all levels of responsibility;
- Reflect the relative difficulty and responsibility-level of positions;
- Be externally competitive, as well as internally consistent and fair;
- Foster good employee communication by providing individual employees with information on the pay structure and its administration;
- Motivate employees to work toward achievement of the County’s goals;
- Control and predict salary expense;
- Be straightforward to administer; and
- Comply with applicable federal and state laws.

**Policy:**

The following statements express the County’s objectives and policies with respect to base pay of all employees. The County recognizes that not all these objectives may be completely achieved at all times for employees (due to budget constraints, etc.), but they are set forth herein to serve as guidelines against which proposed actions are to be evaluated.

- Establish grades and salary ranges that reflect the relative value to the County of the various positions.
- Ensure that, for comparable positions, pay rates and benefits are competitive with those offered by other employers providing similar employment;
- Adjust pay ranges when warranted by changing economic and competitive factors, as determined by an analysis of cost of living and/or periodic compensation surveys; and
- Ensure that compensation is not influenced by age, sex, creed, race, national origin, disability, or other protected characteristic.

## **Wage and Salary Surveys**

At the discretion of the Aroostook County Commissioners, the County will periodically compare salary rates to those of other Maine counties and municipalities that are similar in structure and size.

## **Fair Labor Standards Act (FLSA) Classifications**

Each position (and each employee performing that position) must be classified as "exempt" or "non-exempt," according to guidelines established under the provisions of the *Fair Labor Standards Act (FLSA)*. Those employees in positions classified as "exempt" are exempt from the overtime provisions of the Act. Those employees in positions classified as "non-exempt" are subject to the payment of overtime, according to wage and hour regulations.

## **Grade and Salary Range Structure**

In 2017, as a result of a comprehensive compensation and benefits survey, and with the assistance of an outside, independent human resources consultant, a new Grade and Salary Range structure was developed. This system is mathematically built, with 5% between each Non-Exempt grade, 10% between each Exempt grade, and 3% between each Step in both the Non-Exempt and Exempt grade structure.

In 2025, a comprehensive compensation and benefits survey was completed, and with the assistance of an outside, independent human resources consultant, a new Grade and Salary Range structure was developed. This system is mathematically built, with 5% between each Non-Exempt grade, 10% between each Exempt grade, and 2.5% between each Step in both the Non-Exempt and Exempt grade structure. The new salary structure will be effective 7/1/2025 and will move from a 13 Step scale to a 15 Step scale.

Positions were "slotted" into the new Salary Structure using the market data from the survey.

## **Guidelines for Administering Pay within Established Pay Ranges:**

- **Minimum of the Range:** An employee performing the duties of a position, as described in his/her job description, shall be paid not less than Step 1 of the salary range applicable to that position.
- **Maximum of the Range:** An employee will not receive a base pay that exceeds the maximum of the salary range applicable to that position. Once an employee's salary reaches the maximum of the salary range at Step 15, s/he will not have the opportunity to receive an increase in base pay until: 1) the employee is promoted to a higher grade level where the base pay does not exceed the top of the salary range; or 2) the pay ranges are adjusted and the maximum of the range exceeds the base pay.
- **Special Bonus.** An employee with very good performance record who is ineligible for a pay increase solely because s/he has reached the top of the salary range for his/her position, may be rewarded with a bonus equal to or less than the dollar amount of the increase to which the employee would have otherwise been entitled. Assuming the salary increase would have been processed in July, this Special Bonus would be paid in the following manner - 50% in December, and 50% in June.

## **Hiring Guidelines**

- New employees will be hired into the salary range for the position, provided they meet the minimum qualifications for the job.

