

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING WEDNESDAY, AUGUST 20, 2025 1:00PM 1ST FLOOR CONFERENCE ROOM, REGISTRY OF DEEDS, FORT KENT

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
Roy Guidry, Facilities Director
Dana Gendreau, Finance Director
Beth Hummel, HR Director
Darren Woods, EMA Director
April Duffy, Policy & Treatment Recovery Coordinator
Lucien Daigle, State Representative – Fort Kent
John Gibson, Community Services Director, Zoom
Tammy Pelletier, Operations Assistant
Chris Bouchard, Bangor Daily News – Zoom
Ray Cunrod, Connor Township
Bobby Cunrod, Connor Township

ART. 1. Commissioner Paul Underwood called the meeting to order at 1:00 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 CJCC Annual Expenditure report.

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 July 16, 2025 Commissioners' Meeting minutes.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve the meeting minutes of July 16, 2025.

VOTE:

Motion voted on and passed.

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

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

ART. 7. Mr. Ryan Pelletier presented for consideration a petition to modify the winter road maintenance of Town Line Rd in Connor Township. The petition was certified by the Registrar of Caribou as having 14 valid voter signatures which meets the requirement under Title 23 for scheduling a Public Hearing on the matter. Town of New Sweden has indicated that they will not plow any further down that road unless there is significant work done. Both Mr. Ray Cunrod and Mr. Bobby Cunrod objected to the need to widen the road. They will put out stakes to indicate the section they want plowed so that the County can better understand the request. Mr. Ryan Pelletier encouraged the Commissioners to visit the road individually prior to the public hearing. The public hearing was set for September 17th at 1pm, prior to the regular monthly Commissioners meeting in the Administrative Hearing Room, Caribou Courthouse.

ART. 8. Mr. Ryan Pelletier presented for consideration the tax abatement appeal decision in the matter of Baker V. Weston for property located at 25 Logan Farm Rd. The recommendation is to hold the matter in abeyance to allow for the property owner and town to work together to complete a more thorough assessment of the home, including the interior, to ensure a fair and equitable assessment. In addition, the Commissioners suggest that the town may look at adjusting the condition to “average” on all new homes/outbuildings to ensure more equity among taxpayers. Both parties would need to respond with their outcome by September 30, 2025.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to hold the tax abatement appeal decision in the matter of Baker V. Weston in abeyance until further responses are received on September 30, 2025.

VOTE:

Motion voted on and passed.

ART. 9. Mr. Ryan Pelletier presented for consideration the Design/Architectural RFP for the Aroostook County Jail. The Jail Study Commission has recommended that we move forward with the RFP. The RFP will include a bed count range to allow for modular expansion versus having a set bed count number that could limit the design size and costs. RFP would have a due date of October 15, 2025.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve moving forward with advertising for a RFP for design/architectural services.

VOTE:

Motion voted on and passed.

ART. 10. Mr. Ryan Pelletier presented for consideration two (2) opioid settlement authorizations for Purdue/Sackler and a grouping of small manufacturers.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to authorize the County Administrator to execute all documents required to participate in said settlements. The County Administrator, in consultation with legal counsel, Napoli Shkolnik, is also authorized to take all necessary actions to manage the receipt, expenditure, and reporting of funds according to the terms of the settlements. Furthermore, the firm Napoli Shkolnik is authorized to vote on behalf of Aroostook County in favor of the Purdue Pharma L.P.'s bankruptcy plan.

VOTE:

Motion voted on and passed.

- ART. 11. Mr. Ryan Pelletier presented for consideration the transfer of \$6,000 of unused broadband grant liaison funds from the balance sheet to establish a broadband expansion reserve.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve the transfer of \$6,000 of unused broadband grant liaison funds to establish a broadband expansion reserve.

VOTE:

Motion voted on and passed.

- ART. 12. Mr. Ryan Pelletier presented for consideration the Community & County Collaboration Summit to be held on September 12, 2025. 25 people have registered so far, and the group has done a great job at getting this setup. He encouraged full participation.

No motion necessary.

- ART. 13. Mr. Ryan Pelletier presented for consideration the nomination of a representative for the Corridor Advisory Group for the St. John Valley Cultural & Fish River National Scenic Byway.

MOTION:

Motion by William Dobbins, and seconded by Paul Underwood to nominate Commissioner Daniel Deveau as representative to the Corridor Advisory Group.

VOTE:

Motion voted on and passed.

- ART. 14. Mr. Roy Guidry presented for consideration the hiring recommendation of Clayton Babin as part-time custodian at Registry of Deeds Fort Kent.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve the hiring recommendation of Clayton Babin as part-time custodian at Registry of Deeds Fort Kent.

VOTE:

Motion voted on and passed.

ART. 15. Ms. Beth Hummel presented for consideration the recommendation to add an optional Roth 457 plan for County employees.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve the addition of an optional Roth 457 plan for County employees.

VOTE:

Motion voted on and passed.

ART. 16. Ms. Beth Hummel presented for consideration the recommendation to opt for a private plan for paid family leave through Symetra. This will have an overall savings of \$98,873 for both employees and the County. Employees would be refunded any paid premiums since July 1, 2025 and no additional premiums would be due until May 2026.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve opting for a private plan for family medical leave through Symetra.

VOTE:

Motion voted on and passed.

ART. 17. Mr. Darren Woods presented for consideration the recommendation to add a new full-time position for a Training & Logistics Planner for EMA. The position would be fully funded via grant for the first year, then would be absorbed by the County over several years. Grant has been applied for, but not yet awarded.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to table the recommendation until the grant decision has been received.

VOTE:

Motion voted on and passed.

ART. 18. Mr. Darren Woods presented for consideration the updates to the Emergency Operations Plan (EOP).

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to accept the updates to the Emergency Operations Plan with additional updates to Annex J: Section V, Page 9 to replace Darleen Guy with Cathy Goff as Registry of Probate and replace Dan Bouchard with Chris Tarr as Department Deputy for Facilities.

VOTE:

Motion voted on and passed.

ART. 19. Sheriff Peter Johnson presented for consideration the hiring recommendation of Cassandra Arledge as Dispatch Supervisor.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve the hiring recommendation of Cassandra Arledge as Dispatch Supervisor.

VOTE:

Motion voted on and passed.

- ART. 20. Sheriff Peter Johnson presented for consideration the request to accept a donation to the Sheriff's office K9 program from Linda Karch. The funds would be used to go toward a K9 vest.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve the acceptance of a donation to the Sheriff's office K9 program.

VOTE:

Motion voted on and passed.

- ART. 21. County Commissioners Report

Commissioner William Dobbins reported the Risk Pool has \$5 million in reserves, with \$2 million in claims. Washington and Aroostook County have completed the additional jail training. Sheriff Johnson indicated that all jail staff were able to attend the training.

Everyone is preparing for the MCCA convention. The NACO CEO will be the keynote speaker. Commissioner Deveau will be in attendance.

Commissioner Daniel Deveau introduced Representative Lucien Daigle to talk about his participation on the Health & Human Services board. Jail requests for mental health and substance abuse programs went unfunded. HHS has a \$5 billion budget. Over 400,000 people on Mainecare with a population of 1.9 million. As a comparison, New Hampshire has 187,000 people on Medicaid with a population of 1.4 million. Incarcerated individuals are not covered by Mainecare or private plans, leaving the full responsibility of medical care to the jails. The state is working on waiver to allow for Mainecare coverage 90 days prior to release. Currently, California is the only state that has this waiver.

