

## MINUTES

### AROOSTOOK COUNTY COMMISSIONERS' MEETING WEDNESDAY, OCTOBER 15, 2025 -1:00 PM SINCLAIR SENIOR CENTER – SINCLAIR

**Present:**

Paul J. Underwood, Chair, County Commissioner - Zoom  
William Dobbins, County Commissioner  
Daniel Deveau, County Commissioner  
Ryan D. Pelletier, County Administrator  
Peter Johnson, Sheriff  
Dana Gendreau, Finance Director  
John Gibson, Community Services Director  
Steve Pelletier, ARPA Administrator  
Tammy Pelletier, Operations Assistant  
Chris Bouchard, Bangor Daily News  
Jason Parent, ACAP  
Meagan Westfall, LUPC – Zoom  
Craig Clossey, Jail Administrator - Zoom  
Chris Bouchard – Bangor Daily News  
Alan Dearborne, Resident of Sinclair  
Cecile Ouellette, Resident of Sinclair  
Russell St Pierre, Resident of Sinclair  
Theresa St Pierre, Resident of Sinclair  
Nancy Dionne, Resident of Sinclair  
Martin Dionne, Resident of Sinclair  
Jennie Beaulieu, Resident of Sinclair  
Gerry Beaulieu, Resident of Sinclair  
Michael San Antonio, Resident of Sinclair  
Tina Patrico, Sinclair Sanitary District Trustee  
Additional unnamed Sinclair Residents

Before the Commissioners meeting took place, at 1:00 p.m. the Sinclair Sanitary District Trustees election was held. County Administrator Ryan Pelletier read the Warrant and entertained a motion to elect a moderator.

A motion was made by Martin Dionne to nominate Daniel Deveau as Moderator. The motion was seconded by Nancy Dionne. There were no other nominations. Vote was unanimous. Mr. Pelletier administered the Moderator's Oath of Office to Mr. Deveau.

Moderator Deveau explained the rules and procedures for today's election. He explained, two (2) trustee were to be elected for a three (3) year term each. Moderator Deveau opened the floor for nominations.

Gerry Beaulieu nominated Chuck Cyr. The motion was seconded by Mike San Antonio. Diane Berube nominated Adam Wintle. The motion was seconded by Tina Pratico. No other nominations were received. The vote was unanimous for both nominees.

Newly elected nominees were not present. Oaths of office will be completed separately.

Having no other business, Moderator Deveau declared the election closed at 1:03 pm.

### **Regular Meeting**

- ART. 1. Commissioner William Dobbins called the meeting to order at 1:04 pm.
- ART. 2. Pledge of Allegiance.
- ART. 3. Commissioner Dobbins opened the floor for a public comment period.
- No public comment.
- ART. 4. **MOTION:**  
Motion by Daniel Deveau, seconded by Paul Underwood to approve the agenda.
- VOTE:**  
Motion voted on and passed.
- ART. 5. Commissioner Underwood entertained a motion for approval of the September 17, 2025 Commissioners' Meeting minutes.
- MOTION:**  
Motion by Daniel Deveau, seconded by Paul Underwood to approve the meeting minutes of September 17, 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. Commissioner Daniel Deveau presented former Commissioner Norman Fournier with an MCCA service award for 36 years of service as an Aroostook County Commissioner.
- No motion necessary.
- ART. 8. Mr. Jason Parent provided an update on the happenings and initiatives at ACAP and the recent expansion to Washington and Hancock counties. The board will be changing and there will be no changes to the existing board until the new board process has been established.

No motion necessary.

- ART. 9. Ms. Dana Gendreau presented for consideration the creation of a correction services capital credit reserve account in the amount of \$590,134 to cover the current jail funding deficit. The account would meet the guidelines under Title 30A.

**MOTION:**

Motion by Daniel Deveau, seconded by Paul Underwood to approve the creation of the correction services capital credit reserve account in the amount of \$590,134 funded from the undesignated General Fund surplus balance as of June 30, 2025.

**VOTE:**

Motion voted on and passed.

- ART. 10. Mr. Ryan Pelletier presented for consideration a request from the City of Caribou recreation department to use the Town Line Rd, Connor as an ITS snowmobile trail. This will help with the request to alter the winter road maintenance, as the recreation department will assist with maintaining the brush/trees along the roadway allowing for better visibility. The landowner is willing to work with the recreation department to ensure that the road can be used for both their uses without the need for the county to alter winter road maintenance.

**MOTION:**

Motion by Daniel Deveau, seconded by Paul Underwood to approve the use of the Town Line Rd, Connor as an ITS snowmobile trail.

**VOTE:**

Motion voted on and passed.

- ART. 11. Sheriff Peter Johnson presented for consideration the hiring recommendation of Russell Socoby as part-time dispatcher.

**MOTION:**

Motion by Daniel Deveau, seconded by Paul Underwood to approve the hiring recommendation of Russell Socoby as part-time dispatcher.

**VOTE:**

Motion voted on and passed.

**\*At the request of County Administrator Ryan Pelletier, Commissioner Dobbins paused the Commissioners' meeting to allow the Sinclair Sanitary District to hold their scheduled Public Hearing on increasing rates for 2026.\***

The Sinclair Sanitary District Board of Trustees conducted a public hearing on rates. There will be an increase of 3%. The hearing concluded at 1:55 pm.

- ART. 12. Sheriff Peter Johnson presented for consideration the hiring recommendation of Matthew Chase and Kevin Pray as full-time corrections officers.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the hiring recommendation of Matthew Chase as full-time corrections officers.

**VOTE:**

Motion voted on and passed.

- ART. 13. Mr. Ryan Pelletier presented on behalf of Darren Woods the bid recommendations for the construction of the new Sinclair fire station. Mr. Pelletier indicated that construction is expected to begin in the spring. It is recommended to go with the bid from A.M. Construction & Roofing of \$2,805,000 with alternate plans for underground water storage and heat pumps/AC for an additional \$47,700.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve bid recommendation for the construction of the new Sinclair fire station by A.M. Construction & Roofing of \$2,852,700 which includes alternate plans for underground water storage and heat pumps/AC.

**VOTE:**

Motion voted on and passed.

- ART. 14. Mr. John Gibson presented for consideration the 3 (three) year contract with the town of New Sweden for snow removal in Connor Township.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the 3 (three) year contract with the town of New Sweden for snow removal in Connor Township.

**VOTE:**

Motion voted on and passed.

- ART. 15. County Commissioners Report

Commissioner Daniel Deveau provided an update on LD719 for jail funding. The County Corrections Professional Standards Council must provide a report no later than January 2026 with any recommendations and suggested legislation for the next legislative session. There is also a new Property Tax Task Force that will be determining the source of problems within the current property taxation system. A report is due January 2026 with preliminary findings and recommendations.

Commissioner William Dobbins provided an update on MCCA; 3 jail bills were not funded; \$40,000 in reserve for new Executive Director position; and they would like to be updated as to when our County Commissioner meetings are held. The Risk Pool closed 19 cases, and have 150 open; still working on determining next year's rates; \$250,000 in reserves.

Commissioner Deveau commented on the MCCA Convention and how he was able to see that the municipal and county collaboration was increasing and is the way to go.

County Administrator Ryan Pelleteir commented that Aroostook County came in 4<sup>th</sup> for the Safe Driving awards. It has been many years since Aroostook has placed so high and been presented with a monetary award for safe driving.

ART. 16. Other Business

Several Sinclair residents expressed that the 3% increase in rates was a good thing and the Sanitary District is doing a good job.

ART. 17. At 2:12 pm, the following motion was made by Paul Underwood and seconded by William Dobbins:

“I move that we enter into Executive Session, pursuant to Title 1 MRSA 405(6)(A) to discuss County Administrator search.”

Upon return from Executive Session at 3:05 pm, no motion was necessary. Commissioners will meet with Beth Hummel, HR Director on October 30<sup>th</sup>.

ART. 18. Adjournment.

**MOTION:**

A motion was made by Paul Underwood, seconded by Daniel Deveau to adjourn the meeting at 3:06 pm.

**VOTE:**

Motion voted on and passed.

ATTEST: A True Copy  
of Commissioners' Meeting

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

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

AROOSTOOK COUNTY COMMISSIONERS  
DATE: November 19, 2025

**MINUTES**

AROOSTOOK COUNTY COMMISSIONERS' SPECIAL MEETING  
WEDNESDAY, OCTOBER 30, 2025 – 1:00 PM  
ADMINISTRATIVE HEARING ROOM – CARIBOU COURTHOUSE

Present:

Paul J. Underwood, Chair, County Commissioner - Zoom  
William Dobbins, County Commissioner  
Daniel Deveau, County Commissioner  
Beth Hummel, Human Resources Director  
Dana Gendrea, Finance Director

- I. Commissioner William Dobbins called the meeting to order at 1:00pm.
- II. Pledge of Allegiance.
- III. Commissioner Dobbins entertained a motion for approval of the Agenda of October 30, 2025.

**MOTION:**

Motion by Daniel Deveau, seconded by Paul Underwood to approve the agenda of October 30, 2025, as presented.

**VOTE:**

Motion voted on and passed.

- IV. At 1:03pm, the following motion was made by Paul Underwood and seconded by Daniel Deveau:

“I move that we enter into the Executive Session, pursuant to Title 1 MRSA 405(6)(A) to discuss A) County Administrator Search.”