### Value of Prior Experience

1. Full years of prior identical work experience, as recommended by the Department Manager/Office Holder (as applicable) and determined by the County Administrator, dating back 15 years (corresponding to 15 Steps in each salary range) will be valued at 100% for all exempt salary grades and all non-exempt grade levels. Prior related experience at Aroostook County, in the same time frame and in the same position classification, will be counted at 100%.
2. Experience will be calculated at the inception of the new Salary Structure (1/1/18) for all current employees. This calculation takes the prior related experience, calculated as described above, and is added to Step One to determine the proper Step. If there is a fraction related to the experience calculation, it is rounded up.
3. Prior related experience will be calculated in the same manner for new employees hired on or after January 1, 2018.

### Salary Increases

The Aroostook County Commissioners will consider salary increases under the following guidelines:

1. **Salary Range Adjustments.** Salary ranges will be adjusted each year based on approved cost of living increases (see below).
2. **Cost of Living Increases.** Employees may be eligible to receive annual cost-of-living increases based on the CPI-W (Consumer Price Index for Urban Wage Earners & Clerical Workers), as determined by the twelve month period ending the last day of the month in the month ending six months prior to the end of the County’s fiscal year. Any increase must be approved by the County Commissioners and the Finance Committee, and if approved, will be applied to the Salary Structure. Approved COL increases will be effective the first day of the County’s next fiscal year.
3. **Step Increase.** The County Administrator may recommend to the Commissioners, in addition to or instead of a Cost of Living Increase, a Step Increase for employees who are assigned a pay grade and range, which means that each employee’s salary would be increased by approximately 2.5% (as long as the employee is not already at Step 15). Employees with dates of hire during the second half of any fiscal year are not eligible for a Step increase until the first day of the following fiscal year.

### Salary Increase at Time of Promotion

When an employee is promoted to a position in a higher pay grade, the employee’s salary will be increased to the new grade according to the following chart:

Grade Change	Step in New Grade
Up One Grade between Grade 6 and Grade 14	Same Step in New Grade

If the promotion is more than 2 grades higher, the salary increase will be determined on a case by case basis. If the new Step would be below the minimum of the Salary Range, the salary will be at Step 1. In no event will the employee’s salary be increased to exceed the Maximum of the Salary Range.

Promotions are recommended by the Department Manager/Office Holder and must be approved by the County Administrator. Exceptions to this methodology for promotions would require the approval of the Commissioners.

**Salary Decrease at the Time of Demotion**

When an employee is voluntarily or involuntarily demoted, the employee's salary will be decreased to the new grade according to the following chart:

Grade Change	Step in New Grade
Down One Grade between Grade 6 and Grade 14	Same Step in New Lower Grade

If the demotion is more than 2 grades lower, the salary increase will be determined on a case by case basis.

**Salary Adjustments Due to Position Reclassification**

When a current position is reclassified to a different grade by the County Administrator, the following guidelines will be followed and the County Administrator will make the final decision:

- If a position is reclassified to a higher grade, incumbents will be moved to the new grade and receive an increase in pay to the same step in the higher grade. The effective date will be the beginning of the pay period following the effective date of the reclassification, or the first day of the following fiscal year when reclassifications are the result of a market study.
- If a position is reclassified to a lower grade, incumbents will be grandfathered in the current grade, and there will be no change in pay as a result of the reclassification. Any new employees hired into the position will be placed in the new, lower grade.

**Questions:**

Questions about this Policy should be directed to the County’s Human Resources Director or the County Administrator.

April 1, 2025

TO: County Commissioners

FR: Ryan Pelletier, County Administrator  
Dana Gendreau, Finance Director

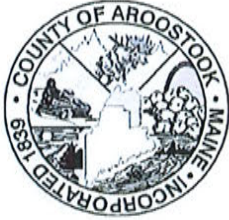
RE: Local Assistance and Tribal Consistency Fund (LATCF)

Aroostook County received a one-time \$50,000 under the LATCF program as part of the American Rescue Plan Act. These funds have been on our balance sheet and we need to designate them at this time. Aroostook was considered a "minimal receiver" due to our very little federal lands in Aroostook County, mainly, the Aroostook National Wildlife Refuge. Annually, the County receives \$725+/- annually as a Payment in Lieu of Taxes (PILT) for the Refuge and historically we have deposited that into our Miscellaneous account.

