

**MINUTES**

**AROOSTOOK COUNTY COMMISSIONERS' MEETING  
WEDNESDAY, NOVEMBER 19, 2025 -1:00 PM  
2<sup>ND</sup> FLOOR CONFERENCE ROOM – SHERIFF'S OFFICE - HOULTON**

**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  
Beth Hummell, HR Director  
John Gibson, Community Services Director  
Roy Guidry, Facilities Director  
Darren Woods, EMA Director - Zoom  
Craig Clossey, Chief Deputy – Zoom  
Tammy Pelletier, Operations Assistant  
John Sutherland, Town Manager, Eagle Lake – Zoom  
Jessica Milliken-Zoom  
Kathleen Phalen Tomaselli, BDN – Zoom  
Shawn Hilton, Resident of Eagle Lake - Zoom

**Regular Meeting**

- ART. 1. Commissioner William Dobbins called the meeting to order at 1:00 pm.
- ART. 2. Pledge of Allegiance.
- ART. 3. Commissioner Dobbins opened the floor for a public comment period.
- No public comment.
- ART. 4. Mr. Ryan Pelletier requested that Article 5 be updated to include the Special Meeting minutes of November 17, 2025 and Article 14 be corrected to reflect “law enforcement deputy patrol contract” instead of dispatch contract.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the agenda as amended.

**VOTE:**

Motion voted on and passed.

- ART. 5. Commissioner Dobbins entertained a motion for approval of the October 15, 2025; October 30, 2025; November 5, 2025; and the November 17, 2025 County Commissioners' Meeting minutes.

**MOTION:**

Motion by Daniel Deveau, seconded by Paul Underwood to approve the meeting minutes of October 15, October 30, November 5 and November 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. Mr. Ryan Pelletier presented for consideration the 2026 Commissioner meeting schedule.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the 2026 County Commissioner meeting schedule.

**VOTE:**

Motion voted on and passed.

Art. 8. Mr. Ryan Pelletier presented for consideration a date and time for a public hearing in the matter of Hilton vs. Town of Eagle Lake to appeal the winter road closure of Devoe Brook Rd, Eagle Lake.

**MOTION:**

Motion by Daniel Deveau, seconded by Paul Underwood to hold the public hearing in the matter of Hilton vs. Town of Eagle Lake on December 17<sup>th</sup> at 12:00 pm in the Administrative Hearing Room at the Caribou Courthouse.

**VOTE:**

Motion voted on and passed.

Art. 9. Sheriff Peter Johnson presented for consideration the bid recommendation for the sale of a surplus 2005 travel trailer to the highest bidder, Amos Ward, in the amount of \$501.32.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the sale of the surplus 2005 travel trailer to Amos Ward in the amount of \$501.32.

**VOTE:**

Motion voted on and passed.

Art. 10. Sheriff Peter Johnson presented for consideration the recommission of Deputy Sheriff William Janakis.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the recommission of Deputy Sheriff William Janakis.

**VOTE:**

Motion voted on and passed.

- Art. 11. Mr. Darren Woods presented for consideration the hiring recommendation of Sierra Jordan as junior firefighter.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the hiring of Sierra Jordan as junior firefighter.

**VOTE:**

Motion voted on and passed.

- Art. 12. Ms. Dana Gendreau presented for consideration the hiring recommendation of Nicole Erickson as accounts payable/payroll specialist.

**MOTION:**

Motion by Daniel Deveau, seconded by Paul Underwood to approve the hiring of Nicole Erickson as accounts payable/payroll specialist.

**VOTE:**

Motion voted on and passed.

- Art. 13. Ms. Dana Gendreau presented for consideration the quarterly financial reports. As it was the first quarter, the funds are all trending as they should be.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to accept the quarterly financial reports.

**VOTE:**

Motion voted on and passed.

- Art. 14. Ms. Dana Gendreau presented for consideration the three (3) year contract with the Sherriff's office for law enforcement protection for the unorganized territories.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the three (3) year contract with the Sheriff's office for law enforcement protection in the unorganized territories.

**VOTE:**

Motion voted on and passed.

- Art. 15. Ms. Beth Hummel presented for consideration the recommendation to change voluntary short term disability carrier from Unum to Symetra.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve change in voluntary short term disability carriers from Unam to Symetra beginning February 1, 2026.

**VOTE:**

Motion voted on and passed.

- Art. 16. Mr. John Gibson presented for consideration the 2026 animal services contract with Central Aroostook Humane Society for services in Connor, Cross Lake, Square Lake, Madawaska Lake, Scopan, and E Plantation.

**MOTION:**

Motion by Daniel Deveau, seconded by Paul Underwood to approve the 2026 contract with Central Aroostook Humane Society for animal services in the unorganized towns as noted.

**VOTE:**

Motion voted on and passed.

- Art. 17. Mr. John Gibson presented for consideration the bid recommendation for the Dubai Pit Road project in Connor Township. BRSA was the sole bidder at \$24,500.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the bid recommendation to BRSA for the Dubai Pit Road project in Connor Township.