Upon return from executive session at 2:01pm, no action was taken on A) County Administrator Search.

- V. Adjournment.

**MOTION:**

Motion by Daniel Deveau, seconded by Paul Underwood to adjourn the meeting at 2:02pm.

**VOTE:**

Motion voted on and passed.

ATTEST: A True Copy  
of Commissioners' Meeting

---



---



---

Ryan D. Pelletier  
County Administrator

AROOSTOOK COUNTY COMMISSIONERS  
DATE: November 19, 2025

**MINUTES**

AROOSTOOK COUNTY COMMISSIONERS' SPECIAL MEETING  
WEDNESDAY, NOVEMBER 5, 2025 – 1:00 PM  
ADMINISTRATIVE HEARING ROOM – CARIBOU COURTHOUSE

Present:

Paul J. Underwood, Chair, County Commissioner - Zoom  
William Dobbins, County Commissioner  
Daniel Deveau, County Commissioner  
Beth Hummel, Human Resources Director  
Dana Gendrea, Finance Director

- I. Commissioner William Dobbins called the meeting to order at 1:00pm.
- II. Pledge of Allegiance.
- III. Commissioner Dobbins entertained a motion for approval of the Agenda of November 5, 2025.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the agenda of November 5, 2025, as presented.

**VOTE:**

Motion voted on and passed.

- IV. At 1:01pm, the following motion was made by William Dobbins and seconded by Daniel Deveau:

“I move that we enter into the Executive Session, pursuant to Title 1 MRSA 405(6)(A) to discuss A) County Administrator Search.”

Upon return from executive session at 1:34pm, no action was taken on A) County Administrator Search.

- V. Adjournment.

**MOTION:**

Motion by Daniel Deveau, seconded by William Dobbins to adjourn the meeting at 1:35pm.

**VOTE:**

Motion voted on and passed.

ATTEST: A True Copy  
of Commissioners' Meeting

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ryan D. Pelletier  
County Administrator

AROOSTOOK COUNTY COMMISSIONERS  
DATE: November 19, 2025

## Aroostook County Commissioners' Meeting- 2026

<b>LOCATION</b>	<b>DATE</b>	<b>TIME</b>
HOULTON	TUESDAY, JANUARY 6, 2026	1:00 PM
FORT KENT	WEDNESDAY, FEBRUARY 18, 2026	1:00 PM
CARIBOU	WEDNESDAY, MARCH 18, 2026	1:00 PM
HOULTON	WEDNESDAY, APRIL 15, 2026	1:00 PM
FORT KENT	WEDNESDAY, MAY 20, 2026	1:00 PM
CARIBOU	WEDNESDAY, JUNE 17, 2026	1:00 PM
HOULTON	WEDNESDAY, JULY 15, 2026	1:00 PM
FORT KENT	WEDNESDAY, AUGUST 19, 2026	1:00 PM
CARIBOU	WEDNESDAY, SEPTEMBER 16, 2026	1:00 PM
SINCLAIR	WEDNESDAY, OCTOBER 21, 2026	1:00 PM
HOULTON	WEDNESDAY, NOVEMBER 18, 2026	1:00 PM
CARIBOU	WEDNESDAY, DECEMBER 16, 2026	1:00 PM

# Petition for Appeal of Winter Road Closure of Devoe Brook Rd of Eagle Lake Maine

## Aroostook County Commissioners

We Julie Hilton & Shawn Hilton along with the undersigned legal voters of Eagle Lake Maine, hereby appeal the decision, made September 17, 2025 Eagle Lake town meeting was not part of the agenda to see if the town will vote to approve " order of closing dated September 17, 2025 for section of the Devoe Brook Rd "

We hereby make this appeal under title 23 subsection 2953 (5) and retain to preserve our right to submit evidence and other supporting information, as necessary, to the commissioners in advance of their meeting to consider this appeal.

- |     | Signature                | printed name      | address             | Residence town |
|-----|--------------------------|-------------------|---------------------|----------------|
| 1.  | <i>Connie Soucy</i>      | Connie Soucy      | 2903 Aroostook Road | Eagle Lake     |
| 2.  | <i>Chrissy Soucy</i>     | Chrissy Soucy     | 20 Old Maine Street | Eagle Lake     |
| 3.  | <i>Gerard Raymond</i>    | Gerard Raymond    | 203 Old Main St     | Eagle Lake     |
| 4.  | <i>Cindy Griffith</i>    | Cindy Griffith    | 229 Old Main Str.   | Eagle Lake     |
| 5.  | <i>Shawn Tardiff</i>     | Shawn Tardiff     | 3555 Aroostook Rd   | Eagle Lake     |
| 6.  | <i>Betty Tardiff</i>     | Betty Tardiff     | 20 Old Maine        | Eagle Lake     |
| 7.  | <i>Heidi Wilson</i>      | Heidi L Wilson    | 255 Old Main St     | Eagle Lake     |
| 8.  | <i>Sue Violette</i>      | Sue Violette      | 39 Convent Rd       | Eagle Lake     |
| 9.  | <i>David Brian Devoe</i> | DAVID BRIAN DEVOE | 3181 AROOSTOOK RD.  |                |
| 10. |                          |                   |                     |                |



Petition for Appeal of Winter Road Closure  
of Devoe Brook Rd of Eagle Lake, Maine

CIRCULATOR'S OATH

I hereby make oath that I am the Circulator of this petition; that I personally witnessed all of the signatures to this 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 the municipality named in this petition. If any voter was unable to sign due to a physical disability, I hereby verify 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 of Eagle Lake.

*Shawn Hilton*

Signature of Circulator

10-18-25

Date

SHAWN Hilton

Printed Name of Circulator

105 River view Dr

Eagle Lake ME 04739

Address of Circulator

STATE OF MAINE  
COUNTY OF Androscoggin

Subscribed and sworn before me on this date: 18 Oct 25



*Chad E. King*

Signature of Notary

Chad E. King

Printed Name of Notary

Date my commission expires: 25 Sept 2031



Chad Everett King  
NOTARY PUBLIC  
State of Maine  
My Commission Expires  
September 25, 2031

## Tammy Pelletier

---

**From:** manager@townofeaglelake.org  
**Sent:** Thursday, October 23, 2025 1:50 PM  
**To:** Tammy Pelletier  
**Subject:** RE: Voter Verification Request

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good afternoon Tammy, I reviewed the signatures collected and I can verify that they are all registered voters for the Town of Eagle Lake.

Regards,

John Sutherland, Eagle Lake Town Manager  
Town of Eagle Lake | 36 Devoe Brook Road| Eagle Lake, Maine 04739  
Telephone: (207) 444-5511 Fax (207) 444-2810  
Website: [www.townofeaglelake.org](http://www.townofeaglelake.org)

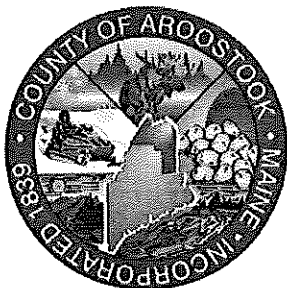
---

**From:** Tammy Pelletier <tammy.pelletier@aroostook.me.us>  
**Sent:** Thursday, October 23, 2025 9:57 AM  
**To:** manager@townofeaglelake.org  
**Subject:** Voter Verification Request

Hi John,

I have attached the petition and oath of the circulator for the petition that the Commissioners have received regarding Devoe Brook Rd. Could we get the voters verified so we can move forward with a hearing?

Thank you!



## Tammy E. Pelletier

Operations Assistant, County of Aroostook  
County Commissioners' Office  
144 Sweden St, Ste 1, Caribou, ME 04736  
Office: 207-493-3318  
Direct: 207-492-1297  
Fax: 207-493-3491  
Website: [aroostook.me.us](http://aroostook.me.us)

---

**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.



Aroostook County  
Sheriff's Office

Peter A. Johnson, Sheriff  
Craig L. Clossey, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

To: County Commissioners

From: Sheriff Peter A. Johnson

Date: October 29, 2025

Reference: 2005 Fleetwood Pioneer Travel Trailer

The Aroostook County Sheriff's Office put out to bid a 2005 Fleetwood Pioneer Travel Trailer. From the solicitation the County received two bids. On October 23, 2025 the two bids were opened. The winning bid was placed by Amos Ward of Presque Isle in the amount of, \$501.32.

It is my recommendation that we accept Mr. Ward's bid of \$501.32.

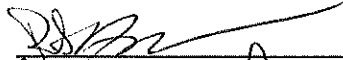
*FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839*

# BID OPENING RECORD

Bid Type: Surplus Traile-50 Present for Bid Opening: \_\_\_\_\_  
Bid Due Date: 10/23/2025 Sheriff Peter Johnson  
Bid Opening Date: 10/23/2025 Tammy Pelletier  
# of Bids Received: 2 \_\_\_\_\_

BID #	From	Amount
1	Amos Ward	\$501.32
2	MS Auto Repair	483.00
3	-Philip St. Peter	
4		
5		
6		
7		
8		
9		
10		

## SIGNATURES

Bid Opener:   
Witness #1: Tammy Pelletier  
Witness #2: \_\_\_\_\_

**Bid Proposal**

**Date:** 10/17/2025

**To:** County of Aroostook

**From:** Amos Ward

**Address:** 157 Parkhurst Siding Rd, Presque Isle, ME 04769

**Phone:** 207-227-5973

**Email:** [award@presqueisleme.us](mailto:award@presqueisleme.us)

**Subject:** 2005 Fleetwood Pioneer Travel Trailer

To the Commissioners of Aroostook County,

I submit a bid of 501.32 for the 2005 Fleetwood Travel Trailer.