- ART. 22. Other Business

Sheriff Peter Johnson presented for consideration the CJCC annual expenditure report.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve the CJCC annual expenditure report.

VOTE:

Motion voted on and passed.

Mr. Rudy St. Peter, resident of Cross Lake, addressed the Commissioners with his concerns about the County taking over the Lakeview Seniors Center. Mr. Ryan Pelletier explained that a public meeting was held regarding the matter and the County has accepted the building and is in the process of forming a committee to run the center. Names will be accepted until August 30th, and the Commissioners will make the appointments to the committee at the regular meeting on September 17th in Caribou.

ART. 23. Adjournment.

MOTION:

A motion was made by William Dobbins, seconded by Daniel Deveau to adjourn the meeting at 2:42 pm.

VOTE:

Motion voted on and passed.

ATTEST: A True Copy
of Commissioners' Meeting

Ryan D. Pelletier
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: September 17, 2025

WARRANT

State of Maine

County of Aroostook

To Denise Sinclair, a resident in the Township of Sinclair (T17R4), County of Aroostook.

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the voters of Sinclair (T17R4), in said County, qualified by law to vote in township affairs to meet at the Sinclair Fire Station, the fifteenth day of October, A.D. 2025, at one o'clock in the afternoon (October 15, 2025 at 1:00 p.m.), to act on the following articles to wit:

- ART. 1. To choose a Moderator to preside at said meeting.
- ART. 2. To nominate and elect two (2) voting residents of Sinclair (T17R4) to the Sinclair Sanitary District Board of Trustees for a term of three (3) years.

Given unto our hands this 17th day of September, A.D. 2025.

Paul J. Underwood
Chair, County Commissioner

William T. Dobbins
County Commissioner

Attest: A true copy of Warrant:

Daniel V. Deveau
County Commissioner

Ryan D. Pelletier
County Administrator/Clerk

COUNTY OF AROOSTOOK, ss

Pursuant to the within warrant, I have notified and warned the inhabitants of Sinclair by posting a warrant at the Sinclair Fire Station, the Sinclair Post Office Building and Martin's Grocery, being conspicuous places in said Township on the 17th day of September, A.D. 2025.

Denise Sinclair

County of Aroostook

Quarterly Financial Summary

The purpose of this narrative is to provide a brief overview and highlights of the financials for the County of Aroostook's four funds. (General, ARPA, Jail and UT) This report is not meant to be all inclusive, however, will highlight areas that management feels need to be noted and observed to give Department Heads and Elected Officials necessary information for the budget oversight process.

General Fund

Year-To-Date: FY 2025 | July 2024 - June 2025

Benchmark %: 100%

GF Revenue:

The General Fund departmental revenue for Fiscal Year 2025 closed at 118% of the projected budget computing to a \$404,056 surplus. The three largest contributions to the revenue increase were:

- **Registry of Deeds Probate:** Exceeded the budget by \$31,712
- **Interest Income:** Exceeded the budget by \$143,531
- **Civil Process:** Exceeded the budget by \$236,088

The Tax Revenue section closed its fiscal year 2025 with 102.3% of its budgeted revenue recorded, which is \$199,768 over the budgeted target. This amount correlates to the overlay amount approved at time of tax commitment.

GF Expense:

The General Fund expenditures for Fiscal Year 2025 closed at 90.6%, falling below the projected budget by \$1,018,540. The primary drivers are:

- **District Attorney Department:** \$114,324 in various savings such as position vacancy salary/benefits costs and DA computer consulting.
- **Houlton Building Complex:** \$46,095 savings due to mild winter in ground/snow removal, plumbing/heating and maintenance supply lines.
- **Law Enforcement:** \$801,997 savings due to multiple LE position vacancies related to salary/benefits/vehicle costs as well as Tower Lease delayed start.
- **TAN (Tax Anticipation Note):** \$70,000 savings as TAN was not utilized.

The GF Fund closed the fiscal year with a surplus of \$1,622,364, resulting from a revenue surplus of \$404,056 and \$199,768 overlay, offset by an expenditure savings of \$1,018,540.

ARPA Fund (American Rescue Plan Act 2021)

Year-To-Date: FY 2025 | July 2024 – June 2025

ARPA Revenue:

The amount of interest revenue collected for the 12-month period of the fiscal year ending June 2025 is reported at \$160,595.

ARPA Expense:

During the 12-month fiscal year ending in June 2025, the County expended \$2,988,213 in ARPA funds. All rounds of grant awards have been awarded and continue to be closely monitored. Total project expenditures to date amount to \$8,945,545. All awarded projects are to be completed by December 31, 2026.

Jail Fund

Year-To-Date: FY 2025 | July 2024 – June 2025

Benchmark %: 100%

Jail Revenue:

The Jail Fund departmental revenue closed Fiscal Year 2025 at 75% of the projected budget, falling short of the target by 25%. The primary factors contributing to this \$558,643 shortfall include:

- **State Jail Funding Reduction:** As discussed in quarterly updates, the State of Maine’s final jail funding allocation resulted in a decrease contribution to the County Jail. This reduction led to a revenue shortfall totaling \$348,074 for the fiscal year.
- **Non-Collectible Budget Entry:** The revenue line titled *Transfer in from Surplus*, budgeted at \$200,000 is a non-cash, budget-only entry. As no actual funds are received, it serves solely as a budget-balancing item and negatively affects revenue collection percentage when used for comparison purposes.

Jail Fund portion of the 2024-2025 County tax revenue appropriately reflects a collection percentage of 100% which corresponds with the percentage of the County Tax collected year-to-date.

Jail Expense:

The Jail Fund expenditures for Fiscal Year 2025 closed at 95.7%, falling below the projected budget by \$254,873. This was a result of curbing operational expenses to offset the revenue shortfall caused by the State of Maine’s reduced jail funding. Key savings include:

- **Food Contract Obligations:** \$30,000 in savings due to adjustments based on inmate population projections.
- **Medical Contract Obligations:** \$80,000 in savings from utilizing MAT grant proceeds, plus an additional \$20,000 based on inmate population projections.
- **Jail Vehicle/Van Expenditures:** \$34,000 in total savings.
- **Capital Expenses:** The previously approved \$80,000 appropriation for capital expenses remained unspent to help mitigate the revenue shortfall.

The Jail Fund closed the fiscal year with a deficit of \$303,770, driven by a revenue shortfall of \$558,643, partially offset by expenditure savings of \$254,873.

UT Fund

Year-To-Date: FY 2025 | July 2024 – June 2025

Benchmark %: 100%

UT Revenue:

The UT Fund departmental revenue for Fiscal Year 2025 closed at 107% of the projected budget computing to a \$212,510 surplus. The primary contributions to the revenue increase were:

- **Excise Tax Revenue:** Exceeded the budget by \$181,675, with \$130,685 of this amount attributed to 4th quarter revenue, recorded as a receivable.
- **Interest Income:** Surpassed the budget by \$69,311.
- **Non-Collectible Budget Entry:** The surplus revenue line, budgeted at \$40,000 is a non-cash, budget-only entry. As no actual funds are received, it is used solely to balance the budget.

UT Expense:

The UT Fund closed fiscal year 2025 with expenses slightly exceeding the total budget by .8% totaling \$24,327. The primary driver of this overage was ambulance contract expenses, which were approximately \$39,000 above budget. Offsetting this impact, various minor savings across other categories helped reduce the overall variance to \$24,327.