ARPA states that LATCF funds are available "for any governmental purpose other than a lobbying activity." These funds can be treated like general revenue funds or PILT payments. Examples of eligible uses include economic development, affordable housing, transportation infrastructure, and emergency services

Counties can transfer and pool funds for specific projects, so long as the funds are used and tracked in a manner consistent with the law, and can use LATCF dollars to meet non-federal matching requirements for other federal programs.

It is my recommendation that the Commissioners authorize the County Administrator to transfer the LATCF funds from the balance sheet to an economic development Reserve for the purpose of future projects consistent with the eligible uses identified by the US Treasury and furthermore direct the County Administrator that future PILT payments be deposited to this reserve.



**AROOSTOOK COUNTY PROBATE COURT**  
26 Court Street, Suite 103  
Houlton, ME 04730

Michael E. Carpenter, Judge  
Catherine G. Goff, Register  
Cynthia T. Fowler, Deputy Register

Tel. No. (207) 532-1502  
Fax. No. (207) 532-1507

**To:** Dana Gendreau  
**From:** Cathy Goff *CGG*  
**cc:** Tammy Pelletier  
**Date:** March 4, 2025  
**Re:** Probate Capital Budget

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Due to the fact that I had been with the Probate Office a total of 31 days when the budget projections for the upcoming fiscal year, I did not have any plan for the Capital Budget.

Now that I have had time to become familiar with the department, I am better able to see where we need improvements, and where we don't.

I have attached my Capital Budget projections with the following changes and requests.

I have added a line item for a "Courtroom Update." All justification is attached. The total for this project comes to \$2400. Included in this amount is \$600 for chairs but we already have a Capital line for chairs so I will use that to purchase the chairs we need for our upgrade.

Instead of asking for additional funds to make the Courtroom upgrade happen, I would like to reallocate \$1800 from the Capital Computer line. All of the workstations in the Probate office have new computers this year so we will not need to replace them within the next few years. With this reallocation, I would be able to complete the Courtroom upgrade.

I also have eliminated most of the projected appropriations for FY26. Other than the Courtroom project, the only line I would like to add for this year would be Chairs. I hope to purchase some for the Courtroom within the next couple of months but I want to have a reserve for future need of new chairs.

**Courtroom Upgrade**

<b>Items</b>	<b>Predicted Price</b>	<b>From FY25 Capital</b>	
Judges Desk	\$700.00		
Register/Witness Table	\$50.00		
Court Tables	\$310.00		
Judges Chair	\$200.00	\$200.00	
Courtroom Chairs	\$400.00	\$400.00	
Build Platform for Judge	\$440.00		
Power Strips	\$100.00		
Refrigerator	\$200.00		
Projected Project Total	\$2,400.00		
Paid from FY25 Capital		\$600.00	
<b>Balance Needed</b>			<b>\$1,800.00</b>

GARY J. MCGUIRE



March 20, 2025

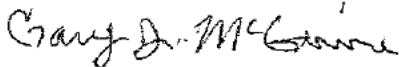
Aroostook County Sheriff's Office  
Attn: Chief Pellitier - Cummings

I am writing to express my interest in a Patrol Deputy position with Aroostook County Sheriff's Office.

As an employee, I am highly motivated and have a strong work ethic. I pride myself on my reliability and dependability and would note that in my ten-year employment with the Houlton Police Department, I only called out sick a handful of times, ultimately leaving with over 950 hours of unused sick time when I left the Houlton Police Department. I work well alone or in a group setting and have a high respect for both department policy and the chain of command. In addition, I am personable and utilize a professional but easy going communication style that permits me to gain compliance without force in most situations, though I am capable of using force when necessary.

I welcome the opportunity to further discuss my qualifications and why I believe I can best fulfill the position of Deputy. Please do not hesitate to contact me should you have any questions or require any additional materials. Thank you for your time and consideration.