Amos Ward

A handwritten signature in black ink, appearing to read "Amos Ward", with a long horizontal flourish extending to the right.

10/17/2025

Bid For Computer

\$483<sup>00</sup>

Phillip St. Peter

107 Thompson Rd

Cedar Bay Me 04736

207-492-6420



**NORTH LAKES FIRE & RESCUE DEPARTMENT**  
158 SWEDEN STREET • CARIBOU, MAINE 04736  
PH: 207-493-4328 • FX: 207-493-4357  
[www.northlakesfireandrescue.org](http://www.northlakesfireandrescue.org)  
darren@aroostookema.com

**MEMO**

**DARREN R. WOODS**  
FIRE CHIEF

**DERRICK OUELLETTE**  
DEPUTY CHIEF

**DAN MOLAVER  
BELANGER**  
CAPTAIN  
Cross Lake Station

**JOEY LEVESQUE**  
CAPTAIN  
Sinclair Station

**LANE MOIR**  
CAPTAIN  
Madawaska Lake Station

**DON ENO**  
LIEUTENANT

**RIELEY BOSSIE**  
LIEUTENANT

**NATHAN BARON**  
LIEUTENANT

**GARY LANGLEY**  
Safety Officer

**TO: Ryan Pelletier, County Administrator**

**FROM: Darren R. Woods, Fire Chief**

**RE: North Lakes Fire Department**

**Date: 10 - 23 - 2025**

---

We would like to present a new member for acceptance to the North Lakes Fire & Rescue as a Junior Firefighter:

- Sierra Jordan - Woodland

Let me know if you have any questions.

---

*After this one is added, our roster will have 31 firefighters, 2 communications people, and 3 junior firefighters for a total of 36 members. (including the Chief & Deputy Chief)*

*Our goal is 50. You can only count on 1/3 of your roster to be available during an emergency which (at 50) would be 17 members. While this number is still small, it is a number that you can work with.*

*The nature of volunteerism has people coming and going frequently. While we try to retain them as long as possible, life changes happen so we do have people coming and going often.*



## 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:

Sierra

Last Name:

Jordan

Middle Name:

Faith

Position(s) applied for:

Referral Source:

Jessica Thompson-Parody

### Contact Information

If necessary, best time to call you is:

Phone Number:

May we contact you at work?  Yes  No

Best time to call you at work is:

Work Phone Number:

Ext:

### Employment Eligibility

Date Available for Work:

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 Continued**

Are you lawfully authorized to work in the United States?

Yes

No

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

Yes

No

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

**Employment Preferences**

What is your desired salary range or rate of pay?

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**

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

**Employer #1:**

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**

**Employer #2:**

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):

Employment History Continued

May we contact for reference?

Yes

No

Later

Email Address:

Phone Number:

Ext:

Why did you leave?

Summarize the type of work performed and job responsibilities:

What did you like most about your position?

What did you like least about your position?

**Employer #4:**

Phone Number:

Street Address:

City:

State:

Dates Employed:

From:

To:

Starting Job Title:

Final Job Title:

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

May we contact for reference?

Yes

No

Later

Email Address:

Phone Number:

Ext:

Why did you leave?

Summarize the type of work performed and job responsibilities:

## Employment History Continued

What did you like most about your position?

What did you like least about your position?

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

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

## 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:

I have my drivers license, and I am a certified baby sitter but not sure how that would help.

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

Software Name

Skill Level

Most Softwares

intermediate

## Educational Background

School Name #1:

Caribou High School

City/State:

Caribou Maine

# of Years Completed:

2

Level Completed:

10<sup>th</sup> grade

Major/Minor/Certificate:

School Name #2:

City/State:

# of Years Completed:

Level Completed:

Major/Minor/Certificate:

School Name #3:

City/State:

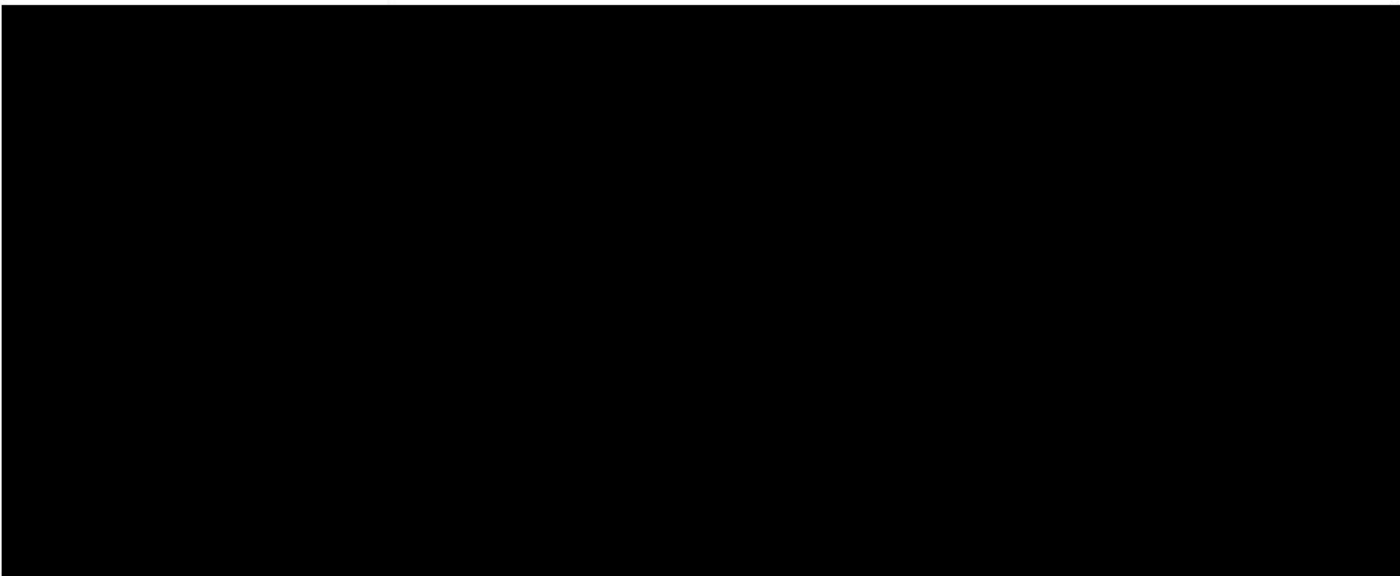
# of Years Completed:

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?

Empty text area for listing job-related organizations.

List any relevant volunteer work:

VFW kitchen work

Empty text area for listing volunteer work.

List special accomplishments, publications, awards, etc.:

Empty text area for listing special accomplishments.

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.

**Applicant Statement and Signature Continued**

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

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

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

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

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

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

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

Signature of Applicant:



Date Signed:

9-5-25

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

# County of Aroostook

COMMISSIONERS' OFFICE

---

**FINANCE DIRECTOR / DEPUTY TREASURER**  
Dana L. Gendreau



**COUNTY COMMISSIONERS**  
PAUL J. UNDERWOOD  
PRESQUE ISLE

WILLIAM T. DOBBINS  
HOULTON

DANIEL V. DEVEAU  
CYR PLANTATION

November 7, 2025

**RE: Request for Approval for the AP/Payroll Specialist Vacant Position**

The recruitment process for the AP/Payroll Specialist position vacancy attracted 28 applicants. After a detailed screening and interview process, I recommend the appointment of Nicole Erickson to the position.

I believe she will make an excellent addition to the Aroostook County finance team and I respectfully request her appointment effective on December 1, 2025.

Sincerely,

A handwritten signature in blue ink that reads "Dana Gendreau".

Dana Gendreau  
Finance Director/Deputy Treasurer

---

# Nicole T. Erickson

---



Dear Ms. Hummel:

I am writing to express my interest in the **Accounts Payable/Payroll Specialist** position with the **County of Aroostook**. As a **Human Resources Specialist with the Maine Department of Transportation**, I have developed strong communication, organizational, and leadership skills that align closely with the requirements of this role.

In my current position, I serve as the primary liaison between our **212 crew members**, the **payroll department**, and the **Controller's Office**. I manage payroll processing inquiries, ensure accuracy in employee records, and assist with onboarding new hires—providing guidance and support to ensure a smooth transition into our organization. This experience has given me a solid understanding of payroll operations, compliance, and financial accuracy.

Additionally, I recently earned my **Master's degree in Business**, which has strengthened my abilities in strategic thinking, organizational management, and data-driven decision-making. I am eager to apply these skills to support the County Commissioner's Office in maintaining efficient and transparent financial operations.

I would welcome the opportunity to further discuss how my experience and background align with the goals of the County of Aroostook. Thank you for considering my application, and I look forward to the possibility of contributing to your team.

