

COUNTY COMMISSIONERS MEETING
WEDNESDAY, DECEMBER 17, 2025 1:00PM
ADMINISTRATIVE HEARING ROOM – CARIBOU COURTHOUSE

Present:

Paul J. Underwood, County Commissioner -Zoom
William Dobbins, County Commissioner
Daniel Deveau, County Commissioner
Ryan D. Pelletier, County Administrator
Peter Johnson, Sheriff
Dana Gendreau, Finance Director
Beth Hummel, HR Director
Roy Guidry, Facilities Director
Nicole Erickson, AP/Payroll Specialist
Steve Pelletier, ARPA Administrator - Zoom
Tammy Pelletier, Operations Assistant
Darren Woods, EMA Director
John Gibson, Community Services Director
April Duffy, Policy & Treatment Coordinator
Lt. Brian Harris, Opioid Task Force
Amy Ward, Opioid Task Force

ART. 1. Commissioner William Dobbins called the meeting to order at 1:02 pm.

ART. 2. Pledge of Allegiance.

ART. 3. Public Comment Period.

Mr. Myles Ouellette addressed the Commissioners to express his concerns regarding the recent Opioid Settlement Funding process. He believes that the applicants are not understanding the pillars accurately and that the Task Force is not assessing the applications accurately.

Commissioner Dobbins advised Mr. Ouellette to take his concerns to the Task Force to be addressed.

ART. 4. Mr. Ryan Pelletier requested the following amendments to the agenda:

- A) Article 5: Add Special Commissioner Meeting Minutes of December 12, 2025;
- B) Article 6: Add C) To consider the liquor application for St Peter’s Store, Cross Lake;
- C) Article 20: Add A) To consider the Jail Study Commission recommendation for the Jail Design RFP; B) To consider the recommendation to engage Tempo Employment Services for the custodian position in Fort Kent; and C)To consider the ambulance contract for E Plantation.

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 November 19, 2025 minutes and the Special Commissioner Meeting minutes from December 5, 2025 and December 12, 2025.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the meeting minutes for November 19, December 5, and December 12, 2025.

VOTE:

Motion voted on and passed.

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

- A) Attendance record.
- B) Bills and warrants.
- C) To consider the liquor license application for St. Peter's Store/Cross Lake.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the liquor license application for St. Peter's Store, Cross Lake and to draft a letter of support for the store to be considered for an Agency Liquor Store license in 2026.

VOTE:

Motion voted on and passed.

- ART. 7. Representative Donald Tardie presented an update on LUPC. The board is currently working on an update to the comprehensive land use plan that has been in place since 2010. County Commissioners are currently not part of the process and it is strongly suggested that they become involved due to the amount of unorganized territory that some counties have, especially Aroostook. The board plans on having a website dedicated to gathering feedback, public surveys, workshops, etc. The updated plan is expected to be presented to the LUPC commissioners by December 2026.

- ART. 8. Mr. Ryan Pelletier presented for consideration the request for the 2026 MCCA Representative and Proxy.

MOTION:

Motion by Daniel Deveau, seconded by Paul Underwood to nominate William Dobbins as MCCA Representative and Daniel Deveau as proxy.

VOTE:

Motion voted on and passed.

- ART. 9. Mr. Ryan Pelletier presented for consideration the request for the 2026 MCCA Risk Pool Representative, Proxy, and primary point of contact.

MOTION:

Motion by Daniel Deveau, seconded by Paul Underwood to nominate William Dobbins as MCCA Representative, Daniel Deveau as proxy, and Dana Gendreau as point of contact.

VOTE:

Motion voted on and passed.

- ART. 10. Mr. Ryan Pelletier presented for consideration the job description for the new jail project director position.

MOTION:

Motion by Daniel Deveau, seconded by Paul Underwood to approve the job description with the addition of communication/marketing tasks.

VOTE:

Motion voted on and passed.

- ART. 11. Commissioner Underwood nominated Dana Gendreau to be named interim county administrator until a new administrator has been hired.

MOTION:

Motion by Paul Underwood to nominate Dana Gendreau as interim county administrator, seconded by Daniel Deveau.

VOTE:

Motion voted on and passed.

- ART. 12. Commissioner Dobbins presented for consideration the CACE school program for 8 area schools to be funded by Opioid Settlement funds.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the funding for the CACE school program from Opioid Settlement funding. Commissioner William Dobbins abstained due to conflict.

VOTE:

Motion voted on and passed.