Respectfully yours,



Gary J. McGuire

GARY J. MCGUIRE

EXPERIENCE

**AROOSTOOK COUNTY SHERIFF'S OFFICE, Houlton, ME**

- **MDEA Special Agent, Oct. 2021 – Present**  
Utilize prior MDEA and law enforcement experience to take a more active leadership role in task force, including development of operational and deconfliction plans (RISSafe), and assignment and coordination of plan duties; focus on large-scale conspiracy investigations resulting in multiple arrests through prolonged surveillance and advanced search techniques including preparation of preservation records and affidavits to support search warrants of electronic data (vehicle tracker; phone/social media; surveillance systems; etc.); testified in court at various hearings/trials.

**HOULTON POLICE DEPARTMENT, Houlton, ME**

- **MDEA Special Agent, March 2015 – December 2020**  
Worked as a team with other agents as part of a task force dedicated to drug crimes; developed complex cases through extensive investigations, including weekly interviews to collect intelligence; surveillance and undercover work; conducted controlled drug purchases utilizing confidential informants and electronic recording devices; testified in court at various hearings/trials.
- **DARE Officer, 2013 – 2014**  
Provided education and resources to children to encourage healthy decision-making and foster trust and community relations.
- **Patrol Officer, April 2011 – September 2021**  
Investigated complaints and responded to active crime scenes; collected evidence and prepared crime scene logs; further developed cases through searches and suspect interviews; prepared reports for prosecution; testified in court at various hearings/trials.

EDUCATION  
& TRAINING

- **GPS Tracker Training, Augusta, ME, 2017**
- **Reid Technique Interview/Interrogation, Waterville, ME, 2016**
- **Basic Drug Investigation Training, Augusta, ME, 2015**
- **Interview & Interrogation Training, Vassalboro, ME, 2013**
- **New England D.A.R.E Officer Training, Concord, NH, 2012**
- **Basic Law Enforcement Training Program, Vassalboro, ME, 2011**

SPECIALIZED  
SKILLS

- Proficient in use of Spillman & MDEA SAFE Evidence databases
- Trained in TruNarc Electronic Drug Analyzer System
- Current JPMA & CJIS training
- Firearms qualified since 2011



# County of Aroostook

144 Sweden St, Suite 1  
Caribou, Maine 04736

# Application for Employment

Equal access to programs, services and employment opportunities is available to all persons without regard to race (including traits historically associated with race, such as hair texture and protective hairstyles), religion, color, sex (including pregnancy), age, national origin, mental or physical disability, ancestry, sexual orientation, gender identity, genetic information, familial status, victim of domestic violence, 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.

### Personal Information

First Name:

Gary

Last Name:

McGuire

Middle Name:

John

Street Address:

City:

State:

Zip Code:

Email Address:

Phone Number (Home):

Phone Number (Cell):

Position(s) applied for:

Patrol Deputy

Referral Source:

Will Janakis & Richard York

### Contact Information

If necessary, best time to call you is:

Anytime

Phone Number:

May we contact you at work?  Yes  No

Best time to call you at work is: Anytime

Work Phone Number:

Ext:

N/A

### Employment Eligibility

Date Available for Work:

2 weeks

Have you submitted an application here before?

Yes

No

If yes, give date(s) and position(s):

October 8, 2021

Have you ever been employed here before?

Yes

No

If yes, give dates:

From: October 28, 2021

To:

March 20, 2025

Is this application a request for reemployment following an extended military leave of absence from this company?

Yes

No

**Employment Eligibility Continued**

Are you lawfully authorized to work in the United States?

Yes

No

Have you entered into an agreement with any former employer or other party (such as noncompetition agreement) that might, in any way, restrict your ability to work for our company?

Yes

No

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

**Employment Preferences**

What is your desired salary range or rate of pay?

Patrol pay based on years of service

Type of employment desired:

Full-Time

Part-Time

Seasonal

Educational Co-Op

Temporary

Will you travel if job requires it?

Yes

No

Will you relocate if job requires it?