Sincerely,

Nicole Erickson

Enclosure

---

# NICOLE ERICKSON

---

## OBJECTIVE

A highly motivated professional with a strong work ethic and desire to make a positive impact in any professional environment. I bring a diverse range of skills, experience and knowledge that have been developed over the years through both my formal education and professional experience.

## EXPERIENCE

### Human Resources Specialist

Maine Department of Transportation | Presque Isle/Augusta, Maine

May 2019- Present

- Developed and retained spreadsheets for applicants/interview process and developed a post interview spreadsheet to allow management to view the status of applicants prior to hire and after hire
- Manage all HR-related tasks for 150+ employees, including payroll processing, employee benefits, interviewing, and onboarding new employees
- Manage region position numbers, verify that position numbers are available, created FJA's to downgrade position numbers if necessary
- Complete request to fill positions with the approval of Region Manager
- Qualify applicants prior to interview process
- Attend all career fairs/job fairs to promote and encourage those of the public to apply to Maine Department of Transportation
- Manage internal transfers, and/or promotions of employees
- Work with Clerk V to delegate clerical tasks to office associates
- Schedule employees for random drug and alcohol testing, lead and silica blood draws, as well as respiratory fit testing
- Create and update OSHA logs, provide mandated reports to Department of Labor in a timely manner for OSHA reports
- Helped management team handle and review Performance Management forms
- Generated new Performance Management Forms for new employees to assist supervisors
- Handled Performance Management Forms in Access database, and HR created spreadsheet
- Reviewed Performance Management Forms for completion and proper checked information for processing with payroll
- Created check and balance sheets for management team regarding day-to-day applications
- Attended all meetings regarding management and supervision within the region
- Created checklists for post interview process; to include all necessary information needed to establish approval of contingent offer

### Maine School of Administration #1

Business Assistant

July 2016 – May 2019

- Answered and directed incoming calls to the appropriate departments, ensuring professional and efficient communication.
- Processed and deposited organizational funds into correct accounts with accuracy and confidentiality.
- Prepared and distributed agendas and supporting materials for budget meetings.
- Actively participated in budget meetings to assist with financial planning and documentation.
- Attended labor union meetings and negotiations, taking notes and maintaining detailed records of key discussions.
- Reviewed and processed invoices for various programs, ensuring timely payment and proper documentation.

## **Paralegal**

Bemis & Rossignol, LLC

July 2010 – July 2016

- Assessed all incoming and new client matters for attorneys prior to scheduling with attorney
- Scheduled new clients, witnesses, and attorney interviews in preparation for deposition and trial.
- Administrative support, including updating billing, file management, answering phones and general office duties.
- Prepared initial files for all personal injury matters, workers compensation matters and social security matters
- Assisted with client intake appointments, and completion of proper documentation for intake
- Requested and reviewed all medical documentation of clients, prepared all documents for review
- Prepared and organized files for deposition, mediation or trial
- Prepared documentation for validity of cases

## **Office Associate/Business Administration**

Northern Maine Development Commission

May 2004 - July 2010

- Perform general clerical duties such as filing, scanning, copying, and data entry.
- Answer and direct phone calls, take messages, and respond to emails promptly.
- Greet visitors, clients, or employees and assist them with inquiries.
- Maintain calendars, schedule appointments, and coordinate meetings or conference rooms.
- Prepare, edit, and proofread correspondence, reports, and other documents.
- Organize and maintain paper and electronic files for easy retrieval.
- Order, stock, and managing office supplies and equipment inventory.
- Receive, sort, and distribute incoming and outgoing mail and packages.
- Input and update information accurately in spreadsheets or databases.
- Process invoices, expense reports, and purchase orders.
- Support managers or departments with administrative tasks and special projects.
- Handle sensitive information with discretion and maintain confidentiality.

## **Paralegal**

State of Maine Workers Compensation Advocate Office

2000-2003

- Evaluated all new claims of injury regarding personal injury accidents, workers compensation, and social security matters
- Studied medical reports for reference and establish timeline regarding injury treatment
- Cataloged all deadlines to prepare medical file for mediation, deposition, or arbitration
- Gathered all medical documentation related to workers compensation injuries for review and cataloging
- In the absence of Advocates was to attend mediation on behalf of clients
- Delegated appropriate work regarding legal matters to all legal secretaries
- Worked with Mediators, and secretarial staff in Main Offices to maintain communication and balance of existing workload or upcoming events, i.e. mediation, deposition or arbitration

---

## EDUCATION

### Master's Degree in Business Administration

Saint Joseph's College of Maine

3.8 GPA, with primary focus on leadership, with all electives in Human Resources

Bachelor's of Science in Accounting

Husson College

3.5 GPA

Bachelor's degree in Liberal Arts

Notre Dame College

3.0 GPA

Focused on degree as a Paralegal

---

## COMMUNICATION

I have aided in the training of supervisors in Region 4 & 5 for the implementation of the new Workday System.

Within a matter of months of hire, I was asked to attend a weeklong hands-on training course for the upcoming Workday System that was being tested at the time. Attending to provide feedback on the inner workings and the way in which it would work with crews

---

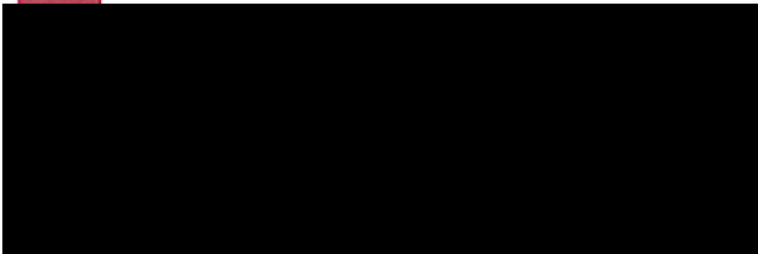
## LEADERSHIP

Co-Chair Safety Committee, Maine Department of Transportation 2019-2022

Co-Chair Wellness Committee, Maine Department of Transportation 2019 – present

As Co-Chair I helped run the meetings with the committee as well as crew members who chose to observe our meetings. I was the head of our Region Wellness Health Fair; I communicated with all vendors and committee members. Help set up location for all vendors. Grew Region 5 Health Fair to more than 20 vendors.

Assisted with the main leadership of Take Your Kids to Work, helping set up, prepare games for the children, helped run games and food preparation. Assisted with presentation during Take Your Kids event.



# 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, it 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 2026 | July 2025 - September 2025*

*Benchmark %: 25%*

#### ***GF Revenue:***

The General Fund departmental revenue closed its first quarter at 20.9% of the revenue collected, slightly lower than the projected benchmark. However, \$81,641 of additional first quarter revenue was collected in October and once factored in the percentage of collection is now 24.9%. Below is the breakdown of \$81,641 by service:

- **Registry of Deeds:** \$54,741
- **Registry of Probate:** \$9,334
- **District Court Rent:** \$17,566

The Tax Revenue section reflects the County has currently collected 26% of the anticipated 2025-2026 County tax revenue as of September. October is our largest month for collection of County tax as the municipalities will submit their payment to the County before the November 1<sup>st</sup> deadline to avoid interest.

#### ***GF Expense:***

The general fund expenses currently reported as 25.3% expensed for the first quarter of the fiscal year which is in line with our current projected budget.

### **ARPA Fund (American Rescue Plan Act 2021)**

*Year-To-Date: FY 2026 | July 2025 - September 2025*

#### ***ARPA Revenue:***

Interest revenue collected for the first quarter of 2025-2026 fiscal year is reported at \$37,383.

**ARPA Expense:**

The County has expensed \$508,051 towards all awarded ARPA projects for the first quarter of 2025-2026 fiscal year.

**Jail Fund**

**Year-To-Date:** FY 2026 | July 2025 - September 2025

**Benchmark %:** 25%

**Jail Revenue:**

The Jail Fund departmental revenue is currently trending slightly below target at 23.9% collected.

Monthly tax allocation transfer payments are made from the General Fund to the Jail Fund, which appropriately reflects a collection percentage of 25%, targeted benchmark.

**Jail Expense:**

The Jail Fund expenses for the first quarter of the fiscal year are trending at current benchmark target at 25.3%. This percentage includes the Jail's capital appropriation funded at 100% for the fund's fiscal year at \$25,000 and the Jail's property, liability, and vehicle insurance funded at 100% for the fund's fiscal year at \$87,943.

**UT Fund**

**Year-To-Date:** FY 2026 | July 2025 - September 2025

**Benchmark %:** 25%

**UT Revenue:**

The Unorganized Territory departmental revenue for the first quarter of the fiscal year is recorded at 21%, which is slightly below the current benchmark target. First quarter revenue from the State of Maine for UT excise tax was collected in October in the amount of \$153,296 and once factored in, the percentage of 1<sup>st</sup> quarter revenue will be above target at 26%.

**UT Expense:**

The Unorganized Territory is reporting 38.6% of its operational budget expensed as of September 2025. The major contributing factor for the percentage over the target benchmark of 25% is the UT Capital, funded at 100% in the amount of \$734,105, per the approved FY 2025-2026 budget. If the capital expense line would be factored as a quarterly expense, the UT fund total expense percentage would decrease from 38.6% to 21%, resulting in true expenses below the 25% budgeted benchmark for the first quarter of the new fiscal year.