- ART. 13. Ms. April Duffy presented for consideration the recommendation from the Opioid Task Force for the second round of opioid funding.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the opioid funding awards as follows: ACAP - \$28033; Homeless Services - \$46967; CARL - \$40895; Michaels Active Recovery - \$34105; Mikmaq Nation - \$50000.

VOTE:

Motion voted on and passed.

ART. 14. Mr. Ryan Pelletier and Mr. Darren Woods presented for consideration the interlocal agreement between Aroostook Region 5 EMS and the County of Aroostook.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the interlocal agreement with Aroostook Region 5 EMS.

VOTE:

Motion voted on and passed.

ART. 15. Mr. Ryan Pelletier presented for consideration the preliminary 2026-2027 Unorganized Territory budget.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the preliminary 2026-2027 Unorganized Territory budget.

VOTE:

Motion voted on and passed.

ART. 16. Sheriff Peter Johnson presented for consideration the hiring recommendation of Timothy Fridinger as full-time patrol deputy.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the hiring recommendation of Timothy Fridinger as full-time patrol deputy.

VOTE:

Motion voted on and passed.

ART. 17. Sheriff Peter Johnson presented for consideration the commissions of new hire Timothy Fridinger and Ashland Chief of Police Chief Michael Montpetit.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the commissions of Deputy Timothy Fridinger and Chief Michael Montpetit.

VOTE:

Motion voted on and passed.

ART. 18. Mr. Steve Pelletier presented an update on the Sinclair ATV trail renovation project. The State has approved an grant in the amount of \$90,270.

No motion necessary.

ART. 19. Tabled.

ART. 20. Other Business.

A) Mr. Ryan Pelletier presented for consideration the recommendation from the Jail Study Commission to interview 3 of the 4 organizations that submitted bids for the jail design RFP. It is further recommended that an

interview committee be put together of commissioners, jail study members, other stakeholders.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the recommendation from the Jail Study Commission to develop an interview committee and invite SMRT, LaBella and WBRC for interviews.

VOTE:

Motion voted on and passed.

- B) Ms. Beth Hummel presented for consideration the proposal to engage Tempo Employment Services for the open custodian position at the Fort Kent Registry of Deeds.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the proposal to engage Tempo Employment Services for the open custodian position at the Fort Kent Registry of Deeds.

VOTE:

Motion voted on and passed.

- C) Mr. John Gibson presented for consideration the 2026 ambulance agreement with Central Aroostook Ambulance Services for services in E Plantation and 5 other townships.

MOTION:

Motion by Daniel Deveau, seconded by Paul Underwood to approve the 2026 ambulance agreement with Central Aroostook Ambulance Services for service in E Plantation and 5 other townships.

VOTE:

Motion voted on and passed.

- ART. 21. At 2:29 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); Title 1 MRSA 405(6)(D) and Title 1 MRSA 405(6)(E).”

Upon return from Executive Session, no action was taken on Title 1 MRSA 405(6)(D) and Title 1 MRSA 405(6)(E). The following motion was made regarding Title 1 MRSA 405(6)(A) Personnel Matter:

MOTION:

Motion by Daniel Deveau, seconded by Paul Underwood to approve the administrative leave request for Meghan Flynn.

VOTE:

Motion voted on and passed.

ART. 22. Adjournment.

MOTION:

A motion was made by Daniel Deveau, seconded by Paul Underwood to adjourn the meeting at 4:05 pm.

VOTE:

Motion voted on and passed.

ATTEST: A True Copy
of Commissioners' Meeting

Dana Gendreau
Interim County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: January 6, 2025

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' SPECIAL MEETING
FRIDAY, DECEMBER 23, 2025 – 9:30 AM
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 Gendreau, Finance Director

- I. Commissioner Paul Underwood called the meeting to order at 9:30am.
- II. At 9:31am, 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 9:55am, no action was taken on County Administrator Search.

- III. Adjournment.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to adjourn the meeting at 9:56am.

VOTE:

Motion voted on and passed.

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

Dana L. Gendreau

Interim County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: JANUARY 6, 2026

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' SPECIAL MEETING
FRIDAY, DECEMBER 29, 2025 – 9:00 AM
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 Gendreau, Finance Director

- I. Commissioner Paul Underwood called the meeting to order at 9:00am.
- II. Commissioner Underwood entertained a motion for approval of the Agenda of December 29, 2025.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to approve the agenda of December 29, 2025, as presented.

VOTE:

Motion voted on and passed.

