

COUNTY COMMISSIONERS MEETING
TUESDAY, JANUARY 6, 2026 1:00 PM
2ND FLOOR CONFERENCE ROOM – SHERIFFS OFFICE - HOULTON

Present:

Paul J. Underwood, County Commissioner -Zoom
William Dobbins, County Commissioner
Daniel Deveau, County Commissioner
Dana Gendreau, Interim County Administrator/Finance Director
Peter Johnson, Sheriff
Beth Hummel, HR Director
Roy Guidry, Facilities Director
Steve Pelletier, ARPA Administrator - Zoom
Tammy Pelletier, Operations Assistant
Darren Woods, EMA Director
John Gibson, Community Services Director
Galan Williamson, Northeast Workforce Development Board
Heidi Rackliffe, ACAP
Kathleen Tomaselli, BDN - Zoom
Metro Publishing Group – Zoom

ART. 1. Commissioner William Dobbins called the meeting to order at 1:00 pm and opened the nomination for the 2026 Chairperson.

MOTION:

Motion by Daniel Deveau, seconded by William Dobbins to elect Paul Underwood as 2026 Chairperson.

VOTE:

Motion voted on and passed.

ART. 2. Pledge of Allegiance.

ART. 3. Public Comment Period.

No public comment.

ART. 4. Ms. Dana Gendreau requested the following additions to the agenda under Article 13 – Other Business:

- A) To consider the 2026 mileage rate. (Dana)
- B) To consider the ambulance agreement with Ambulance Services, Inc for services in Sinclair/Cross Lake/Square Lake and 3 other townships. (John)
- C) To consider the agreement with the City of Caribou for ambulance/fire services in Connor and ambulance service in Madawaska Lake. (John)

MOTION:

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

VOTE:

Motion voted on and passed.

ART. 5. Ms. Beth Hummel requested a correction to the December 17, 2025 minutes under Article 21 – Executive Session. A second motion was made after exiting Executive Session to extend an offer to the preferred County Administrator candidate that is

not reflected. Commissioner Dobbins entertained a motion for approval of the December 17, 2025 minutes and the Special Commissioner Meeting minutes from December 23, 2025 and December 29, 2025.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the meeting minutes of December 17, 2025 with the amendment of the Executive Session motion to reopen the County Administrator search, and the minutes of December 23, 2025 and December 29, 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 a letter of support for St. Peter's Store/Cross Lake to be considered for an Agency Liquor Store licensure.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the letter of support for St. Peter's Store/Cross Lake to be considered for an Agency Liquor Store licensure.

VOTE:

Motion voted on and passed.

ART. 7. Mr. Galan Williamson (NWDB) and Heidi Rackliffe (ACAP) provided an update from the Northeast Workforce Development Board.

No motion necessary.

ART. 8. Ms. Dana Gendreau advised that the WIOA Chief Local Elected Official was appointed in 2025 for a 2-year term and does not need to be reappointed this year.

No motion necessary.

ART. 9. Ms. Dana Gendreau presented for consideration a decision on the Devoe Brook Road, Eagle Lake winter closure appeal.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to deny the appeal of the Devoe Brook Road, Eagle Lake winter road closure.

VOTE:

Motion voted on and passed.

ART. 10. Ms. Dana Gendreau presented for consideration on Order to Establish a Charter Commission.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the Order to Establish a Charter Commission.

VOTE:

Motion voted on and passed.

ART. 11. Mr. John Gibson presented for consideration the 6-month (Jan 2026-Jun 2026) ambulance contract with the Town of Madawaska for services in Baie Creuse.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the 6-month (Jan 2026 – Jun 2026) ambulance contract with the Town of Madawaska for services in Baie Creuse.

VOTE:

Motion voted on and passed.

ART. 12. County Commissioners Report.

Commissioner Dobbins advised that the MCCA/Risk Pool meetings were not scheduled until next week, so there is no report out today.

Legislatively, Commissioner Deveau advised that the state is looking at the restructuring of tax appeals and will be forming a commission to study the process. Jail funding bills went unfunded. The County is bound by the 4% tax cap for jail funding.

Commissioner Underwood discussed the LUPC and how Aroostook should be a development zone and have an option for our own planning board. Counties could get together and come up with a comprehensive land use plan. MCCA support is needed, as is better communication between the LUPC and the Board of Commissioners.

ART. 13. Other Business.

A) Ms. Dana Gendreau presented for consideration the 2026 mileage rate to align with the 2026 IRS mileage rate.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the 2026 mileage rate of 72.5 cents/mile.

VOTE:

Motion voted on and passed.

B) Mr. John Gibson presented for consideration the 1-year (Jan 2026- Dec 2026) contract with Ambulance Services, Inc. for services in Sinclair, Cross Lake, Square Lake and 3 other townships.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the 1-year (Jan 2026- Dec 2026) contract with Ambulance Services, Inc. for services in Sinclair, Cross Lake, Square Lake and 3 other townships.

VOTE:

Motion voted on and passed.

C) Mr. John Gibson presented for consideration the 1-year (Jan 2026- Dec 2026) contracts with the City of Caribou for fire/ambulance services in Connor and ambulance services in Madawaska Lake.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the 1-year contracts (Jan 2026- Dec 2026) with the City of Caribou for fire/ambulance services in Connor and ambulance services in Madawaska Lake.

VOTE:

Motion voted on and passed.

ART. 14. At 2:13 pm, the following motion was made by Daniel Deveau and seconded by Paul Underwood:

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

Upon return from Executive Session at 3:25 pm, the following motion was made:

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to reopen the County Administrator position.

VOTE:

Motion voted on and passed.

ART. 15. Adjournment.

MOTION:

A motion was made by Paul Underwood, seconded by Daniel Deveau to adjourn the meeting at 3:26 pm.

VOTE:

Motion voted on and passed.

ATTEST: A True Copy
of Commissioners’ Meeting

Dana L. Gendreau
Interim County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: February 18, 2026

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' SPECIAL MEETING
THURSDAY, JANUARY 29, 2026 – 9:00AM
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 January 29, 2026.

MOTION:

Motion by Daniel Deveau, seconded by Daniel Deveau to approve the agenda of January 29, 2026, 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 10:02am, no action was taken on County Administrator Search.

- IV. Adjournment.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to adjourn the meeting at 10:03am.

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
THURSDAY, FEBRUARY 5, 2026 – 2:00PM
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. At 2:01pm, the following motion was made by Daniel Deveau and seconded by William Dobbins:

“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 4:40pm, no action was taken on County Administrator Search.

- III. Adjournment.

MOTION:

Motion by Paul Underwood, seconded by William Dobbins to adjourn the meeting at 4:41pm.

VOTE:

Motion voted on and passed.

ATTEST: A True Copy
of Commissioners' Meeting

Dana L. Gendreau
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: FEBRUARY 18, 2026

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' SPECIAL MEETING
FRIDAY, FEBRUARY 6, 2026 – 1:00PM
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 1:02pm.
- II. At 1:03pm, 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 2:24pm, no action was taken on County Administrator Search.

- III. Adjournment.

MOTION:

Motion by William Dobbins, seconded by Daniel Deveau to adjourn the meeting at 2:25pm.

VOTE:

Motion voted on and passed.

ATTEST: A True Copy
of Commissioners' Meeting

Dana L. Gendreau
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: FEBRUARY 18, 2026



Application Copy

File Number: 129200

Job Type: Renewal Application

LICENSE # AGN-05-104284	APPLICATION DATE RECEIVED 2026-01-26
LICENSE TYPE Off-Premises: Agency Liquor Store	LICENSEE Jennie Beaulieu
AGENT NAME	EFFECTIVE DATE 2025-04-18
EXPIRES 2026-04-17	STATUS Active
PREMISES NAME Martin's General Store	
NEW SECONDARY LICENSE(S) None selected	
PREMISES TYPE Agency Liquor Store	PREMISES NAME Martin's General Store
OPERATOR Jennie Beaulieu	
PHYSICAL ADDRESS 247 SINCLAIR RD SINCLAIR ME 04779	
MAILING ADDRESS 247 SINCLAIR RD SINCLAIR ME 04779	
CONTACT NAME Jennie Beaulieu	PREFERRED CONTACT METHOD Email

CONTACT PHONE

ALTERNATE PHONE

FAX

EMAIL

QUESTIONS

Off-Premises: Agency Liquor Sto

1. Is your business (including any DBA) registered and in good standing with the Maine Secretary of State?

Answer "No" if you are a Sole Proprietor.

No

2. Does the licensee or applicant(s) have any interest in any other Maine Liquor License?

No

3. Is the applicant/licensee an individual, partnership, or association? (Not a corporation or LLC)

No

4. Are all licensees/applicants residents of the State of Maine?

Yes

5. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?