Yes

No

If they have been explained to you, are you able to meet the attendance requirements of the position?

N/A

Yes

No

Will you work overtime if required?

Yes

No

If no, please explain:

**Reasonable Accommodation**

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.

**Criminal Background**

Have you ever been bonded?

Yes

No

**Criminal Background Continued**

The County of Aroostook conducts background checks.

Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime? NOTE: Answering "yes" to this questions does not constitute an automatic bar from 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:

**Employment History**

Starting with your most recent employer, provide the following information.

Employer #1:

Houlton Police Department

Phone Number:

(207) 532-2287

Street Address:

97 Military Street

City:

Houlton

State:

Maine

Dates Employed:

From: 3/30/2011

To: 10/08/2021

Starting Job Title:

Patroll Officer

Final Job Title:

Patrol Officer / MDEA Agent

Immediate supervisor and title (for most recent position held):

William Janakis

May we contact for reference?

Yes

No

Later

Email Address:

william.janakis@aroostook.me.us

Phone Number:

(603) 686-6688

Ext:

Why did you leave?

MDEA / Aroostook County S.O.

Summarize the type of work performed and job responsibilities:

Patrol & Special detail (MDEA)

What did you like most about your position?

investigations

What did you like least about your position?

Civil complaints

Employment History Continued

Employer #2:

Aroostook County Sheriffs office

Phone Number:

Street Address:

220 School Street

City:

Houlton

State:

Maine

Dates Employed:

From: October 28, 2021

To: March 20, 2025

Starting Job Title:

MDEA Agent

Final Job Title:

MDEA Agent

Immediate supervisor and title (for most recent position held):

William Campbell

May we contact for reference?

Yes

No

Later

Email Address:

William.L.Campbell@maine.gov

Phone Number:

(207) 213-7664

Ext:

Why did you leave?

Still employed

Summarize the type of work performed and job responsibilities:

Drug investigations

What did you like most about your position?

Investigations

What did you like least about your position?

Nothing

Employer #3:

None

Phone Number:

Street Address:

City:

State:

Dates Employed:

From:

To:

Starting Job Title:

Final Job Title:

Immediate supervisor and title (for most recent position held):

**Employment History Continued**

May we contact for reference?

  
Yes  
No  
Later

Email Address:

Phone Number:

Ext:

Why did you leave?

Summarize the type of work performed and job responsibilities:

What did you like most about your position?

What did you like least about your position?

**Employer #4:**

Phone Number:

Street Address:

City:

State:

Dates Employed: From: To:

Starting Job Title:

Final Job Title:

Immediate supervisor and title (for most recent position held):

May we contact for reference?

  
Yes  
No  
Later

Email Address:

Phone Number:

Ext:

Why did you leave?

Summarize the type of work performed and job responsibilities:

**Employment History Continued**

What did you like most about your position?

What did you like least about your position?

Explain if you have ever been fired or asked to resign from a job?

Never

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

When I moved to Maine I sold my bussness in Arizona which provided income. I did not seek employment in Maine until 2011.

**Skills and Qualifications**

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

See Resume

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

Software Name

Skill Level

Spillman

Basic

Microsoft Word

**Educational Background**

**School Name #1:**

Flowing Wells School District

**City/State:**

Tucson, Arizona

**# of Years Completed:**

12

**Level Completed:**

Grade 12

**Major/Minor/Certificate:**

Diploma

**School Name #2:**

**City/State:**

**# of Years Completed:**

**Level Completed:**

**Major/Minor/Certificate:**

**School Name #3:**

**City/State:**

**# of Years Completed:**

**Level Completed:**

**Major/Minor/Certificate:**

**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:

**Related Information**

When answering these questions, please exclude any information that would reveal race (including traits historically associated with race, such as hair texture and protective hairstyles), religion, color, sex (including pregnancy), age, national origin, mental or physical disability, ancestry, sexual orientation, gender identity, genetic information, familial status, victim of domestic violence, or other similarly protected status.