The UT Fund closed the fiscal year with a surplus of \$188,183, resulting from a revenue surplus of \$212,510, offset by an expenditure overage of \$24,327.

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

September 17, 2025

RE: Recommendation to Designate October 2025 as Volunteer Firefighter Month in Aroostook County

Dear Commissioners,

I am writing to respectfully recommend that the Aroostook County Commissioners, in partnership with the Spirit of American Foundation, designate October 2025 as Volunteer Firefighter Month in Aroostook County.

Aroostook County is home to 32 fire stations and 51 full-time firefighters, supported by an extraordinary force of 624 volunteer firefighters. These volunteers serve across a vast region of 6,672 square miles—21.6% of the State of Maine—of which 89% is forest land. Aroostook is geographically larger than Connecticut and Rhode Island combined, making the dedication and coverage provided by volunteer firefighters even more vital.

Volunteer firefighters make personal sacrifices to serve the citizens and visitors of Aroostook County, often with little recognition for their service. Their commitment and bravery deserve acknowledgment and public appreciation.

Thank you for your consideration of this important recognition.

Respectfully submitted,

Tammy Pelletier
Operations Assistant



Honoring Aroostook County's Volunteer Firefighters

WHEREAS, The Spirit of America Foundation and the County of Aroostook cherishes all acts of volunteerism within our county, we dedicate October 2025 to all Volunteer Firefighters, to express gratitude;

WHEREAS, Volunteer Firefighters make personal sacrifices to serve citizens and visitors to Aroostook County and deserve more public recognition and respect than they generally receive;

WHEREAS, Volunteer Firefighters are tasked with responding to a variety of fires, auto accidents, hazardous materials calls, public events, and overseeing the overall public safety operations within the County;

WHEREAS, Volunteer Firefighters are an invaluable asset to all communities and unorganized territories in Maine;

WHEREAS, Volunteer Firefighters provide local support and leadership in community events, emergencies, public service, saving lives, protecting property, and saving communities countless dollars;

WHEREAS, Aroostook County much appreciates the services afforded by its Volunteer Firefighters;

NOW THEREFORE, BE IT PROCLAIMED that AROOSTOOK COUNTY, MAINE designates OCTOBER 2025 as "VOLUNTEER FIREFIGHTER APPRECIATION MONTH" and urges our citizens to show gratitude to their volunteer firefighters for all they do to make this a safer county.

SIGNED AND SEALED

Aroostook County Commissioners

ALTERNATIVE CORRECTIONAL HEALTHCARE, LLC

Contract to Provide Medical and Mental Health Services at Aroostook County Jail

THIS AGREEMENT made effective as of the 1st day of July, 2025 (the "Effective Date"), by and between **AROOSTOOK COUNTY** (for the **Aroostook County Jail**), a local non-profit, confinement facility of the county government, located at 15 Broadway, Houlton, in the Community of Aroostook and the State of Maine (hereinafter refer to "ACJ"), and Alternative Correctional Healthcare, LLC a Maine limited liability company with a mailing address of 51 Harpswell Road, Suite 9D, Brunswick, Maine, 04011 (hereinafter referred to as "ACH"),

Whereas Aroostook County desires to provide medical services and mental health services to the adult inmates detained at ACJ as well as ACJ employee services listed within this contract;

Whereas ACH provides correctional medical care management services and desires to provide these services to ACJ under the terms and conditions of the contract herein;

Whereas Aroostook County wishes to proceed with ACH providing correctional healthcare and mental health management to the adult population on behalf of the county and ACH agrees to provide these services;

Now Therefore, for and in consideration of the mutual agreements as hereafter set forth the parties agree to as follows:

I. TERM, PURPOSE AND SCOPE:

- a. **Initial Term:** The initial term of ACH's engagement under this Agreement (the "Engagement") will be for a period of 12 months, commencing on the Effective Date 7/1/25, unless earlier terminated as provided 24 in Section VII, below.
- b. **Purpose:** To provide a working agreement between Aroostook County and ACH for the provision of primary health care and mental health services to the inmates of the ACJ, and limited health care services to the employees of Aroostook County. This Agreement outlines health care services, the management of the services, and a system to monitor and evaluate the provision of those services.
- c. **Scope of ACH Responsibilities:** A.CH shall provide the essential health care services set forth below in Section III and shall be responsible for all medical costs associated with those services and the care of ACJ inmates, including all medications, laboratory testing, outside medical services and doctor visits, hospital and emergency room care, emergency transportation, biohazard waste disposal, medical supplies, and emergency medical transportation.

II. LEVELS OF SERVICE; COMPENSATION; CONTRACT COSTS:

- a. Compensation: The base service fee (the "Service Fee") shall be due to ACH, as follows:

Cost	\$1,160,446.20 annually \$96,703.85 per month
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The base Service Fee shall be payable in advance in twelve (12) equal monthly installments. Any partial months shall be prorated.

The base Service Fee shall increase annually by three (3%) over the previous year on each anniversary of the Effective Date if there is any extension of this Agreement.

- b. Additional Services; Contract Costs.

ACH shall be entitled to reimbursement of contract costs not included in the services covered by the base Service Fee. Support services such as transcription, physician supervision and quality assurance are included in the base Service Fee.

All additional services and costs outside the base Service Fee will be billed separately for services required.

- c. Monthly Payments:

The base Service Fee shall be payable monthly in advance, with each payment due prior to the 10th day of the calendar month prior to the corresponding provision of service by ACH. Any amounts billed by ACH for additional services or contract costs outside the services covered by the base Service Fee shall be due with the next payment of the base Service Fee. Payments received after the 10th day will be assessed a late fee of 0.023 %, per day (8.395% APR), for each day the payment is late and will be added to the next month's statement. ACH shall be entitled to recover all costs of collection of amounts due hereunder, including without limitation attorney fees, legal expenses, and late fees.

III. SERVICES:

In exchange for the base Service Fee described in Section II, ACH shall provide the following services in accordance with the Maine Department of Corrections Standards, The National Commission on Correctional Healthcare Standards and the Prison Rape Elimination Act (PREA).

1. Nursing Services:

- a. Intake: Except for extraordinary circumstance, within 24 hours of an inmate being processed and booked in ACJ, nursing staff will provide a detailed, focused nursing assessment to identify any emergency medical needs, ongoing medical issues and

obtain provider orders for verified previously prescribed medication and any treatment the ACH provider deems medically necessary.