**VOTE:**

Motion voted on and passed.

- Art. 18. Mr. John Gibson presented for consideration the one (1) year ambulance services contract with Southern Aroostook EMS for services in Cary and 7 other townships.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the one (1) year ambulance services agreement with Southern Aroostook EMS for services in Cary and 7 other townships.

**VOTE:**

Motion voted on and passed.

- Art. 19. Mr. John Gibson presented for consideration the one (1) year ambulance services contract with Patten Ambulance Service for services in North Yarmouth Academy Grant, T1R4, and T1R5.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the one (1) year ambulance services contract with Patten Ambulance Service for services in North Yarmouth Academy Grant, T1R4, and T1R5.

**VOTE:**

Motion voted on and passed.

- Art. 20. Mr. John Gibson presented for consideration the one (1) year ambulance services contact with Patten Ambulance Service for services in Silver Ridge, Benedicta, T2R4, and T3R4.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the one (1) year ambulance services contact with Patten Ambulance Service for services in Silver Ridge, Benedicta, T2R4, and T3R4.

**VOTE:**

Motion voted on and passed.

- Art. 21 Mr. John Gibson presented for consideration the three (3) year fire protection contract with the town of Linneus for services in TAR2.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the three (3) year fire protection contract with the town of Linneus for services in TAR2.

**VOTE:**

Motion voted on and passed.

- Art. 22. Mr. Roy Guidry presented for consideration the hiring recommendation of Patrick Pelletier as part-time custodian at Fort Kent Registry of Deeds.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the hiring recommendation of Patrick Pelletier as part-time custodian at Fort Kent Registry of Deeds.

**VOTE:**

Motion voted on and passed.

- ART. 23. County Commissioners Report

Commissioner Deveau advised that Don Tardie would be present at the December meeting. He is part of the LUPC board and they are doing a comprehensive review of compliance and regulations. They are looking for County input. It was suggested the LUPC notify the Community Services Director when there are new applications affecting the Unorganized Territories. Commissioner Underwood suggested that Counties adopt their own planning boards.

Commissioner Dobbins reported that there were 258 legislative bills, with 82 approved as of November 12. The Governor is expected to submit over 100 bills. There was a formal proclamation from MCCA to reinforce relations with the Sheriff's departments. The Risk Pool has one County that has not submitted their data, so renewal rates for 2026 are not yet available.

ART. 24. Other Business

No other business.

ART. 25. At 1:46 pm, the following motion was made by Paul Underwood and seconded by Daniel Deveau:

“I move that we enter into Executive Session, pursuant to Title 1 MRSA 405(6)(A) and Title 1 MRSA 405(6)(D).”

Upon return from Executive Session at 2:45 pm, on Title 1 MRSA 405(6)(A); A motion was made by Commissioner Dobbins and seconded by Commissioner Deveau to approve a management consultant agreement with Ryan Pelletier for the period of January 5, 2026-June 30, 2026, funded by Mr. Pelletier’s accrued sick leave of approximately 678 hours. Furthermore, Commissioner Underwood is authorized to negotiate the terms and conditions of said agreement and sign the agreement on behalf of the Board and County.

**VOTE:**

Motion voted on and passed, unanimously.

No motion was necessary regarding Title 1 MRSA 405(6)(D).

ART. 26. Adjournment.

**MOTION:**

A motion was made by Daniel Deveau, seconded by Paul Underwood to adjourn the meeting at 2:50 pm.

**VOTE:**

Motion voted on and passed.

ATTEST: A True Copy  
of Commissioners’ Meeting

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Ryan D. Pelletier  
County Administrator

AROOSTOOK COUNTY COMMISSIONERS  
DATE: December 17, 2025

# MINUTES

AROOSTOOK COUNTY COMMISSIONERS' SPECIAL MEETING  
FRIDAY, DECEMBER 5, 2025 – 2:00 PM  
*(Meeting Rescheduled from Thursday, December 4, 2025)*  
ADMINISTRATIVE HEARING ROOM – CARIBOU COURTHOUSE

Present:

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

- I. Commissioner Paul Underwood called the meeting to order at 2:01pm.
- II. At 2:03pm, 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 County Administrator Search.”

Upon return from executive session at 3:08pm, no action was taken on County Administrator Search.

- III. Adjournment.

**MOTION:**

Motion by William Dobbins, seconded by Daniel Deveau to adjourn the meeting at 3:09pm.

**VOTE:**

Motion voted on and passed.