Yes

(document uploaded)

6. Will any other person including spouse, children or other immediate family members have any interest either directly or indirectly in your license?

No

7. Will any law enforcement officer directly benefit financially from this license, if issued?

No

8. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

No

9. Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?

No

10 What is the full name and date of birth of the person managing this premises?

Jennie Beaulieu



11 Has any of the listed applicants, an immediate family member of an applicant, or an employed manager been denied a liquor license or had a liquor license revoked within the last 5 years?

No

12 Is any of the listed applicants the spouse, father, mother, child or other immediate family member of a person whose liquor license has been revoked or denied in the last 6 months?

No

13 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

14 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

No

15 Have you had any instances with your beer and/or wine wholesaler or the Bureau where your payment has been returned for insufficient funds?

No

16 Does the licensee/applicant have any arrangement such as a lease where rent is based on sales, an agreement where another party receives a portion of the revenue or profits from the business, or a right to acquire an ownership interest in the business?

No

17 Do you sublet any part of your premises?

No

18 At which address are your business records located?

247 Sinclair Road
Sinclair, ME 04779

19 What will be your business hours? Please indicate each day's open and close times.

Monday to Saturday 8 to 8
Sunday 8-6

Summer hours Sunday to Saturday 8 to 8

20 What is your current on-hand inventory for spirits?

[REDACTED]

21 Provide the most recent annual retail sales of beer and wine together in dollars.

[REDACTED]

22 What is the wholesale value of your inventory in groceries fit for human consumption and merchandise compatible with malt liquor or wine (e.g., tobacco, paper products, glassware)? Please do not include gasoline, oil, vehicles or parts, or other incompatible items.



DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Premises Floor Plan	Floor plan (1).pdf	
Maine Health or Agriculture License	Resale certificate core mark.pdf	
Supplemental Ownership Form	102 Supplemental Ownership Form and Affidavit-2.pdf	

APPLICANT

Jennie Beaulieu

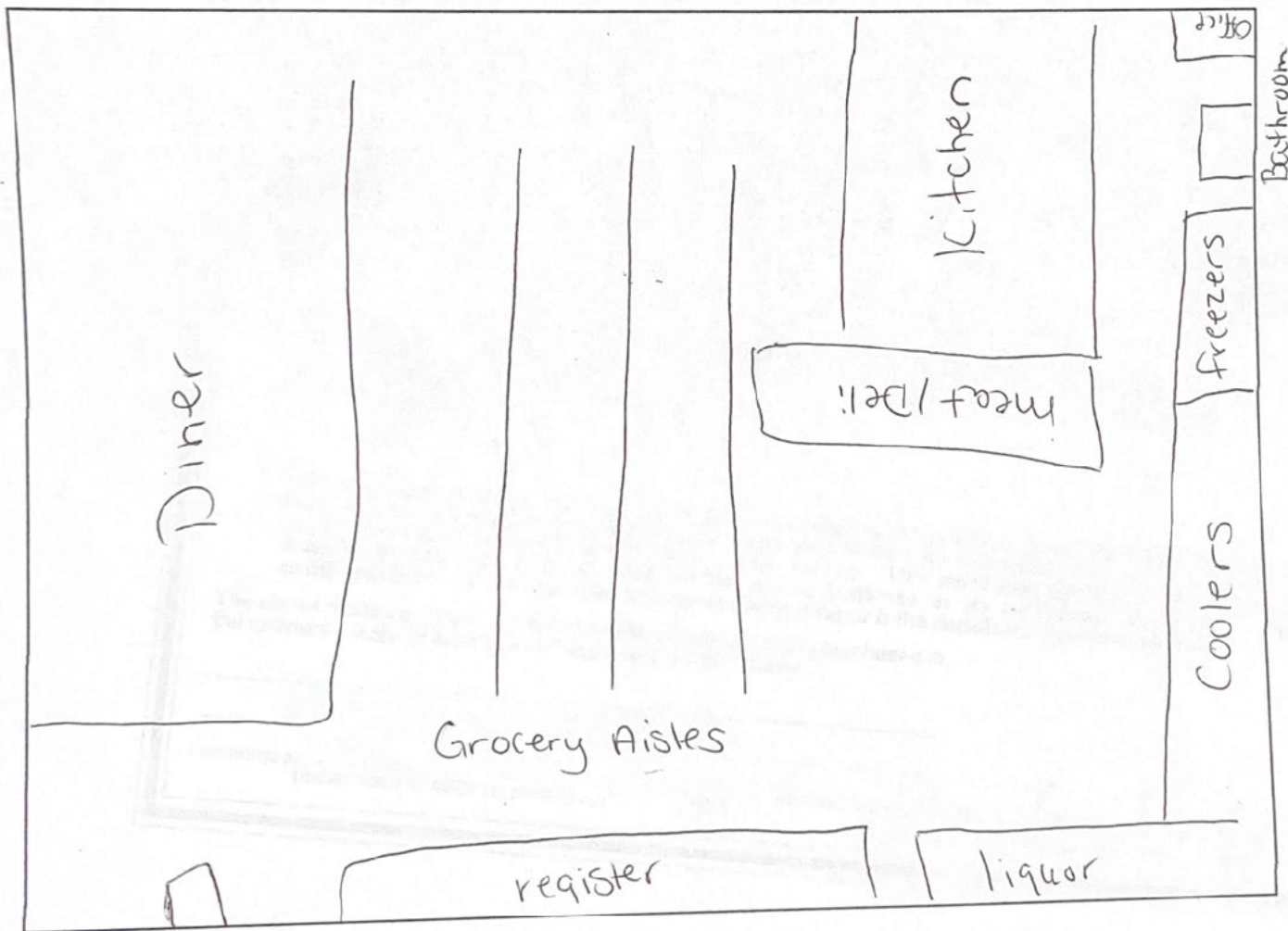
DECLARATION

- I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including to follow: • Entrances • Office area • Kitchen • Storage Areas • Malt/Wine Coolers • Display Cases & Shelves • Dining Rooms • Restrooms • All Inside areas that you are requesting approval.



Off Premise Application Rev. 8/2018 Replace 5/2017

Page 7 of 7

Martin's General Store

247 Sinclair Road

Sinclair, ME 04779

Jennie Beaulien



STATE OF MAINE
 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
 BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Supplemental Ownership Form

[28-A M.R.S. §651](#)

All Questions Must Be Answered Completely.

1. Company or sole proprietor legal name:	2. Date of incorporation/registration:	3. State of incorporation:
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List the following information for officers, directors, owners equal to or over 10%, and persons with indirect financial interest in the applicant.

Name	Date of Birth	Phone or E-mail	Address	Title	Ownership Stake (%)
Jennie Beaulieu	██████	██████	247 Sinclair Road Sinclair, ME 04779	Owner	100

Affidavit

ONLY COMPLETE THIS PAGE IF THERE ARE NO OWNERS OVER 10% LISTED ON PAGE 1

The undersigned authorized representative of the applicant swears or affirms that no person that holds an ownership interest in the applicant holds an ownership interest equal to or greater than 10%.

1/26/26

Affiant Signature

Date

Jennie Beaulieu

Affiant Printed Name

State of Maine, County of Aroostook

I certify that on the date set forth below, the individual named above did appear personally before me and that I did identify this applicant by: (a) comparing his/her physical appearance with the photograph on the identifying document presented by the applicant and with the photograph affixed hereto, and (b) comparing the applicant's signature made in my presence on this form with the signature on his/her identifying document.

Signature of Notary Public

Date

Printed Name of Notary Public

WARNING: The statements on this application are made under oath or affirmation. False statements can be grounds for rejection of the application or suspension or revocation of a license. False swearing is a Class D crime punishable by up to 364 days incarceration and a \$2,000 fine.

Resale Certificate

This Certificate is issued to
JENNIE BEAULIEU
MARTIN'S GENERAL STORE

MARTIN'S GENERAL STORE
PO BOX 151
SINCLAIR ME 04779-0151

Certificate Number: 1062464
Date Effective: January 01, 2026
Valid Through: December 31, 2030
Business Description: Grocery

This is to certify that the above named business is authorized to purchase during the period indicated on this certificate: (1) tangible personal property to be resold in the form of tangible personal property, or (2) a taxable service to be resold as the same taxable service, or (3) tangible personal property for lease or rental as tangible personal property. **This certificate cannot be reassigned or transferred and can only be used by the above business or its authorized employees. This certificate is void if the business has ceased operating or if the certificate has been altered.**

I understand that if the items purchased for resale are not resold but are instead used by the purchaser for its own purpose, the purchaser will be held liable for Use Tax.

