

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING WEDNESDAY, July 16, 2025 1:00PM 2nd FLOOR CONFERENCE ROOM, SHERIFF'S OFFICE BUILDING, HOULTON

Present:

Paul J. Underwood, Chair, County Commissioner
William Dobbins, County Commissioner
Daniel Deveau, County Commissioner
Ryan D. Pelletier, County Administrator
Peter Johnson, Sheriff
Erica Pelletier, Chief Deputy
Rand Maker, Chief Deputy, Lincoln County Sheriff
Roy Guidry, Facilities Director
Dana Gendreau, Finance Director, Zoom
Beth Hummel, HR Director
Joyce Findlen, HR Specialist
Steve Pelletier, ARPA Administrator - Zoom
John Gibson, Community Services Director
Darren Woods, EMA Director
Tammy Pelletier, Operations Assistant
Kathleen Tomaselli, Bangor Daily News - Zoom

- ART. 1. Commissioner Paul Underwood called the meeting to order at 1:01 pm.
- ART. 2. Pledge of Allegiance.
- ART. 3. Commissioner Underwood opened the floor for a public comment period.

No public comment.
- ART. 4. Mr. Ryan Pelletier requested an addition to Article 19: Other Business – To consider the contract for Ambulance services with the town of Ashland for services in Oxbow North and North Maine Woods.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve the agenda as amended.

VOTE:

Motion voted on and passed.

- ART. 5. Commissioner Underwood entertained a motion for approval of the June 18, 2025 Commissioners' Meeting minutes.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve the meeting minutes of June 18, 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) Liquor license renewal – Homestead Lodge, Oxbow

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve liquor license renewal for Homestead Lodge, Oxbow.

VOTE:

Motion voted on and passed.

ART. 7. Chief Deputy Rand Maker, Lincoln Sheriff’s Department, presented the Deputy Luke Gross Youth of the Year award to Ellie Moon. She was presented with a new bike.

No motion necessary.

ART. 8. Commissioner Deveau invited representatives to update the board on recent legislation affecting the county. Senator Trey Stewart was unable to attend and provided a document that outlined a number of legislative bills and results. Representative Gregg Swallow discussed items related to taxation, including increased taxes on cigarettes, paint, pensions, real estate transfer tax, streaming services, cannabis, dairy, and changes to income tax brackets.

Representative Donald Ardell provided information about the law enforcement cooperation with ICE and how they want to prevent other agencies from providing support to ICE regarding illegal aliens. With regard to jail funding, they want to do away with cash bail and have a full-time bail commissioner in an effort to have less people in jail; however, it creates a public safety issue.

ART. 9. Mr. Ryan Pelletier presented for consideration the final Justice Planners Jail Needs Assessment. Feedback from the Jail Study Commission has seen some changing opinions since the report was released regarding size and location. The Jail Study Commission recommends that the Board of Commissioners move forward to the next step in the process which is developing an RFP for design/architect services.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve moving forward with developing an RFP for design/architect services.

VOTE:

Motion voted on and passed.

ART. 10. Sheriff Peter Johnson presented for consideration the hiring recommendation of Thor Axe as part-time corrections officer.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve the hiring recommendation of Thor Axe as part-time corrections officer.

VOTE:

Motion voted on and passed.

- ART. 11. Sheriff Peter Johnson presented for consideration the hiring recommendation of Carrie Matheson as full-time dispatcher.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve the hiring recommendation of Carrie Matheson as full-time dispatcher.

VOTE:

Motion voted on and passed.

- ART. 12. Sheriff Peter Johnson presented for consideration the hiring recommendation of Colt Bernhardt as full-time patrol deputy.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve the hiring recommendation of Colt Bernhardt as full-time patrol deputy.

VOTE:

Motion voted on and passed.

- ART. 13. Sheriff Peter Johnson presented for consideration the commission of new hire Deputy Colt Bernhardt, and the recommissions of Cyr Martin and Deputy Ryan Doughty.

MOTION:

Motion by William Dobbins, and seconded by Daniel Deveau to approve the commission of Deputy Colt Bernhardt and the recommissions of Cyr Martin and Deputy Ryan Doughty.

VOTE:

Motion voted on and passed.

- ART. 14. Sheriff Peter Johnson presented for consideration the request to donate a 2018 Ford Explorer Police Interceptor (VIN :18944) that was a K9 cruiser to the Fort Fairfield Police Department.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve the donation of the 2018 Ford Explorer Police Interceptor (VIN:18944) to the Fort Fairfield Police Department.

VOTE:

Motion voted on and passed.

- ART. 15. Mr. John Gibson presented for consideration the 3-year contract with Heidi's Lawn Care for services at Cary Twp Cemetery & Memorial maintenance.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve the 3-year contract with Heidi's Lawn Care for services at Cary Twp Cemetery & Memorial maintenance.

VOTE:

Motion voted on and passed.

- ART. 16. Mr. Ryan Pelletier presented, on behalf of Mr. Darren Woods, the hiring recommendation of Keyonah Cray as junior firefighter and Peter Beaulieu as firefighter for North Lakes Fire & Rescue.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve the hiring recommendation of Keyonah Cray and Peter Beaulieu for North Lakes Fire & Rescue.

VOTE:

Motion voted on and passed.

- ART. 17. Ms. Dana Gendreau presented for consideration the 6/30/2025 year end vacation and sick liability funding obligation.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve the 6/30/2025 year end vacation and sick liability funding.

VOTE:

Motion voted on and passed.

- ART. 18. County Commissioners Report

Commissioner Dobbins reported out that the Risk Pool has about \$5 million in reserves and about \$2.5 million in liabilities. There were 11 new claims and 1 closed last period. Jail training will take place on 7/23. Sheriff Johnson indicated that all jail staff should be able to attend the training being offered that day. Commissioner Dobbins advised that the insurance renewal information should be out shortly.

The MCCA convention will be held in September. Commissioner Deveau plans to attend.

- ART. 19. Other Business

- A) Mr. John Gibson presented for consideration the three-year contracts with the town of Ashland for ambulance services in Oxbow North and North Maine Woods.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve the three-year contract with the town of Ashland for ambulance services in Oxbow North and North Maine Woods.

VOTE:

Motion voted on and passed.

- B) Mr. Ryan Pelletier reminded the Commissioners that the County Charter limits meeting attendance to 52/year and to keep track of how many they attend throughout the fiscal year which started July 1.

C) Mr. Pelletier recommended that the Commissioners engage Steven Salley, a property tax appraiser from central Maine, to review the information provided in the Baker v. Town of Weston appeal and make a recommendation to the Commissioners.

MOTION:

Motion by Daniel Deveau, seconded by William Dobbins to approve Administrator's recommendation.

VOTE:

Motion voted on and passed.

ART. 20. Adjournment.

MOTION:

A motion was made by William Dobbins, seconded by Daniel Deveau to adjourn the meeting at 2:33 pm.

VOTE:

Motion voted on and passed.

ATTEST: A True Copy
of Commissioners' Meeting

Ryan D. Pelletier
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: August 20, 2025

**PETITION TO THE AROOSTOOK COUNTY COMMISSIONERS TO CONSIDER MODIFYING
THE ORDER OF ROAD CLOSURE OF THE TOWN LINE ROAD IN CONNOR TOWNSHIP TO
OPEN THE ROAD TO WINTER MAINTENANCE FROM THE CURRENT TERMINUS POINT
EXTENDING AN ADDITIONAL .75 MILES**

PURSUANT TO MRSA 23 § 2953(4)

Signature	Printed Name	Street Address	Residence
✓ 1. <i>[Signature]</i>	Ray Conrad	1330 Van Buren Rd.	Connor Twp.
✓ 2. <i>[Signature]</i>	Jan Soucy	1996 Van Buren Rd	Connor Twp Me.
✓ 3. <i>[Signature]</i>	Anne Leveau	1415 Van Buren Rd	Connor Twp ME
✓ 4. <i>[Signature]</i>	Chantalle Cote	98 Townline Rd	Connor Twp. ME
NR 5. <i>[Signature]</i>	BRIAN EATON	18 TOWNLINE RD	CONNOR TWP, ME
✓ 6. <i>[Signature]</i>	Henry Bonneau	1374 Van Buren Rd	Connor Twp ME
✓ 7. <i>[Signature]</i>	Lara Boudreau	1374 Van Buren Rd	Connor Twp ME
NR 8. <i>[Signature]</i>	Timothy Dubois	1680 Van Buren Rd	Connor Twp ME
✓ 9. <i>[Signature]</i>	Timothy Dubois	1680 Van Buren Rd	Connor Twp ME
✓ 10. <i>[Signature]</i>	Corey J. Saucier	2208 Van Buren Rd	Connor Twp.
✓ 11. <i>[Signature]</i>	KERMIT R. STAPLES	25 Emond Rd	CONNOR TWP ME
✓ 12. <i>[Signature]</i>	Jesse R. Cote	72 Townline rd	Connor Twp, ME
NR 13. <i>[Signature]</i>	Chase Dunn	1358 Van Buren rd	Connor Twp, ME
✓ 14. <i>[Signature]</i>	Linda Moore	1383 Van Buren Rd	Connor Twp ME
✓ 15. <i>[Signature]</i>	Robby Conrad	218 Townline Rd	Connor Twp ME
✓ 16. <i>[Signature]</i>	NANCY J. MORNEAULT	1329 Van Buren Rd	Connor Twp. ME.
✓ 17. <i>[Signature]</i>	Cindy Zetterman	1680 Van Buren Rd.	Connor Twp.

RECEIVED
JUL 29 2025
BY: _____

Circulator's Oath

I, Ray Conrod hereby make oath that I am the Circulator of this petition; that I personally witnessed all of the signatures to the petition; and, to the best of my knowledge and belief, each signature is that of the person whose name it purports to be, and each person is a resident of Connor Township named in this petition. If any voter was unable to sign due to a physical disability, I hereby certify that the voter authorized another voter to sign at the voter's direction and in the voter's presence. I further verify that at the time of circulation I was a resident of Maine and a registered voter in Connor Township.

Ray Conrod

Signature of Circulator

Date: July 29, 2025

RAY CONROD

Printed Name of Circulator

Address:
1330 Newburn RD
CONNOR TWP ME 04736

State Of Maine
County of Aroostook

Subscribed and sworn before me on this date: July 29, 2025

Tammy Pelletier

Signature of Notary

Tammy Pelletier

Printed Name of Notary

TAMMY E. PELLETIER
NOTARY PUBLIC
State of Maine
My Commission Expires
April 13, 2030

Date my Commission expires: April 13, 2030

Registrar's Certification

Municipality: Connor TWP

Total Valid: fourteen

Total Invalid: three

I hereby certify that the names of all the petitioners listed as valid appear on the voting list as qualified to vote in the Municipality/UT.

Date & Time Petition Received:

7/29/2025 10:30AM

Signature of Registrar: Danielle Brinette

Date Petition Certified: 7/29/2025

Title 23: TRANSPORTATION
Part 3: LOCAL HIGHWAY LAW
Chapter 301: GENERAL PROVISIONS
Subchapter 6: MISCELLANEOUS

§2953. Closing of roads in winter

1. Announcement of winter closing of roads. The municipal officers may on their own initiative, or upon petition by 7 legal voters of the municipality, at any time between May 1st and October 1st of any year, set forth that any road or roads, or portion thereof, in the municipality are so located with reference to population, use and travel thereon, that it is unnecessary to keep the road or roads maintained and open for travel during the months of November, December, January, February, March and April or any part of these months.

[PL 1981, c. 215 (NEW).]

2. Notice and hearing. Prior to an announcement under [subsection 1 \(./23/title23sec2953.html\)](#), the municipal officers shall hold a hearing on the proposed winter closing of a road or roads or portion thereof. The municipal officers shall place a written notice of the hearing in some conspicuous, public place in the municipality at least 7 days before the hearing.

[PL 1981, c. 215 (NEW).]

3. Order of closing. After a hearing under [subsection 2 \(./23/title23sec2953.html\)](#), the municipal officers shall file with the municipal clerk any order specifying the location of the road, the months or portions thereof for which it is to be closed and for how many years, not to exceed 10, the closing shall be operative. The legislative body of the municipality shall by vote either approve each order or provide that orders so made by the municipal officers shall be a final determination.

[PL 1981, c. 215 (NEW).]

4. Alteration of order. The municipal officers may on their own initiative, or upon petition by 7 legal voters of the municipality, at any time subsequent to one year from the date of a final determination, after notice and hearing, annul, alter or modify the original determination. The municipal officers shall file with the municipal clerk an order specifying any decision to annul, alter or modify, which shall not become final until the legislative body of the municipality by vote either approves each order or provides that orders so made by the municipal officers are a final determination.

[PL 1981, c. 215 (NEW).]

5. Appeal. The final determination by the legislative body or the municipal officers may be appealed to the board of county commissioners of the county in which the municipality lies, upon petition by 7 legal voters of the municipality within 30 days after the final determination is made. In an appeal before a board of county commissioners, the decision of the commissioners shall be governed by the standards set forth in this section.

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

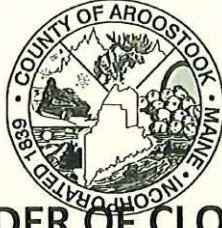
RYAN D. PELLETER

COUNTY COMMISSIONERS

PAUL J. ADAMS
HOULTON

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE



ORDER OF CLOSING

THE BOARD OF COUNTY COMMISSIONERS OF AROOSTOOK COUNTY

TO: Ryan D. Pelletier, County Clerk

Following a public hearing held on May 18, 2022 at Houlton, Maine pursuant to Title 23 MRSA § 2953(2), the undersigned County Commissioners of the County of Aroostook hereby order the Town Line Road in Connor Twp. (1.47 miles) closed for a period of 10 years during the months of November to April.

Dated at Caribou, Maine June 14, 2022

Paul J. Adams, County Commissioner

Norman L. Fournier, County Commissioner

Paul J. Underwood, County Commissioner

County of Aroostook

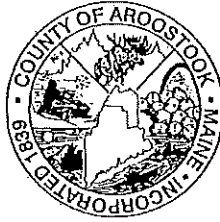
COMMISSIONERS' OFFICE

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: August 11, 2025
TO: Ryan D. Pelletier, County Administrator
FROM: John Gibson, Community Services Director
RE: Townline Road Winter Operations

In reference to extending winter plowing operations on the Townline Road in Connor.

The Town Manager of New Sweden advised that their public works could not extend plowing operations on the Townline road in its current condition.

They stated that for the road to be plowable it would need:

- To be significantly widened
- A new turnaround would need to be built
- "A lot of work"

Rodney Baker)
Donna Baker)
Applicant)
)
v.)
)
Town of Weston)
)
Respondent)

DECISION

Applicant/taxpayer, Rodney and Donna Baker, applied to the Aroostook County Commissioners, pursuant to 36 M.R.S.A., Section 844, seeking an abatement of their 2024 taxes assessed on property in the Town of Weston, Maine. The hearing was held in Houlton, Maine on July 16, 2025. The hearing was attended by all three (3) County Commissioners; the County Administrator; the property owners and their agent; and Shirley Bartlett, Weston Assessor Agent. A complete attendance list is part of the Tax Abatement Hearing minutes and attached to this decision.

By consent of the parties, the County Commissioners find that all statutory procedures and time requirements for this appeal have been complied with or waived. This decision is rendered based on the testimony at the hearing and all exhibits and documents provided by the parties.

The parties agreed that the proceedings would not be recorded and the record will show that the opportunity was made to both parties at the hearing.

FINDINGS OF FACT:

The Applicant is the owner of land and building(s) located at 25 Logan Farm Road (Map 13 Lot 31) in Weston. This property is listed as having 1.68 acres and outbuildings.

The 2024 municipal value for his property was \$330,200, resulting in a tax bill of \$5,778.50. Their taxes have been paid for the 2024 tax year.

The Applicants and their agents believe the assessment that was given for the property is over assessed. They provided information comparing other properties and sales ratio data between 38%-51% so they believe their property should be closer assessed to approximately 44% of the sales ratio.

The Assessor's Agent provided testimony that the town had conducted a 20% factoring of all properties in Weston between 2023 and 2024 that resulted in several changes to the land and building schedules. She also testified that the comparable properties that had been provided by the

Applicants were on older properties and can't prove by sales what the value is. She also stated that the Town enters the data regarding properties into a computerized system and that all properties are treated the same with grades and conditions being the main reason why a newer building will result in a higher valuation compared to an older building.

The Assessor's Agent testified that during the valuation of this property she visited it during construction and had only been on the exterior since no one has been home during her other visits.

CONCLUSIONS OF LAW:

A town's tax assessment is presumed to be valid. To be entitled to an abatement, a taxpayer must show that an assessment is manifestly wrong by proving that the property is substantially overvalued, there was unjust discrimination, or that the assessment was fraudulent. Unjust discrimination in taxation violated both the Maine Constitution Art. IX § 8 and the Equal Protection Clause of the Fourteenth Amendment to the United States Constitution. *City of Biddeford v. Adams*, 1999 ME 49, P13, 727 A.2d 346, 349

Taxpayers can prove discrimination only if they show that the assessor's systems necessarily results in unequal apportionment. *Adams*, 1999 ME 49, P14, 727 A.2d at 349. This standard must be understood in the context of the federal constitutional rule that forbids "intentional systematic undervaluation by state officials of other taxable property in the same class. *Allegheny Pittsburgh Coal Co. v. County Comm'n*, 488 U.S. 336, 345, 102 L. Ed 2d 688, 109 S. Ct. 633 (1989); see also *Kittery Elec. Light co. v. Assessors of the Town of Kittery*, 219 A.2d 728, 741 (Me. 1966)

DECISION:

The Board of County Commissioners hereby finds based on the evidence and information provided by the Applicant and the Respondent, both before and during the hearing, that the Applicant has not demonstrated that the assessment is "manifestly wrong." The Respondent provided substantive documentation at the hearing to support a rational basis for the valuation of the property in question. In reviewing an extensive sampling of the valuation reports of similar properties, it appears that a consistent methodology has been employed in the determination of property valuation in the Town.