- b. Daily sick call: The nurses shall retrieve sick call slips every 24 hours and answer all emergent needs as soon as possible and all other issues within 24 hours of receipt of the complaint. All officer referrals will be triaged appropriately and treated by medical staff.
- c. Medications and supplies: The inmate medication cost will be controlled through the ordering and prescribing of medical staff. The nursing staff will be responsible to order and track all necessary medical supply needs. ACH will be responsible for ensuring all medications are ordered by licensed providers. Nursing staff will monitor all medications, dispose of medications properly and return unused medications for credit. Nursing staff will ensure that all medications and treatments are provided in the most cost-effective manner.
- d. Medication administration: The medication prescribed for inmates will be administered by licensed or certified staff three times daily, 7 days per week. In the event the provider deems it medically necessary, medication administration will be increased to ensure appropriate medical care is provided to each inmate. The medication distribution to inmates will be done in accordance with rules, regulations and laws set forth by the federal and state government, the Maine Department of Corrections and ACJ policies and procedures. Nursing will keep a list of preferred medications and these will be utilized as often as possible to cut excessive cost.
- e. Documentation: Nurses will document nursing care provided as well as patient response to treatment following the documentation principles set forth by the American Nurses Association. All sick call slips, outside medical records requested and other documentation will become property of ACJ and filed within the individual inmate medical chart.
- f. The administration or nursing staff will coordinate outside appointments for all inmates including emergency transport and other needs to ensure appropriate medically necessary care is administered in a timely fashion.
- g. Support: The nurses will support and coordinate treatment with other staff including but not limited to mental health, substance abuse, DHHS, Sexual Assault Prevention and Response Services, Groups Recovery and programs offered through volunteers
- h. Laboratory Services: The nursing staff will coordinate with ACJ's designated lab to provide inmate laboratory care needs.
- i. Imaging Services: The nursing staff will coordinate with ACJ's designated imaging provider to ensure inmates receive necessary imaging.
- J. Nursing staff will track, and records care given to inmates when they are transported to the local emergency department, or they are admitted to local hospitals.
- k. This contract will include one month of consultation services to establish accounts with all necessary healthcare entities including but not limited to Mobilex, Diamond Pharmacy, Nordx and a local dental provider.

2. Provider Services (PA, NP, DO, MD):

- a. Medical provider services, including physical examinations and inmate medical needs, will be provided in accordance with the population need as determined by the

Service Level.

- b. Each inmate will have a thorough history and physical assessment by a qualified medical provider within 14 days of being booked into the facility.
- c. ACH will make referrals to outside providers as they deem medically necessary including but not limited to surgeries, immediate emergency care or care that should be provided by specialist providers. All dental care will be determined by ACH and referred out to the appropriate dental provider in the community.
- d. ACH will make decisions upon appropriate preventative care treatments for inmates including STD, HIV and other preventative testing.
- e. ACH will manage and track chronic care issues including but not limited to diabetes, high blood pressure and cardiovascular disease.
- f. There will be a medical director (MD or DO) who approves all policies and procedures. This medical director will be available by phone and the correctional administrator will be provided all provider phone numbers.

3. Aroostook County Employees:

- a. In addition to providing services to inmates, ACH will provide tuberculosis testing, hepatitis C testing and vaccinations and yearly influenza vaccines to all county employees per Maine Department of Corrections policies. ACH will provide emergency health services to correctional staff until local emergency medical providers can arrive. This will include the yearly flu clinic for both counties offsite as well as screening for the alternative sentencing program twice yearly.
- b. HIPPA Compliance. All medical records and inmate information shall be maintained by both ACH employees and ACJ employees in accordance with the laws in the state of Maine, ACH policies and procedures and the applicable provisions of the Health Insurance Portability and Accountability Act of 1995.
- c. ACH will provide CPR, bloodborne pathogens and any other agreed upon education to the correctional staff.

4. Mental Health Services

- a. ACH will provide MAT services including substance use disorder assessments, inductions with MAT, continued maintenance of MAT services, discharge planning for MAT services and groups focusing on substance use disorder.
- b. ACH will provide one on one counseling for inmates requesting mental health services.
- c. ACH will provide psychiatric medication management to inmates requiring specialized medication management.

IV. STAFFING HOURS AND REQUIREMENTS:

1. Staffing Requirements

- a. ACH will ensure that appropriate staff is available to provide the health care services as defined in this Contract.

- b. Nursing Coverage
 - 1. ACH will provide RNs, or a combination of RNs and LPNs under appropriate supervision, to conduct daily nurse's sick call, review medical requests, supervise medication administration, and perform other functions as required.
 - 11. Hours of Service (weekly)
 - 84 hours
- c. Medication Administration
 - 1. ACH will provide appropriately qualified staff to conduct and supervise medication administration for inmates three times per day, seven days per week. Medication distribution to inmates will be provided within the scope of Maine State Law and Maine DOC jail standards. Quality review audits will be performed monthly.
 - 11. Medication Administration will be performed by State of Maine certified CNA/Ms, LPNs or RNs
 - 111. Hours of Service (weekly)
 - 84 hours
- d. On Call Nurse
 - 1. ACH will provide a Nurse or other qualified staff, to be on call outside of regularly scheduled medical personnel hours and to provide an onsite response to the facility when required.
- e. Medical Sick Call
 - 1. ACH will provide a Physician or a Physician Extender to provide on-site sick call
 - 11. Hours of Service (weekly)
 - 8
 - m. MLP will be on-call for services needed outside of sick call.
- f. Administration
 - 1. ACH's shall designate a Single Point of Contact to manage the comprehensive, integrated health care services contract and meet with representatives of ACJ or Aroostook County as needed.
 - 11. The Single Point of Contact will be responsible for ensuring that all administrative responsibilities are fulfilled.
 - 40 hours (weekly)
- g. Medical Director
 - 1. ACH's Medical Director will be responsible for the clinical oversight of all health care services and will ensure the provision of appropriate, quality inmate health care that at a minimum meets ACA and Maine DOC jail standards.
 - ii. ACH's Medical Director will provide clinical oversight of and be available for consultation with the Health Care Provider

- h. Mental health services
 - 1. 20 hours of groups/MAT assessments provided by a CADC or MHRT-C weekly
 - ii. 5 hours of one-on-one counseling weekly
 - iii. 15 hours of suicide risk assessment/Riverview referrals, case management
 - iv. 2 hours of NP/PA/MD services for MAT inductions

2. Requirement to Pass Background Investigation.

All health care staff providing services to ACJ inmates must have a pre-approved criminal background check and be licensed to practice in the State of Maine. Background checks will be conducted by the ACJ designated staff or at the direction of the Aroostook County Sheriff or Jail Administrator.

- a. ACJ will take all reasonable, usual and customary steps necessary to screen health care personnel to ensure that such personnel will not constitute a security risk to ACJ or to the inmates.
- b. ACH personnel will be required to submit to initial employment drug screening as well as any other drug screening that may be required during employment. ACH will bear the cost of all drug testing required for the background check process.

3. Jail Administrator review and Sheriff Approval.

Employment of ACH'S contract and subcontract personnel shall be subject to review by the Jail Administrator or their designee and to the approval of the Aroostook County Sheriff or their designee.

4. Authority of Jail Administrator over ACH Personnel.

The Jail Administrator or Assistant Jail Administrator, under the authority of the Aroostook County Sheriff, reserves the discretion to require ACH personnel to leave the premises of ACJ and to prohibit admittance to the facility of any individual. Should the Jail Administrator or Assistant Jail Administrator require any ACH personnel to leave the premises for reasons other than identified in this contract, the Jail Administrator or Assistant Jail Administrator shall immediately notify the Health Services Administrator and both parties agree to meet within (5) five business days to formalize a joint plan to resolve said issue(s).

V. FACILITY ENTRY

ACJ reserves the right to refuse facility entry to any ACH employee or subcontractor for any reason they feel necessary. This includes the termination of ACH employees for reasons the jail feels they should no longer be permitted into the secure facility. ACJ will notify ACH administration as soon as they are aware a staff member will no longer be admitted entrance into the facility.