ATTEST: A True Copy  
of Commissioners' Meeting

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Ryan D. Pelletier  
County Administrator

AROOSTOOK COUNTY COMMISSIONERS

DATE: DECEMBER 17, 2025

<b>JOB TITLE: Jail Construction Project Manager</b>	
<b>Reports To:</b> County Administrator	<b>Job Code:</b> TBD
<b>Department:</b> 1020 - Administration Temporary, Full Time (up to 5 yrs)	<b>FLSA Status:</b> Exempt <b>Pay Grade:</b> TBD
<b>Last Updated:</b>	<b>Bargaining Unit:</b> Non-Union

**JOB SUMMARY:**

The Jail Construction Project Manager will lead and oversee the planning, design, and construction of a new Aroostook County jail facility. This temporary, full-time position serves as the County’s central point of coordination for all project activities, ensuring the facility is delivered on schedule, within budget, and in compliance with regulatory and quality standards. The Project Manager will collaborate with County leadership, architects, engineers, contractors, state agencies, and other stakeholders throughout all phases of the project from initial planning through project closeout.

**SUPERVISION EXERCISED:**

Provides functional supervision and oversight to project-related consultants, architects, engineers, contractors and other project-related vendors to ensure compliance with project requirements, schedules, and quality standards. Serves as the decision-making authority for day-to-day project management, escalating major issues to County leadership.

**KEY RESPONSIBILITIES AND DUTIES:**

**Project Planning & Oversight**

- Provide day-to-day management and oversight of the County’s jail design and construction project from inception through completion.
- Establish project governance, timelines, reporting structures, and performance metrics.
- Coordinate with architects, engineers, construction managers, owner’s representatives, and specialized consultants.

**Design & Engineering Coordination**

- Serve as the County’s primary liaison during conceptual, schematic, and final design phases.
- Review architectural/engineering plans for compliance with operational needs, statutory requirements, and industry best practices.
- Facilitate design reviews with relevant County departments and subject matter experts.

**Budget & Financial Management**

- Assist the County Administrator and Finance Director in developing and monitoring project budgets.

- Support all activities related to project financing, including bonding, grant applications, and state-level funding coordination.
- Review and validate invoices, pay applications, change orders, and financial forecasts.

### **Procurement & Contract Management**

- Support the development of RFPs, RFQs, bid specifications, and procurement documents.
- Participate in vendor evaluations and recommend contractors, consultants, and suppliers.
- Administer and monitor adherence to all contracts, ensuring compliance with performance standards and deliverables.

### **Construction Oversight**

- Monitor construction progress, ensuring compliance with plans, specifications, codes, and safety standards.
- Conduct on-site inspections and coordinate routine site meetings with contractors and project partners.
- Identify and resolve issues related to scheduling, workforce, materials, or design conflicts.

### **Regulatory & Stakeholder Engagement**

- Ensure project compliance with federal, state, and local statutes, including corrections standards, ADA, building codes, and environmental regulations.
- Maintain effective communication with County leadership, law enforcement officials, state agencies, elected officials, and community stakeholders.
- Prepare and present regular progress reports to the County Administrator and County Commissioners.

### **Risk, Quality, and Change Management**

- Identify project risks and provide mitigation strategies.
- Implement quality control measures and oversee independent testing/inspection processes.
- Manage formal change processes for scope, schedule, or budget adjustments.

### **Project Closeout**

- Oversee commissioning, final inspections, occupancy certification, punch lists, and warranty follow-up.
- Coordinate transition activities, including move-in planning and staff training related to the new facility.
- Lead documentation closeout, ensuring secure retention of all records and as-built materials.
- Perform other duties as assigned.

**QUALIFICATIONS AND SKILLS:**

*Minimum level of qualifications required to successfully perform the job.*

- **Education:** Bachelor's degree in construction management, engineering, architecture, public administration, or a related field required.
- **Experience:** 7-10 years of managing large-scale capital construction projects; correctional facility experience strongly preferred.
- Demonstrated experience with public-sector procurement, bonding/financing processes, and compliance-driven construction projects.
- Strong understanding of design and construction management, including scheduling, cost control, and quality assurance.
- Ability to interpret architectural/engineering plans and specifications.
- Knowledge of jail/correctional facility design standards, operational considerations, and applicable regulations. (or willingness to become immediately familiar)
- Exceptional communication, negotiation, and stakeholder management skills.
- Proven ability to lead and manage multidisciplinary teams.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

- Work is performed both in an office environment and active construction sites.
- Routinely uses standard office equipment such as a laptop, smartphone, photocopiers, shredders and filing cabinets.
- Occasional travel within Aroostook County may be required.
- Position may require irregular hours to address project needs, meet project deadlines, respond to issues, or accommodate contractor schedules.
- Ability to sit, stand, and walk for extended periods; move about active construction sites; and navigate uneven surfaces, stairs, and outdoor terrain.
- Ability to lift and carry materials or equipment up to 25 pounds.
- Personal protective equipment (PPE) must be worn as required during site visits.

**ACKNOWLEDGEMENT**

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This job description has been approved by the Human Resources Department in consultation with the Department Head. The duties and responsibilities outlined in this job description are not exhaustive and may be subject to change at the discretion of the employer.