**Law Enforcement Protection Agreement between Aroostook County Sheriff's  
Office and Aroostook County Commissioners**

The Aroostook County Commissioners acting in their capacity as Municipal Officers for Aroostook County hereinafter referred to as the "County", in accordance with the vote of said County Commissioners at a regular meeting held on November 19, 2025, do hereby enter into an agreement with the Aroostook County Sheriff's Office for law enforcement protection in the Unorganized Territories of Aroostook County. The Sheriff's Office shall provide the following:

- a) Report: Provide a written bi-annual report to the Commissioners on calls for service the Sheriff's Office responds to in the Unorganized Territories.
- b) Proof of Certification: Provide written proof to the Commissioners that the deputy assigned to the Unorganized Territories has been certified through the Maine Criminal Justice Academy pursuant to Title 25, §2804-C.
- c) Equipment and Clothing: The Sheriff's Office shall provide a marked patrol unit and the unit shall prominently display on the exterior the indicia of the Aroostook County Sheriff's Office. The Sheriff's Office shall provide necessary office supplies, office furniture, uniforms, and equipment for use by the UT deputy to fulfill assignments.
- d) Appear: Appear before the Commissioners as needed to provide information as requested by the Commissioners.
- e) The Sheriff's Office shall provide comprehensive law enforcement services for 40 hours per week. The Sheriff's Office will utilize County law enforcement coverage to provide services for any remaining hours. In the event of an emergency response call and/or an exigent circumstance arises; the deputy assigned to the UT will perform services in a similar way that law enforcement agencies assist under a Mutual Aid Agreement.
- f) The compensation for the herein services shall be paid in quarterly installments to the County of Aroostook from the County's UT budget as follows:

July 01, 2026 – June 30, 2027 - \$192,428.00 paid \$48,107.00 quarterly  
July 01, 2027 – June 30, 2028 - \$200,128.00 paid \$50,032.00 quarterly  
July 01, 2028 – June 30, 2029 - \$208,144.00 paid \$52,036.00 quarterly

The duration of this contract is from July 1, 2026 through June 30, 2029. Aroostook County Commissioners and Aroostook County Sheriff's Office shall notify each other on or before June 1, 2029 as to whether or not they wish to renew this agreement.

Aroostook County Commissioners

Aroostook County Sheriff's Office

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

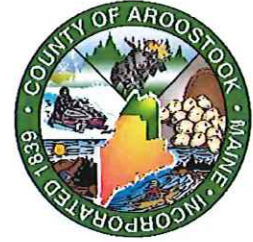
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness

Witness

**Filed with Fiscal Administrator \_\_\_\_\_, 2025**

# Recommendation to Change Voluntary Short Term Disability Carrier 11/4/2025



The Human Resource and Finance Department, in coordination with our benefits broker, Acadia Benefits, are recommending that the County transition its voluntary Short-Term Disability (STD) insurance program from **UNUM Income Protection Plan** to **Symetra's Short-Term Disability Plan**, effective **February 1, 2026**.

This voluntary benefit is fully employee-paid and currently has 73 participating employees. Symetra's plan offers substantially lower premiums while maintaining comparable coverage, resulting in meaningful savings for employees.

## RATIONALE FOR THE CHANGE:

### ✓ Employee Cost Savings

Symetra's premiums are significantly lower than UNUM's, offering employees the same level of income protection at a reduced cost. The lower premium is expected to increase participation among employees who previously opted out due to affordability.

### ✓ Administrative Efficiency/Improved Employee Experience

Symetra will administer the County's Maine Paid Family and Medical Leave (PFML) program starting May 1, 2026. This dual role of managing both PFML and Short-Term Disability (STD) programs streamlines coordination and claims processing. Consolidating administration with a single carrier provides a more seamless experience for employees and HR staff, offering consistent communication, one point of contact, and faster claims resolution.

### ✓ Implementation Simplicity

All current participants will be automatically enrolled in the new Symetra plan with no break in coverage. There are no administrative or implementation fees associated with this transition. Additionally, anyone collecting benefits through UNUM at the time of transition will continue to receive those benefits through UNUM until their approved claim period ends.

### ✓ UNUM rates will remain unchanged for 2026

The Board of Trustees has decided to postpone any program updates until after the implementation of Maine's Paid Family and Medical Leave program in May 2026.

## PLAN COMPARISON:

### Combined Savings Comparison

	UNUM current	SYMETRA Feb-Apr	SYMETRA May forward*	
Rate per \$10 of weekly benefit	\$0.93	\$0.41	\$0.38	<b>Total Annual Savings</b>
Annual Cost	<b>\$63,569.00</b>	\$28,325	<b>\$26,051</b>	<b>-59%</b>

\*2 year rate lock. The rate reduction in May is due to the implementation of the Maine Paid Family Leave (PFML) program. STD benefits will commence following the exhaustion of PFML benefits, with combined benefits extending for a maximum duration of 52 weeks.

Individual Savings Comparison: Based on a \$65,000 salary

Plan	Weekly Benefit	Current Weekly Cost	Symetra Weekly 1/1/26	Symetra Weekly 5/1/26	Weekly Savings May 2026+ (\$)	Savings May 2026+ (%)	Annual Savings
70%	\$875	\$20.09	\$8.30	\$7.63	\$12.46	62.00%	\$366.24
50%	\$625	\$14.35	\$6.00	\$5.49	\$8.86	61.72%	\$263.52
40%	\$500	\$11.37	\$4.67	\$4.29	\$7.08	62.23%	\$205.92

**RECOMMENDATION:**

Based on the significant premium reduction for employees, the operational advantages of aligning STD and PFML coverage under one carrier, and the seamless transition process, we recommend that the County Commissioners approve the change in voluntary Short Term Disability provider from UNUM to Symetra, effective February 1, 2026.

Respectfully submitted by:



**Beth Hummel**  
Human Resources Director



**Dana Gendreau**  
Finance Director

# County of Aroostook

COMMISSIONERS' OFFICE

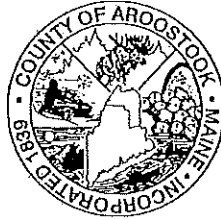
---

**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:** October 14, 2025  
**TO:** Ryan D. Pelletier, County Administrator  
**FROM:** John Gibson, Community Services Director  
**RE:** Central Aroostook Humane Society Contract

---

Attached is the proposed Animal Shelter Contract with the **Central Aroostook Humane Society** for animal shelter services within the UT – **Connor, Cross Lake, Square Lake, Madawaska Lake, Scopan and E Plantation**. This contract is for a one (1) year period of January 1, 2026 through December 31, 2026, and represents a \$600 fee.

It is my recommendation that the contract be reviewed and signed by the County Administrator.



**CENTRAL AROOSTOOK  
HUMANE SOCIETY**

The Central Aroostook Humane Society  
210 Cross Street  
Presque Isle, Maine 04769  
Telephone: 764-3441

This **AGREEMENT**, entered into this **4th of October, 2025** by and between **THE CENTRAL AROOSTOOK HUMANE SOCIETY**, a non-profit corporation duly organized and existing under the laws of the State of Maine and having its principal place of business at Presque Isle, *County* of Aroostook and State of Maine, hereinafter referred to as the "Shelter", and the **INHABITANTS OF THE UNORGANIZED TERRITORIES OF Connor, Cross Lake, Square Lake, Madawaska Lake, Scopan and E. Plantation**, hereinafter referred to as "**THE COUNTY**", with a mailing address of 144 SWEDEN STREET, SUITE 1, CARIBOU, ME 04736. **THIS AGREEMENT SHALL GO INTO EFFECT** on the 1<sup>st</sup> day of January 2026 and **TERMINATE** on the 31<sup>st</sup> day of December, 2026.

**WHEREAS**, the said **COUNTY** is desirous of continuing the use of the animal shelter facilities, and

**WHEREAS**, the parties are desirous of entering into **AGREEMENT** for the services offered by the Central Aroostook Humane Society;

**NOW THEREFORE**, in consideration of the covenants that follows, it is **AGREED**, that:

**1. THE COUNTY** shall have the right to use the animal shelter facilities upon receipt of contract from January 1, 2026 until December 31, 2026 to house and shelter stray, abandoned, or confiscated dogs originating from said **County's officials**, and also those dogs whose origination is unknown, but which were found within the boundaries of said territory. Provisions for confiscated/seized dogs shall be as follows:

1.1 The Central Aroostook Humane Society shall maintain a license as an Animal Shelter as defined under the MRSA, Title 7 Part 9 Chapter 723 Section 3932-A and shall abide by the Animal Welfare Laws set forth under Maine State Law as amended from time to time.

**2. Provisions for confiscated / seized animals shall be as follows:**

2.1 Animals shall be held at no charge to **THE COUNTY** for a period of up to 30 days. After 30 days, room and board fees shall be assessed at the rate of \$10.00 per day for each dog and \$5.00 per day for each cat. Any other domesticated animal not listed above will be assessed a flat rate of \$5.00 per day. If after the 30 day period has passed, and the owner then comes to reclaim the animal, the owner shall pay to the Shelter the daily fees for the animal as set forth above.

