

## MINUTES

Aroostook County Jail Study Commission  
Thursday, February 5, 2026 9:00AM  
Administrative Hearing Room – Caribou Courthouse

### **Present:**

Donald Guimond, Chair, Committee Member  
Matthew Cummings, Interview Committee, Committee Member  
William Dobbins, County Commissioner, Interview Committee, Committee Member  
Brian Harris – Interview Committee, Committee Member  
Penny Thompson, Committee Member – Zoom  
Kai Libby, Committee Member - Zoom  
Carroll Theriault, Committee Member  
Roy Guidry, Interview Committee, Facilities Director  
Dana Gendreau, Interview Committee, Interim County Administrator, Finance Director  
Sgt Shanna Duffy, Interview Committee, Aroostook County Jail – Zoom  
Paul Underwood, County Commissioner - Zoom  
Craig Clossey – Interview Committee, Jail Administrator – Zoom  
Todd Collins – Committee Member– Zoom  
Heidi Rackliffe – Interview Committee, Committee Member - Zoom  
Beth Hummel – Interview Committee, HR Director  
Steve Pelletier, ARPA Administrator  
Tammy Pelletier, Operations Assistant

1. Chair, Donald Guimond called the meeting to order at 9:01 am.
2. Lt. Brian Harris moved to approve the minutes of December 9, 2025, seconded by Chief. Matthew Cummings. Motion voted and passed.
3. Ms. Dana Gendreau presented an update on the Jail Project Manager position. The new position could involve communications/marketing, construction manager, or a combination of those roles. It is recommended that we hold off on this new position until we have a design firm in place to determine the best role that will be needed to move the project forward.
4. Item #4 was an error on the agenda and was part of Item #3.
5. Ms. Dana Gendreau commended the interview team for their participation in the jail firm interviews. Committee members provided their feedback on each firm interviewed. All firms presented well and have the necessary skills and knowledge to be able to design a jail facility. Members highlighted WBRC's innovation in design for reformative and normalized spaces, SMRT's experience with building facilities in Maine and rural areas, and LaBella's strong partnerships with individual design/construction specialties.

Ms. Gendreau polled the Interview team for their recommendation ranked 1-3 with 1 being the top firm. Nine (9) committee members choose WBRC as their top pick, followed by SMRT, then LaBella.

The committee discussed recommending both WBRC and SMRT as the top two (2) firms to the Commissioners to make a selection. The committee decided that recommending the top firm to the Commissioners would be more beneficial than submitting two (2).

Chief Matthew Cummings made a motion to recommend to the Jail Study Commission that WBRC be the design firm for the new jail. Seconded by Roy Guidry. Motion voted and passed by the interview team.

6. Ms. Gendreau addressed the Jail Study Commission noting the interview team's recommendation. The recommendation from the Jail Study Commission will be presented to the County Commissioners at their February 18, 2026 meeting.

Chief Matthew Cummings moved to recommend to the County Commissioners that the County contract with WBRC for jail design/architecture of a new jail facility. Seconded by Mr. Carroll Theriault. Motion voted and passed.

7. Ms. Dana Gendreau discussed the timeline and decision making process for the project. Future steps include touring jails, determining referendum question(s) and location. Ms. Gendreau reminded the committee that if the County jail was to be outside of Houlton, a referendum would be required as a jail needs to be within the County seat, unless voters approve a different location. Six (6) members were in favor of recommending to the Commissioners that they consider a more centralized location for the jail, while four (4) were opposed.

Chief Matthew Cummings moved to recommend that the County Commissioners consider adding a referendum question in June on whether voters would approve of having the jail in a centralized location. Seconded by Carroll Theriault. Motion voted and passed.

8. Mr. Carroll Theriault moved to adjourn the meeting at 10:45am. Seconded by Chief Matthew Cummings. Motion voted and passed.

**Next Jail Commission Meeting-March 3, 2026-9:00AM**