We do however feel that since the property has not been thoroughly inspected we ask the Applicant and Respondent work collaboratively to allow the Assessor's Agent to physically inspect both the interior and exterior of the subject property to ensure she is comfortable that her assessment is fair and equitable.

In addition, it might be worthwhile for the Town to consider adjusting the Condition to "Average" on all new homes/outbuildings in Weston since the last revaluation in 2013. This would ensure more equity among taxpayers in the Town and all other differentiations in value would be attributable to the characteristics of each individual building.

Accordingly, we find that the matter of Baker V. Weston to be held in **ABEYANCE** until the above matters are addressed by the Applicant and Respondent and we hereby **ORDER** a response from both parties in writing by September 30, 2025 regarding the outcome.

In accordance with Title 36 M.R.S.A. § 844, either party may appeal from the decision of the County Commissioners to the Superior Court, in accordance with the Maine Rules of Civil Procedure, Rule 80B.

Dated: August 20, 2025

AROOSTOOK COUNTY COMMISSIONERS

Paul J. Underwood, Chairman

William T. Dobbins, Commissioner

Daniel V. Deveau, Commissioner

REQUEST FOR PROPOSALS (RFP)

Issue Date: September 1, 2025

Proposal Due Date: October 15, 2025 (by 4:00 PM)

1. Introduction

Aroostook County Government is soliciting proposals from qualified architectural and engineering firms to provide comprehensive design, planning, and construction administration services for a new fully functional county jail facility. The project will include the development of a secure, code-compliant, and efficient 180-bed jail that meets all applicable federal, state, and local requirements.

2. Project Description

The new facility will:

- House up to 180 inmates (including both male and female populations)
- Include intake/booking, medical, kitchen, laundry, recreation, visitation, and administrative areas
- Be designed for operational efficiency, inmate and staff safety, and future expandability
- Comply with Maine Department of Corrections standards and American Correctional Association (ACA) guidelines
- Be sited at a location to be determined within Aroostook County

3. Scope of Services

The selected firm will be responsible for:

- Needs assessment and space programming
- Site evaluation and development planning
- Schematic design, design development, and construction documents
- Permitting and code compliance
- Construction administration and oversight
- Cost estimation and value engineering
- Coordination with contractors and county officials

4. Submission Requirements

Interested firms should submit:

- Letter of Interest
- Project understanding and approach
- Firm qualifications and resumes of key personnel
- Relevant project experience (particularly correctional facilities)
- References from recent clients
- Proposed timeline and fee schedule

5. Selection Criteria

Proposals will be evaluated based on:

- Experience in correctional facility design
- Qualifications of key staff
- Proposed project approach
- Past performance and references
- Cost and value of services

6. Submission Instructions

Proposals must be submitted by 4:00 PM on October 15, 2025 to:

7. Additional Information

Site visits and Q&A sessions can be scheduled by contacting the County Administrator's Office. All questions must be submitted in writing by [Insert Q&A Deadline].

From: Shayna E. Sacks <SSacks@NapoliLaw.com>

Sent: Tuesday, July 15, 2025 2:12 PM

To: Ryan D. Pelletier <ryan@aroostook.me.us>

Cc: jbelleau@tmbf-law.com; ALee@tmbf-law.com

Subject: Opioids: Additional Manufacturer Settlements (attorney client settlement communication)

We are happy to notify you of a new opioid settlement opportunity that will resolve all of your claims against each of the below small manufacturer companies in one participation agreement. These settlements will collectively add an additional \$1.1 billion in cash and pharmaceutical product to be distributed among state and local governments across the country.

1. Alvogen, Inc.;
2. Amneal Pharmaceuticals, Inc.;
3. Apotex Inc.;
4. Hikma Pharmaceuticals USA Inc.;
5. Indivior Inc.;
6. Mylan Pharmaceuticals Inc.;
7. Sun Pharmaceutical Industries, Inc.; and
8. Zydus Pharmaceuticals (USA), Inc.

We recommend that you join this settlement group by signing and returning the Participation Agreement via DocuSign.

Six of the nine settlements will be paid out in the first year, with the remaining three (Amneal, Indivior and Mylan) paid over a period of between two and ten years. Three of the settlements include opioids overdose product such as Naloxone. Eight of the settlement also contain injunctive relief concerning their opioid marketing and suspicious monitoring programs that will be overseen by the States.

You do not need to have sued these companies in order to participate in these settlements. This settlement group will utilize the same allocation formula as the prior national agreements. This means that your state will receive the same share of the settlements that they have in the past pursuant to the state agreement, and the local governments will receive funding under the same process as in previous national settlements. As in past deals, attorney fees and costs will be paid out of a separate fund.

This notice is different than the notice you recently received from Rubris concerning a settlement with Purdue Pharma, L.P., and the Sackler Family. You may participate in the settlements discussed in this notice regardless of whether you join the Purdue and Sackler settlement.

You will receive a *Notice* this week, and a *Participation Agreement* with other documents to consider, directly from Rubris in July/August 2025. There will be one *Participation Agreement* for the entire settlement group. **You will need to obtain the necessary authorization and submit the *Settlement Participation Agreement* for this settlement group on or before September 30, 2025.**

I am available as always to discuss. Hope you are well.

Shayna E. Sacks

Partner

Shayna E. Sacks

Partner

Admitted in: NY, NJ, CT

To: Aroostook County, ME

Rubris Reference Number: CL-1770686

**NOTICE OF NEW NATIONAL OPIOID SETTLEMENTS
AND UPCOMING ACTION NEEDED TO PARTICIPATE**

New national opioid settlements have been reached with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus. This is the formal notice required by the settlements and authorized by the parties.

Please read this email and the attached document carefully.

You are receiving this notice because your State has elected to participate in one or more of the eight national opioid settlements with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus. The list of participating states for each settlement can be found at <https://nationalopioidsettlement.com>. Your subdivision or special district may participate in each settlement for which your State has elected to participate.

Your subdivision or special district might have participated in prior national opioid settlements, including those with Johnson & Johnson/Janssen, Cardinal, AmerisourceBergen, McKesson, Teva, Allergan, CVS, Walgreens, Walmart, or Kroger. This notice concerns the opportunity to participate in one or more of the new settlements with eight new Settling Defendants (Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus). Your subdivision or special district may participate in a new settlement even if it did not participate in a prior national settlement.

In the next few weeks, you will receive additional information and documentation to sign and return if you wish to join the new settlements. Please review the list of individuals on this email and contact the Opioids Implementation Administrator at opioidsparticipation@rubris.com if someone else at your subdivision or special district should receive communications about these settlements.

Your subdivision or special district must "opt in" to participate in the new settlements. To do so, you must sign and return the documentation that you will be receiving in the next few weeks.

This notice is different than the notice you recently received from Rubris concerning a settlement with Purdue Pharma, L.P, and the Sackler Family. The settlements discussed in this notice are different than the settlement with Purdue and the Sacklers, and you may participate in the settlements discussed in this notice regardless of whether you join the Purdue and Sackler settlement.

The deadline to return the required documentation is October 8, 2025. *Documentation submitted for prior national settlements is not applicable to the new settlements.*

The attached document provides additional information concerning the new national opioids settlements involving Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus.

Questions about this notice or the process for receiving and submitting the required Settlement Participation Forms may be directed to your attorney, the Opioids Implementation Administrator at opioidsparticipation@rubris.com, or your Attorney General's Office.

If your subdivision or special district is represented by an attorney with respect to opioid claims and they are not copied on this message, please immediately contact them concerning this notice.

Thank you,

National Opioids Settlements Implementation Administrator
National Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus Settlements

The Implementation Administrator is retained to provide the settlement notice required by the respective settlement agreements referenced above and to manage the collection of settlement participation forms for each settlement.

National Opioids Settlements: Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, Zydus
Opioids Implementation Administrator
opioidsparticipation@rubris.com

Aroostook County, ME
Rubris Reference Number: CL-1770686

**TO LOCAL POLITICAL SUBDIVISIONS AND SPECIAL DISTRICTS:
THIS NOTICE CONTAINS IMPORTANT INFORMATION ABOUT NATIONAL OPIOID
SETTLEMENTS.**

SETTLEMENT OVERVIEW

Proposed nationwide settlement agreements (“Settlements”) have been reached that would resolve opioid litigation brought by states, local political subdivisions, and special districts against eight opioids manufacturers, Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus (the “Manufacturers”). Local political subdivisions and special districts are referred to as “subdivisions.”

The Settlements require the settling Manufacturers to pay hundreds of millions of dollars to abate the opioid epidemic. The Settlements will provide a maximum of approximately \$720 million in cash to participating states and subdivisions to remediate and abate the impacts of the opioid crisis. Depending on participation by states and subdivisions, the Settlements require:

- Alvogen to immediately pay up to approximately \$19 million;
- Amneal to pay up to approximately \$74 million over 10 years, and to provide either approximately \$177 million of its generic version of the drug Narcan or up to an additional approximately \$44 million in cash;
- Apotex to immediately pay up to approximately \$65 million;
- Hikma to immediately pay up to approximately \$98 million, and to provide either approximately \$35 million of its naloxone product or up to an additional approximately \$7 million in cash;
- Indivior to pay up to approximately \$75 million over five years, a portion of which, at the election of the state, could be paid in the form of Indivior’s branded buprenorphine and/or nalmefene products with a value of up to \$140 million.;
- Mylan to pay up to approximately \$290 million over nine years;
- Sun to immediately pay up to approximately \$32 million; and
- Zydus to immediately pay up to approximately \$15 million.

The Settlements also contain injunctive relief governing opioid marketing, sale, distribution, and/or distribution practices and require the Manufacturers to implement safeguards to prevent diversion of prescription opioids.

Each of the proposed settlements has two key participation steps.

First, each eligible state decides whether to participate in each Settlement. A list of participating states for each settlement can be found at <https://nationalopioidsettlement.com/>.

Second, eligible subdivisions within each participating state decide whether to participate in each Settlement. The more subdivisions that participate, the more funds flow to that state and its subdivisions. Any subdivision that does not participate cannot directly share in any of the settlement funds, even if the subdivision’s state is settling and other participating subdivisions are sharing in settlement funds. If the state does not participate in a particular Settlement, the subdivisions in that state are not eligible to participate in that Settlement.

WHO IS RUBRIS INC. AND WHAT IS THE IMPLEMENTATION ADMINISTRATOR?

The Settlements provide that an Implementation Administrator will provide notice and manage the collection of participation forms. Rubris Inc. is the Implementation Administrator for these new Settlements and was also retained for the prior national opioid settlements.

WHY IS YOUR SUBDIVISION RECEIVING THIS NOTICE?

Your state has elected to participate in one or more of the Settlements, and your subdivision may participate in those Settlements in which your state has elected to participate. This notice is also sent directly to counsel for such subdivisions if the Implementation Administrator has their information.

If you are represented by an attorney with respect to opioid claims, please contact them.

Subdivisions can participate in the Settlements whether or not they filed a lawsuit or are represented.

WHERE CAN YOU FIND MORE INFORMATION?

Detailed information about the Settlements, including each settlement agreement, may be found at: <https://nationalopioidsettlement.com>. This website also includes information about how the Settlements are being implemented in most states and how funds will be allocated within your state.

You are encouraged to review the settlement agreement terms and discuss the terms and benefits with your counsel, your Attorney General's Office, and other contacts within your state. Information and documents regarding the Settlements and your state allocation can be found on the settlement website at <https://nationalopioidsettlement.com/>.

Your subdivision will need to decide whether to participate in the proposed Settlements, and subdivisions are encouraged to work through this process before the ***October 8, 2025*** deadline.

HOW DO YOU PARTICIPATE IN THE SETTLEMENTS?

The Settlements require that you take affirmative steps to "opt in" to the Settlements.

In the next few weeks, you will receive documentation and instructions from the Implementation Administrator or, in some cases, your Attorney General's Office. In order to participate in a settlement, a subdivision must sign and return the required Participation Form for that settlement.

Please add the following email addresses to your "safe" list so emails do not go to spam / junk folders: dse_na3@docusign.net and opioidsparticipation@rubris.com. Please monitor your email for the Participation Forms and instructions.

All required documentation must be signed and returned on or before ***October 8, 2025***.

From: National Opioid Settlements Implementation Administrator

<opioidsparticipation@rubris.com>

Sent: Thursday, July 3, 2025 1:27 PM

To: Ryan D. Pelletier <ryan@aroostook.me.us>

Cc: Shayna Sacks <ssacks@napolilaw.com>; Dana Gendreau

<dana.gendreau@aroostook.me.us>

Subject: NEW NATIONAL OPIOID SETTLEMENT NOTICE - Purdue - RefNum CL-1748273

To: Aroostook County, ME

Rubris Reference Number: CL-1748273

**NOTICE OF NEW NATIONAL OPIOID SETTLEMENT
AND UPCOMING ACTION NEEDED TO PARTICIPATE**

This notice concerns the opportunity to participate in a proposed nationwide settlement agreement that has been reached with Purdue (and certain of its affiliates) and the Sackler family concerning alleged misconduct related to opioids.

Please read this email and the attached document carefully. The attached document provides additional information concerning the new proposed national opioid settlement involving Purdue and the Sacklers.

Your subdivision might have participated in the national opioid settlements with Johnson & Johnson/Janssen, the three Distributors (Cardinal, AmerisourceBergen (Cencora), and McKesson), Teva, Allergan, CVS, Walgreens, and Walmart, and/or Kroger Co. Your subdivision may participate in the settlement even if it did not participate in a prior national settlement. Additionally, your subdivision may participate in the settlement whether or not it sued Purdue or the Sacklers.

In the next few weeks, you will receive additional information and documentation to sign and return if you wish to join the new proposed national opioid settlement with Purdue and the Sacklers. Please review the list of individuals on this email and contact the Implementation Administrator at opioidsparticipation@rubris.com if someone else at your subdivision should receive communications about this settlement.

Questions about this notice or the process for receiving and submitting the required Settlement Participation Forms may be directed to your attorney, the Implementation Administrator at opioidsparticipation@rubris.com, or your Attorney General's Office.

If your subdivision is represented by an attorney with respect to opioid claims and they are not copied on this message, please immediately contact them concerning this notice.

Thank you,

Implementation Administrator for the Direct Settlement

The Implementation Administrator is retained to provide the settlement notice required by the respective settlement agreements referenced above and to manage the collection of settlement participation forms for each settlement.

National Opioid Settlement: Purdue Pharma L.P.
Rubris Reference Number: CL-1748273

***TO LOCAL POLITICAL SUBDIVISIONS:
THIS NOTICE CONTAINS IMPORTANT INFORMATION ABOUT A NEW
NATIONAL OPIOID SETTLEMENT.***

PURDUE PHARMA L.P. & SACKLER FAMILY SETTLEMENT OVERVIEW

A proposed nationwide settlement agreement has been reached with Purdue (and certain of its affiliates) and the Sackler family concerning alleged misconduct related to opioids.

The proposed settlement is being implemented in connection with Purdue's bankruptcy proceedings, and consists of, among other things, a settlement of Purdue's claims against the Sacklers and certain other parties (referred to as the "Estate Settlement"), and a settlement of direct claims against the Sacklers held by States, local governments and other creditors (the "Direct Settlement", and together with the Estate Settlement, the "Settlement"). The Settlement contemplates that the Sacklers will be paying an aggregate of \$6.5 billion in 16 payments over 15 years, including \$1.5 billion on the settlement's Effective Date (expected to be in 2026), though some amounts are subject to discounted prepayments. These amounts are in addition to amounts available from the Purdue estate including amounts available on the Effective Date (expected to be around \$900 million) and amounts that may be paid in the future.

The Settlement also contains injunctive relief governing opioid dispensing practices and requires the successor-in-interest of Purdue Pharma L.P. to implement safeguards to prevent diversion of prescription opioids, and also restrict certain Sacklers from directly or indirectly engaging in the manufacturing or sale of opioids, as detailed in the Settlement.

The proposed settlement has two key participation steps now that **all eligible states and territories elected to participate in the Direct Settlement.**

First, eligible subdivisions within each participating state decide whether to participate in the Direct Settlement. The Direct Settlement is documented in the Governmental Entity and Shareholder Direct Settlement Agreement, which is commonly referred to as the "GESA". The more subdivisions that participate, the more funds flow to that state and its subdivisions. Any subdivision that does not participate cannot directly share in any of the Direct Settlement funds, even if the subdivision's state is settling and other participating subdivisions are sharing in settlement funds.

YOU MUST PARTICIPATE IN THE DIRECT SETTLEMENT BY RETURNING YOUR PARTICIPATION FORM IN ORDER TO RECEIVE THE BENEFITS OF THE SETTLEMENT.

Second, concurrently with the solicitation of eligible subdivisions to participate in the Direct Settlement, votes will be solicited for approval of Purdue Pharma L.P.'s bankruptcy plan, which plan will provide distributions in respect of the Estate Settlement. **NOT ALL SUBDIVISIONS ELIGIBLE TO PARTICIPATE IN THE SETTLEMENT WILL RECEIVE PACKAGES TO VOTE ON THE PLAN.**

Please note that this is NOT a solicitation or a request for subdivisions to submit votes on the Purdue bankruptcy plan. This settlement package only pertains to a decision to participate in the Direct Settlement with the Sacklers.