Purchase Description:

Coremark

Presented to: (Insert name of seller)

Date:

Jennie Beaulieu 12/15/25

Presented By: (Purchaser)

Date:

This certificate is non-transferable and must be returned to Maine Revenue Services when operations cease.

Go Paperless - Visit the Maine Tax Portal at revenue.maine.gov to file and pay today.



Application Copy

File Number: 125869

Job Type: Renewal Application

LICENSE # CAR-12-101885	APPLICATION DATE RECEIVED 2026-01-04
LICENSE TYPE On-Premises: Beer, Wine & Spirits	LICENSEE Neal M. Martin
AGENT NAME	EFFECTIVE DATE 2025-04-01
EXPIRES 2026-03-31	STATUS Active
PREMISES NAME Long Lake Sporting Club	
NEW SECONDARY LICENSE(S) None selected	
PREMISES TYPE Class A Restaurant	PREMISES NAME Long Lake Sporting Club
OPERATOR Neal M. Martin	
PHYSICAL ADDRESS 48 SINCLAIR RD SINCLAIR ME 04779-4005	
MAILING ADDRESS 48 SINCLAIR RD SINCLAIR ME 04779-4005	
CONTACT NAME Neal M. Martin	PREFERRED CONTACT METHOD Email

CONTACT PHONE

ALTERNATE PHONE

FAX

EMAIL

QUESTIONS

On-Premises: Beer, Wine & Spirit

1. Is your business (including any DBA) registered and in good standing with the Maine Secretary of State?

Answer "No" if you are a Sole Proprietor.

No

2. Does the licensee or applicant(s) have any interest in any other Maine Liquor License?

No

3. Is the applicant/licensee an individual, partnership, or association?
(Not a corporation or LLC)

Yes
yes

4. Are all licensees/applicants residents of the State of Maine?

Yes

5. Is your license for a club with a membership?

No

6. Is your license application for Vessel Corporation?

No

7. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?

Yes
(document uploaded)

8. Do you have a license from the Office of the State Fire Marshal?
Contact (207) 626-3870 to determine whether licensure is necessary.
- Yes
10531
9. Will any law enforcement officer directly benefit financially from this license, if issued?
- No
10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.
- No
11. Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?
- No
12. What is the full name and date of birth of the person managing this premises?
- Neal mark martin [REDACTED]
13. Has any of the listed applicants, an immediate family member of an applicant, or an employed manager been denied a liquor license or had a liquor license revoked within the last 5 years?
- No
14. Is any of the listed applicants the spouse, father, mother, child or other immediate family member of a person whose liquor license has been revoked or denied in the last 6 months?
- No

15 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

16 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

No

17 Does the licensee/applicant have any arrangement such as a lease where rent is based on sales, an agreement where another party receives a portion of the revenue or profits from the business, or a right to acquire an ownership interest in the business?

No

18 At which address are your business records located?

48 sinclair rd, sinclair maine 04779

19 What will be your business hours? Please indicate each day's open and close times.

we are open by reservation. normally from 4pm to 10 pm

20 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.

School 4.5 miles

church 3 miles

21 Is your application for a Hotel or Bed & Breakfast?

No

22 What is the gross food income for the licensure period that will end on the expiration date?

██████████

23 What is the gross income from beer, wine, and spirits for the licensing period ending on the expiration date?

██████

24 Do you have a food menu?

Yes

(document uploaded)

25 How many seats do you have? Include indoor and outdoor seating.

150

26 How many bathrooms do you have available to the public?

2

27 Do you currently have any advertising or sponsorship agreements with a wholesale licensee or certificate of approval holder (including agreements for signage, naming rights, event sponsorships or branded areas)?

No

DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Supplemental Ownership Form	corprate form.jpg	
Premises Floor Plan	floor plan.jpg	
Maine Health or Agriculture License	health lic 26.jpg	
Food Menu	small app menu.docx	

APPLICANT

Neal M. Martin

DECLARATION

- I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

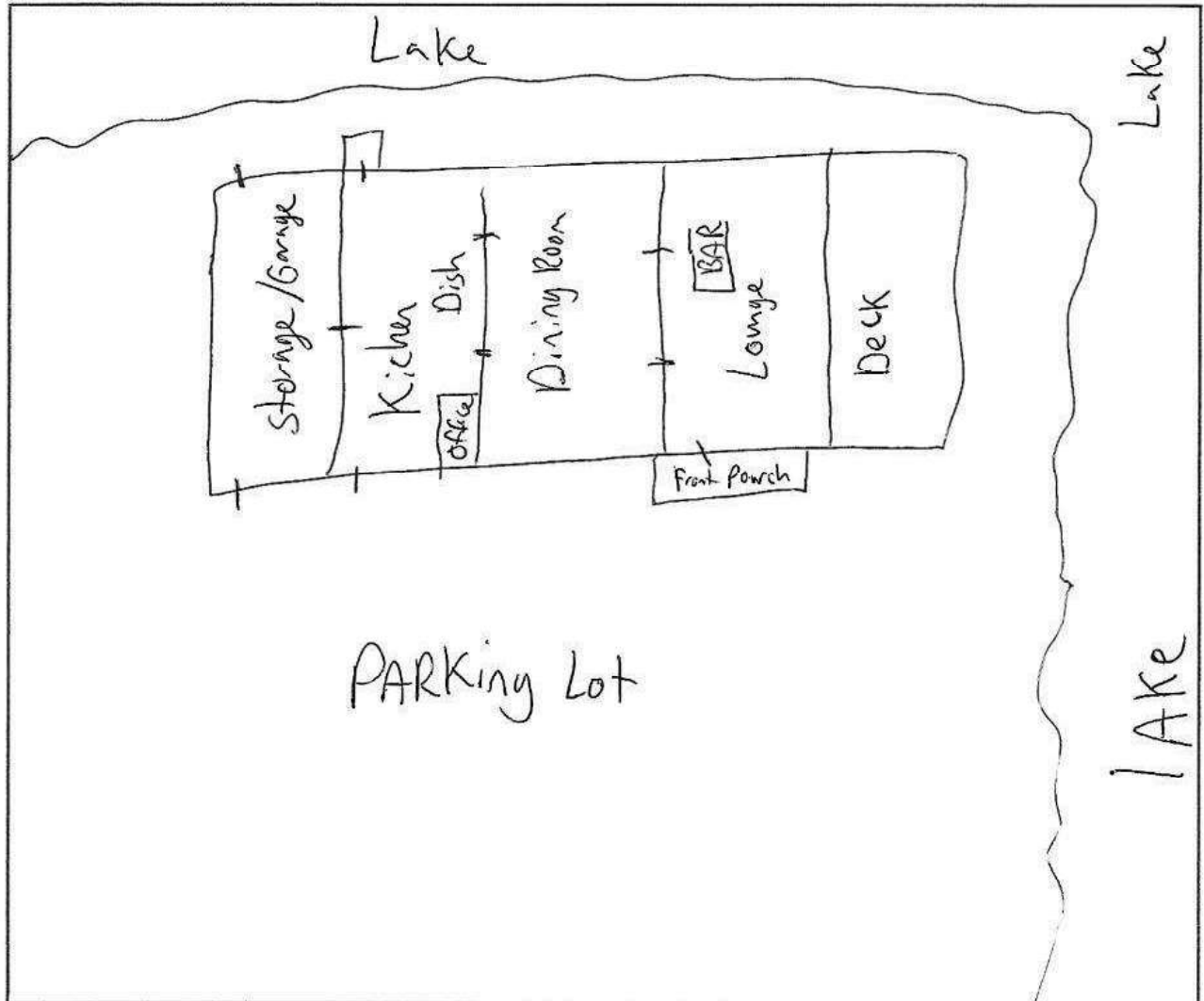


STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.





STATE OF MAINE

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Supplemental Ownership Form

28-A M.R.S. §651

All Questions Must Be Answered Completely.

1. Company or sole proprietor legal name: Long Lake Sporting Club	2. Date of incorporation/registration: Sole 1-1-2012	3. State of incorporation: Maine	3. State of incorporation: Sole Prop
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List the following information for officers, directors, owners equal to or over 10%, and persons with indirect financial interest in the applicant.