2.2 If an animal is held pursuant to a Criminal or Civil Search Warrant issued by a Court of the State of Maine or by its designated official, or pursuant to an Ex Parte Order to Seize and hold said animal pursuant to the provisions of the Maine Animal Welfare Laws, the animal shall be held in accordance with the terms of the Court's order. If more than 20 days shall have passed since the initial seizure, **THE COUNTY** shall cooperate with the Shelter and or the Prosecuting Attorney in whatever manner is necessary to ensure that a speedy hearing on the matter is held.

If, after hearing, the Owner is required by the court to makes payment to cover the costs associated with the care and treatment of the animal(s) while in the Shelter's possession, or if compensation is provided by the state for confiscated animals, those funds shall first be applied to room and board fees as well as any additional medical fees and costs incurred. The County shall pay any remaining fees not covered by the Court order, or by State reimbursement, for care after the first 30 days.

**3. THE COUNTY** shall have access to the animal shelter facilities at all times and will be provided with a key to enable the duly authorized County employee(s) to enter the shelter facilities at any time for the purpose of depositing any stray, abandoned, or confiscated cat, dog or other domesticated animal therein. If the Shelter is closed, and/or if the County is unable to contact the Shelter manager prior to bringing an animal(s) to the facility, the County Employee shall duly record the date, time, breed and description and Township of origin of each animal brought in on a form to be provided by the Shelter.

Although not always possible, the Shelter requests that the Manager of the Shelter be contacted prior to animals being brought into the shelter. Said authorized employees shall abide by and follow proper procedure for admitting each animal as instructed by the Central Aroostook Humane Society and according to the State of Maine Animal Welfare Laws and Regulations.

**4. THE COUNTY** shall pay to the Central Aroostook Humane Society, the sum of **\$600.00** for **2026** services.

**5. THE COUNTY** agrees to indemnify and hold harmless the Shelter and its respective officers, agents, board members, volunteers and employees from and against any and all claims of loss, damage, sickness, injury, disease, consequential damages or death sustained by any person resulting from the negligent or other tortuous conduct of any **COUNTY** employees or agents while using or traveling to or from the Central Aroostook Humane Society facility, including loss, damages, sickness, injury, disease, or death to any animal housed therein. **THE COUNTY** and the Shelter do not, however, waive any immunities or protections that each may have under Maine State Law. **THE COUNTY** also agrees to defend the Central Aroostook Humane Society and its respective officers, agents, board members, volunteers and employees against any such claim at the expense of the **THE COUNTY** and also shall pay all attorneys fees, court costs, and litigation expenses and judgment or settlement amounts.

Likewise, the **Shelter** agrees to indemnify and hold harmless **THE COUNTY** and its respective officers, and employees from and against any and all suits, claims of loss, damage, sickness, injury, disease, consequential damages or death sustained by any person resulting from the negligent or other tortuous conduct of any Shelter employees or agents while acting in its capacity as an employee, volunteer or agent of the Humane

Society or while using the Humane Society facility, including loss, damages, sickness, injury, disease, or death to any animal housed therein. **THE COUNTY** and the Shelter do not, however, waive any immunities or protections that each may have under Maine State Law. The **SHELTER** also agrees to defend the **THE COUNTY** and its respective officers, and employees against any such claim as set out in this paragraph at the expense of the **SHELTER** and also shall pay all attorneys' fees, court costs, and litigation expenses and judgment or settlement amounts.

- 6. **THE COUNTY** shall carry a Liability Insurance Policy and Worker's Compensation coverage in compliance with applicable laws for Town/City employees using the Central Aroostook Humane Society facility in their capacity as a Town/City employee.
- 7. In the event of breach of this **AGREEMENT** by either party, the breaching party shall be liable for consequential damages, incidental damages, and costs of suit, including reasonable attorney's fees, and the non-breaching party shall avail itself of all additional remedies provided by law.
- 8. In the event of a breach of the **AGREEMENT** by **THE COUNTY**, the Shelter shall have the right to terminate its obligation under **AGREEMENT**, after written notice is provided to **THE COUNTY** of the breach. This right includes the right to refuse to admit or accept any animals from said **COUNTY**.

Either party may terminate this **AGREEMENT** by a **thirty (30) day** written notice. Said notice of termination shall be mailed to the other party, postage pre-paid, at the addresses set forth above. If the County pays the yearly fees in full on or before **April 30, 2026** and subsequently elects to terminate the contract in with section **8.** above, the Society shall refund to the **THE COUNTY** the balance of any unexpended funds, prorated from the date the termination takes effect until the end of the contract year.

*Gloria J Towle*

*Christine Robinson*

*10/4/25*

\_\_\_\_\_  
Witness

\_\_\_\_\_  
CAHS President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
County Representative & Title

\_\_\_\_\_  
Date

**NOTE:** *Please sign in space provided and return original copy to the Central Aroostook Humane Society by December 1, 2025. Retain a copy for your records.*

**"HELP US.....HELP THEM"**

# County of Aroostook

COMMISSIONERS' OFFICE

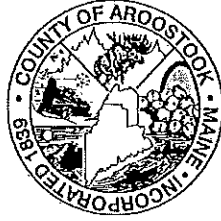
---

## 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:** October 22, 2025  
**TO:** Ryan D. Pelletier, County Administrator  
**FROM:** John Gibson, Community Services Director  
**RE:** Ambulance Services for Cary +7 Townships

---

Attached is the proposed Ambulance Service Agreement with Southern Aroostook EMS for Cary, St Croix, Webber, Dudley, Forkstown, TCR2, T8R3, and TAR2.

This agreement is for one year effective 1/1/2026 - 12/31/2026.

Cary = \$24,823 --- 5% increase  
7 TWP's = \$2,100 Each --- 5% increase

The total cost of this contract is \$39,523 for the year.

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



Southern Aroostook EMS  
45 Access Road  
Houlton, ME 04730

## Proposal for Ambulance Response

The Southern Aroostook EMS Board of Directors has approved the following for ambulance coverage for several southern Aroostook unorganized territories for 1/1/2026-12/31/2026.

<b>Cary Plantation – 206 @\$120.50 per capita</b>	<b>24823.00</b>
<b>St. Croix Township</b>	<b>2,100.00</b>
<b>Webber Township</b>	<b>2,100.00</b>
<b>Dudley Township</b>	<b>2100.00</b>
<b>Forkstown Township</b>	<b>2100.00</b>
<b>TCR2</b>	<b>2100.00</b>
<b>T8R3</b>	<b>2100.00</b>
<b>TAR2</b>	<b>2100.00</b>
<b>Total</b>	<b>\$39,523.00</b>

Respectfully Submitted,

Addison Matthews

Director

Southern Aroostook EMS

## AMBULANCE INTERLOCAL COOPERATION

Townships	Residential Structures	Population
<b>Cary, St. Croix, Webber, Dudley, Forkstown, TCR2, T8R3, and TAR2</b>		<b>206 + ??</b>

The Aroostook County Administrator acting in his capacity as Municipal Official for **Cary, St. Croix, Webber, Dudley Forkstown, TCR2, T8R3, and TAR2** hereinafter referred to as the “County”, enters into an agreement with the **Southern Aroostook EMS** in accordance with the vote of said Officials at a regular meeting held on \_\_\_\_\_, 2025, hereinafter referred to as the “Southern Aroostook EMS” for ambulance service to the residents of Cary, St. Croix, Webber, Dudley, Forkstown, TCR2, T8R3 and TAR2, hereinafter described and designated under the following terms and pursuant to 30-A M.R.S.A., Section 2203.

1. The Southern Aroostook EMS agrees to provide qualified ambulance service to Cary, St. Croix, Webber, Dudley, Forkstown, TCR2, T8R3 and TAR2 Townships.
2. When a call for aid or assistance from any person in the Unorganized Territory of Cary, St. Croix, Webber, Dudley, Forkstown, TCR2, T8R3 and TAR2 Townships is received by the ambulance dispatcher, the following procedures will be followed:
  - A. When the Southern Aroostook EMS Ambulance is not preparing to attend or attending another emergency, the dispatcher shall immediately dispatch the necessary force.
  - B. When the Southern Aroostook EMS Ambulance is preparing to attend or attending an emergency, the dispatcher shall immediately notify the available ranking officer who shall decide what course of action to take. Emergency or non-emergency will be the determining factor.
3. The County acknowledges that ambulance services are contracted out to various areas and therefore the Southern Aroostook EMS should establish the following criteria: The Southern Aroostook EMS agrees, at all times to exercise its best effort to adequately cover all emergencies as they may occur; and to furnish service, in non-emergency situations as soon as practical as equipment and personnel are available; and all calls received shall be on a “first call, first served” basis, except that emergency calls will be given priority.
4. The County and Southern Aroostook EMS have mutually agreed to the compensation, as specified in section 5 below, which shall be paid by the County for ambulance service. In reaching this agreement, the parties have considered the following conditions and factors, among others:
  - A. The fee is fair and equitable.
  - B. Non-residents (summer occupants & structures) have been treated as one quarter (1/4) residency.
  - C. Commercial / Industrial establishments have been treated separately.
  - D. Transients are not encompassed in this agreement, because their population is immeasurable.
  - E. State parks and picnic areas are not part of the Unorganized Territories, and therefore have not been included.