If you receive a package to vote on the plan you should follow the applicable instructions for voting. PLEASE NOTE THAT VOTING ON THE PLAN IS SEPARATE FROM PARTICIPATION IN THE DIRECT SETTLEMENT. **IT IS NOT NECESSARY TO VOTE ON THE PLAN IN ORDER TO RECEIVE THE BENEFITS OF THE SETTLEMENT.**

WHO IS RUBRIS INC. AND WHAT IS THE IMPLEMENTATION ADMINISTRATOR?

The Direct Settlement provides that an Implementation Administrator will provide notice and manage the collection of participation forms. Rubris Inc. is the Implementation Administrator for the Direct Settlement and was also retained for the prior national opioid settlements.

WHY IS YOUR SUBDIVISION RECEIVING THIS NOTICE?

Your state has elected to participate in the Settlement, and therefore your subdivision may participate in the Direct Settlement. This notice is also being sent directly to counsel for such subdivisions if the Implementation Administrator has their information.

If you are represented by an attorney with respect to opioid claims, please contact them. **Subdivisions can participate in the Settlement whether or not they filed a lawsuit or are represented.**

WHERE CAN YOU FIND MORE INFORMATION?

Detailed information about the Settlement, including each settlement agreement, may be found at: <https://nationalopioidsettlement.com/purdue-sacklers-settlements/>. This website will be updated to include information about how the Settlement is being implemented in most states and how funds will be allocated within your state.

You are encouraged to review the terms of the settlement agreements and discuss the terms and benefits with your counsel, your Attorney General's Office, and other contacts within your state.

Your subdivision will need to decide whether to participate in the proposed Settlement, and subdivisions are encouraged to work through this process before the **September 30, 2025** deadline.

HOW DO YOU PARTICIPATE IN THE SETTLEMENT?

The Settlement requires that you take affirmative steps to "opt in" to the Settlement.

In the next few weeks, you will receive documentation and instructions from the Implementation Administrator. In order to participate in the settlement, a subdivision must sign and return the required documentation.

Please add the following email addresses to your "safe" list so emails do not go to spam / junk folders: dse_na3@docusign.net and opioidsparticipation@rubris.com. Please monitor your email for the Participation Form and instructions.

All required documentation must be signed and returned on or before **September 30, 2025**.



Shayna E. Sacks
Partner
SSacks@NapoliLaw.com

PRIVILEGED & CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION/ATTORNEY WORK PRODUCT
NOT SUBJECT TO FOIL OR FOIA DISCLOSURE

July 25, 2025

Re: Nationwide Opioid Litigation
Recommendation Regarding Purdue/Sackler Bankruptcy Plan
Action Required by September 30, 2025

We write to provide the firm’s recommendation regarding the Purdue/Sackler settlement and bankruptcy plan.

As you know, we have been litigating against Purdue Pharma (“Purdue”), a leading manufacturer of prescription opioids, since 2017. In 2019, Purdue filed for bankruptcy. In 2021, a proposed settlement with the Sackler family defendants, along with a corresponding reorganization plan, was submitted to the bankruptcy court. That plan became the subject of additional litigation. It was challenged and ultimately vacated by the courts. Several states and other plaintiffs objected to the plan’s provision releasing the Sackler family from personal liability. In 2024, the U.S. Supreme Court affirmed the invalidation of the proposed settlement and bankruptcy plan.

Following the Supreme Court’s decision, the parties resumed negotiations and reached a new, two-part proposed settlement. These settlements are being implemented in connection with Purdue’s ongoing bankruptcy proceedings and include: (1) a settlement of direct claims against the Sackler family by states, local governments, and other creditors (the “Direct Settlement”), and (2) a settlement of Purdue’s bankruptcy estate, which includes contributions from the Sacklers and certain other parties (the “Estate Settlement”). Under the revised plan, the Sackler family defendants will be required to pay \$6.5 billion over 15 years, including \$1.5 billion in the first year.

The 13th Amended Joint Chapter 11 Plan of Reorganization of Purdue Pharma was filed with the Bankruptcy Court on May 16, 2025. It can be reviewed at the following link:

<https://restructuring.ra.kroll.com/purduepharma>



As part of the proposed reorganization, a Governmental Entity and Shareholder Direct Settlement Agreement (“GESA”) was negotiated and has been approved by all 50 state attorneys general. The most current version of the GESA can be reviewed at the following link:

<https://nationalopioidsettlement.com/wp-content/uploads/2025/06/7592-Govt-Entity-Direct-Shareholder-Settlement-Agreement-GESA.pdf>

The bankruptcy plan, which is tied to the non-bankruptcy settlement with the Sackler family and their Trust, includes certain provisions that raise potential concerns we believe should be brought to your attention. Specifically, we have identified a potential ethical issue that may need to be resolved by the Court. An ethics expert we consulted has raised questions about a provision known as the *Special Operating Reserve* (“SOR”). The SOR is a \$800 million fund to be held back from the participating subdivisions fund. It is to be used to cover and indemnify the costs of future litigation and any settlements incurred by the Sackler Family and its Trust should any subdivision decide to opt-out of the settlement. Anything that remains in the SOR fund will be distributed to participating subdivisions when all opt-out litigation is resolved. We are still working through the plan as it is very complex and discussing it with our expert.

The concern with this provision is that it could result in a slightly reduced award for clients who opt-in to the plan. In simple terms, if the plan is approved with the SOR provision in place, and any of our firm’s clients opt-out, the awards to those clients who opt-in could be marginally decreased.

Some entities may be better positioned under the plan than outside of it, and each municipality must determine what is in its best interest, including consideration of any applicable local laws. While the vast majority of municipalities eligible under the plan lack personal jurisdiction over non-bankruptcy parties such as the Sackler family and the Trust, some municipalities do have the ability to vote against the plan, object, or opt-out. This issue is expected to be addressed at the bankruptcy confirmation hearing scheduled for November 10, 2025, which will take place after the voting deadline.

Despite this possibility, we recommend that you (1) participate in the Direct Settlement, and (2) vote in favor of the Purdue Pharma L.P.’s bankruptcy plan. The deadline to do so is September 30, 2025.

Below is a reminder of the two key steps that must be completed should you decide to move forward with participation.

First, eligible subdivisions within each participating state must decide whether to participate in the Direct Settlement. Because your state has agreed to this portion of the settlement, you are eligible to participate. **The Subdivision Solicitation process is expected to begin in July**



2025 and will run through September 30, 2025, which is the deadline to participate. Rubris, the Claims Administrator, has begun distributing the official notice memorandum and will soon send your state's participation package for review and execution. This package will include a participation form and other required documents. I will be copied on all correspondence from the Administrator.

Second, at the same time that eligible subdivisions are being solicited to participate in the Direct Settlement, votes will also be solicited for approval of Purdue Pharma L.P.'s bankruptcy plan, which governs distributions from the Estate Settlement. **The deadline to vote on the bankruptcy plan is likewise September 30, 2025.** I will cast the vote on your behalf via a *Master Ballot*. However, in accordance with recent case law, I must request that you sign and return the attached document, which authorizes our firm to vote on your behalf in this bankruptcy proceeding.

Despite the possibility of a small decrease to your award, we recommend that you:

- (1) execute and return the participation agreement and any other documents that may be required by your state related to the Direct Settlement; and
- (2) authorize our firm to vote on your behalf in favor of the Purdue Pharma L.P.'s bankruptcy plan

Again, the deadline to do so is September 30, 2025. As always, I am available to discuss these two settlements and our recommendations. Thank you.

Regards,

A handwritten signature in black ink, appearing to read "Shayna E. Sacks", written over a light blue horizontal line.

Shayna E. Sacks
Napoli Shkolnik

Encl.



Shayna E. Sacks
Partner
SSacks@NapoliLaw.com

PRIVILEGED & CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION/ATTORNEY WORK PRODUCT
NOT SUBJECT TO FOIL OR FOIA DISCLOSURE

Re: Nationwide Opioid Litigation
Authorization to Vote via Master Ballot Regarding Purdue/Sackler Bankruptcy
Action Required by September 30, 2025

_____ hereby authorizes Napoli Shkolnik to vote on our behalf related to the Purdue Pharma L.P.'s bankruptcy plan via *Master Ballot*.

Name of Client: _____

Client Signature: _____

Title: _____

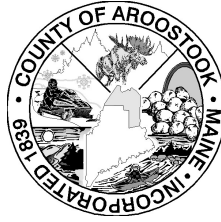
Date: _____

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER



COUNTY COMMISSIONERS

**PAUL J. UNDERWOOD
PRESQUE ISLE**

**WILLIAM T. DOBBINS
HOULTON**

**DANIEL V. DEVEAU
CYR PLANTATION**

TO: Aroostook County Commissioners
FROM: Ryan D. Pelletier, County Administrator
DATE: August 20, 2025

SUBJECT: Recommendation to Reclassify Unused Broadband Grant Liaison Funds

Several years ago, the County of Aroostook, in partnership with the Aroostook Partnership, applied for and was awarded a broadband planning grant. The purpose of this grant, combined with the required matching funds, was to develop a comprehensive Broadband Plan for Aroostook County.

During the course of the project, an additional \$6,000 in funding became available to specifically support a liaison position to work directly with the broadband funding agency. This role was intended to be filled by Mr. Paul Towle of the Aroostook Partnership. However, due to a combination of project transitions and Mr. Towle's subsequent departure from his position, these designated liaison funds were never expended for their intended purpose.

Recommendation:

I recommend that these unused funds be reclassified to reserves under a newly designated Broadband Match Funding Program within the Administration and Commissioners' Office budget. Establishing this reserve will allow the County to retain these funds for future use in support of broadband-related initiatives, including potential match requirements for new grant opportunities.

This reclassification will ensure that the funds remain dedicated to broadband expansion and improvement efforts, consistent with the original intent of the grant award, while providing flexibility for the County to respond quickly to emerging funding opportunities.



You are cordially invited to a FREE Summit entitled
Community & County Collaboration – Stronger Together!

DATE: Friday, September 12, 2025, 9:00 a.m. to 3:00 p.m.

TIME: Registration 8:30 a.m.

LOCATION: Presque Isle Country Club, 35 Parkhurst Siding, Presque Isle

Lunch provided.

Please RSVP by August 29 to ksmith@presqueisleme.us

Topics include:

- * Services provided by Aroostook County and current regionalization efforts
- * Regionalization in Cumberland County and challenges/successes
- * Regional experiences outside of Maine
- * Regionalized Assessing Services provided by the City of Presque Isle
- * Current legislative efforts involving municipalities in Maine
- * And more!!

Sponsored by the County of Aroostook, Aroostook Municipal Association, and the City of Presque Isle

From: Kristen Henry <khenry@nmdc.org>

Date: August 11, 2025 at 1:46:22 PM EDT

To: allagashtownoffice@yahoo.com, stjohnplt@fairpoint.net, sparadis@fortkent.org, townmanager@frenchville.org, stfrancismanager@outlook.com, manager@townofeaglelake.org, townofwallagrass@fairpoint.net, townmanager@stagatha.com, townmanager@madawaska.me, Luke Dyer <luke.dyer@vanburenmaine.com>, grandisletown@hotmail.com, "Ryan D. Pelletier" <ryan@aroostook.me.us>

Cc: Jay Kamm <jkamm@nmdc.org>

Subject: St. John Valley/Fish River National Scenic Byway Advisory Group

Dear Community Leader,

Northern Maine Development Commission (NMDC) is forming a Corridor Advisory Group for the St. John Valley Cultural & Fish River National Scenic Byway. The purpose of this group is to identify opportunities to enhance the Byway's visibility and visitor experience by identifying needed infrastructure improvements (such as [examples only] signage, turnouts, visitors centers, pocket parks, kiosks) and ways to improve how the byway is marketed and promoted (wayfinding, mapping, social media, etc) its unique cultural, scenic, and recreational assets, without creating a formal marketing plan. Our intention is to establish an Advisory Group that will bring together representatives from each community along the route to share local insights, highlight attractions and events, and identify collaborative opportunities to enhance the Byway's profile.

Could you nominate one representative by August 22nd to serve on this group? Nominees should be familiar with local infrastructure needs, events, and activities, have an interest in tourism, cultural heritage, or community development, and be able to communicate regularly with local stakeholders. Please send the nominee's name, contact information, and a brief description of their background to me by the 22nd.

Thank you for your help with this! Reach out if you have any questions.

Kristen

Kristen Henry

Project Manager/Community Development Specialist

11 West Presque Isle Road

P.O. Box 779

Caribou, ME 04736

www.nmdc.org

Maine Line: (207) 498-8736

Direct: (207) 498-5094

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: July 15, 2025

TO: Ryan D. Pelletier, County Administrator

FR: Roy Guidry, Facilities Director

RE: Fort Kent Registry of Deeds Part Time Custodian

The Fort Kent Registry of Deeds has ended its contract for cleaning services from Sparkly Cleaning Services in favor of hiring a part time custodian to clean, maintain and perform minor repairs as discussed in the 2025-26 budget meetings.

I have found a suitable candidate for the position and recommend the hiring of Clayton Babin for the position. Clayton is a resident of Fort Kent, has knowledge of the job at hand and is available to work the hours requested, which is Monday through Friday with a maximum of 20 hrs. per week.

It is my recommendation to hire Mr. Babin for the position.

Respectfully Submitted,

Roy Guidry



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: Clayton Last Name: Babin Middle Name: D.

St: [Redacted]

City: [Redacted] State: [Redacted] Zip Code: [Redacted]

Email Address: [Redacted] Phone Number (Home): [Redacted] Phone Number (Cell): [Redacted]

Position(s) applied for: PT Custodian Referral Source: Ad on Facebook (Ryan Pelletier)

Contact Information

If necessary, best time to call you is: Anytime Phone Number: [Redacted]

May we contact you at work? Yes No Best time to call you at work is: n/a

Work Phone Number: retired Ext: -

Employment Eligibility

Date Available for Work: 07/21/25

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

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

Is this application a request for reemployment following an extended military leave of absence from this company? Yes No

Employment Eligibility/Continuation

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  required in the job for which you are applying:

Employment Preferences

What is your desired salary range or rate of pay? 

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.

Employment History

Employer #1: TNT Road Co. Phone Number: (207) 834-5013

Street Address: Charette Hill Rd City: Fort Kent State: ME

Dates Employed: From: 2009 To: 2021

Starting Job Title: Truck Driver Final Job Title: Truck Driver

Immediate supervisor and title (for most recent position held): Steve Theriault (207) 834-5013

May we contact for reference? Yes No Later

Email Address: n/a Phone Number: Ext:

Why did you leave? retired

Summarize the type of work performed and job responsibilities: Driving and keeping equipment clean and maintenance

What did you like most about your position? Driving nice equipment

What did you like least about your position? Getting up at 2:00 am mornings

Employer #2: n/a 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:

What did you like most about your position?

What did you like least about your position?

Employer #3:

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?

Employment History/Continued

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:

What did you like most about your position?

What did you like least about your position?

Employment History/Continued

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

No!

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

none

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:

Like to keep everything in good working order and clean. Key Proud.

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

Software Name

Skill Level

n/a

Educational Background

School Name #1:
Ft. Kent Community High

City/State:
Fort Kent, ME

of Years Completed:
12

Level Completed:

Major/Minor/Certificate:

School Name #2:

City/State:

of Years Completed:

Level Completed:

Major/Minor/Certificate:

School Name #3:

City/State:

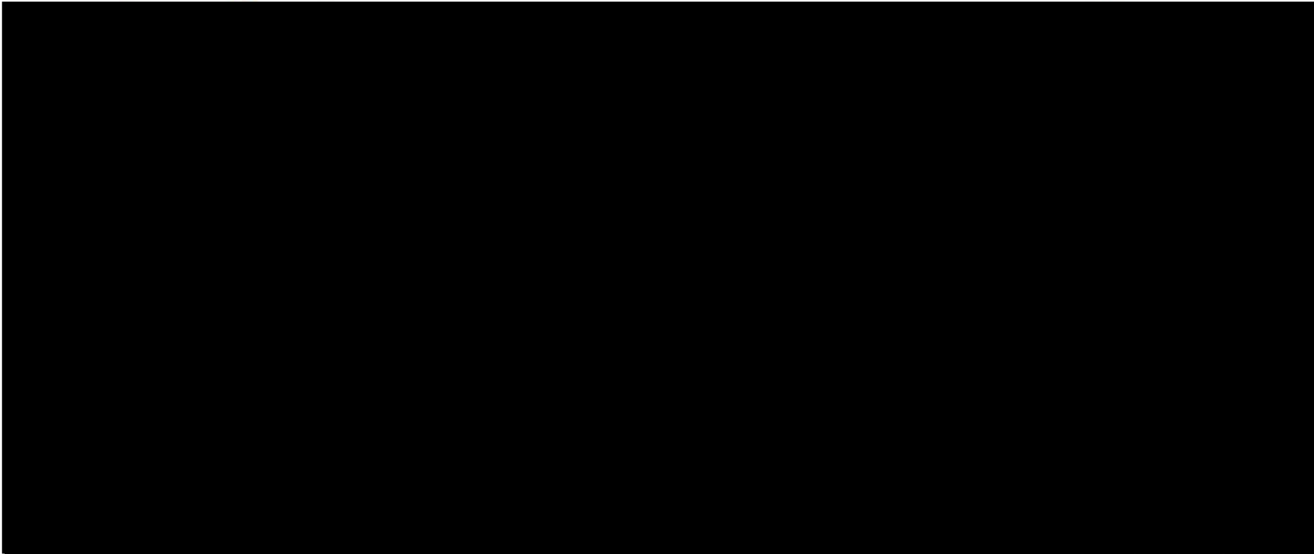
of Years Completed:

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.



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:

ATV rides for Seniors @ Assisted Living

List special accomplishments, publications, awards, etc.:

Safe Driver Awards

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

Application 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:

Keaton Balv.