Name	Date of Birth	Phone or E-mail	Address	Title	Ownership Stake (%)
NEAL MARTIN	[REDACTED]	[REDACTED]	48 Sinclair Rd Sinclair ME 04779	Owner	100%

State of Maine

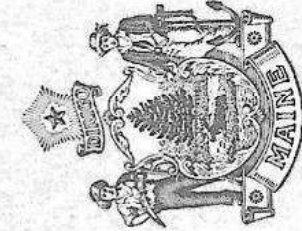
DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 513

EATING PLACE TIER 3 160 Seats (in)

LONG LAKE SPORTING CLUB
48 SINCLAIR RD
SINCLAIR ME 04779

ATTN NEAL MARTIN
MARTIN, NEAL
LONG LAKE SPORTING CLUB
48 SINCLAIR RD
SINCLAIR ME 04779



EXPIRES: 11/18/2026

FEE: \$300.00

Jeanne M. Lombard

Commissioner

NON-TRANSFERABLE

Long Lake Sporting Club

Boneless Wings	\$14
Wings	\$13
Scallops (BR or FR)	\$24
BBQ Ribs	\$12 half /\$22 full Rack
Steak Tips	\$22
Smoked Salmon	\$14 (With cheese and crackers)
Stuffed Mushrooms	\$13
Spinach Dip	\$12
Cheese Stix	\$12
Shrimp Cocktail	\$14
French Fries	\$5 SM / \$10 LG
Chicken Fingers	\$9
Mac & Cheese	\$5.5
Poutine	\$9
French Onion Soup	\$8.5

Comprehensive Land Use Plan Update

Maine Land Use Planning Commission



What is the Comprehensive Land Use Plan (CLUP)?

- The Land Use Planning Commission (LUPC or the Commission) is required by statute to adopt a CLUP.
- The CLUP is used "...as a guide in developing specific land use standards and delineating district boundaries and guiding development and generally fulfilling the purposes of..." the LUPC statute.
- The last CLUP was adopted in 2010 and **the Commission voted to begin an update process in December 2024.**

Why update the CLUP now?

- In 2012, the Maine legislature made several changes to the statute that applies to the Commission's activity (P.L. 2011, ch. 682 enacting LD 1798) → **a new plan would improve consistency with these changes.**
- Many of the goals and policies of the 2010 CLUP have been accomplished
- Maine and the world have changed since 2010 → **a new plan would be based on current information and be more forward facing.**

What does an update process include?

The CLUP update will happen in three phases:

1. Pre-Process (in progress). Information gathering and public input. Staff are conducting the following activities:
 - a. *Initial Outreach Interviews*. Completed Summer 2025, read the final report on the CLUP update website.
 - b. *Informational Sessions (happening now)*. Forest Resources, Flood Hazards and Resilience, Land and Wildlife Conservation, Recreation, Housing and Development, Water Resources, and potentially more!
 - c. *Public Survey*. Coming Spring 2026
 - d. *Public Workshops*. Coming Fall 2026
 - e. *Final Proposal*. Proposal for the components and structure of the update process.
2. Update Process. Updating the goals and policies of the CLUP.
3. Adoption Process. Adoption through the legislature.

What comes next?

While LUPC staff are working on the update process, **you can:**

- Be on the lookout for the CLUP update survey going live Spring 2026.
- Visit the new CLUP update website: <http://maine.gov/dacf/clupdate>
- Sign up for GovDelivery updates about the CLUP process on the website.
- Contact the LUPC with your thoughts and suggestions for the CLUP.

Contact Us

Stacy Benjamin, Acting Planning Manager
Phone: (207) 441-3761
Email: Stacy.Benjamin@maine.gov

Emily Francis-Lamore, Senior Planner
Phone: (207) 441-2175
Email: Emily.Francis-Lamore@maine.gov

Operating a Short-Term Rental? Starting a Short-Term Rental?



New Rule for Short-Term Rentals in the LUPC's Service Area

Effective **January 12, 2026**, operators of short-term rentals on property in the Maine Land Use Planning Commission's service area must file a notice with the Commission. Operators of existing short-term rentals have until **July 11, 2026**, to file the notice.

THERE IS NO FEE TO FILE THE NOTICE.

The notice may be filed online through the LUPC's short-term rental notice portal or by postal mail or email.

What is a Short-Term Rental according to the LUPC?

A short-term rental is defined as "a legally existing dwelling unit, portion of a dwelling unit, or single residential campsite that is rented for a fee or other compensation to a person or group for a period of tenancy of less than 30 consecutive calendar days." Short-term rentals **are limited to one** dwelling unit, portion of a dwelling unit, or residential campsite on a single lot, unless the lot is part of a condominium in which the units are individually owned. Please contact the LUPC if you operate more than one short-term rental on your property.

To File the Notice or Find More Information

Visit the LUPC's Short-Term Rentals webpage:

Have Questions?

Please fill out the LUPC's General Inquiries Form:

Best Practices for Short-Term Rentals

Visit the LUPC's Short-Term Rentals webpage (use QR code above) and scroll down to "Best Practices."



LUPC Short-Term Rentals Webpage



LUPC General Inquiries Form



**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 Pt.
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: Jail Study Committee

Date: February 18, 2026

Subject: Recommendation for Jail Design and Architectural Services Firm

The Jail Study Committee respectfully submits this memorandum to recommend that the Aroostook County Commissioners authorize contracting with WBRC Inc. for the jail design and architectural services related to the replacement of the existing 140-year-old Aroostook County Jail.

Following the issuance of the Request for Proposals, three firms were interviewed by a subcommittee composed of both internal and external stakeholders. The interview process was thorough and deliberate, and all three firms demonstrated that they are capable, qualified, and experienced in correctional facility design.

After careful evaluation, the committee recommends WBRC Inc. based on several distinguishing strengths that align closely with the County's needs and long-term goals.

Key strengths identified include:

- Broad external partnerships that provide specialized expertise across the many disciplines required for modern correctional facility planning and design.
- A demonstrated ability to offer diverse floor plan concepts and programming space options, allowing flexibility as the County refines operational, security, and service needs.
- A strong design philosophy centered on reformative and normalized environments for inmates, which supports rehabilitation, safety, and reduced recidivism.
- A clear emphasis on officer wellness, recognizing the importance of staff safety, efficiency, and long-term retention in facility design.
- Operational jail expertise, enabling WBRC to effectively translate correctional operations into functional, efficient facility layouts and to assist the County in understanding and validating operational needs during the design process.
- Proven experience in referendum support, including the ability to develop clear, accessible materials, documents, and graphics suitable for public meetings, town halls, and community outreach efforts.

The committee believes that WBRC's combined strengths in technical design, operational expertise, and public engagement uniquely position the firm to support Aroostook County throughout both the design process and the public-facing components of this critical project.

Based on the above, the Jail Study Committee recommends that the Aroostook County Commissioners authorize entering into a contract with WBRC Inc. for jail design and architectural services.

Respectfully submitted,

Jail Study Committee



**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

To: Aroostook County Commissioners

From: Jail Study Commission

Date: February 18, 2026

Subject: Recommendation to Consider Jail Referendum Question

The Jail Study Commission respectfully recommends that the Aroostook County Commissioners consider placing a referendum question on the June ballot to address the potential relocation of the Aroostook County Jail from the County Seat.

The purpose of this proposed referendum is procedural in nature. As the County continues evaluating long-term options for replacing the existing 140-year-old jail facility, it is important to ensure that all viable options remain available as part of the planning process.

Placing this question before the voters at this stage would provide the County with clear authorization to consider locations outside the County Seat if, during further evaluation, such a step becomes necessary. Importantly, approval of this referendum would **not** constitute a decision to relocate the jail. Rather, it would ensure that the County retains the flexibility to pursue an alternative location should operational, financial, or site feasibility factors ultimately require it.

If the referendum is not pursued at this time and relocation later becomes necessary, the County could experience a delay of six months or more while awaiting the next ballot opportunity. Including the question in the upcoming election cycle is therefore recommended as a prudent planning measure to avoid potential project delays.

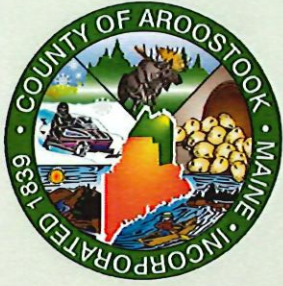
If the referendum passes, the County would retain the ability to evaluate and, if appropriate, pursue potential sites outside the County Seat. If it does not pass, planning efforts would continue within the County Seat.

This recommendation is made to protect the integrity and timeline of the planning process and to ensure that the County is not constrained procedurally should circumstances require flexibility.

The Jail Study Commission respectfully requests the Commissioners' consideration of this matter.

Respectfully submitted,

Jail Study Commission



MEMORANDUM

February 18, 2026

TO: County Commissioners

FR: Dana L. Gendreau, Interim County Administrator/Finance Director

RE: 2026-2027 Dispatch Contracts for review and approval.

COUNTY OF AROOSTOOK
Commissioners' Office

The 2026-2027 Dispatch Contracts are being submitted for review and approval as outlined in the attached document.

Finance Director/
Interim County
Administrator
Dana L. Gendreau

Contract rates for this cycle were calculated using documented call volumes along with the cost of staffing two full-time dispatchers to provide these services. This methodology continues to ensure that rates more accurately reflect the actual cost incurred by the County in providing dispatch services.