- III. At 9:01am, 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 9:33am, no action was taken on County Administrator Search.

- IV. Adjournment.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to adjourn the meeting at 9:40am.

VOTE:

Motion voted on and passed.

ATTEST: A True Copy
of Commissioners' Meeting

Dana Gendreau
Interim County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: January 6, 2025



**COUNTY OF AROOSTOOK
Commissioners' Office**

**Finance Director & Interim
County Administrator**

Dana L. Gendreau

County Commissioners

Paul J. Underwood - Chair
Presque Isle
District 2

William T. Dobbins
Houlton
District 1

Daniel V. Deveau
Cyr Plt.
District 3

144 Sweden St, Ste 1
Caribou, ME 04736
Ph: 207-493-3318
Fax: 207-493-3491
www.arostook.me.us

January 6, 2026

To: Maine Bureau of Alcoholic Beverages & Lottery Operations

From: Board of County Commissioners, Aroostook County

Date: January 6, 2026

**Re: Support for Agency Liquor Store License Application – A T
Enterprises LLC d/b/a St. Peter's Store, Cross Lake Township**

The purpose of this memorandum is to formally express support for A T Enterprises LLC, doing business as St. Peter's Store, located in Cross Lake Township, Maine, to be considered for an Agency Liquor Store license.

St. Peter's Store has long served as a vital commercial and community resource for residents and visitors in Cross Lake Township and the surrounding region. Approval of an Agency Liquor Store license at this location would enhance access to regulated spirits sales in a geographically remote area, reduce the need for residents to travel long distances for these services, and provide an added convenience consistent with public demand.

The operation of an Agency Liquor Store at this location would be expected to meet all standards established by the Maine Bureau of Alcoholic Beverages & Lottery Operations, including requirements related to security, recordkeeping, and responsible sales.

Based on the demonstrated need for services in the area and the prior established presence of St. Peter's Store as a trusted local business, this office supports the consideration and approval of the Agency Liquor Store license application for A T Enterprises LLC.

Thank you for your consideration of this matter. Please feel free to contact this office should additional information be required.

Respectfully submitted,

Board of Commissioners, Aroostook County



**COUNTY OF AROOSTOOK
Commissioners' Office**

**Finance Director/
Interim County
Administrator**

Dana L. Gendreau

County Commissioners

Paul J. Underwood - Chair
Presque Isle
District 2

William T. Dobbins
Houlton
District 1

Daniel V. Deveau
Cyr Plt.
District 3

144 Sweden St, Ste 1
Caribou, ME 04736
Ph: 207-493-3318
Fax: 207-493-3491
www.arostook.me.us

TO: Aroostook County Commissioners
FROM: Dana L. Gendreau, Interim County Administrator
DATE: January 6, 2026
SUBJECT: Nomination for WIOA Chief Local Elected Official

Dear Commissioners,

The purpose of this memorandum is to request the nomination of the Chief Local Elected Official (CLEO) for Aroostook County in accordance with the Workforce Innovation and Opportunity Act (WIOA) requirements.

Under WIOA, the Chief Local Elected Official serves as the primary point of contact for workforce development activities in the county and provides guidance and oversight to ensure alignment with local economic and workforce priorities. This designation allows the county to participate fully in WIOA programs and initiatives.

I respectfully request that the Board of County Commissioners nominate one of its members to serve as the WIOA Chief Local Elected Official for Aroostook County.

Thank you for your attention and consideration.

Sincerely,

Dana L. Gendreau
Interim County Administrator
Aroostook County

STATE OF MAINE
AROOSTOOK, SS.

AROOSTOOK COUNTY COMMISSIONERS
TOWN OF EAGLE LAKE – DEVOE BROOK ROAD
APPEAL UNDER TITLE 23 M.R.S.A. §2953(5)

Petitioners/Appellants)
Julie and Shawn Hilton, et al)
)
v.)
)
Town of Eagle Lake)

DECISION

A hearing was held before the Aroostook County Commissioners on Wednesday, December 17, 2025, at the Caribou Courthouse in Caribou, to hear an appeal by voters of the closing by the Town of Eagle Lake of the Devoe Brook Road to winter maintenance. The hearing was attended by Commissioners Paul J. Underwood, Daniel V. Deveau and William T. Dobbins, as well as County Administrator Ryan D. Pelletier and Operations Assistant Tammy Pelletier. Several elected town officials and residents of Eagle Lake were also in attendance who are referenced on the attendance sheet.