Date Signed:

7/8/2025

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

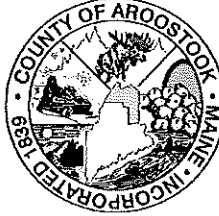
County of Aroostook

COMMISSIONERS' OFFICE

HUMAN RESOURCES

BETH L. HUMMEL
HR DIRECTOR

JOYCE F. FINDLEN
HR SPECIALIST



COUNTY COMMISSIONERS

WILLIAM DOBBINS
HOULTON

DANIEL DEVEAU
CYR PLANTATION

PAUL J. UNDERWOOD
PRESQUE ISLE

MEMORANDUM

July 22, 2025

TO: Ryan Pelletier, County Administrator

FROM: Beth Hummel, Human Resources Director 

RE: Request for approval to implement a Roth 457(b) plan option for employees

I am writing to request the Board of Commissioners' consideration for an amendment to the County of Aroostook's MaineSTART 457(b) Deferred Compensation plan to include a Roth 457(b) option for all eligible County employees.

Background:

The County of Aroostook currently offers an optional pre-tax 457(b) Deferred Compensation plan, allowing employees to defer taxes on their retirement contributions until withdrawal in retirement. We have had a few employees inquire about the Roth 457(b) option because it would allow them to make after-tax contributions, with potential tax-free withdrawals in retirement.

Benefits for Employees:

- **Tax-free retirement income:** Employee pays taxes on contributions now, potentially at a lower tax rate, and receives tax free distributions in retirement.
- **Higher contribution limits:** Roth 457(b) plans allow for higher after-tax savings compared to Roth IRAs. In 2025, the maximum contribution limit for a Roth 457(b) is \$23,000 vs. \$7,000 for a Roth IRA, plus even more through catch-up contributions for those 50 and older.
- **Eligibility:** No income restrictions.
- **Withdrawals:** Employee can generally access funds penalty-free upon separation from service, regardless of age.

Adding the Roth 457(b) to our portfolio will incur no additional cost for the County.

This proposed change would provide our employees with greater flexibility in their retirement planning and potentially improve their financial well-being in retirement. It is my recommendation to improve our employee benefits package, amending it to include a Roth 457(b) option for all eligible employees. Thank you for your consideration.

SUPPLEMENTAL PARTICIPATION AGREEMENT

This Supplemental Participation Agreement is made and entered into this 10th day of January, 2019, between Aroostook County (hereinafter referred to as the "Participating Local District"), Maine Public Employees Retirement System (hereinafter referred to as the "Employer"), and Newport Trust Company, (hereinafter referred to as the Trustee), and supersedes any prior Supplemental Participation Agreement among the parties.

WHEREAS, the Participating Local District desires to reward its employees for faithful service, to establish a bond between employer and employee, to provide an incentive for efficient and conscientious work, to provide a fund for retirement, disability, or death, and to retain high-caliber fellow employees; and

WHEREAS, there exists a 457 Plan, namely the MainePERS 457 Deferred Compensation Plan, as amended and restated, called the "Plan," between the Employer and the Trustee (a copy being attached hereto as Exhibit "A" and made a part hereof by reference); and

WHEREAS, the Plan provides that any other Participating Local District may, with the consent of the Employer, adopt the Plan and participate therein by a properly executed document evidencing said intent of said Participating Local District;

WHEREAS, the Participating Local District adopted the Plan, effective September 27, 1996, and desires to continue its participation under the terms set forth herein;

NOW, THEREFORE, the Participating Local District, the Employer, and the Trustee hereby agree to such adoption and participation upon the following terms:

- (1) Wherever a right or obligation is imposed upon the Employer by the terms of the Plan, the same shall extend to the Participating Local District as the "Employer" under the Plan and shall be separate and distinct from that imposed upon the Employer. It is the intention of the parties that the Participating Local District shall be a party to the Plan and treated in all respects as the Employer thereunder, with its employees to be considered as the Employees or Participants, as the case may be, thereunder. However, the participation of the Participating Local District in the Plan shall in no way diminish, augment, modify, or in any way affect the rights and duties of the Employer, its Employees, or Participants, under the Plan.
- (2) The Trustee hereby agrees to receive and allocate contributions made to the Plan by the Employer and by the Participating Local District, as well as to do and perform all acts that are necessary to keep records and accounts of all funds held for Participants who are Employees of the respective employers.
- (3) The execution of this Agreement by this Participating Local District shall be construed as the adoption of the Plan in every respect as if said Plan had this date been executed between the Participating Local District and the Trustee, except as stated in item (5), (6) and (7) below and as otherwise expressly provided herein or in any amendment that may subsequently be adopted hereto.
- (4) All actions required by the Plan and Trust to be taken by the Employer shall be effective with respect to the Participating Local District if taken by the Employer and pursuant to the Plan, the Participating Local District hereby irrevocably designates the Employer as its agent for such purposes.

(5) In accordance with Section 3.01 of the Plan, a Participating Local District may choose to make Nonelective Contributions. The following choice is made in conjunction with this agreement:

- Participating Local District chooses not to make Nonelective Contributions.
- Participating Local District chooses to make Nonelective Contributions as follows:

Up to 3.5% for Ryan Pelletier, County Administrator

(6) In accordance with Section 3.02 of the Plan, a Participating Local District may elect the Automatic Enrollment provisions of the Plan. The following election is made in conjunction with this agreement:

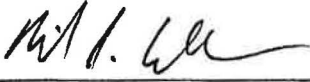
- Participating Local District does not elect Automatic Enrollment provisions.
- Participating Local District elects to utilize Automatic Enrollment provisions and therefore will withhold ____% from each Participant's Compensation unless the Participant elects a lesser percentage (including zero) under his/her Salary Reduction Agreement. The automatic election will apply to (select one of the following):
 - All Participants. All Participants who as of _____ are not making Salary Reduction Contributions at least equal to the automatic amount.
 - New Participants. Each Employee whose Plan Entry Date is on or following _____.

(7) In accordance with Section 3.03 of the Plan, a Participating Local District may elect whether to permit Matching Contributions, and if so the type of Matching Contributions. The following election is made in conjunction with this agreement:

- Participating Local District elects not to permit Matching Contributions.
- Participating Local District elects to permit Matching Contributions of a fixed amount equal to ____% of each Participant's Salary Reduction Contributions not to exceed ____% of a Participant's Compensation. The Participating Local District will determine its Matching Contribution based on Salary Reduction Contributions made during each payroll period.

IN WITNESS WHEREOF, the Participating Local District, the Employer, and the Trustee have caused this Supplemental Participation Agreement to be executed in their respective names on the day and date first above written.

MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM

By: 

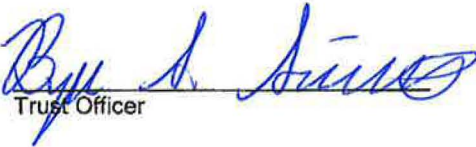
Michael J. Colleran
General Counsel

AROOSTOOK COUNTY

By: 

County Administrator

NEWPORT TRUST COMPANY AS THE TRUSTEE

By: 

Trust Officer

SUPPLEMENTAL PARTICIPATION AGREEMENT

This Supplemental Participation Agreement is made and entered into this **21st day of July, 2025**, **between Aroostook County** (hereinafter referred to as the "Participating Local District"), Maine Public Employees Retirement System (hereinafter referred to as the "Employer"), and Newport Trust Company, (hereinafter referred to as the Trustee), and supersedes any prior Supplemental Participation Agreement among the parties.

WHEREAS, the Participating Local District desires to reward its employees for faithful service, to establish a bond between employer and employee, to provide an incentive for efficient and conscientious work, to provide a fund for retirement, disability, or death, and to retain high-caliber fellow employees; and

WHEREAS, there exists a 457 Plan, namely the MainePERS 457 Deferred Compensation Plan, as amended and restated, called the "Plan," between the Employer and the Trustee (a copy being attached hereto as Exhibit "A" and made a part hereof by reference); and

WHEREAS, the Plan provides that any other Maine governmental entity may, with the consent of the Employer, adopt the Plan and participate therein by a properly executed document evidencing said intent of said entity;

WHEREAS, the Participating Local District wishes to adopt the Plan, effective **9/1/2025**, and desires to participation under the terms set forth herein;

NOW, THEREFORE, the Participating Local District, the Employer, and the Trustee hereby agree to such adoption and participation upon the following terms:

- (1) Wherever a right or obligation is imposed upon the Employer by the terms of the Plan, the same shall extend to the Participating Local District as the "Employer" under the Plan and shall be separate and distinct from that imposed upon the Employer. It is the intention of the parties that the Participating Local District shall be a party to the Plan and treated in all respects as the Employer thereunder, with its employees to be considered as the Employees or Participants, as the case may be, thereunder. However, the participation of the Participating Local District in the Plan shall in no way diminish, augment, modify, or in any way affect the rights and duties of the Employer, its Employees, or Participants, under the Plan.
- (2) The Trustee hereby agrees to receive and allocate contributions made to the Plan by the Employer and by the Participating Local District, as well as to do and perform all acts that are necessary to keep records and accounts of all funds held for Participants who are Employees of the respective employers.
- (3) The execution of this Agreement by the Participating Local District shall be construed as the adoption of the Plan in every respect as if said Plan had this date been executed between the Participating Local District and the Trustee, except as stated in item (5), (6), (7) and (8) below and as otherwise expressly provided herein or in any amendment that may subsequently be adopted hereto.
- (4) All actions required by the Plan and Trust to be taken by the Employer shall be effective with respect to the Participating Local District if taken by the Employer and pursuant to the Plan, the Participating Local District hereby irrevocably designates the Employer as its agent for such purposes.
- (5) In accordance with Section 3.01 of the Plan, a Participating Local District may choose to make Nonelective Contributions. The following choice is made in conjunction with this agreement:
 Participating Local District chooses not to make Nonelective Contributions.

- ✓ Participating Local District chooses to make Nonelective Contributions as follows:

Up to 3.5% for Ryan Pelletier, County Administrator

- (6) In accordance with Section 3.02 and 12.01 of the Plan, a Participating Local District may choose to permit Salary Reduction Contributions and/or Roth Elective Deferrals. The following choice is made in conjunction with this agreement:

- ✓ Participating Local District chooses to permit Salary Reduction Contributions.
- ✓ Participating Local District chooses to permit Roth Elective deferrals.

- (7) In accordance with Section 3.02 of the Plan, a Participating Local District may elect the Automatic Enrollment provisions of the Plan. The following election is made in conjunction with this agreement:

- ✓ Participating Local District does not elect Automatic Enrollment provisions.
- Participating Local District elects to utilize Automatic Enrollment provisions and therefore will withhold ___% from each Participant's Compensation unless the Participant elects a lesser percentage (including zero) under his/her Salary Reduction Agreement. The automatic election will apply to (select one of the following):
 - All Participants. All Participants who as of _____ are not making Salary Reduction Contributions at least equal to the automatic amount.
 - New Participants. Each Employee whose Plan Entry Date is on or following _____.

- (8) In accordance with Section 3.03 of the Plan, the Participating Local District may elect whether to permit Matching Contributions, and if so the type of Matching Contributions. The following election is made in conjunction with this agreement:

- ✓ Participating Local District elects not to permit Matching Contributions.
- Participating Local District elects to permit Matching Contributions for employees who do not participate in MainePERS defined benefit plan in a fixed amount equal to 100% of each Participant's Salary Reduction Contributions not to exceed _____% of a Participant's Compensation. The Participating Local District will determine its Matching Contribution based on Salary Reduction Contributions made during each payroll period.

IN WITNESS WHEREOF, the Participating Local District, the Employer, and the Trustee have caused this Supplemental Participation Agreement to be executed in their respective names on the day and date first above written.

MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM

By: _____
MainePERS Authorized Signer

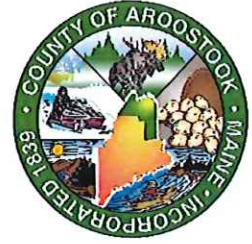
AROOSTOOK COUNTY

By: _____
[Authorized signer]

NEWPORT TRUST COMPANY AS THE TRUSTEE

By: _____
Trust Officer

Paid Family Medical Leave Private Plan Recommendation 8/1/2025



The Paid Family Medical Leave (PFML) program allows employers to either participate in the state-run plan or utilize a substantially equivalent private plan. The County of Aroostook has been contributing to the State plan since January 1, 2025, at a 1.0% rate split between employer and employee. Private plan substitution applications were introduced on April 1, 2025. The data provided below demonstrates that transitioning to a private plan substitution would be advantageous for the County.

OVERVIEW:

- Per our request, Acadia Benefits, Inc. took the PFML out to market and requested proposals from 8 private (state approved) PFML carriers. Of the carrier candidates, 4 provided competitive PFML proposals: Symetra, Guardian, Met Life, and New York Life.
- Most insurance providers require the inclusion of at least one other benefit when quoting PFML. We chose to quote a \$20,000 term Life/AD&D policy that would replace our current policy with Lincoln Financial.
- The next deadline to apply with the state for a Private Plan exemption is August 31, 2025, for a July 1, 2025, effective date. Meeting this deadline will provide the County a 10-month premium exemption from paying the State premiums (July 1, 2025, through May 1, 2026). On May 1, 2026, the PFMLA benefits and Private Plan premiums begin. All premiums withheld from employees after 7/1/25 will be refunded to the employee.

QUOTED RATE SUMMARY:

All rates are in effect through June 30, 2028.

	State	Symetra	Guardian	Met Life	NYL
Rate	1.0%	.78%	.83%	.85%	.95%
Agreement Must Include	n/a	Life/AD&D \$4,936/yr - 3 yr rate	Declined to quote life due to occupations, offered worksite benefits (similar to Aflac)	Life/AD&D \$4,420/yr - 2 yr rate plus takeover of voluntary employee pd STD (IPP)	Life/AD&D \$4,819/yr -2 yr rate

PRIVATE PLAN COST:

SYMETRA .78%			
Time Period	Premium Recipient	EE Premium	ER Premium
1/1/25-6/30/25	6 Months Paid to State Prefunding	\$18,868 .5%	\$18,868 .5%
7/10/25-4/30/26	10 Months Private Exemption	\$0	\$0
5/1/26-6/30/28	26 Months Paid to Private	\$81,764 .5%	\$45,787 .28%
	TOTAL	\$100,632	\$64,655

STATE PLAN 1.0%		
Premium Recipient	EE Premium	ER Premium
6 Months Paid to State Prefunding	\$18,868 .5%	\$18,868 .5%
10 Months Paid to State Prefunding	\$31,448 .5%	\$31,448 .5%
26 Months Paid to State	\$81,764 .5%	\$81,764 .5%
TOTAL	\$132,080	\$132,080

PRIVATE PLAN SAVINGS:

	Total Premiums	Employee	Employer
State Plan	\$264,160	\$132,080	\$132,080
Symetra	\$165,287	\$100,632	\$64,655
Total Overall Savings	(\$98,873)	(\$31,448)	(\$67,425)

LIFE/AD&D SAVINGS:

Lincoln Financial	\$11,400/year
Symetra	\$ 4,950/year
Total Savings	(\$6,450)/year

**Plans are equivalent.*

RECOMMENDATION:

Aside from the cost savings provided above, additional considerations include:

- Private insurers like Symetra have experience managing PFML programs in other states and can provide valuable expertise.
- Symetra has dedicated staff that will work with our employees directly to navigate claims questions, paperwork, etc., reducing the administrative burden on our staff and enhancing the employee experience.
- Acadia Benefits, Inc. has been providing service for more than 35 years. They have assisted other County organizations with this transition to a Private Plan PMFL as well as other employee benefits.
- Serving as our broker, Acadia will also provide us with a customer service liaison to assist with our needs.

We recommend that the County of Aroostook transition from the Maine state-run PFML program to a private plan with Symetra for the administration of PFML. This would include a \$20,000 Life/AD&D policy, replacing the current \$20,000 Life/AD&D policy with Lincoln Financial.

Respectfully submitted by:



Beth Hummel
Human Resources Director



Dana Gendreau
Finance Director



Paid Family and Medical Leave (PFML) Frequently Asked Questions (FAQ's)

Note: This FAQ is based on the best information available prior to the adoption of rules for the PFML program. This information is subject to change. Visit <https://www.maine.gov/paidleave/> for the most up-to-date information.

Overview of the Paid Family and Medical Leave law:

1. What is the Paid Family and Medical Leave Program (PFML Program)?

Maine's PFML law will provide up to 12 weeks of paid leave for family leave, medical leave, to deal with the transition of a family member's pending military deployment or stay safe after abuse or violence. This law became effective in October 2023 in accordance with Maine law. The Maine Department of Labor is responsible for the implementation of this new program.

Contributions:

2. Where do the contributions come from beginning January 1, 2025 – are the contributions paid by the employee, the employer, or combined?

Payroll withholdings from employee's pay for the Paid Family Medical Leave program will begin on January 1, 2025, and be transferred to the Maine Paid Family and Medical Leave Fund. ("PFML Fund"). Both the employer and the employee contribute to the PFML Fund. All funds are pooled to pay for future claims and other administrative costs.

3. If benefits do not go live until 2026, why are contributions being made in 2025?

Although benefits will not go live until May 1, 2026, contributions will begin in 2025 to allow time to accumulate sufficient funds to pay for benefits and other administrative costs to operate the program.

4. What is the contribution rate for Paid Family and Medical Leave?

For calendar years 2025-2027, the combined contribution rate is set at either 0.5 or 1 percent of wages based on the size of the employer. Employers with 15 or more employees will contribute 1 percent of wages and may deduct up to half of the contribution from the employees' wages.

Employers with less than 15 employees will contribute 0.5 percent of wages and may deduct the entire amount from the employees' wages.