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

List any relevant volunteer work:

List special accomplishments, publications, awards, etc.:

**Applicant Statement and Signature**

I certify that all information I have provided in order to apply for and secure work with the 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, résumé, 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.

Continued on next page

**Applicant Statement and Signature Continued**

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 (including traits historically associated with race, such as hair texture and protective hairstyles), religion, color, sex (including pregnancy), age, national origin, mental or physical disability, ancestry, sexual orientation, gender identity, genetic information, familial status, victim of domestic violence, 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.

Signature of Applicant:

*Gray M. Guise*

Date Signed:

03/20/2025

**Important note: This job application includes attorney-approved questions prepared specifically for to hire in Maine.**



Aroostook County  
Sheriff's Office

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

Patrol

Transportation

Corrections

Civil Process

To: County Commissioners

From: Sheriff Peter A. Johnson

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

cc: Chief Deputy Erica Pelletier

Date: April 8, 2025

Reference: Full-time Dispatcher

The Aroostook County Sheriff's Office recently advertised for the position of Full-time Dispatcher for the Aroostook County Sheriff's Office and Devin Jewett applied for one of those open positions. Devin is currently working for the Maine Department of Corrections as a Probation Officer. Devin comes with several years of experience within the corrections/probation field. Devin also has an Associate Degree in Criminal Justice from the University of Maine at Presque Isle.

It is my recommendation that Devin Jewett be hired to as a Dispatcher with the Aroostook County Sheriff's Office 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

March 11, 2025

Devin Jewett



Aroostook County Sheriff's Office  
Attn: Dispatch Supervisor Ken Spittle  
25 School St., Suite 216  
Houlton, ME 04730

Dear Mr. Ken Spittle,

I'm writing to apply for the Dispatchers position that is currently advertised on the Aroostook County Sheriff's Office web site for the Houlton area. This job posting immediately stood out to me because I feel the combination of my job experience, educational background, and personal interest in helping people and my community. I have a wide range of experience working with people in crisis and with policies and procedures, as well as working with the rules and regulations in correctional law. I have gained experience working directly with the law enforcement community. I have learned how to manage crisis situations and developed effective professional relationships. I have knowledge of researching and making inquiries into situations using information collected and inputting that information into the databases with other vital information. I work well independently or as part of a team and learn new skills quickly. I feel that my job history would make me a good fit for this position.

Please consider my attached resume for employment with your agency. I look forward to speaking with you.

Thank you,

Devin Jewett

## Devin Jewett

**Objective:** To find fulfilling employment through which I can utilize the skills and experience gained over the course of my career while continuing to grow and learn.

**Education:** ██████████ Fort Fairfield High School, Fort Fairfield ME, 04742

██████████ University of Maine at Presque Isle, Presque Isle, ME –  
Criminal Justice

3 years of prerequisite and criminal justice classes, during which time I completed an internship with the Washburn Police Department.

**Work experience:**

**2020- current Maine Department of Corrections**

- **Adult Probation Officer**

Supervising and providing case management for post-conviction clients who are either on probation or are still under supervision after being released from a county jail or from a state correctional facility; using graduated sanctions to reduce probation violations and graduated incentives to encourage growth and positive change, and other essential duties such as pardons and commutation investigations for the Governor's office, pre-sentence investigations for the courts, post-sentence, pre-parole, furloughs and other investigations for the correctional facilities.

\*While recovering from a work injury, I was placed temporarily with the **DHHS HOPE** program, which was a remote work opportunity with duties as listed below.

**2023 – 2024 Department of Health and Human Services (DHHS) -  
Higher Opportunity for Pathways to Employment (HOPE)**

- **Admin Assistant**

Helping Maine families pursue training and education beyond high school and achieve their career plans by addressing barriers to success. While with this program, my work consisted of verifying documentation provided by students, data processing and maintenance, making and receiving phone calls, emails and the handling of confidential information.