*Signature below constitutes an understanding of the requirements, essential functions and duties of the position.*

Candidate/Employee \_\_\_\_\_ Date \_\_\_\_\_

## **Project Summary**

The CACE School Prevention & Student Support Program is an integrated prevention initiative designed to reduce risky behaviors, improve student outcomes, and strengthen family-school partnerships. A dedicated Resource Officer will provide direct prevention education, behavior support, and parent engagement based at Limestone Public School, expanding services across CACE schools. The program targets 5<sup>th</sup>-grade students initially, with multi-grade expansion as outcomes are achieved.

## **Need for the Project**

Schools are experiencing increased concerns related to early exposure to drugs, behavioral challenges, and gaps in social-emotional skills. Families also need accessible, reliable information about emerging substance trends. This program addresses these needs by embedding a trained prevention professional in the school ecosystem every day. Creating continuity, trust, and long-term impact.

## **Expected Outcomes**

- Stronger student-adult relationships
- Reduced behavior issues through early intervention and positive supports
- Increased student awareness of healthy choices
- Improved parent understanding of drug risks and prevention
- Enhanced school climate and safety

## **School-Based Preventive Program Outline**

### **Program Title:**

CACE Schools Prevention & Student Support Initiative [Easton Public Schools, Limestone Public Schools, Caswell Public Schools, RSU 32/MSAD32-Ashland, RSU42/MSAD42-Mars Hill, MSAD1/RSU79-Presque Isle, RSU45/MSAD 45-Washburn, RSU86/MSAD20-Fort Fairfield.]

### **Program Overview:**

The Prevention and Student Support Initiative is a school-based program designed to promote safe, healthy, and supportive learning environments within CACE schools. A designated Resource Officer (Officer of the Law) will serve as a preventive specialist. Working directly with students, staff, and families. The officer's home base will be Caswell Public Schools, delivering services for 180 school days a year.

### **Program Goals:**

#### **1. Build Positive Relationships**

Establish trust and support with students, families, and school staff to encourage open communication and create a safe atmosphere.

#### **2. Promote Healthy Decision-Making**

Provide students with age-appropriate information on substance use, personal safety, and responsible behavior.

#### **3. Support Schoolwide Behavior Programs**

Collaborate with Teachers and Administrators to reinforce positive behavior systems and restorative practices.

#### **4. Enhance Family Knowledge & Engagement**

Offer parents and guardians up-to-date information on the risks of drug use, emerging substance trends, and prevention strategies.

### **Key Program Components:**

#### **1. Student Engagement and Support**

- Provide classroom lessons and group discussions focused on:
  - Drug and Alcohol Prevention
  - Personal safety and conflict resolution
  - Social-emotional learning (SEL)
- Be a visible, approachable presence throughout the school day.

- Offer mentoring and informal check-ins with students needing additional support.

## **2. Behavior Support**

- Collaborate with staff on schoolwide PBIS or behavior frameworks.
- Support restorative practices, mediation, and problem-solving.
- Help identify behavior concerns early and participate in intervention planning.

## **3. Family and Community Education**

- Host informational sessions for parents on:
  - Drug awareness and emerging substances
  - Online safety and risk behaviors
  - How to talk to children about drugs and decision-making
- Provide resources, pamphlets, and hotline information as needed.

## **4. Collaboration with CACE Schools**

- Work with classroom teachers, counselors, administrators, and social workers.
- Participate in team meetings, planning sessions, and professional development.
- Maintain clear communication with the school district while respecting student confidentiality guidelines.

## **5. Program Components**

### **5.1 Student Education & Prevention Curriculum**

- Evidence-informed lessons on drug and alcohol prevention.
- Instructions on making healthy decisions and resisting peer pressure.
- Social-emotional learning topics, including self-management, empathy, and responsible behavior.

### **5.2 Behavior & Climate Support**

- Support for PBIS, restorative circles, and conflict mediation
- Early identification of behavior concerns
- Reinforcement of positive student behavior
- Collaboration on intervention planning and student support teams

### **5.3 Parent and Guardian Education**

- Workshops on drug-use awareness, safety concerns, and communication strategies
- Distribution of prevention resources, fact sheets, and community referral Information

- Opportunities for parent Q&A and ongoing engagements

#### **5.4 Collaboration with CACE School Staff**

- Participation in planning meetings, professional development, and data review
- Coordination with counselors, social workers, and administrators
- Alignment of prevention activities with district goals and student needs

### **6. Expected Outcome**

#### **6.1 Student Outcomes**

- Increased knowledge of drug-use risks
- Improved decision-making skills
- Stronger relationships with trusted adults
- Reduction in behavior-related incidents

#### **6.2 School Outcomes**

- Stronger school climate and sense of safety
- More consistent implementation of behavior supports
- Increased communication between families and school staff

#### **6.3 Family and Community Outcomes**

- Improved awareness of substance use trends
- Stronger partnerships between schools and families
- Greater access to prevention resources