County Commissioners

This marks the second year since dispatch contract rates were updated to better align with the true operational costs associated with delivering these services. The revised structure has improved transparency and sustainability in how dispatch services are funded.

Paul J. Underwood - Chair
Presque Isle
District 2

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District 3

Please note that the Town of Madawaska has negotiated a contract rate agreement extending through June 2030. This arrangement was established to help mitigate the impact of the significant rate increase due to the revised methodology.

Respectfully submitted,

Dana L. Gendreau
Interim County Administrator
Finance Director

2026-2027 Dispatch Contract Assessment

Pay Rate/benefits 63.96
 Yearly Hours 2080
 1 Dispatcher 133,036.80
 2 Dispatchers 266,073.60

2026-2027 Dispatch Contracts
 2 Dispatchers \$ 266,073.60

Towns	Billing Address	Services	Call Volume	% of Call Volume	2026-2027
Allagash	1063 Allagash Rd., Allagash, ME 04774	F	3	0.000379651	\$101.02
Bridgewater	P.O. Box 215, Bridgewater, ME 04735	F	14	0.001771703	\$471.40
CCAC	CACEMSA, Tracy Wright, P.O. Box 338, Blaine, ME 04734	A	404	0.051126297	\$13,603.36
Frenchville	P.O. Box 97, Frenchville, ME 04745	F	23	0.002910656	\$774.45
Grand Isle	P.O. Box 197, Grand Isle, ME 04746	F	15	0.001898254	\$505.08
Haynesville	16 Danforth Rd., Haynesville, ME 04497	F	4	0.000506201	\$134.69
Hodgdon	179 Hodgdon Mills Rd., Hodgdon, ME 04730	F	39	0.004935459	\$1,313.20
Linneus	1185 Hodgdon Mills Rd., Linneus, ME 04730	F	20	0.002531005	\$673.43
Littleton	1536 US Highway 1, Littleton, ME 04730	F	32	0.004049608	\$1,077.49
Madawaska		F, P, A	5818		\$59,696.69
Mars Hill	P.O. Box 449, Mars Hill, ME 04758	F	51	0.006454062	\$1,717.26
Monticello	P.O. Box 99, Monticello, ME 04760	F	26	0.003290306	\$875.46
St. Agatha	P.O. Box 110, St. Agatha, ME 04772	F	19	0.002404455	\$639.76
Sinclair/Cross Lake		F	28	0.003543407	\$942.81
SAEMS	Addison Matthews Gordan Hagerman, Littleton, ME 04730	A	661	0.083649709	\$22,256.98
Van Buren	51 Main St., Suite 101, Van Buren, 04785	F, A	745	0.094279929	\$25,085.40
		TOTALS	7902		\$134,860.36



**COUNTY OF AROOSTOOK
Commissioners' Office**

**Interim County Administrator
Finance Director**

Dana L. Gendreau

County Commissioners

Paul J. Underwood - Chair
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Houlton
District 1

Daniel V. Deveau
Cyr Plt.
District 3

MEMORANDUM

February 2, 2026

To: Aroostook County Commissioners

Subject: Adoption of Federal Grant Procurement Policy

Purpose

The purpose of this memorandum is to introduce and request adoption of the County's new **Federal Grant Procurement Policy**, which establishes standardized procurement requirements for purchases and contracts funded in whole or in part with federal grant funds.

Background

Aroostook County administers a variety of federal grant programs, including Coronavirus State and Local Fiscal Recovery Funds (ARPA/SLFRF) and other federal awards. When federal funds are used, the County is required to follow specific procurement standards under the Uniform Guidance (2 CFR Part 200), which differ in certain respects from state and local procurement requirements.

Policy Overview

The proposed Federal Grant Procurement Policy:

- Establishes procurement standards consistent with 2 CFR 200.317-327
- Defines required procurement methods, including micro-purchases and small purchases
- Requires documentation of procurement decisions and cost or price analysis
- Implements Debarment and Suspension verification through SAM.gov
- Identifies required federal contract provisions
- Strengthens internal controls and record retention requirements

The policy is designed to align with federal regulations under 2 CFR Part 200 while remaining practical and scalable for County operations.

Respectfully submitted,

Dana L. Gendreau
Interim County Administrator & Finance Director

AROOSTOOK COUNTY

Federal Grant Procurement Policy

1. Purpose

The purpose of this policy is to establish procurement standards and procedures for all purchases and contracts made using federal grant or federal award funds by Aroostook County, in compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200).

This policy is intended to ensure that procurement activities involving federal funds are conducted in a manner that provides full and open competition, promotes responsible stewardship of public funds, and complies with applicable federal, state, and local laws.

2. Applicability

This policy applies to all departments, offices, officials, employees, and agents of Aroostook County engaged in the procurement of goods or services in whole or in part with federal funds, including but not limited to:

- Direct federal awards
- Federal pass-through grants
- Disaster assistance funds (e.g., FEMA)
- Federal reimbursement programs

Where this policy conflicts with the County's general procurement policy, this Federal Grant Procurement Policy shall govern for federally funded procurements.

3. Governing Authority

Procurements conducted under this policy shall comply with:

- 2 C.F.R. §§ 200.317–200.327
- All applicable federal award terms and conditions
- Applicable Maine statutes and regulations

- Aroostook County's general procurement policies, to the extent they are not inconsistent with federal requirements
-

4. General Procurement Standards

(2 C.F.R. § 200.318)

4.1 Written Procedures

Aroostook County shall maintain documented procurement procedures consistent with this policy and applicable federal regulations.

4.2 Oversight

The County shall maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

4.3 Conflicts of Interest

The County shall maintain written standards of conduct governing conflicts of interest.

- No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest exists.
- Conflicts include financial interests, family relationships, or organizational conflicts.
- Violations may result in disciplinary action and other remedies allowed by law.

4.4 Documentation

The County shall maintain records sufficient to detail the history of each procurement, including:

- Rationale for the procurement method
 - Contractor selection or rejection
 - Basis for contract price or cost
 - Contract type and funding source
 - Documentation of Sam.gov debarment and suspension verification
-

5. Competition

(2 C.F.R. § 200.319)

All procurement transactions shall be conducted in a manner providing full and open competition.

The County shall not:

- Place unreasonable requirements on firms
 - Require unnecessary experience or bonding
 - Use noncompetitive pricing practices
 - Award contracts to consultants that draft specifications used in the procurement
-

6. Procurement Methods

(2 C.F.R. § 200.320)

6.1 Micro-Purchases

- Aggregate purchase amount does not exceed the federal micro-purchase threshold
- May be awarded without competitive quotes if price is reasonable
- To the extent practicable, micro-purchases shall be distributed equitably among qualified suppliers

6.2 Small Purchases

- Amount exceeds the micro-purchase threshold but does not exceed the Simplified Acquisition Threshold
- Price or rate quotations must be obtained from an adequate number of qualified sources

6.3 Sealed Bids (Formal Advertising)

Used when:

- A complete and adequate specification is available
- Two or more responsible bidders are willing and able to compete
- The procurement lends itself to a firm fixed-price contract

6.4 Competitive Proposals

Used when sealed bids are not appropriate.

- Requests for Proposals (RFPs) must be publicized
- Evaluation criteria must be documented
- Awards shall be made to the responsible firm whose proposal is most advantageous

6.5 Noncompetitive Proposals (Sole Source)

May be used only when **one or more of the following** apply:

- Item is available only from a single source
- Public exigency or emergency
- Federal awarding agency authorizes noncompetitive procurement
- Competition is determined inadequate after solicitation

All sole-source procurements must be fully documented and justified.

7. Cost and Price Analysis

(2 C.F.R. § 200.324)

A cost or price analysis shall be performed for every procurement action exceeding the micro-purchase threshold, including contract modifications.

8. Contract Provisions

(2 C.F.R. § 200.327)

All contracts funded with federal assistance shall include the applicable federal contract provisions required by Appendix II to 2 C.F.R. Part 200, including but not limited to:

- Termination for cause and convenience
- Equal Employment Opportunity
- Davis-Bacon Act (when applicable)
- Contract Work Hours and Safety Standards

- Clean Air Act and Federal Water Pollution Control Act
 - Suspension and Debarment
 - Byrd Anti-Lobbying Amendment: federal grant money cannot be used to lobby Congress or federal agencies
-

9. Contractor Responsibility

Prior to award, the County shall verify that contractors:

- Are not suspended or debarred (SAM.gov)
 - Possess the ability to perform successfully
 - Have a satisfactory record of integrity and ethics
-

10. Records Retention

All procurement records related to federally funded projects shall be retained in accordance with **2 C.F.R. § 200.334**, generally **not less than three (3) years** from the date of final expenditure report submission, unless otherwise required.