5. I am an employer and would like to pay my employee share of the PFML contributions- Am I allowed to?

Yes, an employer may pay the employee's share of 0.5 percent but is not required to.

6. Who is responsible for remitting contributions to the PFML Fund?

The employer is responsible for remitting contributions to the PFML Fund. The mechanism to remit the funds will be set forth in future guidance by MDOL.

7. I am a self-employed individual, am I eligible?

Self-employed individuals are eligible for Paid Family and Medical Leave but must choose to opt in for coverage. For calendar years 2025-2027, the premium rate has been set at 0.5 percent of the individual's income from self-employment. Guidance will be provided by MDOL in the future on the process to opt in.

Private Plans:

8. I am an employer with a current policy that provides paid time off (PTO), sick leave and/or a short-term disability policy. Can my leave policy be considered a substantially equivalent plan under the Maine PFML Law?

Section 850-H(2) states that to be approved as a substantially equivalent private plans, among other requirements which will be outlined in rule, the plan must be either a self-funded plan that requires a surety bond paid to the State or a fully-funded plan purchased from an insurance company. An internal leave policy, on its own, does not meet these requirements. Additional details regarding the process and requirements for private plans will be outlined in rule.

Collective Bargaining Agreements:

9. How does the PFML law apply to public sector collective bargaining agreements?

Public employers and employees that are subject to a collective bargaining agreement that was in effect on October 25, 2023, are not eligible to participate until the collective bargaining agreement expires. Neither party will make contributions pertaining to the Paid Family and Medical Leave program until that collective bargaining agreement expires, and individuals will not be eligible for benefits until either the expiration of the collective bargaining agreement or May 2026, whichever comes later.

10. How does this apply to public employees not subject to a collective bargaining agreement?

The Paid Family and Medical Leave law will apply to any public employees who were not subject to a collective bargaining agreement on October 25, 2023. Also, any public employees who are not subject to a collective bargaining agreement in general are covered by the program in the same manner as private sector employees.

11. How does PFML law apply to private sector collective bargaining agreements?

The exemption in section 850-B (10)(D) does not apply to private sector collective bargaining agreements.

Definition of Wages:

12. What is the definition of wages for the program?

Wages include all forms of compensation for personal services, such as regular salary, tips, commissions, bonuses, and severance pay. It does not cover payments made to independent contractors.

For payroll and premium purposes, wages are calculated similarly to how Maine Unemployment wages are determined but applied to a larger base of employees that are not traditionally subject to the Maine Unemployment contributions tax. Wages exclude amounts above the annual base limit set by the U.S. Social Security Administration.

Determination of Wages Earned in Maine:

13. How is the locality of Wages earned in Maine determined?

The PFML program will use the same test of locality under the Maine unemployment law. A worker earning Maine wages can be determined through a four criteria sequential test, applied to the employee:

Four factors, taken in sequence, determine whether or not employment is reportable in Maine:

- **Place Where Work Is Performed:** If the employee performs all work in Maine, or if the work outside Maine is incidental (temporary or minor), then Maine law applies. If this does not apply, continue to next factor.
- **Base of Operations:** If the employee performs work in Maine and other states, if the base of operations is in Maine, Maine law applies. The base of operations is the primary location from which the employee starts work and returns regularly. If this does not apply continue to next factor.
- **Place from Which Service Is Directed or Controlled:** If the employee has no base of operations or no work is performed in the base state, but the service is directed or controlled from Maine, Maine law applies. This refers to the place of general authority rather than direct supervision. If this does not apply, continue to next factor.
- **Place of Residence:** If none of the above criteria apply, and the employee performs work in Maine and other states, and resides in Maine, then Maine law applies. If none of the above apply, the employment is not reportable in Maine.

Maine Paid Leave Portal:

14. Where will employers be able to submit premiums and wage reports?

Employers can submit premiums and wage reports through the **Maine Paid Leave Portal that will be available in early 2025**. All employers will be required to register with the Department via this portal to determine their liability for PFML contributions and to designate a third-party payroll or employee leasing company if they wish. All liable and active employers must create an account in the portal to electronically file quarterly wage reports and make contribution payments.

15. How frequently are employers to submit premiums and wage reports for the PFML Program?

Employers must submit their premium amounts and contribution reports **quarterly** and are due on or before the last day of the month following the end of each quarter. Payments and reports are considered timely if received electronically by the due date. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is extended to the next business day. Employers may have their payments and reports submitted by an employee leasing company or an authorized third-party administrator.

16. Will there be an ability to submit bulk uploads to the portal?

Third party administrators will be able to submit bulk wage reports in specified file formats. Employers will be able to upload an excel sheet of their employee and wage information in their quarterly wage report. They will have to follow a template that the Department provides.

Definition of Covered Employee and Premium Liability:

17. Who is the covered employee?

A “covered employee” is an employee who earns wages in Maine. However, wages do not include wages earned from federal employment, federal work study financial aid, during incarceration, by certain volunteers as specified in the proposed rule, or by an employee subject to the Railroad Unemployment Insurance Act. Independent contractors may elect coverage, and if so would report wages earned and submit contributions in order to be a covered individual.

18. To determine premium liability for employers, how do you count the number of employees?

*Please note the response below is pending final adoption of the rule.

For the purposes of determining premium liability, any employer that employed 15 or more covered employees per the employer's Federal Employer Identification Number (FEIN) on their established payroll in 20 or more calendar workweeks in the 12-month period preceding September 30th of each year. This count includes the total number of persons on establishment payrolls employed full or part time who received pay for any part of the pay period.

Temporary and intermittent employees are included, as are any workers who are on paid sick leave, on paid holiday, or who work during only part of the specified pay period. On October 1, 2024, and October 1 of each year thereafter, the employer shall calculate its size for the purpose of determining premium liability for calendar year 2025 and each calendar year thereafter. This employer count will be reported upon first registering with the Maine Paid Leave Portal, and during Quarter 3 wage reporting annually thereafter. We also note this response is pending final adoption of the rule.

Reporting Premiums and Tax Information:

19. What should be listed in Box 14 on the W-2 form for employee contributions?

Employee premium contributions should be listed under Box 14 of the W-2 form with the label “MEPFML”.



AROOSTOOK COUNTY EMERGENCY MANAGEMENT AGENCY
158 SWEDEN STREET • CARIBOU, MAINE 04736
PH: 207-493-4328 • FX: 207-493-4357

MEMO

TO: Ryan D. Pelletier, County Administrator

FROM: Darren R. Woods, EMA Director

RE: Training & Logistics Planner

Date: 8 - 1 – 2025

DARREN R. WOODS
DIRECTOR
darren@aroostookema.com

DERRICK OUELLETTE
DEPUTY DIRECTOR
derrick@aroostookema.com

KIM CHAMPAGNE
FINANCE & PLANNING
ASSOCIATE
kim@aroostookema.com

BRIAN GOFF
COMMUNITY OUTREACH
PLANNER
brian@aroostookema.com

I am requesting that we hire a new full-time position called a Training & Logistics Planner.

This position would be totally grant funded through Homeland Security funds in the first year. As we have done in the past, I would suggest slowly absorbing the cost of the position over a few years. We had previously done this with other EMA positions and have been successful. This would create a lesser impact on the budget while still getting a much-needed position filled.

Part of the funding is available now, and I just applied for the remainder of what would be needed, so we could start this position as soon as the grant is approved. Due to an extremely short deadline, I had to apply for this ahead of me requesting this position at a commissioner's meeting.

This position would work out of the County EMA Office and report directly to the County EMA Director. We currently have plenty of work for this person to accomplish.

If approved, we will submit the job description to our HR Department and the Salary Admin Consultant to determine an appropriate pay grade, however, I anticipate it to be similar to our Community Outreach Planner position which is Grade 9. This has a pay range starting at \$20.66 per hour and mid range of \$23.96 per hour.

This position would perform duties related to emergency management planning and preparedness, ensure that all emergency response equipment stays in ready-state and could move equipment around the county as needed. They would review, update and maintain various EMA resource lists and serve as an instructor in various capacities for emergency services and the public which would make us less reliant upon state or federal resources. Lastly, they would be tasked with assisting the current community outreach planner by working with the public and private sector on emergency preparedness.

With the potential of responsibility shift from FEMA to local/county EMA's, it is more important now than ever that we put ourselves into a position where we can provide more at our level. This proposal does that while softening the financial impact.



AROOSTOOK COUNTY EMERGENCY MANAGEMENT AGENCY
158 SWEDEN STREET • CARIBOU, MAINE 04736
PH: 207-493-4328 • FX: 207-493-4357

DARREN R. WOODS
DIRECTOR
darren@aroostookema.com

DERRICK OUELLETTE
DEPUTY DIRECTOR
derrick@aroostookema.com

KIM CHAMPAGNE
FINANCE & PLANNING
ASSOCIATE
kim@aroostookema.com

BRIAN GOFF
COMMUNITY OUTREACH
PLANNER
brian@aroostookema.com

We have a workstation including computers, etc. and a vehicle that could be used when needed so we would not have to purchase extra equipment.

I will await further instructions from you regarding this proposal. Let me know if you have any questions.

Thank you for your consideration and continued support of the local EMA office.

Aroostook County Job Description

Job Title: Logistics & Training Planner
Director

Job Code:

Reports to:EMA

FLSA Status: NE

Pay Grade: 9

Position Purpose

What this position contributes to the organization; why it exists.

Under limited supervision, performs duties related to emergency management planning and preparedness, ensures that all emergency response equipment is in a ready-state, moves equipment around the county as needed. Provides support to the EMA Office and reviews, updates and maintains various Emergency Management Agency (EMA) resource lists. Serves as an instructor in various capacities for emergency services and the public.

Scope Data

Total Budget Responsibility: \$na

Total Employees Responsible For: na

Hourly:

Salary:

Position Location: Caribou

Summary of Essential Job Duties

Please list in priority order and indicate % of time spent performing activity.

- Serves as a liaison with public and private sector partners to provide assist with Homeland Security efforts on a wide variety of topics.

- Serves as a liaison with public and private sector partners to provide emergency management agency planning & logistics. Works to ensure that resource lists are up to date for the county EOC and assists communities with their needs. Updates existing plans annually. Reviews final product with Emergency Management Agency Director.

- Ensures that county EMA equipment is in service and ready for deployment. Transports equipment to where it is needed before/during/after an incident.

- Assists with maintaining current emergency management related plans. Ensures plans are up to date and makes updates as necessary and reviews all updates with Emergency Management Agency Director.

- As needed -- performs a variety of clerical support to the office to include: answering phone, directs visitors and resolves routine inquiries and forwards higher level inquiries to other EMA personnel as appropriate. Schedules calendars and meetings and prepares office written correspondence as requested by EMA Director or other staff.

- Provides instruction to agencies and community members on a variety of emergency management topics

- Works with the Community Outreach Planner to provide public information

Other Duties & Responsibilities

Includes performing other related duties as required.

- Works on various ad-hoc EMA projects as assigned by EMA personnel.

- **Maintains confidentiality regarding the EMA office.**
- **Uses photocopier, fax machine and other office equipment to complete daily tasks.**

-

Job Requirements

Before completing this section, see reference key below.

Education Level (please check one)

- | | | | | |
|----------------------------------|---|----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Level 1 | <input checked="" type="checkbox"/> Level 2 | <input type="checkbox"/> Level 3 | <input type="checkbox"/> Level 4 | <input type="checkbox"/> Level 5 |
|----------------------------------|---|----------------------------------|----------------------------------|----------------------------------|

Experience (please check one)

- | | | | | |
|----------------------------------|---|----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Level 1 | <input checked="" type="checkbox"/> Level 2 | <input type="checkbox"/> Level 3 | <input type="checkbox"/> Level 4 | <input type="checkbox"/> Level 5 |
|----------------------------------|---|----------------------------------|----------------------------------|----------------------------------|

Other Requirements/Skills

- **Good communication skills.**
- **Proficient in Microsoft Office Suite and other related computer skills. In particular database management experience.**
- **Must be detail-oriented and have the ability to work well under stress.**
- **Independent judgement is required.**
- **Must complete required EMA certifications.**

Working Conditions/Physical Demands

- **Normal office environment most days, must be able to walk on different terrain's. May be exposed to unruly citizens. May be required to travel up to 20% of the time.**
- **Frequent keyboarding, mousing and telephone use.**
- **Occasional lifting up to 20 lbs may be required.**
- **Ability to drive 1 ton pickup hauling a variety of different trailers.**

Reference Key

Minimum Required Education

Level 1	Level 2	Level 3	Level 4	Level 5
Basic Math & Reading	H.S. Diploma or Equiv.	Assoc. Degree or Equiv.	B.A. / B.S. Degree or Equiv.	Advanced Degree or Equiv.

Minimum Required Experience

Level 1	Level 2	Level 3	Level 4	Level 5
None	Up to 2 years related experience	2 – 5 years related experience	5 – 10 years related experience	10+ years related experience

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all the responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

HR Approval:

Date:

Department Head Approval: D. Woods

Date:



AROOSTOOK COUNTY EMERGENCY MANAGEMENT AGENCY
158 SWEDEN STREET • CARIBOU, MAINE 04736
PH: 207-493-4328 • FX: 207-493-4357

MEMO

TO: Ryan D. Pelletier, County Administrator
FROM: Darren R. Woods, EMA Director
RE: Updated Emergency Operations Plan
DATE: July 2025

DARREN R. WOODS
DIRECTOR
darren@aroostookema.com

DERRICK OUELLETTE
DEPUTY DIRECTOR
derrick@aroostookema.com

KIMBERLY CHAMPAGNE
FINANCE & PLANNING
ASSOCIATE
kim@aroostookema.com

BRIAN GOFF
COMMUNITY OUTREACH
PLANNER
brian@aroostookema.com

Attached are the updates to our County Emergency Operations Plan (EOP).

Most of the changes are minor ones and are highlighted.

Let me know if you have questions.

Aroostook County Emergency Operations Plan

PROMULGATION DOCUMENT

Date: August 2025

To all Recipients:

Transmitted herewith is the revised Emergency Operations Plan for Aroostook County. This plan supersedes any previous plans promulgated for this purpose. It provides a framework for the County to use in performing emergency functions before, during, and after a natural disaster, technological incident, or hostile attack, and provides basic format for Local Community Emergency Operation Plans (EOP's).

This Emergency Operations Plan includes four phases of emergency management.

- (1) **Mitigation**; activities which eliminate or reduce the chance of occurrence or the effects of a disaster.
- (2) **Preparedness**; activities describing how to respond should an emergency or disaster occur and working to increase resources available to respond effectively.
- (3) **Response**; immediate activities which prevent loss of lives and property and provide emergency assistance; and
- (4) **Recovery**; short- and long-term activities which restore order and lifelines.

The Aroostook County Emergency Management Agency is responsible for the development and maintenance of the Aroostook County Emergency Operations Plan. This plan is in accordance with existing Federal and State statutes. It will be tested, revised, and updated as required. All recipients are requested to advise the Aroostook County Emergency Management Agency regarding recommendations for improvement.

The Emergency Operations Plan for Aroostook County has been reviewed and approved.

_____ County Commissioner	_____ Date
_____ County Commissioner	_____ Date
_____ County Commissioner	_____ Date
_____ County Administrator	_____ Date
_____ County EMA Director	_____ Date

AROOSTOOK COUNTY EMERGENCY OPERATIONS PLAN

2025 Updates



Aroostook County Emergency Management Agency
158 Sweden Street, Caribou, ME 04736

Aroostook County Emergency Operations Plan

RECORD OF CHANGES

The Emergency Operations Plan for Aroostook County is reviewed each year to determine if the plan is current. Minor changes are recorded on the table below and inserts are prepared for inclusion in distributed copies.

Plan Component	Corrections/ Deletions
Basic Plan – Basic Plan References	Page 12
Annex B - Communications	Page 3, 5
Initial Fan Out List	A-1, A-4
Annex D – Emergency Public Information	Page 8
Annex F – Mass Care	Page 2
Local Shelters	All Pages
Annex G – Health and Medical	Page 5
Annex H - Resource Management	Page 7 & 8
Annex J – Critical Infrastructure and Key Resources	All Pages
Annex L – Aroostook COOP	Page 8, 9, 13, 16, 17
Annex N – Damage Assessment	Page 2, 3
Aroostook County, Maine Extreme Temperature Plan	Page 7
Attachment D – Summer Storms	D-3
Attachment O – EOC Staffing	Page 1
Job Aid – EOC Operations	Page 7
Attachments - Contacts	MEMA list update

Aroostook County Emergency Operations Plan

in the hazard specific annexes. These capabilities include personnel, training, equipment, programs, facilities, volunteer organizations and other resources. The yearly assessment and upkeep of these capabilities are the responsibility of the municipalities and organizations to which they belong.

V. MITIGATION OVERVIEW

This plan provides guidance for activities designed to reduce or eliminate risk to persons, property, and critical infrastructure before, during, and after an emergency. There are several hazards specific to mitigation strategies and programs in place to help deal with the hazards. These strategies and programs can be found in the hazard specific annexes. Specific strategies and plans are in place to protect critical infrastructure, facilities, and high-risk targets. Aroostook County has an approved Hazard Mitigation Plan dated 2023 which is good until 2025.

VI. CONCEPT OF OPERATIONS

A. Activation

The Aroostook County Emergency Management Agency (EMA) Director is accountable to the Board of Commissioners and reportable to the Maine Emergency Management Agency Director for decisions and actions taken. The Aroostook County Board of Commissioners is legally responsible for the functions of County government. The County Commissioners have delegated the authority to activate and terminate this plan to the Director of the Aroostook County Emergency Management Agency in an emergency or the Deputy Director in the Directors absence.