Petitioners/Appellants Julie and Shawn Hilton appeared representing themselves. The Town of Eagle Lake appeared through their Town Manager John Sutherland, along with members of the Board of Selectmen, who are referenced on the attendance sheet.

Testimony from the witnesses was taken and exhibits were received. The content of the file constitutes the record of this proceeding.

This matter came before the County Commissioners through a petition dated October 18, 2025, signed by nine (9) registered voters of the Town of Eagle Lake. The petition makes an appeal to the County Commissioners to consider under 23 M.R.S.A. §2953(5) the Town’s decision on September 17th, 2025 to approve an Order to Close sections of three town roads in the Town of Eagle Lake including a portion of Devoe Brook Road which is the subject of this Appeal.

The Town admits that the Devoe Brook Road is a public way. However, the Town does maintain that it has the authority to close the road to winter maintenance and further maintains that it followed proper statutory procedure in making its final determination on the same.

23 M.R.S.A. §2953 sets forth a process by which a municipality may vote to close a road to winter plowing. The proposal must be made between May 1 and October 1 of any year not to plow certain roads or sections thereof, during the winter months. The announcement of winter closing must be preceded by a hearing on the matter, with written notice to the public posted in a conspicuous public place. After the hearing, the municipal officers must file an order of closure with the municipal clerk, and the legislative body of the municipality must vote on the proposed order of closure. The legislative body (which is the town meeting) must vote on the proposed closure, or delegate to the municipal officers the authority to decide the issue of closure.

Within one year from making a decision on a road closure, the municipal officers may decide to annul, alter or modify a decision, which annulment, alteration or modification is considered by the legislative body. Under 23 M.R.S.A. §2953(5), a final determination by the legislative body or the municipal officers may be appealed to the county commissioners upon the petition of seven (7) voters of the municipality, within thirty (30) days of the making of a final determination on the winter closing of a road.

The petitioners maintained that the Town erred in its determination to close Devoe Brook Road to winter maintenance because they based their decision on certain factors that are not contained in the statutory requirements such as cost to build the road to a certain standard and cost to maintain the road in winter maintenance. The Town in their testimony did not refute that cost does play a factor in recommending road closures during winter months.

The petitioners reiterated that the Town should only base their decision on the fact that more people are moving to places that once were not inhabited and that they are entitled to the same level of services as other residents of the community, mainly road maintenance including winter plowing.

Of all the material submitted for this hearing the Town's Exhibits presented include two notices of Public Hearing. One indicating August 15, 2025 and the other indicating September 17, 2025 as the dates of the hearings. The Town also provided a copy of a town meeting warrant and vote from 2009 that authorized the Board of Selectmen to make final determinations relative to Order of Road Closings for Winter Maintenance. And finally, the Town provided a copy of the Order of Road Closings that was filed with the Town Clerk on September 17, 2025 and signed by all members of the Board of Selectmen. These exhibits provide the required supporting documentation relative to the Town's procedural requirements under 23 M.R.S.A. §2953.

The authority of the County Commissioners as to town ways is very limited. 23 M.R.S.A. §2953, deals only with winter plowing. The request before the County Commissioners in this matter is only that the Town of Eagle Lake keep the road plowed during the winter.

The County Commissioners find that all statutory time frames and requirements have been met by the parties. Furthermore, the Town has demonstrated that it has complied with its obligations and various procedural requirements under the Act, including Announcing of winter closing of roads; notice and hearing; order of closing; and legislative approval (town meeting) vote.

For the reasons stated above, the DECISION of the County Commissioners is:

The Appeal is **DENIED**.

Town of Eagle Lake
Devoe Brook Road
September 20, 2023 Decision
Page 3

Dated: January 6, 2026

AROOSTOOK COUNTY COMMISSIONERS

Paul J. Underwood

William T. Dobbins

Daniel V. Deveau

The Board of Aroostook County Commissions Hereby

ORDER

The Establishment of a Charter Commission to carry out the purpose of
revising the Aroostook County Charter Pursuant to

Title 30-A Chapter 11 § 1321

Dated at **Houlton**, Maine the Sixth (6th) Day of January, 2026

Aroostook County Board of County Commissioners:

Paul J. Underwood, County Commissioner District 2

William T. Dobbins, County Commissioner District 1

Daniel V. Deveau, County Commissioner District 3

A TRUE COPY:

Dana L. Gendreau, Interim County Administrator & Clerk

PROPOSED TIMELINE FOR AROOSTOOK COUNTY CHARTER ADOPTION

(PURSUANT TO MRSA 30-A § 1322)

JANUARY 6, 2026 – County Commissioner approve Order for a new Charter and provide for the establishment of a Charter Commission.