11. Policy Adoption and Review

This policy shall be adopted by the **Aroostook County Commissioners** and reviewed periodically to ensure continued compliance with federal regulations and best practices.

Adopted by the Aroostook County Commissioners

Chair, Aroostook County Commissioners

Date: _____



**COUNTY OF AROOSTOOK
Commissioners' Office**

**Interim County Administrator
Finance Director**

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

MEMORANDUM

February 2, 2026

To: Aroostook County Commissioners

Subject: Adoption of Federal Grant Subrecipient Monitoring Policy

Purpose

The purpose of this memorandum is to introduce and request adoption of the County's new **Federal Grant Subrecipient Monitoring Policy**, which establishes standardized procedures for administering and overseeing federal funds passed through to subrecipients.

Background

Aroostook County administers federal grant funds, including (ARPA/SLFRF) Coronavirus State and Local Fiscal Recovery Funds, and in certain cases acts as a **pass-through entity** to subrecipients such as municipalities, nonprofits, and other organizations. Federal regulations require the County to maintain written policies and internal controls governing subrecipient eligibility, award documentation, monitoring, and compliance.

Policy Overview

The proposed Federal Grant Subrecipient Monitoring Policy:

- Establishes a formal process for determining subrecipient versus contractor status
- Requires inclusion of federally mandated information in subaward agreements
- Implements Debarment and Suspension verification procedures
- Provides for risk-based monitoring and documentation of subrecipient performance
- Establishes procedures for Single Audit determination and follow-up
- Strengthens internal controls to ensure compliance with federal requirements

The policy is designed to align with federal regulations under 2 CFR Part 200 while remaining practical and scalable for County operations.

Respectfully submitted,

Dana L. Gendreau
Interim County Administrator & Finance Director

AROOSTOOK COUNTY

Federal Grant Subrecipient Monitoring Policy

(Tailored to ARPA / SLFRF – 2 CFR Part 200)

1. Purpose

The purpose of this policy is to establish standards and procedures for the identification, award, and monitoring of subrecipients receiving federal financial assistance from Aroostook County, including funds awarded under the Coronavirus State and Local Fiscal Recovery Funds (CFDA 21.027). This policy ensures compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).

2. Applicability

This policy applies to all County departments, officials, employees, and agents involved in the administration of federal awards where Aroostook County acts as a **pass-through entity**.

3. Governing Authority

This policy is governed by:

- 2 CFR 200.214 (Suspension and Debarment)
- 2 CFR 200.331–200.333 (Subrecipient and Contractor Determinations)
- 2 CFR 200.332 (Subrecipient Monitoring and Management)
- ARPA / SLFRF award terms and conditions

4. Subrecipient Determination

Prior to issuing an award, the County shall determine whether an entity is a **subrecipient or contractor** in accordance with 2 CFR 200.331. This determination shall be documented and retained in the award file.

5. Subaward Agreement Requirements (2 CFR 200.332(a))

All subawards shall be documented in a written agreement that includes, at a minimum:

- Federal Award Identification Number (FAIN)
- Assistance Listing Number (ALN) and program name

- Federal award date and period of performance
- Amount of federal funds obligated
- Approved indirect cost rate or statement of no indirect costs
- Applicable federal statutes, regulations, and award terms
- Programmatic and financial reporting requirements
- Remedies for noncompliance
- Closeout requirements

6. Suspension and Debarment (2 CFR 200.214)

Prior to issuing a subaward, the County shall verify that the subrecipient is not suspended or debarred by:

- Conducting a search in **SAM.gov**, or
- Obtaining a signed Debarment and Suspension certification

Documentation of this verification shall be retained in the subrecipient file.

7. Risk Assessment

The County shall perform and document a pre-award risk assessment for each subrecipient considering factors such as:

- Prior experience with federal awards
- Results of previous audits
- Financial stability
- Nature and complexity of the program
- Staff experience and internal controls

8. Ongoing Monitoring (2 CFR 200.332(d))

The County shall monitor subrecipients throughout the period of performance to ensure compliance with federal requirements and achievement of program objectives. Monitoring activities may include:

- Review of financial and performance reports
- Desk reviews

- On-site monitoring, when deemed necessary
- Review of corrective actions for identified deficiencies

Monitoring activities and conclusions shall be documented.

9. Single Audit Determination and Follow-Up

(2 CFR Part 200 Subpart F)

The County shall annually determine whether each subrecipient is required to obtain a Single Audit in accordance with 2 CFR Part 200 Subpart F. As part of this determination, the County may require subrecipients to complete and sign a Single Audit Questionnaire certifying the amount of federal expenditures for the applicable fiscal year and the status of any required audits.

If the County determines that a subrecipient is not required to obtain a Single Audit, the completed and signed questionnaire shall be retained as documentation supporting this determination.

If the County determines that a subrecipient is required to obtain a Single Audit, the County shall obtain and review the applicable audit report or verify its submission to the Federal Audit Clearinghouse. The County shall review any audit findings related to the federal award passed through by the County, including Coronavirus State and Local Fiscal Recovery Funds (ALN 21.027), and shall ensure that appropriate corrective actions are implemented and documented.

All documentation supporting the Single Audit determination, audit review, and any required follow-up actions shall be retained in the subrecipient monitoring file in accordance with federal record retention requirements.

10. Enforcement and Corrective Actions

If deficiencies or noncompliance are identified, the County may impose remedies including:

- Additional reporting requirements
- Technical assistance
- Corrective action plans
- Withholding payments
- Termination of the subaward

11. Records Retention

All subrecipient monitoring records shall be retained in accordance with 2 CFR 200.334.

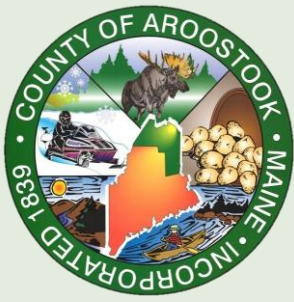
12. Policy Adoption

This policy shall be adopted by the Aroostook County Commissioners and reviewed periodically.

Adopted by the Aroostook County Commissioners

Chair, Aroostook County Commissioners

Date: _____



**COUNTY OF AROOSTOOK
Commissioners' Office**

Human Resources

Beth L. Hummel
HR Director

Joyce F. Findlen
HR Specialist

County Commissioners

Paul J. Underwood - Chair
Presque Isle
District 2

William T. Dobbins
Houlton
District 1

Daniel V. Deveau
Cyr Ptt.
District 3

MEMORANDUM

TO: Aroostook County Commissioners

FROM: Beth L. Hummel, Human Resources Director

DATE: February 6, 2026

SUBJECT: Request for Approval of Personnel Policy Updates

In coordination with the Interim County Administrator, I respectfully request approval of the proposed updates to the County's Personnel Policy Manual. These revisions are intended to ensure continued compliance with Maine law, clarify operational expectations, and improve consistency in policy application.

The proposed revisions address the following areas:

- **Telecommuting:**
Clarifies that telecommuting is permitted only from within Maine to ensure compliance with tax, payroll, and workers' compensation, requirements.
- **Storm Day Provision:**
Clarifies employee expectations during inclement weather, including administrative leave, telecommuting requirements, and designation of essential employees.
- **Retirement and Re-employment:**
Clarifies that the Chief Deputy position is excluded from the retirement and re-employment provision due to its statutory nature.
- **Earned Paid Leave (EPL):**
Aligns the County's EPL policy with Maine law (26 M.R.S. § 637), including fiscal-year accrual and carryover requirements effective September 24, 2025.

No changes are proposed to union-represented employee provisions, which remain governed by applicable collective bargaining agreements.

I respectfully request that the Commissioners review and approve these policy updates at the next Commissioners' meeting. Upon approval, the updated policies will be incorporated into the Personnel Policy Manual and communicated to employees.

Please let me know if you would like additional information or discussion prior to the meeting.