VI. ADMINISTRATION:

- a. ACH will provide an operating manual with policies and procedures. These will include protocols for medical and mental health staff that follow all local and federal laws and guidelines. ACJ will be notified and provided in writing all policy and procedural changes.
- b. All policies and standards will be applicable to Maine Department of Corrections, National Commission on Correctional Healthcare and PREA.
- c. ACH will provide documentation on a yearly or bi-yearly basis that includes the medical and mental health treatments provided by ACH.
- d. All medical and mental health/substance abuse records will remain separate as required by federal and state law. These records will also be kept separately from ACJ confinement records.
- e. All records will remain the property of ACJ. ACJ will have access to these records as allowed by federal and state law.
- f. ACH will provide proof of all relevant licenses and certifications of staff to ACJ as requested.
- g. All medical staff will have 10 hours, or more if designated by licensing, of yearly training that will additionally be offered to the correctional staff if requested by ACJ.

VII. TERMINATION:

- a. ACH's Engagement under this Agreement shall terminate upon the expiration of the term as described in Section 2, above, unless an extension is agreed to in writing.
- b. During the term described in Section 2, ACH's Engagement may be terminated by either party, with 90 day written notice.
- c. Notwithstanding any other provision of this Agreement, if the funds anticipated for the continued fulfillment of this Agreement are at any time not forthcoming, through the failure of the Aroostook County government to appropriate funds, discontinuance or material alteration of the program under which funds were provided, ACH shall have the right to terminate its Engagement under this Agreement without penalty by giving not less than ninety (90) days written notice documenting the lack of funding.

VIII. INSURANCE, INDEMNITY AND LIMITATION OF LIABILITY:

1. Insurance:

- a. At all times during the terms of this agreement, ACH will maintain at a minimum, insurance coverage and limit requirements in accordance with industry standards. Employment practices liability insurance, professional liability insurance, general liability insurance with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- b. ACH will maintain workers compensation to all its employees.
- c. In the event ACH subcontracts any providers, a copy of the providers' malpractice insurance and workman's compensation will be provided to ACJ.

- d. Any insurance policies will be provided to ACJ upon request.
- e. ACH will provide proof of unemployment insurance as required by Maine law.
- f. ACH will notify ACJ of any changes in its insurance coverage.

2. Indemnification:

ACH shall not be held responsible for any acts or omissions that relate to previous healthcare providers under the previous contracts. ACH hereby agrees to indemnify and hold harmless ACJ, its successors and assigns, from and against all loss or damage arising from the assertion of any claim for any errors or omissions in connections with the direct duties it performs under this contract. ACJ hereby agrees to indemnify and hold harmless ACH, its successors, and assigns, from and against any and all loss or damage arising from the assertion of any claim, for any errors or omissions in connections with the direct duties it performs under this contract. ACH employees shall not be held liable for any damages to property at ACJ that unintentionally occur during normal work duties.

IX. ACJ RESPONSIBILITIES:

- a. ACJ will do its best to notify medical and mental health staff of issues with inmates upon intake and while they are detained.
- b. ACJ will provide space and correctional staff to ensure successful group classes for substance abuse and mental health as coordinated *with* correctional staff
- c. ACJ will do the best within their means to provide reasonable notice of transfers to other facilities, releases to community programs and releases with case management needs.
- d. ACJ will provide daily population numbers, demographic information, cell assignments and other information needed to provide medical or mental health care to inmates.
- e. ACJ will provide badges to all medical staff approved to enter the facility to ensure they have access to all doors.
- f. ACJ will provide access to their electronic inmate tracking system to medical and mental health staff
- g. ACJ will provide access to their email for appropriate medical and mental health staff use when determined necessary for staff to have ACJ email accounts.

X. EQUAL EMPLOYMENT OPPORTUNITY:

ACH will not discriminate against any employee or applicant because of race, color, age, religion, sex, ancestry, national origin, place of birth, marital status, sexual orientation, or handicap. ACH will distribute copies of this commitment to not to discriminate to all persons who participate in recruitment and screening, including job applicants.

XI. MISCELLANEOUS:

- a. The parties will agree to renegotiate any terms or conditions in good faith and these terms and conditions can be changed based on both parties mutual agreement in

writing.

- b. In the event any dispute arises between the parties to this Agreement with respect to this Agreement, then upon written request of one party served on the other party, the matter shall be submitted promptly to mediation. The parties shall cooperate in good faith to agree upon a mediator and proceed in accordance with any rules or requests of the mediator. The reasonable cost of such mediation shall be split equally between the parties.
- c. This Agreement shall be governed by and construed in accordance with the laws of Maine.
- d. The invalidity or unenforceability of any term or provision of this agreement or the application of such term or provision or circumstances shall not impair or effect the remainder of the agreement and its application to other persons and circumstances, and the remaining terms and provisions hereof shall not be invalidated and shall remain in full force and effect.
- e. Neither party may assign or transfer this Agreement without the written consent of the other party.
- f. ACH will provide ACJ with timely and accurate records of each inmates care, but will not invoice inmates directly for healthcare provided or coordinated by ACH.

XII. NOTICES:

Any notices or other documents to be given or delivered hereunder by any part shall be in writing and shall be delivered personally or sent by certified mail, postage prepaid, return receipt requested to their respective addresses set forth below.

XIII. TRANSFER OF SUPPLIES UPON EXPIRATION OR TERMINATION:

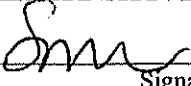
Upon the expiration or termination of the Engagement under this Agreement, all medical equipment and supplies purchased on behalf of ACJ for which ACH has been reimbursed, shall be the exclusive property of ACJ, and shall remain at ACJ unless otherwise agreed to by the parties.

{Signature page follows}

{Signature page to Agreement for Professional Services}

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective officers hereunto duly authorized, as of the day and year above written.

ALTERNATIVE CORRECTIONAL HEALTHCARE, LLC

 _____ Signature	Sallie Albert _____ Printed Name	8/21/25 _____ Date
---	--	--------------------------

AROOSTOOK COUNTY

_____ County Commissioner Signature	_____ Printed Name	_____ Date
_____ County Administrator Signature	_____ Printed Name	_____ Date



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 "P. Johnson", written over a horizontal line.

Date: September 5, 2025

Reference: Full Time Patrol Deputy

The Aroostook County Sheriff's Office recently advertised for a fulltime patrol deputy and Ethan Jacques applied for the open position. Mr. Jacques attended the University of Maine at Fort Kent earning a Bachelor Degree in Conservation Law Enforcement. Mr. Jacques has been a Law Enforcement Officer with the Houlton Police Department since 2021. As well as being a certified Police Officer, Mr. Jacques is certified as a Physical Fitness Test Instructor, Civil Rights Officer, ARIDE, and has training through the FBI in ALERRT Basic Active Shooter and Hostage/Crisis Negotiations.

Mr. Jacques is a driven and motivated law enforcement officer that takes pride in serving the community. It is my recommendation that Ethan Jacques be hired to fill the open full time patrol deputy position that was recently advertised.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319

ETHAN JACQUES



August 16, 2025

Aroostook County Sheriff's Office
Houlton, Maine 04730

RE: Sheriff's Deputy

Dear Aroostook County Sheriff's Office,

I am writing to express my interest in the Sheriff's Deputy position at the Aroostook County Sheriff's Office. Having over four years of patrol experience as a patrol officer, I am eager to bring my knowledge and motivation to your department.