MARCH 1, 2026 – Nomination petitions made available by Secretary of State

MAY 25, 2026 – Deadline for petitions to be certified by Municipal Registrar's

JUNE 1, 2026 – Deadline for petitions to be filed with the Secretary of State by 5 p.m.

NOVEMBER 3, 2026 – Election of 6 public members to Charter Commission (2 from each Commissioner District)

NOVEMBER 10, 2026 – County Clerk gives notice to the clerk of each municipality and legislative delegation of the date, time, and location of the meeting where appointed members will be selected.

NOVEMBER 18, 2026 – County Commissioners appoint 3 members to the Charter Commission. (1 Commissioner; 1 Municipal Officer; 1 Senator or Representative)

NOVEMBER 19, 2026 – County Clerk notifies Charter Commission members of the date, time and place of organizational meeting. Clerk sets the date, time and place and must give 10 days notice.

DECEMBER 1, 2026 – Organizational Meeting of the Charter Commission.

DECEMBER 2, 2026 – Public Notice of Hearing published in local newspaper.

DECEMBER 15, 2026 – Required Public Hearing #1 – Second Meeting of Charter Commission.

JANUARY 1 – JUNE 30, 2027 – Ongoing meetings of the Charter Commission. (Anticipate 6)

JUNE 30, 2027 - Public Notice of Hearing published in local newspaper.

JULY 14, 2027 – Preliminary Report Published & Required Public Hearing #2

JULY 15 – OCTOBER 15 – Ongoing meetings of the Charter Commission. (Anticipate 3)

OCTOBER 20, 2027 – County Commissioners Vote to extend Charter Commission Timeline by 6 months pursuant to Title 30-A § 1322(5)(D)

NOVEMBER 1, 2027 – JANUARY 15, 2028 – Ongoing meetings of Charter Commission & Required Public Hearing #3.

A written opinion from an Attorney regarding authenticity of proposed Charter. (Due with final report submitted by February 16, 2028).

FEBRUARY 16, 2028 – Final Report and Proposed New Charter FILED with the County Commissioners.

MARCH 15, 2028 – County Commissioners ORDER Charter be submitted to Voters at next regular or special election.

JUNE 13, 2028 – Election Day for Vote on proposed new Aroostook County Charter.

Title 30-A: MUNICIPALITIES AND COUNTIES**Part 1: COUNTIES****Chapter 11: COUNTY CHARTERS****Subchapter 2: PROCEDURES****§1321. Charter adoptions, revisions, procedure**

A charter commission may be initiated by the county commissioners or by petition by voters according to the methods established in subsections 1 ([./30-A/title30-Asec1321.html](#)) and 2 ([./30-A/title30-Asec1321.html](#)). [PL 2003, c. 696, §9 (NEW).]

1. County commissioners. The county commissioners may determine that the adoption of a county charter should be considered or that the revision of a county charter already adopted under this chapter should be considered and, by order, provide for the establishment of a charter commission to carry out that purpose as provided in this chapter.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

2. Petition by voters. On the written petition of a number of voters equal to at least 10% of the number of votes cast in the county at the last gubernatorial election, the county commissioners shall, by order, provide for the establishment of a charter commission for the preparation or revision of a county charter in the form and manner provided in this chapter.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

3. Petition procedure. The following procedure shall be used in the alternative method under subsection 2 ([./30-A/title30-Asec1321.html](#)).

A. Any 5 voters of the county may file an affidavit with the county clerk stating:

- (1) They will constitute the petitioner's committee;
- (2) They will circulate the petition and file it in proper form;
- (3) The names and addresses of the members; and
- (4) The address to which all notices to the committee are to be sent.

Promptly after the affidavit is filed, the clerk shall issue petition blanks to the committee. Petition blanks shall be issued for each municipality.

The petitioner's committee may designate additional voters of the county, who are not members of the committee, to circulate the petition. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C,

§106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. The clerk shall prepare petition forms at the county's expense. The petition forms shall be printed on paper of uniform size and may consist of as many individual sheets as are reasonably necessary.

(1) Petition forms shall carry the following legend in bold lettering at the top of the face of each form.

"County of"

"Each of the undersigned voters respectfully requests the county commissioners to establish a charter commission for the purpose of revising the county charter or preparing a new county charter."