**2013- Maine Department of Transportation**  
▪ **Transportation Worker I**

Duties included the plowing and maintaining of Maine roads, and other assignments, which involved construction, repair, and maintenance of vehicles, equipment, buildings, bridges, grounds, roadways and other applicable infrastructure.

**2008-2013 Long Creek Youth Development Center**  
▪ **Juvenile Program Specialist**

Duties involved the interaction, care, security, treatment, and rehabilitation of juvenile offenders detained or committed to a correctional facility. Responsibilities include providing direct care; modeling appropriate behavior, attitude, ethics, and morals; and implementing rehabilitative, protective, treatment and behavioral health programs and services.

**2005-2008 Shalom House Portland ME**  
▪ **House Manager**

Working with persons who have severe and persistent mental illness in a group home environment. Responsibilities included dispensing medication, transporting residents to appointments and managing the petty cash account.

**2001-2005 Aroostook Mental Health Center Presque Isle, ME**  
▪ **Adult Crisis Counselor**

Counseling adults in crisis, answering the suicide prevention hotline and documenting client interactions.



Aroostook County  
Sheriff's Office

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

Patrol

Transportation

Corrections

Civil Process

To: County Commissioners

From: Sheriff Peter A. Johnson

A handwritten signature in black ink, appearing to read "Peter A. Johnson", with a long horizontal line extending to the right.

cc: Chief Deputy Erica Pelletier

Date: April 8, 2025

Reference: Full-time Dispatcher

The Aroostook County Sheriff's Office recently advertised for the position of Full-time Dispatcher for the Aroostook County Sheriff's Office and Travis Kala applied for one of those open positions. Travis is currently working as a Temp Worker for Manpower. Travis comes with over a decade of experience as a team driver. Travis has gained a great deal of customer service experience within this field.

It is my recommendation that Travis Kala be hired to as a Dispatcher with the Aroostook County Sheriff's Office 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

# Travis Kala



## Professional Summary

Looking for a job with a fast based atmosphere and an ability to make a difference in my community. I am a honest quick learner and I will give 100% show up on time and work well alone and in a group setting. I have fork lift experience with Lowes Home improvement, certified with all their equipment but my certification has expired

Authorized to work in the US for any employer

## Work Experience

### **CNC Loader**

Smith & Wesson-Houlton, ME  
January 2025 to Present

As a CNC loader my responsibilities are to load the machine per the clients request, Pick the parts needed to fulfill the order. Inspect the product and make sure it meets the high standard of the company. And to complete the order in a timely manner

### **OTR Team Truck Driver**

FedEx Custom Critical-Ohio City, OH  
August 2019 to Present

Hauling of High Value freight with a professional attitude and appearance. Complete pre- and post- trip inspections, follow predetermined routes and keep in touch with dispatch while in route, 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 all maintenance records

### **Delivery Driver**

Lowe's Home Improvement-Fairbanks, AK  
February 2019 to August 2019

I was responsible for the safe loading and unloading of customer's merchandise and installation of said merchandise in the customers home or office. Also all maintenance records and communicate with customers and supervisors about my route and delivery times

### **OTR Team Driver**

CAROLINA LOGISTIC INC-Candler, NC  
November 2015 to February 2019

As a team driver we where required to 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.

### **Team Over The Road Driver**

Prime Trucking-Springfield, MA

May 2015 to November 2015

Adhere to paper logs and regulations. Responsible for deliveries, pick ups, transflo, maintenance of truck. Communicated respectfully, and often to dispatch and delivery personel. Comply with all DOT rules and regulations. Delivered/drove in reefer units as well as dry vans.

### **Box Truck Delivery Driver**

Asheville Provisions NC

March 2013 to May 2015

Responsible for weekly customer inventory. Created weekly orders based on established inventory levels; created out of date memos, issued customer credits, collect current payments as well as past due. Responsible for completing merchandising resets. Continuously cultivate relationships with customers by actively engaging with deli management and personel understand their customer base evolving product or training needs, and specific opportunities/challenges.