I have spent most of my life in Aroostook County, including attending college at the University of Maine at Fort Kent. I also currently live in southern Aroostook County. I have come to know a fair percentage of Aroostook County through time spent here. I graduated from the forty-second Basic Law Enforcement Training Program, and I have completed additional trainings and hold certifications in MCJA Physical Fitness Test instructor, MCJA Civil Rights, MCJA ARIDE, FBI ALERRT Basic Active Shooter, FBI Hostage / Crisis Negotiations, and a course in Drug Interdiction Techniques.

I believe with my current experience and training that I would be a valuable fit for the Sheriff's Deputy position and am eager to serve the entire County of Aroostook.

Sincerely,
Ethan Jacques

Ethan Jacques

ETHAN JACQUES

PROFESSIONAL SUMMARY

Dedicated, ethical worker with a variety of work experience, mostly in customer service fields. Bachelor of Science in Conservation Law Enforcement with over four years of patrol experience at the Houlton Police Department. Passionate toward law enforcement, and always seeking to improve on developing skills.

SKILLS

- Integrity and honesty
- Conflict resolution / de-escalation
- Adaptability
- Detail oriented / meticulous
- Professionalism
- Team work
- Effective communication
- Time / Priority Management

EDUCATION

University of Maine At Fort Kent
Fort Kent, ME • [REDACTED]

Bachelor of Science: Conservation
Law Enforcement

WORK HISTORY

Houlton Police Department - Police Officer

Houlton, ME • 05/2021 - Current

- Investigated a wide range of criminal violations.
- Conducted a routine patrol within my assigned area to show a police presence in the community.
- Enforced laws and ordinances within my jurisdiction.
- Actively engaged in community policing.

University of Maine at Fort Kent - Resident Assistant

Houlton, ME • 09/2020 - 05/2021

- Organized community events to boost resident engagement and interaction.
- Maintained accurate records of resident concerns and reported issues to management.
- Facilitated conflict resolution between residents to promote harmony.
- Collaborated effectively within a team to achieve common goals.

S.W. Collins - Sales Associate

Houlton, ME • 05/2018 - 08/2019

- Organized and stocked merchandise.
- Assisted customer's with merchandise questions.
- Gave customer's a broader scope of ideas for personal projects.
- Assisted other staff with interior building projects.

TRAINING

- MCJA certified Physical Fitness Test instructor.
- MCJA certified Civil Rights Officer since December of 2023.
- FBI certified ALERRT Basic Active Shooter since August of 2024.
- Completed Drug Interdiction Techniques training in September of 2024.
- FBI certified Hostage / Crisis Negotiator since March of 2025.
- MCJA certified in ARIDE since April of 2025.

REFERENCES



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 "PJ", with a long horizontal flourish extending to the right.

Date: September 5, 2025

Reference: Full Time Patrol Deputy

The Aroostook County Sheriff's Office recently advertised for a fulltime patrol deputy and Travis Smith applied for the open position. Mr. Smith has been a Law Enforcement Officer with the Houlton Police Department since 2015. Mr. Smith is also a certified Firearms Instructor, Urban Rifle Instructor, Taser Instructor, Interactive Use of Force Instructor, and ALICE Instructor. Mr. Smith has been a member of the 488th Military Police Company since 2009 and currently holds the rank of Sergeant 1st Class.

Mr. Smith has a passion for law enforcement and serving the community. It is my recommendation that Travis Smith be hired to fill the open full time patrol deputy position that was recently advertised.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319

Travis Smith
Aroostook County Deputy

Hiring Manager
Aroostook County Sheriff's Office

Dear Hiring Manager,

Thank you for the opportunity to apply for the Aroostook County Deputy position at your department. It is clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a quality-oriented Patrol Sergeant for the Houlton Police Department, a Non-Commissioned Officer in the Maine Army National Guard, and a college student (Bachelor of Criminal Justice) currently attending American Military University. I have learned valuable professional skills such as crisis communications, emergency preparedness and interrogation. In both my academic and professional life, I have been consistently praised as hard-working by my professors and peers. Whether working on academic, extracurricular, or professional projects, I apply proven communication, planning and leadership skills, which I hope to leverage into the Aroostook County Deputy role at your company.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at [REDACTED] or via email at sgt.travis.d.smith@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,
Travis Smith

Travis Smith

Aroostook County Deputy

Experienced in law enforcement with strong skills in community policing, de-escalation, and courtroom testimony. Demonstrated leadership in supervising teams and coordinating complex operations. Ready to bring problem-solving abilities and excellent communication skills to the role of Aroostook County Deputy, contributing to community safety and effective policing.

SKILLS

- Officer safety
- Community policing
- Arrest procedures
- Courtroom testimony
- Investigative skills
- Firearms proficiency
- Integrity and honesty
- Patrol techniques
- Problem-solving abilities
- Organizational skills
- Adaptability and flexibility
- De-escalation techniques
- Traffic control
- Crime prevention
- Field training
- Patrol procedures
- Interviewing techniques
- Physical fitness
- Time management
- Multitasking Abilities
- Excellent communication
- Reliability

EXPERIENCE

Patrol Sergeant

Houlton Police Department, Houlton, Maine

Sep 2015 - Present

- Maintained a high level of knowledge of departmental policies, procedures, laws and regulations related to law enforcement operations.
- Responded to emergency calls; exercised sound judgment in determining appropriate course of action based on established guidelines and protocols.
- Provided direct supervision to subordinate officers; monitored their work performance; provided guidance and direction as needed.
- Supervised and coordinated police operations relating to patrol, traffic and investigations.
- Reviewed and approved incident and accident reports for assigned personnel.
- Liaised with prosecutors to prepare cases for court, testifying when needed.
- Spoke publicly to community groups, state and national organizations as department representative.

Platoon Sergeant

488th Military Police Company, Bangor, Maine

Dec 2009 - Present

- Deployment to Afghanistan in support of Operation Enduring Freedom (OEF)
- Directly supervised a team of non-commissioned officers to ensure platoon objectives were met.
- Facilitated coordination between higher headquarters staff elements and subordinate units regarding mission planning or execution.

- Monitored physical fitness levels within the platoon ensuring soldiers met standards set forth by regulations.
- Confirmed platoon readiness for campaigns and missions by conducting pre-combat checks.
- Maintained accountability of personnel and equipment; monitored the performance of subordinate leaders during field exercises.
- Developed training plans and conducted platoon level training to ensure proficiency in mission essential tasks.
- Provided guidance on individual soldier development through mentorship and counseling sessions.
- Mentored junior NCOs on leadership principles while providing them with feedback on their performance in accordance with Army doctrine.
- Delegated tasks efficiently among subordinates based on skill sets while maintaining an overall awareness of the unit's progress towards its goals.

Security Officer

Smith & Wesson, Houlton, Maine

May 2014 - Sep 2015

- Patrolled premises regularly to maintain order and establish security presence.
- Utilized strong communication skills to interact with staff, guests, vendors and law enforcement personnel in a professional manner.
- Enforced safety regulations, policies and procedures to ensure a safe environment.

Dishwasher

Brookside Inn, Smyrna, Maine

Jul 2009 - Aug 2010

- Performed daily cleaning duties including mopping floors, wiping counters, disposing of trash, and washing walls.
- Kept work area and equipment clean throughout shift.
- Cleaned and sanitized all dishes, utensils, and equipment as required by health department regulations.