Respectfully,

Beth Hummel

Beth Hummel
Human Resources Director

Personnel Policy Manual Update Proposal

2.6.2026

- Numbering aligns with current policy manual numbering system
 - Blue wording represents proposed language; ~~strikethrough~~ text is what is proposed to be removed
 - Untouched text remains in black
-

VI. HOURS OF WORK

C. Telecommuting

A. General

1. Telecommuting is permitted only from locations within the State of Maine.
(Renumber 1-14)

VII. EMPLOYEE BENEFITS

L. Storm Day Provision

1. Employees are expected to make every effort to report to work on all days that Aroostook County Government Offices are open. Employees unable to report due to inclement weather must notify their supervisor as soon as practicable. When offices remain open, the use of accrued annual leave may be approved at the discretion of the Department Head. ~~If, due to inclement weather, an employee is unable to report to work, annual leave, at the discretion of the Department Head, may be granted.~~
2. When County offices are ~~the office is~~ officially closed due to inclement weather ~~the weather conditions~~, employees ~~will be paid~~ shall receive paid administrative leave for the hours they were regularly scheduled to work, up to eight (8) hours per day. Employees authorized to telecommute and/or deemed essential shall continue working during such closures and shall not receive administrative leave or compensatory leave for hours worked. ~~the time they would have worked had the office remained open.~~
3. Employees who had prior approval to use accrued leave credits, were on an authorized leave of absence, or who reported sick on a storm day shall have their absences charged as originally approved.
4. Administrative leave granted for storm-related closures is not considered time worked for purposes of overtime or compensatory time accrual.
5. The County Administrator shall ~~advise each~~ notify Department Heads of office closures due to inclement weather and may, at their discretion, provide notice to the local media. ~~of the closing of offices due to inclement weather and/or choose to advise the local media of such closure.~~
6. Essential Employees (Non-Union)
Certain positions may be designated as essential and required to report to work during inclement weather or office closures to maintain County and/or Court operations. Designation of essential status shall be determined by the Department Head based on operational needs. All provisions of this section (L.) shall apply to essential employees.

Provisions applicable to union-represented essential employees shall be governed by the applicable collective bargaining agreement.

XI. SEPARATION FROM EMPLOYMENT

B. Employee Retirement/Separation

5. Retirement from Aroostook County Government and re-employment for appointed officials may be permitted for part-time employment at the discretion of the County Commissioners. The Chief Deputy position is excluded from this policy due to its statutory nature.

VII. EMPLOYEE BENEFITS

C. Earned Paid Leave (EPL)

- Employees who are not currently eligible for sick and vacation leave under other County as outlined in the above policies, shall will be eligible for Earned Paid Leave (EPL) in accordance with 26 MRS §637, effective January 1, 2021. effective January 1, 2021 per Title 26, MSR Section 637.
- Employees earn one (1) hour of EPL for every forty (40) hours worked, up to forty (40) hours per fiscal year.
Employers must provide 1 hour of paid leave for every 40 hours worked, up to a maximum of 40 hours of paid leave per year. The leave may be taken for any reason.
- Employees begin accruing EPL upon hire but may not use accrued EPL during the first one hundred twenty (120) days of employment.
Employees begin accruing leave upon hire, but cannot use the accrual leave for 120 days.
- EPL may be used for any reason. Employees are expected to provide reasonable notice when use of leave is foreseeable. In emergencies, notice should be given as soon as practicable.
Employees must provide at least 2 weeks notice prior to using paid leave, unless the leave is being taken for an emergency and in that case employers must be notified within a reasonable time frame.
- Effective September 24, 2025, accrued and unused EPL shall carry over from one fiscal year to the next. Carryover of unused leave shall not reduce the employee's ability to accrue up to forty (40) new hours of EPL in the subsequent fiscal year. Employees can only accrue up to 40 hours per year. Anything more will be forfeited. Balances less than 40 hours can be rolled over to the next calendar year.
- EPL Leave will shall be paid out to employees upon separation from employment. termination.

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, Ryan Johnston, 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, Ryan Johnston, 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: _____

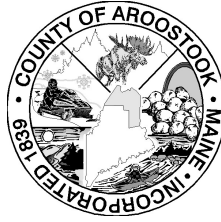
_____ CLERK

County of Aroostook

COMMISSIONERS' OFFICE

COMMUNITY SERVICES DIRECTOR

JOHN GIBSON



COUNTY COMMISSIONERS

**PAUL J. UNDERWOOD
PRESQUE ISLE**

**WILLIAM T. DOBBINS
HOULTON**

**DANIEL V. DEVEAU
CYR PLANTATION**

MEMORANDUM

DATE: January 27, 2026
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 one (1) year period of July 01, 2026 through June 30, 2027, at a rate of \$12,441 per year.

July 01, 2026 to June 30, 2027 \$12,441

Madawaska EMS is the only provider in this area.

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

AMBULANCE SERVICE CONTRACTUAL AGREEMENT

This Agreement made this ____th day of _____2026 by and between the TOWN OF MADAWASKA hereafter referred as MADAWASKA and the COUNTY OF AROOSTOOK (Sinclair-Baie Creuse Region) hereinafter referred to as COUNTY.

- 1. **Services Provided.** MADAWASKA agrees to provide ambulance service to 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 TWELVE THOUSAND FOUR HUNDRED FORTY-ONE (\$12,441.00) said payment to be made IN EQUAL QUARTERLY PAYMENTS ON JULY 1; SEPTEMBER 1; JANUARY 1; AND APRIL 1. The COUNTY can choose to pay the annual payment in one annual payment by July 1st of any contract year.
- 3. **Term.** The term of this agreement shall commence on July 1, 2026 and terminate on June 30, 2027.
- 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 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



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

MEMO

DARREN R. WOODS
FIRE CHIEF

DERRICK OUELLETTE
DEPUTY CHIEF

**DAN MOLAVER
BELANGER**
CAPTAIN
Cross Lake Station

JOEY LEVESQUE
CAPTAIN
Sinclair Station

LANE MOIR
CAPTAIN
Madawaska Lake Station

DON ENO
LIEUTENANT

LIEUTENANT

NATHAN BARON
LIEUTENANT

GARY LANGLEY
Safety Officer

TO: Dana Gendreau, Interim County Administrator
FROM: Darren R. Woods, Fire Chief
RE: North Lakes Fire Department
Date: 2 - 6 - 2026

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

- Troy Heald
- Caribou
- Antonio Ramelli
- Sinclair

Let me know if you have any questions.

After this one is added, our roster will have 28 firefighters, 3 communications people, and 3 junior firefighters for a total of 34 members. (including the Chief & Deputy Chief)

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

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



County of Aroostook

144 Sweden St, Suite 1
Caribou, Maine 04736

Application for Employment

Equal access to programs, services and employment opportunities is available to all persons without regard to race (including traits historically associated with race, such as hair texture and protective hairstyles), religion, color, sex (including pregnancy), age, national origin, mental or physical disability, ancestry, sexual orientation, gender identity, genetic information, familial status, victim of domestic violence, or any other basis protected by federal, state, and/or local law.

In accordance with the Americans with Disabilities Act and/or applicable state and local laws, applicants requiring reasonable accommodations for the application and/or interview process should notify the Human Resources Department. Examples of reasonable accommodations include making a change to the application process; providing written materials in an alternate format such as braille, large print, or audio recording; using a sign language interpreter; using specialized equipment; or modifying testing conditions.

Personal Information

First Name:

Troy

Last Name:

Heald

Middle Name:

David

Street Address:

City:

State:

Zip Code:

Email Address:

Phone Number (Home):

Phone Number (Cell):

Position(s) applied for:

Chaplain

Referral Source:

Contact Information

If necessary, best time to call you is:

Anytime

Phone Number:

May we contact you at work?

Yes

No

Best time to call you at work is:

8-5

Work Phone Number:

Ext:

Employment Eligibility

Date Available for Work:

Anytime

Have you submitted an application here before?

Yes

No

If yes, give date(s) and position(s):

Have you ever been employed here before?

Yes

No

If yes, give dates:

From:

To:

Is this application a request for reemployment following an extended military leave of absence from this company?

Yes

No

Employment Eligibility Continued

Are you lawfully authorized to work in the United States?

Yes No

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

Yes No

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

ME - [REDACTED]

Employment Preferences

What is your desired salary range or rate of pay?

Type of employment desired:

Full-Time Part-Time *As needed* Seasonal Educational Co-Op Temporary

Will you travel if job requires it?

Yes No

Will you relocate if job requires it?

Yes No

If they have been explained to you, are you able to meet the attendance requirements of the position?

N/A Yes No

Will you work overtime if required?

Yes No

If no, please explain:

Not necessary

Reasonable Accommodation

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)? This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No Need more information about the job's "essential functions" to respond.

Employment History

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

Employer #1: F.A. Peabody Insurance Phone Number: 207-532-2291

Street Address: 29 North St

City: Houlton

State: ME

Dates Employed: From: 2000 To: 2026 and continuing

Starting Job Title: Service Agent Final Job Title: District Manager

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

Chris Anderson - Co. President

May we contact for reference?

Yes

No

Later

Email Address: Chris.Anderson@faPeabody.com Phone Number: 207-532-2291 Ext:

Why did you leave? Still employed

Summarize the type of work performed and job responsibilities:

Insurance Agent / mgr.

What did you like most about your position? connecting with & helping people

What did you like least about your position? discipline that has to be done w/ employees from time to time

Employment History Continued

Employer #2:

Woodland Baptist Church

Phone Number:

Street Address:

494 Colby Siding Rd

City:

Woodland

State:

ME

Dates Employed:

From: 2001

To:

Current

Starting Job Title:

Pastor

Final Job Title:

Pastor

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

Board of deacons

May we contact for reference?