B. Sequence of Actions

Under most circumstances, response to emergencies is initiated at the local level with local resources the first to be committed. Use and coordination of resources and the management of the situation are a local public safety responsibility.

When several municipalities are involved or when the local resources are not enough, the County EMA coordinates information from the communities involved, arranges for assistance from within the County, maintains emergency communications, and reports data and requests for further assistance directly to the State Emergency Operating Center.

With the support of relevant county and local agencies, and through its communications network, the County EMA is responsible for the central collection, organization, evaluation and documentation of situation and damage assessment data.

Heads of departments and agencies are responsible for emergency functions as specified in this plan. Department heads retain control over their employees and equipment. Each agency is required to develop Standard Operating Guidelines (SOGs) to follow during response operations. The local elected officials make a formal emergency declaration when the magnitude of the emergency situation warrants the full use of resources to save lives and protect property.

Aroostook County Emergency Operations Plan

ANNEX B - COMMUNICATIONS

repeaters which allow for an individual radio operator to communicate to any other location in the county. However, most frequencies are not supported by repeaters and transmit from radio to radio; thereby greatly reducing the range of radio transmissions. Each county and municipal department procures, maintain, and operates its own radio assets.

D. Ham Radio Network: The HAM Radio network will be used by licensed and trained HAM Radio operators from the County ARES/RACES Team. The HAM Radios have exceptional range and clarity; however, these radios and their operators are very limited in number. The radio net is very unsecure and will not be used to transmit sensitive or classified information. The HAM radio system will be used for voice communications and message traffic. Due to the limited number, HAM Radios will be primarily used to provide communication between the County EOC, the mass care shelters, the hospitals and State EOC. A few sets may be used in the field to establish communication between the Incident Commander and the County EOC or with deployed Community Emergency Response Teams (CERT'S). The County ARES/RACES team is trained to deploy to these facilities and provide communications, locally, regionally, statewide, and worldwide. The team has privately owned equipment, County owned portable radios, and County owned mobile base stations that can be distributed as needed to increase communications.

~~**E. Satellite Telephones:** Aroostook County does have a satellite phone system in use at this time. Satellite phones are very convenient in that they can transmit from nearly any location to any other on the planet. The phone number is 8816 414 55403.~~

F. Secure Telephones: Aroostook County does not maintain any classified-information capable secure telephones. Maine military installations do have these assets.

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following EOC Staffing Positions are tasked with Annex B Communications duties during an emergency event and EOC Activation:

County Commissioners: Has the overall responsibility to provide policy and financial support to maintain the County communication system assets.

EMA Director: Oversees and tracks status, reliability, and inventory of all County EOC Communication systems. Has the authority to activate all county communication systems.

Warning Coordinator: The Aroostook County EMA oversees and tracks status, reliability, and inventory of all County Communication systems and has the authority to activate all county communication systems.

Communications Officer: Will test and operate all EOC communications systems, supervise EOC radio operations and will receive and release all radio messages. Located in Message Center.

Damage Assessment Coordinator: Will maintain communication with all municipal, county, and state damage assessment teams in the field.

Aroostook County Emergency Operations Plan

ANNEX B - COMMUNICATIONS

other EMA partners. The County EOC Manager or Information Manager will submit incident status information, requests for resources and damage assessment information through WebEOC at <https://gateway.maine.gov/eoc7>. A username and password are required to enter. These are provided by MEMA.

C. **HAN:** The Health Alert Network is an online portal operated by the Maine Center for Disease Control and Prevention. This portal provides current public health situation reports, alerts and other information. HAN is MEMA's primary means of communicating all alerts to the county EMA directors. HAN is located at <https://www.mainehan.org>. A password is required.

Ext.	Description	Cell/Phone No.
324	Director's Office	551-2502/493-6324
323	Deputy Director's Office	551-2501/493-6323
326	Planner	493-6326
335	Community Outreach Planner	493-6335
360	EOC – EMA Office	493-6360
361	EOC – EMA Office	493-6361
363	EOC – EMA Office	493-6363
340	EOC – EMA Office	493-6340
325	Radio Desk – EMA Office	493-6325
327	Planning Desk – EMA Office	493-6327
220	Sheriff's Office	1-800-432-7842/532-7319
300	Cty Commissioner's Office	493-3491
	Satellite Phone (AKEMA)	8816-514-15137
	FAX / Radio Desk Analog Phone (AKEMA)	493-4357
	Analog Phone (Planning Desk)	492-1074

E. Equipment Repair Policy: Computer and telephone maintenance/repairs are requested in person, in writing or by email to the Facilities Manager. The County of Aroostook has a contracted information technology (IT) service provider.

F. Support Agreements & Mutual Aid Agreements:

1. MOU's can be found in their own binder located in the County EMA office.
2. Aroostook County uses Aroostook Technologies of Presque Isle, ME (207) 762-9321 and Radio Communications Management (RCM) of Presque Isle (207) 540-1544 for radio maintenance, repair, and procurement. The EMA Director is authorized to contact Aroostook Technologies and RCM to commit funds for emergency repairs.

D. Communication Rosters: All telephone, radio, pager, and internet contact information for Basic Plan – Annex B

AROOSTOOK COUNTY EMERGENCY MANAGEMENT
INITIAL NOTIFICATION FAN-OUT LIST

Aroostook County EMA

All Unorganized Territories

Aroostook County S.O

Aroostook County

EMA Director

Monticello FD

Littleton FD

Bridgewater FD

Linneus FD

Haynesville FD

Allagash FD

Hodgdon FD

Grand Isle FD

Frenchville FD

St. Agatha FD

Mars Hill FD

Madawaska PD/FD/EMS

Central Aroostook Ambulance

Van Buren FD/EMS

North Lakes FD

Southern Aroostook Ambulance

Fort Kent Fire Department

Eagle Lake FD

St Francis FD

Presque Isle Police Department

Easton FD

Mapleton FD

Presque Isle FD/EMS

Penobscot RCC

Island Falls FD

Sherman FD

Maine State Police

Ashland FD/PD

Fort Fairfield FD/PD/EMS

Maine Forest Service

Warden Service

Portage FD

Masardis FD

Washburn PD/FD

Oakfield FD

Reed Plantation FD

Caribou PD

Limestone FD

Stockholm FD

Houlton Fire Department

Houlton Fire/EMS Department

AROOSTOOK COUNTY FANOUT REPORTS

Warning Point Location:

Primary – State Police – 1-800-924-2261

Receive Time:

Date:

From:

Fanout Location	Phone	Fax	Time Contacted	Verified (√)	Time
Ashland Fire Department	435-8030	435-2005			
Fort Fairfield	472-3809	472-3810			
Maine Forest Service					
Warden Service	435-3231				
Portage	435-6323 435-6852				
Masardis	435-2841	435-3300			
Washburn Fire & PD	455-4038 498-4604	455-4319			
Oakfield FD	757-8479	757-8511			
St Francis – FK	398-2102				
Reed Plantation	456-7546				

ADD INTERNAL / OTHER NOTIFICATIONS AS NEEDED

Aroostook County Emergency Operations Plan

ANNEX D - EMERGENCY PUBLIC INFORMATION

The Maine EAS Plan divides the state into four Notification Region Areas. The County Director may request activation of EAS by contacting the Maine Emergency Management Agency or, if unable to reach MEMA, the State Police. Municipalities contact the County EMA to request activation of EAS.

The County Director has the authority to order the activation of the NOAA Weather Radio system using protocols set with the Caribou National Weather Service Center.

Agreements regarding the dissemination of public service announcements during emergency situations exist between the Maine Emergency Management Agency and local Radio/Television stations.

EMERGENCY PUBLIC INFORMATION

A. Review of the means to disseminate public information.

1. County Website
2. Social Media (Facebook, ~~Twitter~~ and You Tube)
3. Emails to EMA Director, Fire Chiefs, Town offices, school officials and larger groups
4. Emails and faxes to area newspapers
5. Phone calls to local TV and Radio stations
6. Phone call to 211

B. Where to go to find additional emergency public information.

1. Aroostook County EMA Facebook account
2. Aroostook County EMA website: <http://www.arostookema.com/akema>
3. MEMA website: <http://www.maine.gov/mema>
4. Phone number 211 (general assistance, locations of shelters and warming centers)
5. Phone number 493-4328 (Aroostook County EMA)

c. Types of Information to Release

1. Description of severity and duration of hazard
2. Evacuation Instructions
3. Shelter-In-Place Instructions
4. Locations to avoid or road detours
5. Overnight shelters and warming centers established
6. Property protections measures
7. 3-day disaster supply kits
8. Where to find additional information
9. Safety measures

Aroostook County Emergency Operations Plan

ANNEX F - MASS CARE

Mass Feeding: There may be need for mass feeding if residents are running low on basic food items and area grocery stores, general stores and restaurants are not open or do not have food stocks available. In this case, food may be brought in through the State from the Federal government, commercial sources or through donations. Food will be disbursed using the same process for other supplies as defined in Annex H Resource Management. Food will be distributed to the municipal governments who may use community organizations to cook the food at “public suppers” or to distribute to local residents to cook at home. Food may also be distributed to local food pantries. The County EMA maintains a contact list of all food pantries in the County. Additional information is located in the State EOP section “Maine Multi-Agency Feeding Plan.”

Pet Shelter: The County has the capability of establishing one emergency pet shelter that would be located next to a Red Cross managed overnight general shelter and would take the household pets of the shelter residents. At this time, the team has the equipment and training to take care of domestic cats and dogs and only those that are not sick, injured or overly aggressive. The pet owners would need to bring all medications and medical records and be willing to care for their pet at the pet shelter. The County Pet Shelter Team would set up and operate the Pet Shelter and the team would provide basic food. Any special diets or foods would need to be provided by the pet owner. Any animals that are not owned by residents of the Red Cross shelter will be turned over to the Local Animal Control Officer.

Family Reunification: The process of reunifying children and parents will not be carried out by the County government. Should children show up at a shelter or should first responders encounter and bring to the shelter, the State of Maine Health and Human Services (DHHS) will be contacted through the State EOC. DHHS has outreach workers in parts of the state that could be contacted if an unaccompanied minor is not reunified with his family.

B. Assumptions

1. In Aroostook County, responsibility for establishing Mass Care Shelters, training shelter workers, staffing the shelter and coordinating shelter logistics is assigned to the American Red Cross, per an agreement signed between representatives of the State of Maine and the American National Red Cross.
2. Municipalities have the option of establishing their own mass care facilities; however, those communities that do establish their own will not be reimbursed by the American Red Cross, unless there has been a prior agreement between the municipality and the ARC.
3. Sufficient time will be available to establish mass care facilities for an uncontrolled wildland fire, hurricane, major wide-area flooding, or a wintertime power outage.
4. A HazMat or WMD incident will not provide sufficient time to establish mass care facilities for immediate use. However, the incident will most likely be local and in nature and short in duration and a single overnight accommodation may only be required. Hotels and motels will be utilized as much as possible.

Aroostook County Shelters List 2025 - Updated 2025

Community Name	Contact	Site Name	Address	Phone #Fax	Email	Capacity	BackupPower	Cots/Blankets	Bathrooms	ShowerFacility	FeedCapacity	Trained Volunteers	HandicapAccess
Allagash	Louie Pelletier	Allagash Comm. Ctr	1063 Allagash Rd.	316-2-424	mcpebl@carfunner.com	100	X		X	X	X		X
Amly	Melissa Sherman	Send to Dorothea	46 Hayward St.	532-2485/521-5234	tomofamily@poimn.wireless.net	550		X	X	X	X	X	X
Ashland	Cyr. Chris	Ashland Community High School	Main Street	435-6626/435-9421	chieff@townofashland.org	250	X		X	X	X	X	X
Barcroft	Aroostook EMA	Read Fire Department	63 Kinney Rd			299	X		X	X	X	X	X
Blaine	Bob Collins/Pastor Mark Carle	Blaine Fire Dept	Route #1 Main St	698-2783/429-8988	braycarter@ms.net	100	X		X	X	X	X	X
Bridgewater	Troy Bradstreet	Civic Center	429-8856/429-8130	troycbradstreet@this.gov	100	X		X	X	X	X	X	X
Caribou	Gay Marquis	Caribou Wellness Center	Route #1 Main St	429-9856/429-8130	troycbradstreet@this.gov	200	X		X	X	X	X	X
Caribou	Merchel Gadsden	United Baptist Church	65 Bennett Dr	498-4224	gadsmer@cariboumaine.org	1000	X		X	X	X	X	X
Caribou	Merchel Gadsden	United Baptist Church	74 High Street	498-5381-3651-708	gadsmer@cariboumaine.org	220	X		X	X	X	X	X
Castle Hill	Timothy McKeary	St. Raphael Church	US Rt. 1	551-4602/532-6754	timothy@castlehill.org	50+	X		X	X	X	X	X
Castle Hill	Richard Wark	Mapleton Fire Station	117 Pulcher Rd	760-8001/227-3310	mapletrefire@yahoo.com	50+	X		X	X	X	X	X
Chapman	Scott St. Pierre	No Shelter	5501 St. Pierre	554-9607/325-2155	caswell@townofchd.com	50+	X		X	X	X	X	X
Cross Lake	Richard Wark	Mapleton Fire Station	117 Pulcher Rd	760-8001/227-3310	mapletrefire@yahoo.com	30	X		X	X	X	X	X
Crystal	Darren Woods	Senior Center	Send to Island Falls Shelter	493-4328/483-4357	darren@arostookkema.com		X		X	X	X	X	X
Crystal	Jeremy York	Send to Island Falls Shelter	Send to Island Falls Shelter	538-6534/463-3670	if@105@yahoo.com		X		X	X	X	X	X
Dye Brook	Suzette Terr	Dorothea Adv. Christian Church	North Wade Rd	521-1567	townofdyebrook.net	175	X		X	X	X	X	X
Dye Brook	Tooz Leroy	Southern Mooseport Comm Serv	922 Loyal Shook Rd	752-2415	townofdyebrook.net	400	X		X	X	X	X	X
Eagle Lake	John Sutherland	Mourntian View Bible Church	5 Mountain View Dr	444-5125/444-2810	manager@townofeaglelake.org	50	X		X	X	X	X	X
Eagle Lake	John Sutherland	Municipal Complex	36 Devoe Brook Rd	444-5125/444-2810	manager@townofeaglelake.org	50	X		X	X	X	X	X
Eagle Lake	John Sutherland	Powell Gym	38 Carter St	444-5125/444-2810	manager@townofeaglelake.org	150	X		X	X	X	X	X
Eagle Lake	John Sutherland	St. Mary's Church	3451 Aroostook Rd	444-5125/444-2810	manager@townofeaglelake.org	150	X		X	X	X	X	X
Fort Fairfield	Jeanne F. Gaudreau	Send to Presque Isle	Send to Presque Isle	488-8652/488-2706	arostooktownmanager@gmail.com		X		X	X	X	X	X
Fort Fairfield	Paul Parady	Fort Fairfield Ele. School	76 Brunswick Ave	472-4455/551-4044	pparady@msa120.org	144	X		X	X	X	X	X
Fort Kent	Suzie Paradis	Elementary School	65 Pleasant St	834-3136/316-2449	sparadis@fortkent.org	700	X		X	X	X	X	X
Fort Kent	Suzie Paradis	High School	69 Pleasant St	834-3136/316-2449	sparadis@fortkent.org	700	X		X	X	X	X	X
Fort Kent	Suzie Paradis	Knights of Columbus	Frenchville Rd	834-3136/316-2449	sparadis@fortkent.org	200	X		X	X	X	X	X
Fort Kent	Suzie Paradis	Town Office	416 West Main St	834-3136/316-2449	sparadis@fortkent.org	50	X		X	X	X	X	X
Fort Kent	Jason Guenette	UMFK Madrau Hall	23 University Dr	834-7671	jasonguenette@maine.edu	300	X		X	X	X	X	X
Fort Kent	Jason Guenette	UMFK Sports Center	23 University Dr	834-7671	jasonguenette@maine.edu	300	X		X	X	X	X	X
Frenchville	David D. Cyr	Frenchville Comm Ctr	343 A US Rt 1	543-7301/543-7322	townmanager@frenchville.org	299	X		X	X	X	X	X
Frenchville	Tracey Long	Ashland Dist. School	180 Presque Isle Rd	435-3681/435-8421	long@sa32.org	550	X		X	X	X	X	X
Grand Isle	Tracy MacDonald	NonRez Residents	NonRez Residents	521-0343/4521-0343			X		X	X	X	X	X
Grand Isle	Vern Ouellette	Grand Isle Comm Ctr	US Rt. 1 366 Main St	895-3420/898-5415	286director@gmail.com	150	X		X	X	X	X	X
Hamlin	Robert Cormier	No Shelter	No Shelter	868-5555/868-9705			X		X	X	X	X	X
Hammond	Glenn Hines	Send to Houlton	Send to Houlton	332-1104	townofhammond@yahoo.com		X		X	X	X	X	X
Havensville	Sandy Cropley	None (FD Mayeur)	None (FD Mayeur)	448-2239	townofhaventown@gmail.com		X		X	X	X	X	X
Hershey	Gail Albert/ Raymond Foss	Hodgdon Fire Dept	147 Hodgdon Mill Rd	528-2215/528-2005	townofhershey@gmail.com	300	X		X	X	X	X	X
Hershey	Jamie Griffin	Hodgdon Fire Dept	174 Hodgdon Mill Rd	532-6488/521-0139	ddhodgdon@townofhershey.net	300	X		X	X	X	X	X
Hershey	James Griffin	Reddick High School	Reddick High School	532-6488/521-0139	ddhodgdon@townofhershey.net	75	X		X	X	X	X	X
Hodgdon	Darcy Oliver	Hodgdon Fire Dept	49 Hodgdon Mill Rd	532-6488/521-0139	ddhodgdon@townofhershey.net	298	X		X	X	X	X	X
Hodgdon	Carly Ottery	Hodgdon Fire Dept	60 Swain St	532-6488/521-0139	townofhodgdon@townofhershey.net	598	X		X	X	X	X	X
Hodgdon	Jeremy York	Hodgdon High School	73rd St	538-6534/463-2550	townofhodgdon@townofhershey.net	100	X		X	X	X	X	X
Houlton	Jeremy York	Houlton High School	88 Houlton Rd	538-6534/463-2550	if@405@yahoo.com	60	X		X	X	X	X	X
Island Falls	Jeremy York	Island Falls Munc Build	82 Houlton Rd	538-6534/463-2550	if@405@yahoo.com	400	X		X	X	X	X	X
Island Falls	Jan Eubank	Linneaus High School	75 Hill St	525-1019/525-3389	fre@linneausmaine.org	50	X		X	X	X	X	X
Linneaus	Cynthia Hutchinson	Linneaus Comm Ctr/Fire Dpt	1811 Bangor Rd	532-6182/521-5243	andych@linneaus.us	100	X		X	X	X	X	X
Litton	Dwight Comperthwaite	Southern Aroos. Agr. Museum	US Highway 1	532-0368/538-9518	litton@pyroless.net	75	X		X	X	X	X	X
Ludlow	Jonathan M. Judkins	LDA Building	119 Wehman Rd	560-2532/ 551-4129	judkins@ludlow.org	75	X		X	X	X	X	X
Madawaska	Diane Hines	Send to Presque Isle	Send to Presque Isle	532-7743	townofludlow@gmail.com		X		X	X	X	X	X
Madawaska	Lewis Doane	Possibly Lincoln	Possibly Lincoln	765-2581/765-7650	mcavahnc@fairpoint.net	600	X		X	X	X	X	X
Madawaska	Jim Soucy	Madawaska Ele School	353 11th Ave	728-6351/728-3611	jsoucy@madawaska.me		X		X	X	X	X	X
Mapleton	Adam Rider	Fire Station	117 Pulcher Rd	227-3310	frechieff@mapleton.me	50+	X		X	X	X	X	X
Mapleton	George Coombs	Mapleton Comm Center	10 Ac St	227-3310	frechieff@mapleton.me	300	X		X	X	X	X	X
Monticello	Ginger Fryor	Community Center (Conventred Chiu	School St	538-9500	townofmonticello@poimn.wireless.net	100	X		X	X	X	X	X
Monticello	Gail Albert / Raymond Foss	None (FD Mayeur)	None (FD Mayeur)	528-2215/528-2005	townofmonticello@poimn.wireless.net		X		X	X	X	X	X
Nashville Pk	Sarah Bauzenberger	Send to Presque Isle	Send to Presque Isle	551-0795/ 540-6046	townofnashville@gmail.com		X		X	X	X	X	X
New Canada	Rodney Pelletier	Send to Fort Kent	Send to Fort Kent	834-4004/834-4005	nashvilleplantation@gmail.com		X		X	X	X	X	X
New Sweden	Teresa Lamoinhe/	New Sweden Town Office	50 Station Rd	896-3306/227-3988	newcanada@fairpoint.net	125	X		X	X	X	X	X
New Sweden	Sven Bondesson	Send to Houlton	Send to Houlton	752-8479/757-8511	newsweedent1895@hotmail.com		X		X	X	X	X	X
Oakfield	Dale Morris	Send to Houlton	Send to Houlton	448-3316	oakfield.townoffice@fairpoint.net		X		X	X	X	X	X
Orient	Duan Young	Town Office	82 School House Rd	538-8427	orient04471@gmail.com	60	X		X	X	X	X	X
Oxbow Pk	Steve Sherman	Send to Ashland	Send to Ashland	435-6171/435-7048	stbpc@deapinewoods.org	75	X		X	X	X	X	X
Parham	Michael Gahagan	United Baptist Church	Parham Rd	493-3301-W/551-7081	parham@unitedbaptist.org	102	X		X	X	X	X	X
Portage Lake	Corinne Frothinger	Town Hall	20 School St	435-4381/435-6229	manager@townofportage.org	300	X		X	X	X	X	X
Presque Isle	Darrell White	MMCC	33 Edgmont Dr	469-0881/764-2501	dwhite@presqueislemn.us	400	X		X	X	X	X	X
Presque Isle	Darrell White	Presque Isle High School	18 Griffin St.	469-0881/764-2501	dwhite@presqueislemn.us	400	X		X	X	X	X	X
Presque Isle	Karl Bradstreet	Homeless Services of Aroostook	160 Airport Drive	762-8000/551-5790	director@arostookhomeless.org	20	X		X	X	X	X	X