EDUCATION

High School Diploma

Southern Aroostook Community School, Dyer Brook, Maine



Pursuing Bachelor of Arts (B.A.) in Criminal Justice *American Military University, West Virginia*

CERTIFICATIONS

- Method of Instruction
- Taser Instructor
- Urban Rifle Instructor
- ALICE Instructor
- VMR2 Mine Hound Operator
- Patrol Training Officer
- Firearms Instructor
- Interactive Use of Force Instructor
- United States Army Air Assault School

REFERENCES



AWARDS

- Afghanistan Campaign Medal
 - Army Commendation Medal (x2)
 - Army Achievement Medal (x2)
 - Maine Military Funeral Honors Badge (Permanent)
 - Maine Physical Fitness Award
 - NATO Medal
 - Maine Commander's Award
 - Overseas Service Ribbon
 - Maine Academic Award
 - Army Reserve Medal
 - Reserve Component Overseas Training Ribbon
 - NCO Professional Development Ribbon
-



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

Date: September 8, 2025

Reference: Full-Time Dispatcher

The Aroostook County Sheriff's Office recently advertised for a full-time Communications Dispatcher position and Paige Fontaine applied.

Paige appears to be detailed oriented, customer service friendly, well spoken, is familiar with Microsoft Office products, and has jobs requiring typing skills, attention to detail, and remaining calm during stressful situations.

Paige attended Unity College earning a Bachelor degree in Conservation Law Enforcement. She has worked as a Veterinarian Technician, Billing Clerk, Corrections Officer and a Law Enforcement Officer. Paige is familiar with Spillman, our records management system and is familiar with radio communications.

I believe Paige possesses the skills necessary to work in a fast-paced environment and be detailed oriented at the same time.

For all the above reasons, it is my recommendation to hire Paige Fontaine for the full-time Communications Dispatcher position.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319

Paige Fontaine

[REDACTED]
[REDACTED]
Attn. Sgt. Forrest Dudley
25 School St., Suite 216
Houlton, ME 04730

To Whom It May Concern:

I am writing to express my interest in your job opening for Part Time Dispatcher. With my experience in public relations, a Bachelor's degree in Conservation Law Enforcement from Unity College, and as a Corrections Officer and Patrol Officer I believe I would be a good fit for the position.

During my time at Cumberland County Jail I used radios to communicate and used some 10-codes. This gave me experience with remaining calm in stressful situations. While there I also have some experience using Spellman to write reports. With my experience I believe I would be a good fit for this position.

I would welcome the opportunity to discuss my qualifications further and learn more about the opportunity to join your team.

Please feel free to contact me at any time to schedule an interview. Thank you, in advance, for considering my application.

Sincerely,

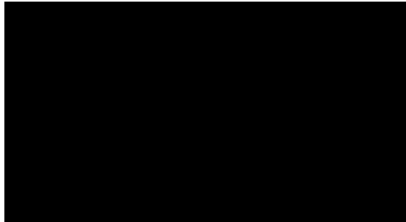
Paige Fontaine

PE/ 

Paige Fontaine

Part Time/Full Time Dispatcher


Contact



Objective

To acquire the job as Dispatcher. I am an enthusiastic, hardworking individual, with a positive attitude with experience in using radios, 10 codes, and remaining calm in stressful situations. I have firsthand experience/knowledge of law enforcement procedure and policy for the State of Maine.

Education

Unity College 
Bachelor's degree
(Conservation Law Enforcement)

Lewiston High School
Lewiston Maine
(High School Diploma)

February 2024 - Current

- Veterinarian Technician and Receptionist, Presque Isle Animal Hospital Houlton Maine
 - Duties included the following:
 - Administering Vaccinations
 - Getting prescriptions together for clients to take home.
 - Assisting Veterinarians by holding animals during exams
 - Placing Catheters for fluids
 - Bringing clients into rooms and getting information on why they are there.
 - Completing bills
 - Answering phones
 - Completing tasks sent by the doctors
 - Calling clients to let them know what the vet has said, and/or Prescriptions are ready.
 - Scheduling Appointments: Wellnesses, comprehensive, progress, and Urgents.

May 2021- February 2024

- Billing clerk & Customer Service Rep.
 - Duties included the following:
 - Using Service Titan to bill out cleanings and installs
 - schedule and/or reschedule appointments by calling customers
 - Tracking the replacement parts of broken heating/ac units.
 - Dealing with disgruntled customers

February 2020-March 2021

- Corrections Officer & Transport Deputy, Cumberland County Jail, Portland Maine
 - Duties included the following:
 - To ensure the care, custody and control of inmates.
 - Supervise approximately 80 inmates on a daily basis.
 - Break up fights which required the use of OC, and de escalation techniques
 - To ensure safety and cleanliness according to established rules and regulations.
 - Report writing
 - Use of radios and spellman search inmates.
 - 10 codes and the jail codes.
 - Urine test

• August 2019 - December 2019

- Sabattus Police Department, Sabattus, ME
 - Duties:
 - Patrol the town
 - House checks
 - Emergency response to accidents,
 - Running license plates
 - Community policing (Coffee with a Cop),
 - Report writing
 - Use of radios and computer programs to run license plates and or people.

December 2024 to Current

- Teaching Learn to play for Ice Hockey
 - Running Drills
 - Keeping kids intrigued by playing games that work on fundamentals.
 - Provide

January 2016-January 2017

- Broken Willow Stables (Volunteer Stable hand)
 - Watering horses
 - Cleaning stalls
 - Turning horses in and out
 - Feeding hay and grain
 - Putting blankets on horses.

Certifications

- Corrections Officer Certification
- Green Pin Certification (Maine)
- Intro to Incident Command
- Incident Command System

Skills:

- Use of Spellman
- Communications skills in person and over technology.
- Use of Microsoft applications
 - Excel

- powerpoint
- Word
- Report writing and investigations skills.
- Experience and knowledge of Law Enforcement policy and procedure.

Reference's

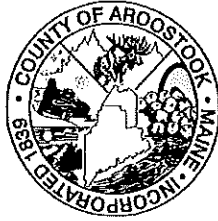


County of Aroostook

COMMISSIONERS' OFFICE

FACILITIES DIRECTOR

ROY GUIDRY



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
PRESQUE ISLE

WILLIAM T. DOBBINS
HOULTON

DANIEL V. DEVEAU
CYR PLANTATION

DT: Sep 8, 2025

TO: Ryan D. Pelletier, County Administrator

FR: Roy Guidry, Facilities Director

RE: Aroostook County Facilities Software

In my 9 ½ months of working for the County as the Facilities Director have been implementing new procedures as well as making improvements to this position where I feel necessary. This has been done with the goal of streamlining certain processes such as billing as well as reducing redundant steps in our purchasing of supplies.

There are several categories to this position: purchasing, billing, personnel management, projects (In house and hired), maintenance as well as certifications and licensing. This was all being managed by using memory, sticky notes, files and various reminders posted around the office. As one can imagine this is a very unorganized way to run this department. Another glaring flaw that I have found is the lack of inventory control. We spend upwards of 50 thousand dollars a year on supplies and parts and have no record of what we have used or where it has gone other than invoices. We also have no formal record other than a paper file for where our inventoried assets are, what condition they are in or how near to replacement we are.

I have been in contact with a software developer called Brightly Software. They have developed software for businesses and government agencies that is capable of storing and tracking Inventory, job orders, projects and required certifications and licensing. This would provide anyone in the facilities director position with instant, at your fingertip organization. If you needed to know how much of a certain product you purchase for a certain building, how old a lawn mower was, how many times maintenance repaired a piece of equipment, when a job was started or completed, what certifications or licenses are needing to be renewed, it would all be in one central place.

