

MINUTES

Aroostook County Jail Study Commission
Tuesday, December 9, 2025 9:00 am
Administrative Hearing Room – Caribou Courthouse

Present:

Donald Guimond, Chair, Committee Member
Matthew Cummings, Committee Member
William Dobbins, County Commissioner, Committee Member
Peter Johnson, Sheriff, Committee Member
Brian Harris – Committee Member
Penny Thompson, Committee Member – Zoom
Kai Libby, Committee Member - Zoom
Carroll Theriault, Committee Member - Zoom
Penny Thompson, Committee Member – Zoom
Ryan D. Pelletier, County Administrator - Zoom
Roy Guidry, Facilities Director
Dana Gendreau, Finance Director
Steve Pelletier, ARPA Administrator
Sgt Shanna Duffy, Aroostook County Jail
Paul Underwood, County Commissioner - Zoom
Craig Clossey – Jail Administrator – Zoom
Tammy Pelletier, Operations Assistant

1. Chair, Donald Guimond called the meeting to order at 9:07 am.
2. Mr. Ryan Pelletier provided an update on the Jail Design RFP's that were received from SMRT, LaBella, WBRC, and Haley Ward. A panel of human reviewers (Sheriff Johnson, Chief Deputy/Jail Administrator Craig Clossey, and Sgt Shanna Duffy) ranked their choices as SMRT, LaBella, WBRC, then Haley Ward. The RFPs were also uploaded to AI for a comparative analysis which ranked the RFPs as WBRC, SMRT, LaBella, then Haley Ward.
3. Mr. Pelletier recommended that the County selects at least 2 of the firms to have interviews with before making a final recommendation to the Commissioners. An interview committee will be comprised of 3 County Commissioners, 3 members of the Jail Study Commission, and 3 additional staff stakeholders. After some discussion, the following motion was made:

MOTION

Chief Matthew Cummings made a motion to have interviews with SMRT, LaBella, and WBRC. Seconded by Sheriff Johnson.

VOTE

Motion voted and passed unanimously.

4. Mr. Ryan Pelletier discussed the possibility of a promotional video and possible timing. The general consensus from the committee was that a video would be beneficial to educate the public on why we need new jail, cost estimates, etc. With regard to timing, the video should not come out until we have a Jail Project Manager in place and have selected a design firm. Lt. Brian Harris asked that marketing strategies be part of the interview process so we can learn what their approach/recommendations might be.

Commissioner Underwood reminded the committee of NIC's offer to pay for visits to other jail facilities.

5. Matthew Cummings motioned to adjourn the meeting at 9:37 am, seconded by Brian Harris.

Next Jail Commission Meeting TBD