### **7. Evaluation & Reporting**

The program will be evaluated using:

- Behavior incident data
- Attendance records
- Student and staff surveys
- Parent feedback
- Program activity logs maintained by the resource Officer

Annual reports will be submitted to CACE school leadership summarizing outcomes, challenges, and recommendations for improvement

### **8. Budget Summary**

Potential cost categories include:

- Personnel (Resource Officer salary & benefits)
- Training & professional development
- Materials (curriculum, handouts, parent resources)

- Travel between CACE schools
- Program Evaluation

## **9. Conclusion**

The CACE Schools Prevention & Student Support Program will reinforce safe, supportive, and healthy learning environments across the district. By embedding a dedicated Resource Office within Caswell Public Schools and expanding services over time. The program will proactively address student needs, strengthen family knowledge, and contribute to long-term school safety and success.

### Budget Table

<b>Category</b>	<b>Description</b>	<b>Cost Estimate</b>
Personnel	Resource Officer Salary (180 days) Benefits, overtime for parent nights	\$78,000.00
Training & Professional Development	Prevention curriculum training, drug-awareness certifications, restorative practices training	\$4,500
Program Materials	Curriculum kits, student handouts, drug-prevention materials, SEL lesson supplies	\$3,000
Technology & Equipment	Laptop, secure communication tools, printer, educational software	\$2,500
Travel Between CACE Schools	Mileage reimbursement, and transportation	\$1,800
Parent & Community Outreach	Workshop materials, printed resources, facility setup costs	\$1,200
Program Evaluation	Surveys, data tools, reporting, external evaluation support	\$2,000
Indirect/Administrative Costs	Administrative support, reporting, oversight	\$3,500
Total Estimated Annual Cost		\$96,500

# DIVERSION ACADEMY

**TODD R. COLLINS**

District Attorney

**APRIL L. DUFFY**

Policy & Treatment  
Recovery Coordinator  
april@aroostook.me.us



OFFICE OF THE DISTRICT ATTORNEY  
AROOSTOOK COUNTY  
PROSECUTORIAL DISTRICT NUMBER 8

144 Sweden Street  
Caribou, ME 04736  
(207) 498-2557

26 Court St.  
Houlton, ME. 04730  
(207) 532-4294

27 Riverside Dr.  
Presque Isle, ME. 04769  
(207) 764-0504

**12/05/2025**

**To: Aroostook County Commissioners**

**Fr: April L. Duffy, Policy & Treatment Recovery Coordinator**

**RE: 2026 Opioid Settlement Funding Disbursement Recommendation**

The second round of Opioid Settlement Funding included seven (7) Letters of Intent, to whom all seven (7) were invited to the application round. All seven (7) finalized and submitted applications. These applications were reviewed on December 05, 2026.

After careful review and consideration, it is the recommendation of the Opioid Task Force Review Committee that we reserve funding as outlined below for five (5) applicants for a total disbursement of \$200,000.

- 1) ACAP – Recovery Project \$28,033
- 2) Homeless Services of Aroostook – Recovery Project \$46,967
- 3) CARL (The Center for the Advancement of Rural Living) – Treatment Project \$40,895
- 4) Michael’s Active Recovery – Treatment Project \$34,105
- 5) Mi’kmaq Nation – Harm Reduction Project \$50,000

## INTERLOCAL AGREEMENT

*Between the County of Aroostook, Maine and Aroostook Region 5  
Emergency Medical Services (EMS)  
For Ownership, Operation and Maintenance of EMS Communication  
Equipment*

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### 1. Purpose

The purpose of this Agreement is to formalize the responsibilities and cost-sharing among the County and Aroostook Region 5 EMS, for the operation, maintenance, licensing, and any necessary upgrades of EMS communication equipment essential to regional emergency medical response coordination.

### 2. Scope

This Agreement includes:

- Maintenance of EMS tower sites (e.g., Fort Kent, Caribou, Perham, etc.)
- Generator servicing and repairs where applicable
- Licensing transfers as required due to reorganization (e.g., Region 5 EMS dissolution)
- Insurance coverage (via County blanket policy, if applicable)
- Potential future repairs (e.g., repeater or antenna replacements)

### 3. Responsibilities

#### A. County of Aroostook

- - Serve as the legal entity for equipment ownership and licensing.
- Coordinate maintenance contracts (e.g., generator servicing).
- Pay insurance on covered assets.
- Facilitate transfer of equipment and licensing from Region 5 EMS.
- Maintain agreements with tower hosts (e.g., Versant Power, Atlantic Communications).

#### B. Participating Ambulance Services

- - Provide operational feedback on communications performance.
- Collaborate on access needs during emergencies or equipment failures.
- Agree to contribute annually to the shared operational costs as outlined in Section 4.