Each signature to a petition must be in ink or other indelible instrument and must be followed by the residence of the voter with street and number, if any. No petition may contain any party or political designation.

(2) The clerk shall note the date of each petition form issued. All petitions must be filed within 120 days of the date of issue or they are void.

(3) Each petition form shall have printed on its back an affidavit to be executed by the circulator, stating that the circulator personally circulated the form, the number of signatures on the form, that all the signatures were signed in the circulator's presence, that the circulator believes them to be genuine signatures of the persons whose names they purport to be, that each signer has signed no more than one petition and that each signer had an opportunity to read the petition before signing. Before filing the petitions under subparagraph (4), the circulator shall submit them to the registrar of each municipality concerned for certification according to Title 21-A, section 354, subsection 7, paragraph B ([./21-A/title21-Asec354.html](https://legis.maine.gov/legis/statutes/21-A/title21-Asec354.html)).

(4) Petition forms shall be assembled as one instrument and filed at one time with the clerk. The clerk shall note the date of filing on the forms.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

4. Procedure after filing. Within 20 days after the petition is filed, the clerk shall complete a certificate as to its sufficiency, specifying, if it is insufficient, the particulars which render it defective. The clerk shall promptly send a copy of the certificate to the petitioners' committee by mail and shall file a copy with the county commissioners.

A. A petition certified insufficient for lack of the required number of valid signatures may be amended once if the petitioners' committee files a notice of intention to amend it with the clerk within 2 days after receiving the copy of the clerk's certificate.

Within 10 days after the notice of intention is filed, the committee may file a supplementary petition to correct the deficiencies in the original petition. This supplementary petition must in form and content comply with the requirements for an original petition under subsection 3 ([./30-A/title30-Asec1321.html](https://legis.maine.gov/legis/statutes/30-A/title30-Asec1321.html)). [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Within 5 days after a supplementary petition is filed, the clerk shall complete and file a certificate as to its sufficiency in the manner provided for an original petition. [PL 1987, c. 737, Pt. A, §2 (NEW); PL

1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. Any petition finally determined to be insufficient is void. The clerk shall stamp the petition void and seal and retain it in the manner required for secret ballots. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

5. Election procedure.

[PL 2003, c. 696, §10 (RP).]

SECTION HISTORY

PL 1987, c. 737, §§A2,C106 (NEW). PL 1987, c. 737, Pt. A, §2 (NEW). PL 1987, c. 737, Pt. C, §106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §§C8,10 (AMD). PL 1989, c. 104, Pt. C, §§8, 10 (AMD). PL 2003, c. 696, §§9,10 (AMD).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.

[Office of the Revisor of Statutes \(mailto:webmaster_ros@legislature.maine.gov\)](mailto:webmaster_ros@legislature.maine.gov) · 7 State House Station · State House Room 108 · Augusta, Maine 04333-0007

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Title 30-A: MUNICIPALITIES AND COUNTIES

Part 1: COUNTIES

Chapter 11: COUNTY CHARTERS

Subchapter 2: PROCEDURES

§1322. Charter commission; membership; procedure

1. **Membership.** The charter commission shall consist of 9 members, 6 of whom must be voters of the county, elected as provided in [paragraph A](#) ([../30-A/title30-Asec1322.html](#)), and 3 of whom shall be appointed by the county commissioners under [paragraph B](#) ([../30-A/title30-Asec1322.html](#)).

A. Voter members shall be nominated as provided in [Title 21-A, sections 351](#) ([../21-A/title21-Asec351.html](#)), [352](#) ([../21-A/title21-Asec352.html](#)), [354](#) ([../21-A/title21-Asec354.html](#)), [355](#) ([../21-A/title21-Asec355.html](#)) and [356](#) ([../21-A/title21-Asec356.html](#)), and shall be nominated and elected by district if the county commissioners are elected by district. The number of voter members from each district shall be apportioned equally. When equal apportionment is not possible, one or more voter members may be nominated and elected at large. The voter members must be nominated and elected without party designation. County commissioners are not eligible for election. Election of voter members may be held at the same election as the referendum for the charter commission, but must be held within 60 days of that election. The names of the candidates shall be arranged on the ballot alphabetically by last name. If the elections are held at the same time, they shall appear immediately below the question relating to the charter commission. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Appointive members must be residents of the county. No person may be appointed who is a resident of a municipality in which another member resides, unless this is impossible due to the composition of the county's districts and the residences of any of those eligible under this paragraph to be appointive members. The county commissioners shall make the appointments within 30 days after the voter members have been selected. No more than 2 appointive members may be members of the same political party. One appointive member must be a county commissioner, one must be a municipal officer and one must be either a Senator or Representative. The county clerk shall give at least 7 days' notice to the clerk of each municipality within the county and each member of the county legislative delegation of the date, time and place of the meeting at which the appointive members will be selected. The county commissioners shall set the date, time and place of the meeting. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