I have asked to be quoted for software for 4 users (Facilities Director, the Houlton maintenance supervisor, and 2 maintenance workers) as we would all need this access to make the system work and was provided with the following cost, \$4034.46 for budget year 2025-2026. This is a prorated cost as implementation would only be in Oct, so we would have 9 months of usage. This also includes a fee for setup and usage training. Each subsequent year would be \$5084.69.

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

I would recommend that we upgrade the Facilities Department with this software for all the reasons stated above. If approved, I would defer where in the Counties budget this software would be paid for to the County Administrator.

Respectfully Submitted,

Roy Guidry



Brightly Software Asset Essentials Overview

Prepared for Aroostook County, Maine

September 9, 2025

Smarter assets, sustainable communities.

Aroostook County

Facilities Dept.

Goals & Priorities

- Key goals for the facilities department include improving transparency through better work order tracking, comprehensive asset management, and streamlined monthly reporting to council.
- The department wants to track man hours, material costs, and equipment usage across facilities, which would help with budgeting and justifying resource needs.
- Managing about 6 different budgets with biggest being the jail and with a small maintenance team (3 full-time maintenance staff and 3 custodians) who handle multiple facilities having a CMMS will help streamline and organize budget and resource allocation.
- At the end of the day: Provide a better detail of what the facilities department does all in one place as opposed to having to pull from multiple different papers and spreadsheets for answers.



Comprehensive Asset Management

Capture asset condition for capital forecasting

Asset Essentials
ASSETS

New
Delete
More ...
Print/Report

Columns
View
(Shared) Facilities Asset Forecast

Location

Category

Site:

Facilities

+

Name

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Category

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Location

+

Replacement Cost

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Current Condition

+

Est. Replace Date

<input type="checkbox"/>	Name	Category	Location	Replacement Cost	Current Condition	Est. Replace Date
<input type="checkbox"/>	CF- Backup Generator	Generator	Correctional Facility	3500.00	Excellent	05/10/2025
<input type="checkbox"/>	CF-AHU-001	AHU	Correctional Facility	3000.00	Good	05/01/2034
<input type="checkbox"/>	CH- CHW Pump 1	Pumps	City Hall	5400.00	Fair	01/15/2022
<input type="checkbox"/>	CH- HW Pump 1	Pumps	City Hall	5400.00	Good	01/05/2022
<input type="checkbox"/>	CH- Outdoor Chiller	Chiller	City Hall	22000.00	Excellent	09/15/2029
<input type="checkbox"/>	CH-AHU-001	AHU	City Hall	15000.00	Excellent	01/01/2037
<input type="checkbox"/>	CH-AHU-002	AHU	City Hall	6800.00	Good	05/01/2034
<input type="checkbox"/>	COR-Fridge-001	Appliance	Correctional Facility	3100.00	Fair	06/20/2022
<input type="checkbox"/>	COU-AHU-001	AHU	Courthouse	42500.00	Excellent	11/15/2019
<input type="checkbox"/>	COU-AHU-002	AHU	Courthouse	38000.00	Good	07/15/2035
<input type="checkbox"/>	FST- AHU	AHU	Fire Station 1	11000.00	Excellent	08/05/2026

Location

Category

Site:

Facilities

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Replacement Cost

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Current Condition

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Labor & Materials Tracking

Asset Essentials
WORK ORDER FORM

Go To
Help

SAVE
CANCEL

NEW FORM
SUMMARY
PRINT

ADD EMPLOYEE LABOR
ADD EXTERNAL LABO

First Name	Last Name	Hour(s)	Reg/OT	Hourly Wage	Sub total (\$)	Labor/End Date
Chad	Hines	7	Regular	\$25.00	\$175.00	05/30/2019 07:55:00 AM
Dan	Arant	7	Regular	\$25.00	\$175.00	05/30/2019 07:55:00 AM
Rodney	Hunter	6	Regular	\$25.00	\$150.00	05/30/2019 07:55:00 AM
Sam	Chapin	5	Regular	\$25.00	\$125.00	05/30/2019 07:55:00 AM
Luke	Anderson	2.5	Regular	\$25.00	\$62.50	05/30/2019 07:55:00 AM

Page Size 25

ADD EMPLOYEE LABOR
ADD EXTERNAL LABO

Part Name	Part #	Quantity	Site	Location	Part Storage	Description	Date Used	Usage Type
Snap Cap Diffuser	4	56	[Divide Across All]	WWTP Parts Storage	Alsie: A Bin: 111		05/30/2019 07:23:54 AM	Dispatched

ADD EMPLOYEE LABOR
ADD EXTERNAL LABO

Dashboard
Calendar
Map
Work Orders
Assets
Parts & Purchase Orders
Admin



Managing Consumable Inventory

Menu

Dashboard

Calendar

Map

Work Orders

Assets

Parts & Purchase Orders

Admin

Asset Essentials

PARTS

New

Delete

More ...

Print/Report

Columns

View

Facility Inventory - Default

Location

Category

Site:

Facilities

[All]

City Hall

Correctional Facility

Courthouse

Facilities-Parts Storage

Fire Station 1

Fire Station 2

Police Department

Part #	Name	Qty Available	Price \$	Supplier
11CB77	Air Filter 20x24x1	77.00	13.300	Grainger
11CB78	Air Filter 20x25x2	49.00	13.300	Grainger
11CB79	Black chair with Metal frame	45.00	129.950	Grainger
11CB80	Brown Chair with Wood Frame	56.00	119.950	Grainger
11CB81	Clorox Bleach 5 Gal.	20.00	1.800	MSC Industrial
11CB84	Fluorescent Tube 36"	10.00	4.300	MSC Industrial
HVAC-6354	HVAC-Belt-6354	9.00	15.000	Grainger
11CB92	Temperature Sensor-12T38	15.00	115.620	Grainger
11CB93	Thermostat	4.00	49.350	Grainger

Page 1 of 1 (9 items)

Track Supply levels, price info, and supplier

Set high/low levels to be reminded when its time to reorder parts





Q-445399

- Sourcewell contract #090320-SDI
- <https://www.sourcewell-mn.gov/cooperative-purchasing/090320-sdi>

Subscription Term: 21 months (10/01/2025 - 06/30/2027)

Cloud Services				
Item	Start Date	End Date	Pricing Based On	Investment
Asset Essentials Core Plus	10/1/2025	6/30/2026	4.00 Users	3,597.66 USD
- Asset Essentials Inventory	10/1/2025	6/30/2026		Included
- Dude Analytics	10/1/2025	6/30/2026		Included
- Facilities/Physical Plant Module	10/1/2025	6/30/2026		Included
- GIS Asset Management	10/1/2025	6/30/2026		Included
3.0 Month(s) included at no additional cost on the first term 10/01/2025 - 12/31/2025				-1,212.40 USD
				Subtotal: 2,385.26 USD
Professional Services				
Item			Pricing Based On	Investment
Asset Essentials Implementation			1.00 Users	1,649.20 USD
				Subtotal: 1,649.20 USD
Total Initial Investment				4,034.46 USD



Cloud Services Subscription	
Item	Investment Year 2 Start Date: 07/01/2026
Asset Essentials Core Plus	5,084.69 USD
- Asset Essentials Inventory	Included
- Dude Analytics	Included
- Facilities/Physical Plant Module	Included
- GIS Asset Management	Included
Total:	5,084.69 USD