#### • 3A. Coordinating Committee

A Coordinating Committee shall be established to provide input and make recommendations to the County regarding the operation and maintenance of EMS communication equipment. The Committee shall consist of six (6) members who are representatives of ambulance departments operating within Aroostook County. The six

would be comprised of 2 from the North; 2 from the Central; and 2 from the South. These representatives shall be selected by the collective ambulance directors of Aroostook County. The committee members terms will be three (3) years each. The Committee shall meet periodically and serve in an advisory capacity to ensure coordination, transparency, and efficiency in the execution of this Agreement.

#### 4. Cost Sharing

- Estimated cost for 3 years: \$6,180. (payable by the Aroostook Region 5 EMS).
- Estimated one-time transfer cost: \$1,800 plus legal fees (to be covered by the County).
- Future upgrades or major repairs may require additional cost-sharing agreements to be determined by both parties.

#### 5. Term and Termination

This Agreement shall become effective January 1, 2026 and shall continue for a term of three (3) years. (January 1, 2026-December 31, 2028).

#### 6. Amendments

Any amendments to this Agreement must be in writing and executed by both parties.

#### 7. Indemnification

Each party shall indemnify and hold harmless the others from any claims arising from its own actions or omissions under this Agreement.

#### 8. Miscellaneous

- This Agreement does not create a separate legal entity.
- A designated County representative shall serve as the EMS communications liaison.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement effective the \_\_\_ day of \_\_\_\_\_, 2025.

County of Aroostook

By: \_\_\_\_\_

Name:

Title: County Administrator

[Aroostook Region 5 EMS Executive Council]

By: \_\_\_\_\_

Name:

Title: President

By: \_\_\_\_\_  
Name:  
Title: Treasurer

By: \_\_\_\_\_  
Name:  
Title: Secretary

By: \_\_\_\_\_  
Name:  
Title: Medical Director

1.



Aroostook County  
Sheriff's Office

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

Patrol

Transportation

Corrections

Civil Process

To: County Commissioners

From: Sheriff Peter A. Johnson

Date: December 2, 2025

Reference: Full Time Patrol Deputy

The Aroostook County Sheriff's Office recently advertised for a fulltime patrol deputy and Timothy Fridinger applied for the open position. Mr. Fridinger has been a certified police officer in the State of Connecticut since 2002. Mr. Fridinger since graduating the academy has worked as a Patrol Officer, Training Officer, Patrol Sergeant, and Detective Sergeant for the Wilton Police Department. Mr. Fridinger holds a Bachelor of Science from Unity College and a Master of Science from Boston University.

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

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319

08/23/2025

Timothy James Fridinger



Chief Deputy Erica L. Pelletier  
Aroostook County Sheriff's Office  
25 School Street, Suite 216  
Houlton, ME 04730

Chief Deputy Pelletier,

I am applying for the Deputy Sheriff position with the Aroostook County Sheriff's Office. With 23 years of distinguished law enforcement service, I bring proven leadership, operational expertise, and a deep commitment to community trust and safety.

In my career, I have supervised officers, directed critical response operations, and upheld policies that improved efficiency and accountability. My experience leading teams, building community partnerships, and implementing modern policing strategies has prepared me to uphold the values of integrity, fairness, and transparency in this role.

I would be honored to bring my expertise and vision to the Sheriff's Office and continue serving the people of Aroostook County.

Respectfully,

A handwritten signature in black ink, appearing to read 'T. J. Fridinger', written in a cursive style.

Timothy J. Fridinger

# Timothy James Fridinger



## Professional Summary

Decorated law enforcement professional with 23 years of progressive service, currently serving as Detective Sergeant with the Wilton Police Department. Recognized for exemplary leadership, integrity, operational expertise in patrol, investigations, crisis response, and training. Proven ability to lead officers with fairness and accountability, implement policies that strengthen public trust, and manage complex criminal investigations with precision and professionalism. Highly experienced in supervising personnel, coordinating inter-agency operations, and engaging the community through transparency and collaboration. Guided by the principle: *"Pride is a personal commitment. It is an attitude which separates excellence from mediocrity."*

## Special Duties/Skills/Awards

- Ability to supervise, design, lead, and teach numerous weapon platforms, use of force, de-escalation and related tactical training lesson plans for fellow officers as a certified police instructor with multiple disciplines.
- Manage department armory and weapons.
- Honor Guard member since 2004.
- Police Diver for Wilton Dive Rescue Team. Served 2005-2021.
- Field Training Officer since 2008 and previous FTEP Coordinator.
- Tactical Operator/Sniper for the Southwest Regional Emergency Response Team (SWRERT). Served 2008-2015.
- Local 1429 Wilton Police Union President from 2014-2019. Served as Vice President from 2013-2014.
- Town of Wilton Controlled Deer Hunt liaison with the Wilton Deer Committee since 2005.
- International Association of Financial Crimes Investigators (IAFCI) CT Chapter's 2024 Law Enforcement Officer of the Year Award.
- Numerous Commendations and Letters of Recognition during time served.