Aroostook County Emergency Operations Plan

B. Finance

1. Records of expenditures and financial obligations in emergency operations are maintained by County and municipal agencies using their own bookkeeping procedures. Programs for documenting and recovering costs for organizations and the public are the responsibility of County and municipality agencies.

C. Logistics

1. **Hospitals:** Each of the four hospitals has developed their own logistics capabilities to obtain additional equipment, supplies, transportation and facilities. The County EOC Emergency Medical Services Coordinator will contact each of the four hospitals to determine their unmet medical resource requirements. The County EMA Director will contact the State EOC to fill these unmet needs, which could include medical resources from the National Stockpile.

2. The *four Hospitals* in Aroostook County include:

Northern Maine Medical Center, 143 East Main Street, Fort Kent

Cary Medical Center, 163 Van Buren Road, Caribou

Northern Light AR Gould Hospital, 140 Academy Street, Presque Isle

Houlton Regional Hospital, 20 Hartford Street, Houlton

3. **Medical Examiners:** There are no medical examiners located in Aroostook County. The Incident Commander will request the Aroostook County Sheriff's Department contact the nearest Medical Examiner, whenever there are fatalities at an incident. Mortuary Services are provided by several local Funeral Home Directors. The Incident Commander will request the Sheriff's Department contact the nearest mortuary services-qualified funeral home director whenever there are fatalities at an incident.

4. **Social Service Agencies:** The Aroostook County EMA does not have the authority to collect personal information about people in the county who may need special services during an emergency. Instead, Aroostook County EMA has identified resources to refer community members to for these services, or they may call 211 directly for more information.

XI. PLAN DEVELOPMENT AND MAINTENANCE

Revisions: A continuous file on recommended changes or improvements will be maintained by the Aroostook County EMA. The EMA Director reviews this annex annually and ensures that all procedures, policies, data and responsibilities are current and reflect actual assignments.

Supporting Documents: County and municipal agencies are responsible for the development and maintenance of their organizational policies and procedures.

XII. AUTHORITIES AND REFERENCES

Aroostook County Emergency Operations Plan

Annex J: Critical Infrastructure and Key Resource Restoration

I. PURPOSE

The Critical Infrastructure and Key Resources Restoration annex provides information on procedures for restoring critical infrastructure and key resources after an emergency. This annex provides information on procedures, processes, and organizations responsible for the restoration of critical infrastructure and key resources.

II. SCOPE

The Critical Infrastructure and Key Resource Restoration annex covers methods, processes, and programs designed for the timely restoration of critical infrastructure and key resources after an emergency.

III. SITUATION AND ASSUMPTION

A. Situations

1. Historically, the need to repair/restore critical infrastructure and key resources is frequent after any disaster. Local roads, bridges, culverts, local water and waste systems, and vital services (gas, electric, phone, etc.) are frequently damaged during an emergency.
2. Frequently during a disaster, several critical infrastructures and key resources sustain damage. The need to prioritize and coordinate needed repairs/restoration of operation can occur at any time during or after an emergency.
3. The need to provide temporary water and waste services can occur during or after a disaster.

B. Assumptions

1. Qualified contractors and equipment relevant to foreseeable disasters will be identified before the onset of an emergency.
2. During an emergency, municipalities will conduct repair/restoration procedures in an effort to maintain critical infrastructure and key resources.
3. Should damages to critical infrastructure and key resources be too great for the municipalities to handle the County Emergency Management Agency will coordinate resources and personnel to assist municipalities.

IV. CAPABILITY ASSESSMENT

The capabilities for restoring critical infrastructure and key resources include qualified contractors, prioritization, specialized equipment, safety inspections, and coordination procedures/processes.

Aroostook County Emergency Operations Plan

Annex J: Critical Infrastructure and Key Resource Restoration

C. QUASI-MUNICIPAL GOVERNMENT INFRASTRUCTURE

1. Quasi-municipal government agencies are responsible for maintaining and recovering school facilities, some sewer plants and drinking water facilities. When protection of or damages to these structures are greater than the quasi-municipal government can deal with, the County EOC will submit resource requests, damage assessments and situation reports to the State EOC. The County EOC will maintain a status log to track this information.
2. Quasi-municipal government may be eligible for Stafford Act Public Assistance, should a declaration be approved.
3. Most repairs will be accomplished by local contractors.
4. Quasi-municipalities may request security assets to protect these facilities, since most municipalities have no law enforcement personnel.

D. NON-GOVERNMENT ORGANIZATIONS INFRASTRUCTURE

1. Non-government organizations (NGOs) are responsible for maintaining and recovering the county hospitals and clinics. When protection of or damages to these structures are greater than the quasi municipal government can deal with, the County EOC will submit resource requests, damage assessment and situation reports to the State EOC. The County EOC will maintain a status log to track this information.
2. NGOs may be eligible for Stafford Act Public Assistance, should a declaration be approved.
3. Most repairs will be accomplished by local contractors.
4. NGOs may request additional security assets to help protect these facilities. Hospitals have their own security personnel, but they may not be available or may not be sufficient.

E. FEDERAL GOVERNMENTAL INFRASTRUCTURE

1. The Federal government is responsible for protecting, maintaining and recovering the U.S. Post Offices and the USDA office. The County EOC will request the municipal EOCs report on the status of their local post office. The County EOC will submit situation reports on the post offices to the State EOC. The County EOC will maintain a status log to track this information.

F. PRIVATE INDUSTRY

1. Private industry assets include food processing facilities, grocery stores, banks and credit unions, credit card companies, manufacturers, retailers, trailer truck firms, resorts, lodging, wireless and landline telephone systems, TV cable and TV/radio broadcast systems, the electrical transmission system and petroleum storage facilities. When protection of or damages to these structures are greater than the private industry asset must work with their insurance carriers. Reports of private industry assets should be reported to the County EOC. The County EOC will submit damage

Aroostook County Emergency Operations Plan

Annex J: Critical Infrastructure and Key Resource Restoration

X. ADMINISTRATION, FINANCE AND LOGISTICS

A. Administration:

Municipalities are responsible for the repair and restoration of critical infrastructure and key resources. Upon a request for assistance to the County EMA from the municipality, the County EMA assumes control of the operations.

B. Finance:

Records of expenditures and financial obligations in emergency operations are maintained by County and municipal agencies using their own bookkeeping procedures.

C. Logistics:

Municipalities have control of repair and restoration operations. Upon request for assistance, control of operations is given to the County EMA.

XI. PLAN DEVELOPMENT AND MAINTENANCE

REVISIONS: A continuous file on recommended changes or improvements will be maintained by the Aroostook County Emergency Management Agency. The EMA Director reviews this annex annually and ensures that all procedures, policies, data, and responsibilities are current and reflect actual assignments.

SUPPORTING DOCUMENTS: County and municipal agencies are responsible for the development and maintenance of their organizational policies and procedures.

XII. AUTHORITY AND REFERENCES

Homeland Security Presidential Directive 7, Critical Infrastructure Identification, Prioritization, and Protections, December 17, 2003.

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D. PHASE IV – Reconstitution Operations

1. When preparing to return to the primary facility, the Department Head(s) will initiate and coordinate operations to salvage, restore, and recover the Departments' primary operating facility after receiving approval from the County Administrator or Incident Commander to return.
2. During continuity operations, the Department Head(s) must determine the status of the primary operating facility affected by the event. Upon obtaining the status of the facility, the Department Head(s) will determine how much time is needed to repair the primary operating facility and/or acquire a new facility. This determination is made in conjunction with the County Facility Director and the County Administrator.
3. Reconstitution will commence when the Department Head(s) ascertains that the emergency has ended and is unlikely to recur. The following options may be implemented, depending on the situation:
 - a. Continue to operate from the alternate facility.
 - b. Reconstitute the primary operating facility and begin an orderly return.
 - c. Move to a new long-term operating facility.
4. The department head(s) will identify any records affected by the incident and report this to the County Administrator and any impacted State government entities.
5. The department head will conduct an After-Action Review (AAR) once back in the primary operating facility or in a new primary operating facility. All Department personnel will have the opportunity to provide input to the report. The AAR will address the effectiveness of the continuity plans and procedures, identify areas for improvement, and develop a remedial action plan as soon as possible after the reconstitution.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The following Department Heads are identified with continuity of operations responsibilities for their respective facilities and staff.

Department	Name of Head	Sub Agencies	Facility(s)
Commissioners' Office	Ryan Pelletier	Finance & Human Resources	Caribou Courthouse
Sheriff's Office	Peter Johnson	Patrol Transport Community Corrections Dispatch	Sheriff's Office
Facilities & IT Management	Roy Guidry		Caribou Courthouse
Community Services	John Gibson		Caribou Courthouse
District Attorney	Todd Collins		Caribou Courthouse
EMA	Darren Woods		EMA Office

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Registry of Deeds – North	Amy Ouellette		Fort Kent Registry
Registry of Deeds – South	Melissa Richardson		Houlton Courthouse
Communications Center	Peter Johnson		Sheriff's Office
North Lakes Fire	Darren Woods		Cross Lake Sinclair Madawaska Lake
Aroostook County Jail	Peter Johnson		Houlton Jail
Registry of Probate	Darleen Guy		

B. During activation of the Continuity of Operations Plan, the Department Heads maintain responsibility for control and direction of their respective Departments. Should a Department Head become unavailable or incapacitated, the Department Deputy will assume responsibility. Should the Deputy not be available, the next most senior member of the Department shall assume responsibility.

Department	Department Head	Department Deputy	1 st Most Senior Person
Commissioners' Office	Ryan Pelletier		
Sheriff's Office	Peter Johnson	Erica Pelletier	
Facilities	Roy Guidry	Dan Bouchard	
Community Services	John Gibson		
District Attorney	Todd Collins		
EMA Office	Darren Woods	Derrick Ouellette	
Registry of Deeds – N	Amy Ouellette	Erin Labonte	
Registry of Deeds – S	Melissa Richardson	Wendy Holmes	
Communications Center	Peter Johnson	Erica Pelletier	
North Lakes Fire	Darren Woods	Derrick Ouellette	
Aroostook County Jail	Peter Johnson	Craig Clossey	
Registry of Probate	Darleen Guy	Cindy Fowler	

VI. ADMINISTRATION, FINANCE AND LOGISTICS

Each Department Head shall be responsible for planning, equipping, training and budgeting their respective department for continuity operations. Emergency funding approvals will be determined by the County Administrator.

VII. PLAN DEVELOPMENT AND MAINTENANCE

The County EMA office is responsible to the County Administrator to periodically facilitate the update this County Continuity of Operations Plan. All Department Heads will be responsible for updating any and all information in this plan in relation to their department operations.

VIII. AUTHORITIES AND REFERENCES

The County Commissioners maintain full authority over all Department Heads, as authorized under State of Maine Statute, excepting the Sheriff, who has his own constitutional and statutory authority over his respective Department.

ANNEX B – ALTERNATE FACILITIES

A. All Aroostook County departments have identified and secured access to at least one alternate facility for the relocation of that departments mission essential functions. Alternate facilities are identified below.

Department	Alternate Facility(ies)	Contact Name	Contact Number	Support Agreement
Commissioners' Office	EMA	Darren Woods	493-4328	N/A
Sheriff's Office	Houlton Superior Court Building	Peter Johnson	538-6185	N/A
ACSO Comm Center	EMA	Darren Woods	493-4328	N/A
Facilities & IT	Fort Kent Registry of Deeds	Roy Guidry	227-3538	N/A
Community Services	North Lakes Fire – Stockholm	Darren Woods	493-4328	
District Attorney	Presque Isle & Houlton Courthouses	Todd Collins	498-2557	N/A
Emergency Management Agency	North Lakes Fire – Stockholm	Darren Woods	493-4328	N/A
Deeds – North	Caribou Courthouse	Ryan Pelletier	493-3318	N/A
Deeds - South	Caribou Courthouse	Ryan Pelletier	493-3318	N/A

B. Alternate radio infrastructure issues and processes will be further described in Annex C.

C. Aroostook County Jail Evacuation Maps are in Annex F. An alternative location for prisoners is being worked on with the help of the Town of Houlton.