5. The Contractor shall have and maintain Compensation Insurance, General Liability Insurance, and Vehicle Liability Insurance during the life of the Contract in the following amounts:

<b>Compensation Insurance:</b>		<b>As required by law</b>
<b>General Liability:</b>	<b>Bodily Injury</b>	<b>\$1,000,000.00</b>
	<b>Property Damage</b>	<b>\$1,000,000.00</b>
<b>Vehicle Liability:</b>	<b>Single Occurrence</b>	<b>\$1,000,000.00</b>
	<b>Workers' Compensation:</b>	<b>Each Accident</b>
<b>➤ Workers' Compensation State of Maine Approval Predetermination Status</b>		

The Contractor shall furnish the Aroostook County Commissioners with the required Certificates of Insurance, with a minimum of that amount stated above. **SAID CERTIFICATES OF INSURANCE, IN ADDITION TO THE AMOUNT OF COVERAGE, SHALL CARRY A STATEMENT WORDED AS FOLLOWS:** In the event of Cancellation or Expiration of any of the foregoing policies, ten (10) days written notice by the Insurance Company shall be mailed to the Aroostook County Commissioners.

The Insurance Requirements for the Contractor shall also apply to any and all subcontractors hired by the Contractor.

The Contractor agrees to maintain liability insurance to protect it from personal injury, death or property damage claims which may arise from service operations under this contract. The Contractor further agrees to indemnify, assume the defense of, and save harmless the County, its agents and employees from liability, actions claims or damage for wrongful death, personal injury or property damage suffered by any person or association, which results from the willful or negligent action or inaction of the Contractor in the performance of duties, and the work performed under this contract.

6. If the Contractor is in violation of any of the terms of this contract, or if the County or its representative is of the opinion that work described in this contract is being performed unsatisfactorily, the County shall notify the Contractor by certified mail setting forth the basis for the County's complaint. Upon receipt of such notice, the Contractor shall have ten (10) days to comply with the terms and conditions of this contract or rectify the unsatisfactory work. If at the expiration of the ten (10) day period, the County's representative is dissatisfied with the Contractor's performance, or the Contractor is not in compliance with the terms of this contract, the County will, by certified mail, notify the Contractor to discontinue all work to be performed under this contract. The County may thereupon, by contract, or otherwise complete the work, and the Contractor or its surety shall be liable for costs that exceed the rate provided in this contract. Such charges shall be deemed liquidated damages.

7. Remuneration for this agreement has been calculated at:

<b>January 01, 2026 to December 31, 2026</b>	<b>\$39,523.00</b>
Cary Township -	\$24,823.00
St. Croix Township	\$ 2,100.00
Webber Township	\$ 2,100.00
Dudley Township	\$ 2,100.00
Forkstown Township	\$ 2,100.00
TCR2	\$ 2,100.00
T8R3	\$ 2,100.00
TAR2	\$ 2,100.00
	<b>\$39523.00</b>

8. This agreement shall be in force for a period of one (1) year, January **01, 2026** to **December 31, 2026**, as described above. The County and Southern Aroostook EMS shall review this agreement at the end of the final anniversary date, and either the County or the Municipality, by vote of their respective officials, can terminate this agreement upon ninety (90) days written notice to the other party. This agreement can be amended only by written agreement of the parties and shall not be changed or amended orally.

IN WITNESS WHEREOF, the parties to those present, have executed this contract each of which will be deemed an original on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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

WITNESS

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

OFFICIALS OF Southern Aroostook EMS

\_\_\_\_\_

WITNESS

\_\_\_\_\_

Ryan D. Pelletier, County Administrator

Filed with Fiscal Administrator \_\_\_\_\_, 2025

# County of Aroostook

COMMISSIONERS' OFFICE

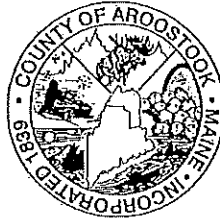
---

## 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:** October 22, 2025  
**TO:** Ryan D. Pelletier, County Administrator  
**FROM:** John Gibson, Community Services Director  
**RE:** Ambulance Services for North Yarmouth Academy Grant, T1R4, and T1R5

---

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

This agreement is for contract 2 of 2 with Patten Ambulance Service effective 1/1/2026 - 12/31/2026.

The cost of this contract is \$13,000 for the year. The previous contract only covered a portion of the year and was \$9,000.

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



# Patten Ambulance Service

## Ambulance Service Contract of Coverage

Contract Period 01/01/2026 to 12/31/2026

(Contract 2 of 2)

Town of Patten (dba) Patten Ambulance Service

Aroostook County U.T.

### **Purpose**

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

### **Equipment**

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

Po Box 260  
Patten, ME 04765

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



# Patten Ambulance Service

## **Personnel**

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

## **Administrator**

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

## **Contract Cost**

Aroostook U.T. agrees to pay the contract cost on or before October 1<sup>st</sup> of this contract period. The amount for this contract will be in the amount of \$13,000.00 for this contract. This is (contract 2 of 2 ) and cost of contract (1 of 2) is not included in the amount.

Po Box 260  
Patten, ME 04765

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



# Patten Ambulance Service

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

TOWN OF PATTEN DATED: \_\_\_\_\_, 20\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

Ambulance Director DATED: 10/22, 2025

By B. G. A. M. M. M.

Aroostook County U.T. DATED: \_\_\_\_\_, 20\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

BY \_\_\_\_\_

Po Box 260  
Patten, ME 04765

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

# County of Aroostook

COMMISSIONERS' OFFICE

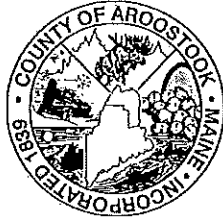
---

**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:** October 22, 2025  
**TO:** Ryan D. Pelletier, County Administrator  
**FROM:** John Gibson, Community Services Director  
**RE:** Ambulance Services for Silver Ridge, Benedicta, T2R4, and T3R4

---

Attached is the proposed Ambulance Service Agreement with the **Patten Ambulance Service** for Silver Ridge, Benedicta, T2R4, and T3R4.

This agreement is for contract 1 of 2 with Patten Ambulance Service effective **1/1/2026 - 12/31/2026**.

**Benedicta & Silver Ridge = \$36,000**

**T2R4 & T3R4 = \$3,000**

**Total Contract Price = \$39,000**

Total Contract Price represents an almost 20% increase.

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



# Patten Ambulance Service

## Ambulance Service Contract of Coverage

Contract Period 01/01/2026 to 12/31/2026

(Contract 1 of 2)

Town of Patten (dba) Patten Ambulance Service

Aroostook County U.T.

### **Purpose**

Patten Ambulance Service agrees to provide Ambulance Service to the Aroostook County U.T. This agreement shall be for the period stated above. Area covered will be: Silver Ridge, Benedicta, T2R4 and T3R4

### **Equipment**

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

Po Box 260  
Patten, ME 04765

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



# Patten Ambulance Service

## Personnel

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

## Administrator

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

## Contract Cost

Aroostook U.T. agrees to pay the contract cost twice a year, 50% April 1<sup>st</sup> and 50% October 1<sup>st</sup> the amounts due will be payable to Patten Ambulance Service. See breakdown of cost below:

\$36,000.00	Benedicta & Silver Ridge Twp's
\$3,000.00	T2R4 & T3R4 Twp's (\$1,500.00 each)
\$39,000.00	Total Contract Cost

Po Box 260  
Patten, ME 04765

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



# Patten Ambulance Service

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

TOWN OF PATTEN DATED: \_\_\_\_\_, 20\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

Public Safety Director DATED: 10/22, 2025

By B. M. Brown

Aroostook County U.T. DATED: \_\_\_\_\_, 20\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

Po Box 260  
Patten, ME 04765

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

# 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:** November 3, 2025  
**TO:** Ryan D. Pelletier, County Administrator  
**FROM:** John Gibson, Community Services Director  
**RE:** Fire Protection TAR2 - Linneus

---

Attached is a copy of the proposed Fire Service Contract between the County of Aroostook (TAR2) and the town of Linneus. This contract is for the Town of Linneus to provide fire protection services to TAR2.

This agreement is for a three-year term from July 1, 2025 through June 30, 2028.

The cost are:

July 01, 2025 to June 30, 2026 - \$1,021.00

July 01, 2026 to June 30, 2027 - \$1,052.00

July 01, 2027 to June 30, 2028 - \$1,084.00

These proposed cost represent an 3% increase per year set by Linneus

Based on the above information, it is my recommendation that the contract is presented to the County Commissioners for approval.

## FIRE PROTECTION INTERLOCAL COOPERATION

### TOWNSHIP

### TAR2

The Aroostook County Administrator acting in his capacity as Municipal Official for **Township A Range 2** hereinafter referred to as the "County", enters into an agreement with the **Municipality of Linneus** in accordance with the vote of said Municipal Officials at a regular meeting held on 9/17, 2025, hereinafter referred to as the "Municipality" for fire protection to the residents of Township A Range 2, hereinafter described and designated under the following terms and pursuant to 30-A M.R.S.A., Section 2203.