## **Work History**

### **Detective Sergeant**

04/2023 to current

- Primary criminal investigator responsible for solving all major crimes, to include leading interviews and interrogations alongside evidence documentation/collection.
- Exercise best investigative practices on scene through extensive accredited training and experience.
- Prepare and complete reports, search and seizure warrants, and arrest warrants as required.
- Conduct thorough background checks for the new officer hiring process.
- Fulfill administrative permitting needs for residents, to include: pistol permits, raffle/soliciting applications, and job-related fingerprint scans.
- Department Evidence/Property Officer: Ensure proper collection, storage, destruction/return, and records in order to process items.

### **Patrol Sergeant**

09/2017 to 04/2023

- Responsible for supervision and management of patrol officers/dispatchers on shift.
- Coordinate all on-scene investigations and triage of appropriate response resources.
- Review arrests, reports and call-handling from subordinates.
- Handle discipline as necessary and complaints from the public.
- Manage a daily schedule to include overtime and necessary coverage for patrol shifts.

### **Training Officer**

07/2015 to 09/2017

- Keep and maintain extensive training records and files for all department members in order to facilitate certifications and necessary prerequisites per CT POSTC.
- Assist in accreditation pertaining to departmental standards of operation.
- Initiate and fulfill the necessary recruitment and training of new/certified police officers.
- Ensure quality in-house training programs and instruction of same.
- Manage and facilitate the Field Training and Evaluation Program as FTO Coordinator.

### **Patrol Officer**

12/04/2002 to 07/2015

- Investigate any and all crimes alongside handling calls for service as assigned and/or discovered while maintaining visible patrol.
- Complete written reports/documents, serve warrants, enter records, and issue various citations.
- Arrest offenders and process prisoners.
- Engage in community policing efforts.

## **Formal Education**

### **Master of Science: Criminal Justice**

Boston University - 755 Commonwealth Avenue, Boston, MA 02215

### **Bachelor of Science: Conservation Law Enforcement**

Unity College - 90 Quaker Hill Road, Unity, ME 04988

### **High School Diploma:**

Wheeler High School - 298 Norwich Westerly Road, North Stonington, CT 06359

## **Advanced Certifications and Specialized Training**

### **Police Instructor (POST ID #2377)**

- Use of Force
- Shooting decisions
- De-Escalation
- Senior Firearms (handgun, shotgun, patrol rifle, Aimpoint optics, etc.)
- Taser ECW (all platforms)
- OC spray
- Handcuffing
- Simunitions (Force on Force)
- Active Aggressor/Building Searches
- Draeger Intoxilyzer

### **Weapons Armorer**

- Glock handguns
- Colt M16/AR15 rifle
- Remington 700 rifle

First Line Supervisor and Critical Incident Management

Fundamentals of Police Supervision (Spector)

Detective School (FCDC)

Death Investigations (FCDC)

Crime Scene Investigation (IPTM)

Crime Scene Procedures (Spector)

Bloodstain Pattern Recognition (Craig Moore)

Shooting Reconstruction (UNH-Henry Lee)

Forensic Photography (UNH-Henry Lee)

Background Investigations (LES)

Understanding and Applying the Principles of Force Science (FSI)

Law Enforcement Scoped Rifle (Crosshairs, Inc.)

SWAT High Risk Entry (CQB, Inc.)

SWAT (CREST)

Crisis Intervention Team (CABLE)

Member of International Association of  
Financial Criminal Investigators (IAFCI)

IAFCI Spotlight on Fraud Conference  
(2024/2025)

Party Dispersal Techniques

Less-lethal munitions

Simunitions

Aimpoint Optics

Defensive Ground Fighting (IPTM)

Dive Rescue I (DRI)

Master Scuba Diver (PADI)

Emergency Medical Responder  
(CT certified)

BLS Healthcare Provider w/ CPR & AED  
(AHA)

Accreditation Manager

Field Training Officer

Field Training and Evaluation Program  
Coordinator

DWI Enforcement (IPTM)

Advanced Roadside Impaired Driving  
Enforcement

At Scene Traffic Crash Investigation  
(IPTM)

Interview and Interrogation Techniques

Effective Police Interactions with Youth

Chief State's Attorney's Judicial Law  
Academy

Chief State's Attorney's Evidence Academy

Multijurisdictional Counterdrug Task Force  
Training

TruNarc Basic Operator

CT DEEP Certificate of Personal Watercraft  
Operation/Safe Boating

CT DEEP Conservation Education and  
Firearms/Bow Safety Program

CT Pistol Permit

CT Notary Public

COUNTY OF AROOSTOOK  
OFFICE OF THE SHERIFF

APPOINTMENT OF DEPUTY SHERIFF

Placing special trust and confidence in your integrity, ability and discretion, I do, by virtue of the authority vested in me as Sheriff of Aroostook County, hereby appoint you an Aroostook County Deputy Sheriff. You are, therefore, directed to execute the duties of your appointment according to the Constitution of the United States and the State of Maine, the laws of the United States and the State of Maine, and the direction you receive from the Sheriff and his designee(s).