### **Box Truck Delivery Driver**

Boars Head Distributors FL-Melbourne, FL

August 2008 to March 2013

Responsible for weekly customer inventory. Created weekly orders based on established inventory levels; created out of date memos, issued customer credits, collect current payments as well as past due. Responsible for completing merchandising resets. Continuously cultivate relationships with customers by actively engaging with deli management and personnel to understand their customer base evolving products or training needs, and specific opportunities/challenges.

## **Education**

### **High school or equivalent**

Melbourne Senior High School - Melbourne, FL

## **Skills**

- Box Truck

## **Additional Information**

- Exceptional client relations skills
- Team player
- Experience in building customer relations and loyalty
- Ability to relate to people at any level of business or management
- Work well under pressure

Kenneth R Spittle

4 Lincoln St. Houlton, ME 04730

PH 207-538-0194

ks167573@gmail.com

March 18, 2025

Sheriff Peter Johnson Aroostook County Sheriff's Office

Subject: Resignation - Sergeant/Supervisor of Communications

Dear Sheriff Johnson,

Please accept this letter as formal notification that I am resigning from my position as Sergeant/Supervisor of Communications at the Aroostook County Sheriff's Office, effective 04-07-2025.

This decision was not made lightly, and I have given it considerable thought. I have greatly valued my time serving the citizens of Aroostook County, and I am grateful for the opportunities and experiences I have gained during my tenure.

It has been a privilege to work alongside the dedicated men and women of the Aroostook County Sheriff's Office. I wish you and my fellow colleagues the very best in your continued service to the community.

Along with this letter, I am returning the following issued items: one door key, one Sheriff's Office jacket, and three uniform shirts.

The Sheriff's Office is authorized to dispose of any remaining personal items left in my office.

I want to thank Aroostook County Sheriff's Office for the opportunity to serve our community.

Sincerely,

A handwritten signature in black ink that reads "Kenneth R. Spittle". The signature is written in a cursive style with a large initial 'K'.

Kenneth R Spittle

# County of Aroostook

## COMMISSIONERS' OFFICE

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### 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:** March 31, 2025  
**TO:** Ryan D. Pelletier, County Administrator  
**FROM:** John Gibson, Community Services Director  
**RE:** **ATV Access Routes (Pond Road – Route 2, Silver Ridge)**

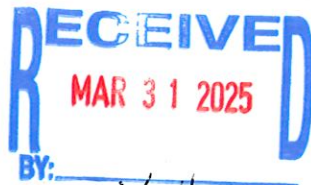
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Jim Atkinson, President of the Katahdin Valley Wheelers ATV Club, is requesting an ATV Access Route on the Pond Road from the Haynes Road to Route 2 and on Route 2 from the Pond Road to the 6000 Road.

The proposed route is located in the Silver Ridge area and involves a DOT road (Route 2) I believe that permission for the access road is required from both the Aroostook County Commissioners and the Maine DOT.

One of the requirements of the application is that support of the project must be received by the Municipality and/or Township where the proposed route is located. I am in support of the request by Jim Atkinson for this Access Route location, and recommend that this be presented to the Commissioners for their consideration.

Attached is a letter from Mr. Atkinson requesting the access route.



BY: Katahdin Valley Wheelers  
State of Maine. Aroostook county ~~Commissioner~~ Commissioner

We are requesting an access Rte from #3 Haynes Rd. to Rte 2 on the Pond Rd. which is 1.3 miles

From Pond Rd. to the 6000 Rd on Rte 2 which is .07 miles

Reason for is that our existing trail has become not feasible for our Club. We would have to put in a bridge for a stream that the beavers have taking over. We would have to build road to even get equipment to it on both ends. The Cost would be in the Tens of Thousands of dollars and then there is no guarantee we could keep trail due to 2 private land owners on one end.

That was our only trail to 6000 Rd. There is no other option other than the access route we are requesting.

Katahdin Valley Wheelers

President

Jim Atkinson