1. The Municipality agrees to provide auxiliary or supplemental fire protection to the residents of the Unorganized Townships of **TAR2**.
2. When a call for aid or assistance from any person in the Unorganized Townships of **TAR2** is received at the Municipal Fire Station, the following procedures will be followed:
  - A. When the Municipal Fire Department is not preparing to attend or attending a fire or engaged in rescue or life-saving, the dispatcher shall immediately notify his superior and dispatch such force to respond to such call as he may deem necessary and proper under the circumstances, but in no case leaving the Municipality without any fire protection.
  - B. When the Municipal Fire Department is preparing to attend or attending a fire or engaged in rescue or life-saving, the dispatcher shall immediately notify the available ranking officer who shall decide what force, if any, can be sent to answer such call and shall issue his orders accordingly. The dispatcher answering the call for aid shall then inform any County Officers of the action taken.
3. A force sent to aid and assist shall at all times be directly under the order and control of the Municipal Fire Department officers in charge of the forces; however, while within the limits of the Unorganized Territory, the force is acting in behalf of and as an agent of the County.
4. When in the opinion of the officer in charge the services of the Department are no longer needed, he shall order the force to return to the station. The officer may, however, leave such equipment as he deems advisable for use by the men on standby, if there is a danger of the fire breaking out again.
5. The ranking officer shall have the power to order the return of a force at any time when in his opinion the services of, or the presence of such forces is required within the Municipality.

6. The Maine Forest Service has the responsibility to handle suppression of all grass or brush fires, but will reimburse any Municipality that fights a grass or brush fire that is a threat to the forest in the Unorganized Territory. They will also respond to structural fires when and only when personnel and equipment are nearby and available and will do so in recognition of lack of other readily available sources of help or a potential hazard to the forest.
  
7. The Contractor shall not commence work under this contract until all insurance required has been obtained. The Contractor agrees to maintain liability insurance to protect it from personal injury, death or property damage claims which may arise from snow removal and sanding operations under this contract. The Contractor shall have and maintain Workers' Compensation Insurance for his employees, General Liability Insurance, and Vehicle Liability Insurance during the life of the Contract in the following amounts as required by State Law.

Compensation Insurance:	As required by State Law	
General Liability Insurance:	Bodily Injury	\$1,000,000
	Property Damage	\$1,000,000
Vehicle Liability Insurance:	Single Occurrence	\$1,000,000
<ul style="list-style-type: none"> <li>➤ <b>Workers' Compensation: Each Accident \$500,000.00 (or)</b></li> <li>➤ <b>Workers' Compensation State of Maine Approval Predetermination Status</b></li> </ul>		

The Contractor shall furnish the Aroostook County Commissioners with the required Certificates of Insurance, with a minimum of that amount stated above. **SAID CERTIFICATES OF INSURANCE, IN ADDITION TO THE AMONUT OF COVERAGE, SHALL CARRY A STATEMENT WORDED AS FOLLOWS:** In the event of Cancellation or Expiration of any of the foregoing policies, ten (10) days written notice by the Insurance Company shall be mailed to the Aroostook County Commissioners. Annual renewals of the insurance policies during the life of the Contract shall be furnished to the Owner.

The Insurance Requirements for the Contractor shall also apply to any and all Subcontractors hired by the Contractor.

The Contractor further agrees to indemnify, assume the defense of, and save harmless the County, its agents and employees from liability, actions claims or damage for wrongful death, personal injury or property damage suffered by any person or association, which results from the willful or negligent action or inaction of the Contractor in the performance of duties, and the work performed under this Contract.

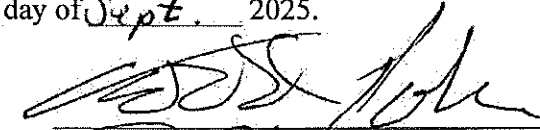
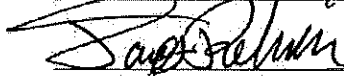

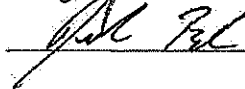
8. The County shall compensate the Municipality for providing this service in the amount of:

<b>July 01, 2025 to June 30, 2026</b>	<b>\$1,021.00</b>
<b>July 01, 2026 to June 30, 2027</b>	<b>\$1,052.00</b>
<b>July 01, 2027 to June 30, 2028</b>	<b>\$1,084.00</b>

The County and Municipality shall review this agreement at the end of each anniversary date and either the County or the Municipality, by vote of their respective officials, can terminate this contract upon ninety (90) days written notice to the other party.

9. Payment for this agreement shall be made quarterly upon receipt of invoice. Failure to pay such invoices within sixty (60) days from the date of invoice shall be deemed sufficient cause for the cancellation of this contract at the discretion of the Municipality.

IN WITNESS WHEREOF, the parties to these present have executed this contract each of which will be deemed an original on the 17 day of Sept. 2025.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
OFFICIALS OF LINNEUS

\_\_\_\_\_  
WITNESS

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

Filed with Fiscal Administrator \_\_\_\_\_, 2025

# 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: Nov 4, 2025

TO: Ryan D. Pelletier, County Administrator

FR: Roy Guidry, Facilities Director

RE: Fort Kent Registry of Deeds PT Custodian

At the end of October Clayton Babin resigned from his position as part-time custodian of the Fort Kent Registry of Deeds.

I have interviewed several candidates for the position and would like to recommend hiring Patrick Pelletier for the job.

Mr. Pelletier will be able to work the nonconventional hours that are needed to fully accomplish the job. He has no other obligations that would hinder his performing the job required.

Respectfully Submitted,

*Roy Guidry*



# County of Arrostook

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:

PATRICK

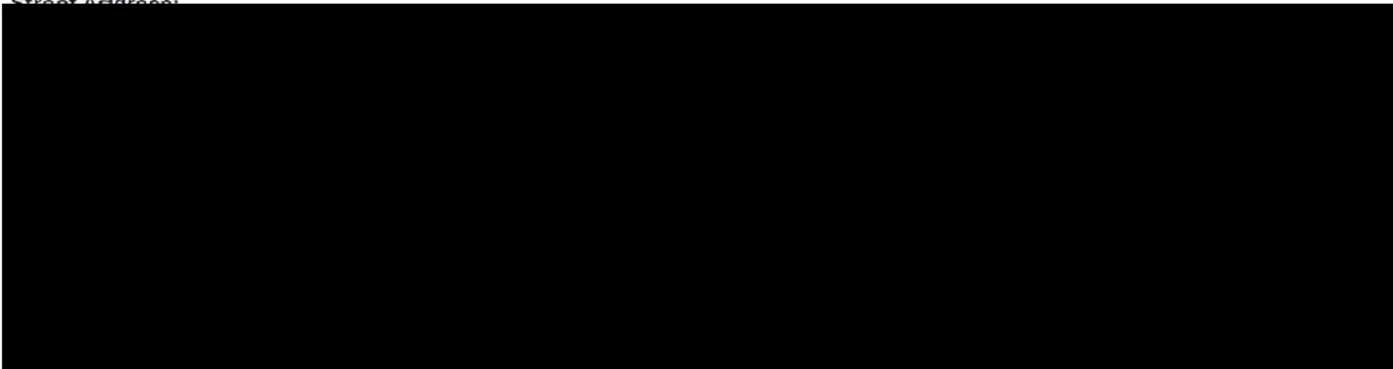
Last Name:

PELLETIER

Middle Name:

\_\_\_\_\_

Street Address:



### Contact Information

If necessary, best time to call you is:

ANYTIME

Phone Number:

436-5346

May we contact you at work?

Yes

No

Best time to call you at work is:

Work Phone Number:

Ext:

### Employment Eligibility

Date Available for Work:

ANYTIME

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 Continued**

Are you Lawfully authorized to work in the United States?

Yes

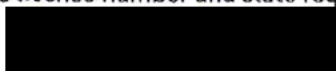
No

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

Yes

No

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



**Employment Preferences**

What is your desired salary range or rate of pay?

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

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

Employer #1:

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?

RETIREMENT 2005

Summarize the type of work performed and job responsibilities:

CARPENTRY TRUCK DRIVER MED DELIVERY FROM F.K TO HOUSTON

What did you like most about your position?

LOVE IT

What did you like least about your position?

NONE

Employment History continued

Employer #2:

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):

Employment History Continued

May we contact for reference?

Yes

No

Later

Email Address:

Phone Number:

Ext:

Why did you leave?

Summarize the type of work performed and job responsibilities:

What did you like most about your position?

What did you like least about your position?

**Employer #4:**

Phone Number:

Street Address:

City:

State:

Dates Employed:

From:

To:

Starting Job Title:

Final Job Title:

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

May we contact for reference?

Yes

No

Later

Email Address:

Phone Number:

Ext:

Why did you leave?

Summarize the type of work performed and job responsibilities:

**Employment History Continued**

What did you like most about your position?

What did you like least about your position?

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

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

**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:

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

Software Name Skill Level

**Educational Background**

**School Name #1:** City/State: # of Years Completed:

*14*

*REGINA CANADA 10*

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.

Name: Title: Relationship to you:

Phone: Email:

Name: Title: Relationship to you:

Phone: Email:

Name: Title: Relationship to you:

Phone: Email:

**Related Information**

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

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

List any relevant volunteer work:

List special accomplishments, publications, awards, etc.:

**Applicant Statement and Signature**

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

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

Applicant Statement and Signature Continued

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

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

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

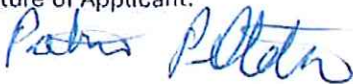
I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

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

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

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

Signature of Applicant:



Date Signed:

10/23/25

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