Oath of Office

I, Michael Montpetit, solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of Maine. I further swear that I will abide by the laws of the United States and the State of Maine, and that I will faithfully discharge my duties in accordance with the lawful orders of the Sheriff and those appointed over me. I hold my position and authority on behalf of the people of Aroostook County. In reverence of the law, I will conduct my duties in good faith, with honesty, courage and justice, to the best of my ability. I shall never betray the public trust or abuse my authority, so help me God.

Deputy Sheriff: \_\_\_\_\_ Date: \_\_\_\_\_

The above named, Deputy Sheriff, Michael Montpetit, personally appeared before me and took the above oath prescribed by the Constitution and laws of the State of Maine to qualify him / her to execute the duties to which he / she is being appointed by the Office of Sheriff.

Dedimus Postestatem: \_\_\_\_\_ Date: \_\_\_\_\_

Sheriff: \_\_\_\_\_ Date: \_\_\_\_\_

As prescribed by law, the Sheriff, by presentation of this commission, has notified the Board of County Commissioners of the appointment of the above listed individual as a Deputy Sheriff, of and for the County of Aroostook, Office of Sheriff. By execution of a board majority below, the Board of County Commissioners acknowledges the aforementioned statutory notification, and affirms the appointment.

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

RECEIVED AND RECORDED IN  
APPOINTMENTS OF DEPUTY SHERIFFS  
VOL: \_\_\_\_\_ PAGE: \_\_\_\_\_  
ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ CLERK

COUNTY OF AROOSTOOK  
OFFICE OF THE SHERIFF

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Oath of Office

I, Timothy Fridinger, solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of Maine. I further swear that I will abide by the laws of the United States and the State of Maine, and that I will faithfully discharge my duties in accordance with the lawful orders of the Sheriff and those appointed over me. I hold my position and authority on behalf of the people of Aroostook County. In reverence of the law, I will conduct my duties in good faith, with honesty, courage and justice, to the best of my ability. I shall never betray the public trust or abuse my authority, so help me God.

Deputy Sheriff: \_\_\_\_\_ Date: \_\_\_\_\_

The above named, Deputy Sheriff, Timothy Fridinger, personally appeared before me and took the above oath prescribed by the Constitution and laws of the State of Maine to qualify him / her to execute the duties to which he / she is being appointed by the Office of Sheriff.

Dedimus Postestatem: \_\_\_\_\_ Date: \_\_\_\_\_

Sheriff: \_\_\_\_\_ Date: \_\_\_\_\_

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\_\_\_\_\_ CLERK



STATE OF MAINE  
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY  
GRANTS & COMMUNITY RECREATION  
124 STATE HOUSE STATION  
AUGUSTA, MAINE 04333

JANET T. MILLS  
GOVERNOR

AMANDA E. BEAL  
COMMISSIONER

November 26, 2025

Steve Pelletier  
Sinclair ATV Club  
PO Box 95  
Sinclair, ME 04743

RE: MTP 2025 Grant Cycle

Dear Steve Pelletier,

Congratulations, the Department of Agriculture, Conservation and Forestry's Maine Trails Program application for the **Sinclair ATV Trail Renovation Project** has been selected to receive **\$90,270.00** in funding. As this is the inaugural funding cycle of the Maine Trails Program, the program is particularly pleased to support this project and begin building strong partnerships with communities and organizations across the state. Before a fully executed Project Agreement can be issued, several administrative steps must be completed. The target is to finalize the Project Agreements in time for a March 2026 project start date.

This notice does not constitute the formation of a Project Agreement between the Department and Sinclair ATV Club. Note that any costs incurred prior to receipt of a fully executed Project Agreement are not eligible for reimbursement or for use as match, nor are any volunteer efforts or in-kind services. However, bid solicitation may begin at this stage, provided all program guidelines are followed, and language is clearly inserted into any selected bid contract indicating that Sinclair ATV Club's final commitment is contingent on its receipt of the fully executed Project Agreement with the Department.

A copy of the fiscal guidance is included with this letter. Applicants are encouraged to review these materials and share them with all staff involved in managing the project. Close attention to the requirements for price quotes, bidding, and the timing of eligible costs and match will help ensure a smooth process. If you are not the designated project manager, please share this information with them and notify our staff of whom to communicate with moving forward.

All project managers are required to attend a grant management workshop to help ensure a successful and compliant project from start to finish. This workshop is expected to be scheduled for February, with further details provided once available.

If you have any questions, please don't hesitate to contact me. We look forward to working with you on the successful, timely, and compliant completion of your project.

Sincerely,

*Adam Fisher*

Adam Fisher

ADAM C. N. FISHER, PROGRAM MANAGER  
MAINE TRAILS PROGRAM  
54 INDEPENDENCE DRIVE, AUGUSTA, ME 04333



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WWW.MAINE.GOV/DACF