2. **Organization.** Immediately after receiving notice of the appointment of the members by the county commissioners, the county clerk shall notify the appointed and elected members of the charter commission of the

date, time and place of the commission's organizational meeting. The clerk shall set the date, time and place and give at least 10 days' notice of the meeting.

The charter commission shall organize by electing from its members a chairman, vice-chairman and a secretary and shall file notice of those elections with the county clerk. Vacancies occurring on the commission shall be filled by vote of the commission from the voters of the county and, when the vacating member was elected by a district, the district, except that a vacancy among appointive members shall be promptly filled by the county commissioners. Members shall serve without compensation, but shall be reimbursed from the commission's account for expenses lawfully incurred by them in performing their duties.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

3. Rules; staff. The charter commission may adopt rules governing the conduct of its meetings and proceedings and may employ any necessary legal, research, clerical or other employees and consultants within the limits of its budget.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

4. Funding. A county shall provide its charter commission, free of charge, with suitable office space and with reasonable access to facilities for holding public hearings, may contribute clerical and other assistance to the commission, and shall permit it to consult with and obtain advice and information from county officers, officials and employees during ordinary working hours. Within 20 days after the election of a charter commission, the county commissioners shall credit \$500 to the charter commission account. A county may from time to time transfer additional funds to the charter commission account from surplus or from other accounts in the county budget.

A. In addition to funds made available by a county, the charter commission account may receive funds from any other source, public or private, except that no contribution of more than \$5 may be accepted from any source other than the county or a municipality in the county unless the name and address of the person or agency making the contribution and the amount of the contribution are disclosed in writing filed with the clerk. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Prior to its termination, the charter commission shall file with the clerk a complete account of all its receipts and expenditures for public inspection. Any balance remaining in its account shall be credited to the county's surplus account. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

5. Hearings, reports, time limits. The charter commission shall hold at least 3 public hearings to receive information, views, comments and other material relating to its functions. The first hearing shall be held within 30 days after the charter commission's organizational meeting.

A. The charter commission shall hold its public hearings within the county at times and places set by the commission. At least 10 days before a hearing, the charter commission shall publish the date, time and place of the hearing in a notice in a newspaper having general circulation in the county. Hearings may be adjourned from time to time without further published notice. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c.

737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Within 9 months after its election, the charter commission shall:

(1) Prepare a preliminary report including the text of the charter or charter revision which the commission intends to submit to the voters and any explanatory information the commission considers desirable;

(2) Have the report printed and circulated throughout the county; and

(3) Provide sufficient copies of the preliminary report to the county clerk to permit its distribution to each voter requesting a copy. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. Within 12 months after its election the charter commission shall submit its final report to the county commissioners. This report must include:

(1) The full text and an explanation of the proposed new charter or charter revision;

(2) Any comments that the commission considers desirable;

(3) An indication of the major differences between the current and proposed charters; and

(4) A written opinion by an attorney admitted to the bar of this State that the proposed charter or charter revision does not conflict with the United States Constitution, the Constitution of Maine or the general laws.

Minority reports may be filed. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

D. The county commissioners may extend the time limits for the preparation and submission of preliminary and final reports of the charter commission for up to 24 months after the election of the charter commission, if the extension is necessary to:

(1) Properly complete the reports;

(2) Have them printed or circulated; or

(3) Obtain the written opinion of an attorney. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

6. Election. When the final report is filed, the county commissioners shall order the proposed new charter or charter revision to be submitted to the voters of the county at the next regular or special statewide election held at least 60 days after the final report is filed.

[PL 1991, c. 862, §9 (AMD).]

7. Termination. Except as provided in [paragraph A \(../30-A/title30-Asec1322.html\)](#), the charter commission shall continue in existence for 30 days after submitting its final report to the county commissioners to wind up its affairs.