D. Dispatch Emergency Preparedness Plan is Annex G.

Aroostook County Emergency Operations Plan

2. **Initial Damage and Injury Assessment** (MEMA Form 7): Within 24-72 hours following the onset of a disaster, and if it is felt that there are enough damages to warrant a Stafford Act declaration, the County EOC will contact the municipal EM Director or EOC and request the submission of a MEMA Form 7. Form 7 is used to record the initial cost estimates of the public damages on page 1 and the private damages on page 2. The EOC Manager and/or Damage Assessment Manager will review and consolidate the reports and forward the information to the State EOC. It is designed to measure impact as it relates to State of Emergency by the Governor and disaster declarations by the President. The Stafford Act requires that a state have a certain level or threshold of damage costs before a disaster declaration can be approved. **The FY2025 Threshold** for the State of Maine is **\$2,574,859**. The Aroostook County threshold is **\$316,736**. The State threshold must be met first in order for any counties to get approved.
 3. **Detailed Damage Cost Estimate:** The County EOC will work with municipal EOCs, EM Directors, Selectmen and/or Road Commissioners, to acquire detailed cost estimates that show line-item costs developed from unit quantities, unit pricing and any actual contractor or rental costs. Video and digital photographs of any damage and emergency repairs should be made to prove that damage actually occurred. This information will become vital during the Preliminary Damage Assessment (PDA).
 4. **Preliminary damage assessment (PDA):** Should the State Governor declare a state of emergency and file a request for a Stafford Act declaration with FEMA, the FEMA Director may authorize a Preliminary Damage Assessment. The FEMA PDA staff may try to complete a telephone survey. It is important for the County EMA Director to remind the FEMA PDA representatives that they must complete an on-site assessment of all the damage areas in the County. This assessment is to be completed by State and Federal damage assessment personnel with input from municipal officials. The County EOC is the liaison between these teams and local officials. There could be two separate FEMA PDA teams completing assessments. A Public Assistance PDA will be accomplished to assess damages to publicly owned property, roads, and other infrastructure. An Individual Assistance PDA will be accomplished to assess private damage to homes and businesses.
 5. **Project development:** Should a Stafford Act disaster declaration be approved by the President, State and Federal personnel conduct a more detailed survey for cost estimates for repairs to public property. Public assistance projects (described below) are developed during this stage.
- B. There are two types of Stafford Act disaster assistance resulting from severe damage:
1. **Public Assistance** is a reimbursement program that provides funding on a percentage basis to eligible public entities that have suffered damages as a result of a Stafford Act declared disaster and whose damages are within the geographic area authorized for public assistance. Funding under this program is limited to repairing or restoring damaged items and facilities to their pre-disaster condition and will only be provided once all other means of funding have been exhausted. The Federal government will provide 75% reimbursement for any approved recovery projects. The State government is expected to provide 15% of the reimbursement, with the local government picking up the remaining 10% of the project costs.

Aroostook County Emergency Operations Plan

2. **Individual Assistance** is either financial or direct assistance to individuals, families and businesses whose property has been damaged or destroyed and whose losses are not covered by insurance. It is meant to help with critical expenses that cannot be covered in other ways. This assistance is not intended to restore damaged property to its condition before the disaster.

C. The damage assessment process will involve the collection of damage data on county-wide roads, public infrastructure, private property, and the electrical power transmission lines within the County.

1. Roads: Municipal officials will report road closures and damage to include debris in the roads, to the County EOC. This information will be used by the County EOC to coordinate resource requests and to allocate resources according to county-wide priorities. This information will be tracked on WebEOC.

2. Infrastructure: Municipal officials will report building, equipment, and water/sewer system damage to the County EOC. This information will be used by the County EOC to coordinate resource requests and to allocate resources according to county-wide priorities. This information will be tracked on WebEOC.

3. Power Restoration: Municipal officials will report power line damage to the County EOC. This information will be consolidated by the County EOC and provided to **VERSANT**. The EOC will provide **VERSANT** with information on high priority locations requiring power restoration. The EOC will work with **VERSANT** to acquire their power restoration plans and priorities. This information will be tracked on WebEOC.

4. Private Property: Municipal EOCs will investigate and seek out private property damage from their residents, farms, and businesses. This information will then be reported to the County EOC.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Each municipality is responsible for assuring that an initial situation appraisal is conducted. The local emergency management director is responsible for coordination with the County, State and Federal personnel involved in damage assessment in their communities. The board of selectmen or municipal manager is responsible for the completion of the damage assessments within a community. The road commissioner or public works director should assist with assessments on roads. The utility director should assist with assessments of utility damage. Help may be sought from the code enforcement officer and fire departments.

B. Residents and businesses will report their private damages to the municipal office. (They should be told to also report the information to their insurance company.) This information will be collected by the town office staff, the selectmen and/or the local emergency management director. Contact information should be maintained so that, should Aroostook County be declared a federal disaster area, making residents eligible for individual assistance, those residents and businesses may be contacted to set up visits by representatives of the Federal Emergency Management Agency (FEMA). Residents will need to register with the FEMA Disaster Recovery Center.

Aroostook County Emergency Operations Plan

1. Establish or rebuild the public safety communications system.
2. Maintain a proactive link with municipal emergency directors.
3. Warn and protect the public in the impacted areas.
4. Build situational awareness of the damage, destruction and needs.
5. Maintain a proactive link with **Versant Power** and area phone companies.

C. INCIDENT TACTICS

Aroostook County's incident tactics for a hurricane emergency include the following:

1. Alert the municipal EM directors and the fire departments.
2. Initiate warnings and public information as outlined above.
3. Request situation reports from the municipal emergency directors.
4. Gather Request for Resource forms from the municipal emergency directors.
5. Monitor and update state common operating picture systems.
6. Organize and deploy teams to assess damages around the county.
7. Track progress on all emergency activities.
8. Track all response and support resources.
9. Coordinate with the ARC about staffing and logistical support for mass care.

Aroostook County Emergency Management EOC Staffing List

**This list does not include the Region 5 IMAT that
could also be utilized to fill EOC Staffing positions**

Name	Position	E-Mail	Work	Cell
Darren Woods	Any	darren@aroostookema.com	493-4328	551-2502 - US Cellular
Derrick Ouellette	Any	derrick@aroostookema.com	493-4328	551-2501 - US Cellular
John Gibson	Any	john.gibson@aroostook.me.us	493-3318	
Kim Champagne	Finance	kim@aroostookema.com	493-4328	
Dana Gendreau	Finance	dana.gendreau@aroostook.me.us	493-3318	
Brian Goff	Logistics	brian@aroostookema.com	493-4328	
Carl Allen	Logistics	carlallen@yahoo.com		551-0650
Tammy Deschane	Logistics	tides.chesne@yahoo.com	554-4206	227-9782
Jonathan Codrey	Logistics	42adjuster@gmail.com		538-0042
Tim Vernon	Logistics	42adjuster@gmail.com	768-8448	
Tammy Pelletier	Planning	tammy.pelletier@aroostook.me.us	493-3318	
Jamie Haight	Planning	chexa@hotmail.com		253-448-4410
Ben Zetterman	Planning	zettermanb@gmail.com	492-1624	227-0679 - Verizon
Ture Lund	Planning	ture_lund@outlook.com		360-388-6749
Moni Cormier	Planning	moniqueamycormier@gmail.com	436-5222	
Lisa Milliard	Planning	lmilliard@rsu39.org		554-0942 - Verizon
Ryan Pelletier	PIO	ryan@aroostook.me.us	538-8460	551-0411 - US Cellular
Will Barnum	Mapping	will_barnum@maine.gov		992-6456 - Verizon

EMERGENCY OPERATIONS CENTER

STAFFING PATTERN

<u>TITLE/EOC ASSIGNMENT</u>	<u>NAME</u>	<u>WEEK DAY #</u>	<u>HOME or 24/7 #</u>
County Administrator	Ryan Pelletier	493-3318	551-0411
EMA Director	Darren Woods	493-4328	551-2502
Deputy Director	Derrick Ouellette	493-4328	551-2501
EMA Finance/Planner	Kim Champagne	493-4328	492-2482
Red Cross	Marie Lipscomb	569-5058	
Red Cross 1 st Responders		1-833-583-3111	
Warning Coordinator	National Weather	492-0171	
Communications Officer	Ryan Pelletier	493-3318	
Damage Assessment Coord.			
Medical Emerg. Services Coord.	Dr. Beth Collarmore	498-3111	
Facility Maint. Manager	Roy Guidry	493-3318	
Fire & Rescue Coordinator			
HAZMAT Technical Support	Greg White	227-1687	227-1687
Resource Officer			
Law Enforcement	Peter Johnson	532-3471	521-4158
Public Information Officer	Ryan Pelletier	493-3318	551-0411
Shelter Coordinator	Marie Lipscomb	569-5058	

MEMA Staff List Revised 03 February 2025

First name	Last name	Title	Cell	Office	Email
Anna	Poppelreiter	Asst. Dam Inspector	458-7171	458-7171	Anna.Poppelreiter@Maine.gov
Anne	Fuchs	Director Mitigation and Recovery	557-3669	557-3669	Anne.P.Fuchs@Maine.gov
Bill	Guindon	Mass Care Coordinator	458-2867	458-2867	William.Guindon@Maine.gov
Christine	Whelan	Hazard Mitigation Officer	707-2963	707-2963	Christine.N.Whelan@Maine.gov
Darren	Curtis	Tech. Hazards Coordinator	707-2962	624-4472	Darren.J.Curtis@Maine.gov
Deborah	Lord	Exercise Coordinator	707-2923	707-2923	Deborah.J.Lord@Maine.gov
Evelyn	Hinkley	Contract/Grant Admin-PA	707-2958	707-2958	Evelyn.Hinkley@Maine.gov
Faith	Staples	Tech Hazards Program Mgr-EMAC Coord.	557-3675	557-3675	Faith.E.Staples@Maine.gov
Garrett	Buzzell	Interoperability Coordinator	557-3673	557-3673	Garrett.Buzzell@Maine.gov
		Hazard Mitigation Admin			
Jesse	Farnham	Logistics Resource Manager	215-2765	215-2765	Jesse.Farnham@Maine.gov
Joe	Legee	Deputy Director	215-0442	215-0442	Joe.Leegee@Maine.gov
Jonathan	Ross	Director Preparedness & Homeland Security	620-0648	620-0648	Jonathan.Ross@Maine.gov
Kai	Schraml	PA Contract Grant Specialist	766-1074	766-1074	Kai.Schraml@Maine.gov
Kara	Walker	FEMA FIT Region 1 Emergency Management Specialist	202-316-9870	202-316-9870	Kara.Walker@fema.dhs.gov
Kelsey	Preecs	Individual Assistance Officer	413-0837	413-0837	Kelsey.Preecs@Maine.gov
		Business Systems Administrator	557-3666	624-4431	
Melissa	Condon	FEMA FIT Region 1 Emergency Management Specialist	202-268-6978	202-268-6978	Melissa.Condon@fema.dhs.gov
		Receptionist	550-1977	624-4408	
		Public Assistance Officer			
Pete	Rogers	Director	441-7422	215-3888	Peter.J.Rogers@Maine.gov
Samantha	Ward	Criminal Intelligence Analyst	449-6774	624-7280	Samantha.Ward@Maine.gov
Spencer	Roberts	Public Outreach Specialist	620-0960	620-0960	Spencer.I.Roberts@Maine.gov

First name	Last name	Title	Cell	Office	Email
Stephanie	Buzzell	HSGP Manager	458-2808	458-2808	Stephanie.Buzzell@Maine.gov
Steve	Mallory	Director, Ops and Response	557-3671	624-4476	Steven.Mallory@Maine.gov
Sunny	Cyr	Business Office Director	707-2507	707-2507	Sunny.Cyr@Maine.gov
		Executive Assistant	300-7753	624-4402	
Tammy	Inayer-Hardman	Contract Grant Specialist	620-2554	620-2554	Tammy.Thayer-Hardman@Maine.gov
Tara	Ayotte	Dam/IEMAC Administrator	557-3672	624-4432	Tara.Ayotte@Maine.gov
Tayla	Knapp	Business Office Associate	694-9067	694-9067	Tayla.Knapp@Maine.gov
Teresa	Glick	PA Contract Grant Specialist	275-7961	275-7961	Teresa.Glick@Maine.gov
Tim	MacArthur	Critical Infrastructure Protection Officer	378-9036	378-9036	Timothy.B.MacArthur@Maine.gov
Tony	Fletcher	Dam Inspector	592-4315	624-4465	Tony.Fletcher@Maine.gov
Vanessa	Corson	Director External Affairs	592-6201	592-6201	Vanessa.Corson@Maine.gov
Wes	Sumner	Senior Planner	716-9891	716-9891	William.Sumner@Maine.gov



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 Johnson

A handwritten signature in black ink, appearing to read 'Peter A. Johnson'.

cc: Chief Deputy Erica L. Pelletier

Date: August 1, 2025

Reference: Full Time Dispatch Supervisor

The Aroostook County Sheriff's Office recently advertised for fulltime Dispatch Supervisor position and Cassandra Arledge submitted an application. Ms. Arledge has worked for the Aroostook County Sheriff's Office since May 2024. Ms. Arledge has over 8 years of supervisory experience in the customer service field. Ms. Arledge also completed 2 years at the University of North Texas.

In addition, Ms. Arledge has taken on the role of managing the schedule as needed, mentoring new dispatchers, and has taken on several other tasks. Ms. Arledge has taken on any task he has been assigned her and completed them with little supervision, a positive attitude, and professionalism.

It is my recommendation that Cassandra Arledge be hired as of August 23, 2025 to fill the open full time Dispatch Supervisor position.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319

Cassandra Arledge

JULY 1ST 2025

Dear Chief Deputy Erica Pelletier,

As an experienced leader with past roles in management and a passion for creating a collaborative, efficient, and positive workplace environment, I was excited for the opening of Dispatch Supervisor position here at the ACSO.

I understand the importance of not only enforcing our policies and procedures by personal example but also creating an environment where the entire team feels empowered and motivated to emulate that.

With nearly two decades in various leadership roles, I have always brought a flexible management style and have learned to adapt my approach based on the individual and situation. Everyone responds differently and it is a supervisor's job to supply each of their team members with the tools and support they need to reach their goals, grow, and develop.

I believe that a strong leader works both *with* and *for* those they lead, through transparency, open communication, and sincerity. A strong leader also uses every mistake as an opportunity for growth – a chance to identify the underlying reason, create a solution, and build the confidence of that team member so the chance of future error diminishes. When people *want* to do well, they *will* – it is up to their supervisor to develop that “want.” I always strive to develop good working relationships with everyone, because I truly believe that each connection is a valuable one.

Attached is my resume that highlights my primary management roles. I have also taken on leadership roles throughout high school in various clubs and activities. In my gap years from traditional employment I worked farm/livestock management for both my family and a local dairy farm.

I look forward to exploring this opportunity further and thank you for your time.

Sincerely,

Cassandra Arledge

CASSANDRA ARLEDGE

PROFESSIONAL SUMMARY

Proficient Leader with extensive experience in management and supervisory roles, committed to cultivating a positive and supportive workplace environment by promoting employee value, collaboration, and growth. Proven expertise in staff training, improving customer relations and operational efficiency. Skilled in complex problem-solving, performance tracking, and goals-driven coaching and mentoring.

SKILLS

- Spillman Flex and CPI OpenFox
- Law, EMS, and Fire Dispatch
- Scheduling, Coordinating, and Payroll
- APCO CTO Certified
- Performance Tracking and Evaluations
- Staff Training and Development
- Complex Problem-Solving
- Customer Relations
- Microsoft Office and Excel

RELEVANT EMPLOYMENT HISTORY

Communications Specialist, May 2024 - Current

Aroostook County Sheriff's Office | Houlton, ME

- Implemented training programs for new communications staff, enhancing operational readiness.
- Conducted regular safety checks to maintain a secure working environment for all personnel involved in dispatch operations.
- Maintained composure under high pressure situations.
- Managed competing priorities by ensuring that high priority tasks are completed while effectively multitasking.
- Communicated efficiently with multiple team members to accomplish goals.

Interim Store Manager, April 2024 – June 2024

Tractor Supply | Houlton, ME

- Directly hired, trained, and mentored inexperienced staff and management team members.
- Managed inventory control, cash control, and daily operations to ensure smooth functioning of the store.
- Managed store employees successfully in a demanding environment through proactive communication and positive feedback.
- Maximized sales and minimized shrink through excellent customer service metrics and adherence to standard policies and procedures.
- Covered roles of both Store Manager and Assistant Manager while maintaining company standards, staffing, and metrics.

Assistant Manager, March 2023 – June 2024

Tractor Supply | Houlton, ME

- Hired, trained, and developed management and team members, creating strong working relationships with staff and fostering a positive work environment.
- Managed inventory and metrics by completing regular inventory counts to verify stock levels, address discrepancies, and forecast future needs.
- Developed a loyal and highly satisfied customer base through proactive management of team customer services strategies.

Acting Assistant Manager, Jan 2022 – March 2022

Tractor Supply | Houlton, ME

- Aided in planning schedules, payroll, and delegating assignments to meet low coverage and high service demands.
- Set and enforced policies focused on increasing team productivity and strengthening operational efficiency.
- Mentored sales team in applying effective sales techniques and delivering top-notch customer service through GURA and metrics.

Team Leader - Management, Oct 2020 – March 2023

Tractor Supply | Houlton, ME

- Enforced established company goals and metrics to prioritize and increase positive customer experiences.
- Oversaw inventory by maintaining quality and quantity of stock and executing industry training actions to drive increased productivity and profitability.
- Made decisions independently and collaboratively on task-related challenges.
- Oversaw financial operations by ensuring correct stock levels, bank deposits, and till operations.

Shift Supervisor, 2007 – 2011

Starbucks | San Angelo TX / Boulder and Aurora, CO (various locations)

- Completed store opening and closing procedures and balanced tills.
- Helped store management meet standards of service and quality in daily operations.
- Trained new employees and delegated daily tasks and responsibilities.
- Oversaw inventory and financial records.

EDUCATION

Stony Point High School, [REDACTED]

- 4.0 GPA
- AP and Advanced course schedule
- Ranked Top 5% of class
- Various levels of leadership within multiple clubs and sports



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.

Date: August 4, 2025

Reference: Donation to K9 Program

On July 24, 2025 the Aroostook County Sheriff's Office was contacted by Linda Karch. Linda informed the Sheriff's Office that she would like to make a \$200-\$300 donation to the Aroostook County Sheriff's Office K9 Program. Linda stated that she would like the funds to be used toward the purchase of a vest for any K9 that we currently have, or one that we have in future.

I respectfully request that the County Commissioners consider accepting this donation.

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