A. If judicial review is sought under [section 1325 \(../30-A/title30-Asec1325.html\)](#), the charter commission shall continue in existence until that review and any appeals from that review are finally completed for the purpose of intervening in those proceedings. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

SECTION HISTORY

PL 1987, c. 737, §§A2,C106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §§C8,10 (AMD). PL 1991, c. 862, §9 (AMD).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.

[Office of the Revisor of Statutes \(mailto:webmaster_ros@legislature.maine.gov\)](mailto:webmaster_ros@legislature.maine.gov) · 7 State House Station · State House Room 108 · Augusta, Maine 04333-0007

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County of Aroostook

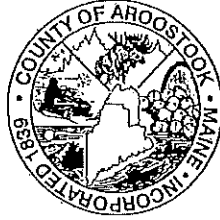
COMMISSIONERS' OFFICE

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: December 19, 2025
TO: Dana Gendreau, Interim County Administrator
FROM: John Gibson, Community Services Director
RE: Madawaska EMS, Baie Creuse region (Sinclair)

Attached is the proposed Ambulance Service Agreement with Madawaska Emergency Medical Services for the Baie Creuse region in Sinclair Township.

This agreement is for a six (6) month period of January 01, 2026 through June 30, 2026, at a rate of \$7,800 per year divided by 2 = \$3,900.

January 01, 2026 to June 30, 2026 \$3,900

My recommendation is that the Commissioners authorize the County Administrator to sign the agreement as presented.

Madawaska

Emergency Medical Services

2025-2026 Proposal for the County of Aroostook UT / Baie Creuse

December 16, 2025

Population Data:

Latest census calculation:

Baie Creuse – 96 Population : Year Around & Seasonal Average.

Cost to Taxpayers per capita this fiscal year is \$66.80. This is based on tax money raised for ambulance service at \$400,325.00.

EMS Make-Ready Minimum Fee Assessment

- The minimum assessment for EMS services shall be \$7,800 per year, meaning that for any community served by Madawaska EMS, the cost of each of the two proposals shall not be less than **\$7,800** per year.

Proposal #1 Per Capita Based

- Per capita rate for Taxpayers is \$66.80
- Cost to St Agatha based on the per capita rate is as follows
 - $\$66.80 \times 96 = \mathbf{\$6,412.80}$ per year.

In this offering, the Town Of Madawaska will utilize the EMS Make-Ready Minimum Fee Assessment of \$7,800.00 divided by 2 = \$3,900.00 for the service from January 1, 2026 to June 30, 2026 period.

AMBULANCE SERVICE CONTRACTUAL AGREEMENT

This Agreement made this ____ day of _____, 2026 by and between the TOWN OF MADAWASKA hereafter referred as MADAWASKA and the County of Aroostook, hereinafter referred to as COUNTY.

1. **Services Provided.** MADAWASKA agrees to provide ambulance service to the COUNTY on a 24-hour basis during the term of this Agreement and any renewal thereof. Livery or non-emergency service will not be provided. Any MADAWASKA ambulance personnel responding to this Agreement, or their superior officer, if on the scene, shall be solely responsible for and in charge of the emergency services rendered. Such services shall include, but not limited to emergency medical care, rescue, and transport activities.

2. **Payment.** COUNTY agrees to pay for the said ambulance services in accordance with the following:

a. Base Payment. In order to assure the availability of ambulance services, COUNTY shall pay MADAWASKA the ANNUAL sum of THREE THOUSAND NINE HUNDRED DOLLARS AND ZERO CENTS (\$3,900.00) said payment to be made IN A SINGLE PYMENT BY JANUARY 31, 2026.

3. **Term.** The term of this agreement shall commence on JANUARY 1, 2026 and terminate on June 30, 2026.

4. **Cancellation.** The agreement may be canceled and terminated by either party hereto by giving thirty (30) days written notice via certified mail prior to JANUARY 1 of any year of the contract , to the other party of their intention to terminate this Agreement; however, it is the predetermined intent of the parties to keep this Agreement in force.

IN WITNESS WHEREOF the TOWN OF MADAWASKA has caused this instrument to be signed by its Board of Selectmen hereunto duly authorized and the COUNTY ADMINISTRATOR have caused this instrument to be signed by their Board of Selectmen thereunto duly authorized, the day and year first above written.

Signed, Sealed, and Delivered
In presence of

TOWN OF MADAWASKA

Jason Boucher, Chair

Renee Deschaine, Vice Chair

Manon Bilodeau-Raymond

Jenney Dionne

Paul Chasse

COUNTY OF AROOSTOOK

**Dana Gendreau, Interim County
Administrator**