Yes

No

Later

Email Address:

Phone Number:

Ext:

Why did you leave?

still employed

Summarize the type of work performed and job responsibilities:

Pastoral leadership

What did you like most about your position?

opportunity to preach & help people in time of need.

What did you like least about your position?

Employer #3:

Phone Number:

Street Address:

City:

State:

Dates Employed:

From:

To:

Starting Job Title:

Final Job Title:

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

Employment History Continued

May we contact for reference?

Yes

No

Later

Email Address:

Phone Number:

Ext:

Why did you leave?

Summarize the type of work performed and job responsibilities:

What did you like most about your position?

What did you like least about your position?

Employer #4:

Phone Number:

Street Address:

City:

State:

Dates Employed: From:

To:

Starting Job Title:

Final Job Title:

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

May we contact for reference?

Yes

No

Later

Email Address:

Phone Number:

Ext:

Why did you leave?

Summarize the type of work performed and job responsibilities:

Employment History Continued

What did you like most about your position?

What did you like least about your position?

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

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

Skills and Qualifications

Summarize any special training, skills, languages, licenses, bonding, certifications, and/or certificates that may assist you in performing the position for which you are applying:

FFI + FFII Certifications
Ordained, Chaplain
Licensed Insurance Agent
Certified Insurance Counselor

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

Software Name

Skill Level

Microsoft Office

high level

Educational Background

School Name #1:

City/State:

of Years Completed:

Washburn Dist. High School Washburn, ME

4

Level Completed:

Major/Minor/Certificate:

School Name #2:

City/State:

of Years Completed:

Northern ME Community College

Presque Isle, ME

2

Level Completed:

Major/Minor/Certificate:

Assoc. Degree

Bus. Admin

School Name #3:

City/State:

of Years Completed:

Level Completed:

Major/Minor/Certificate:

References

List names and telephone numbers of three business/work references who are **not** related to you and are not previous supervisors. If not applicable, list three school or personal references who are **not** related to you.

Phone:

Email:

Name:

Title:

Relationship to you:

Phone:

Email:

Related Information

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

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

Insurance + Religious

List any relevant volunteer work:

Former Volunteer Fire Fighter (18 yrs)
Chaplain work

List special accomplishments, publications, awards, etc.:

FFI + FFII
Ordained Chaplain

Applicant Statement and Signature

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

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

Applicant Statement and Signature Continued

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

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

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

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

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

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

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

Signature of Applicant:



Date Signed:

2/3/2026

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



County of Aroostook

144 Sweden St, Suite 1
Caribou, Maine 04736

Application for Employment

Equal access to programs, services and employment opportunities is available to all persons without regard to race (including traits historically associated with race, such as hair texture and protective hairstyles), religion, color, sex (including pregnancy), age, national origin, mental or physical disability, ancestry, sexual orientation, gender identity, genetic information, familial status, victim of domestic violence, or any other basis protected by federal, state, and/or local law.

In accordance with the Americans with Disabilities Act and/or applicable state and local laws, applicants requiring reasonable accommodations for the application and/or interview process should notify the Human Resources Department. Examples of reasonable accommodations include making a change to the application process; providing written materials in an alternate format such as braille, large print, or audio recording; using a sign language interpreter; using specialized equipment; or modifying testing conditions.

Personal Information

First Name:

Antonio

Last Name:

RAMELLO

Middle Name:

Jesse

Street Address:

City:

State:

Zip Code:

Email Address:

Phone Number (Home):

Phone Number (Cell):

Position(s) applied for:

Firefighter

Referral Source:

Contact Information

If necessary, best time to call you is:

Phone Number:

May we contact you at work? Yes No

Best time to call you at work is:

Work Phone Number:

Ext:

Employment Eligibility

Date Available for Work:

2-1-26

Have you submitted an application here before?

Yes

No

If yes, give date(s) and position(s):

Have you ever been employed here before?

Yes

No

If yes, give dates:

From:

To:

Is this application a request for reemployment following an extended military leave of absence from this company?

Yes

No

Employment Eligibility Continued

Are you lawfully authorized to work in the United States?

Yes

No

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

Yes

No

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

maine



Employment Preferences

What is your desired salary range or rate of pay?

Type of employment desired:

Full-Time

Part-Time

Seasonal

Educational Co-Op

Temporary

Will you travel if job requires it?

Yes

No

Will you relocate if job requires it?

Yes

No

If they have been explained to you, are you able to meet the attendance requirements of the position?

N/A

Yes

No

Will you work overtime if required?

Yes

No

If no, please explain:

Reasonable Accommodation

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)? This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes

No

Need more information about the job's "essential functions" to respond.

Employment History

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

Employer #1:

Phone Number:

MARTINS General Store

543-6822

Street Address:

City:

State:

Sindain

ME

Dates Employed:

From:

To:

Starting Job Title:

Final Job Title:

SNOW FIGHTER

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

GARY B.

May we contact for reference?

Yes

No

Later

Email Address:

Phone Number:

Ext:

Why did you leave?

Summarize the type of work performed and job responsibilities:

SNOW REMOVAL

What did you like most about your position?

WORKING ALONE

What did you like least about your position?

Employment History Continued

Employer #2:

Phone Number: 728-3321

Twin Rivers Paper

Street Address:

City:

State:

MADAWASKIA

ME

Dates Employed:

From:

1989

To:

2014

Starting Job Title:

Final Job Title:

Paper Maker

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

May we contact for reference?

Yes

No

Later

Email Address:

Phone Number:

Ext:

Why did you leave? RETIRED

Summarize the type of work performed and job responsibilities:

MAKE PAPER

What did you like most about your position?

What did you like least about your position?

Employer #3:

Phone Number:

Street Address:

City:

State:

Dates Employed:

From:

To:

Starting Job Title:

Final Job Title:

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

Employment History Continued

May we contact for reference?

Yes

No

Later

Email Address:

Phone Number:

Ext:

Why did you leave?

Summarize the type of work performed and job responsibilities:

What did you like most about your position?

What did you like least about your position?

Employer #4:

Phone Number:

Street Address:

City:

State:

Dates Employed:

From:

To:

Starting Job Title:

Final Job Title:

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

May we contact for reference?

Yes

No

Later

Email Address:

Phone Number:

Ext:

Why did you leave?

Summarize the type of work performed and job responsibilities:

Employment History Continued

What did you like most about your position?

What did you like least about your position?

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

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

Skills and Qualifications

Summarize any special training, skills, languages, licenses, bonding, certifications, and/or certificates that may assist you in performing the position for which you are applying:

Class B Lic.

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

Software Name: Basic Skill Level

Educational Background

School Name #1: Algonquin Regional High City/State: Northboro MA, # of Years Completed: 2 yrs

Level Completed: Major/Minor/Certificate:

School Name #2: Unity College City/State: Unity Me, # of Years Completed: 2 yrs

Level Completed: Major/Minor/Certificate: Forestry

School Name #3: NMVTI City/State: Presque Me # of Years Completed: 1 yr,

Level Completed: Major/Minor/Certificate: Tree Harvesting Class

References

List names and telephone numbers of three business/work references who are **not** related to you and are not previous supervisors. If not applicable, list three school or personal references who are **not** related to you.

Name:	Title:	Relationship to you:
.....
Phone:	Email:	
.....	
Name:	Title:	Relationship to you:
.....
Phone:	Email:	
.....	
Name:	Title:	Relationship to you:
.....
Phone:	Email:	
.....	

Related Information

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

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

UNITED STEEL WORKERS UNION

List any relevant volunteer work:

List special accomplishments, publications, awards, etc.:

Applicant Statement and Signature

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

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

Applicant Statement and Signature Continued

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

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

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

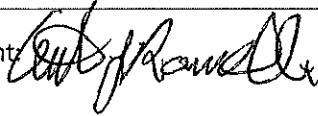
I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

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

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

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

Signature of Applicant



Date Signed: 1-24-2026

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



MEMORANDUM

To: Aroostook County Commissioners

From: Tammy Pelletier, Operations Assistant

Re: 2025 Spirit of America Award Recognition Ceremony

Date: February 18, 2026

**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 Pt.
District 3

I am writing to recommend the format and presentation for the 2025 Spirit of America Award recognitions.

For this year's awards, I propose that each recipient be presented with a personalized, framed piece of artwork depicting the County of Aroostook. The design would feature a heart-shaped location pin marking the recipient's town, creating a meaningful and locally focused keepsake that reflects both their community and their contribution to the County as a whole. A sample is included for review.

This year's awardees are evenly distributed across the three Commissioner districts, with three recipients in District 1, three in District 2, and two in District 3.

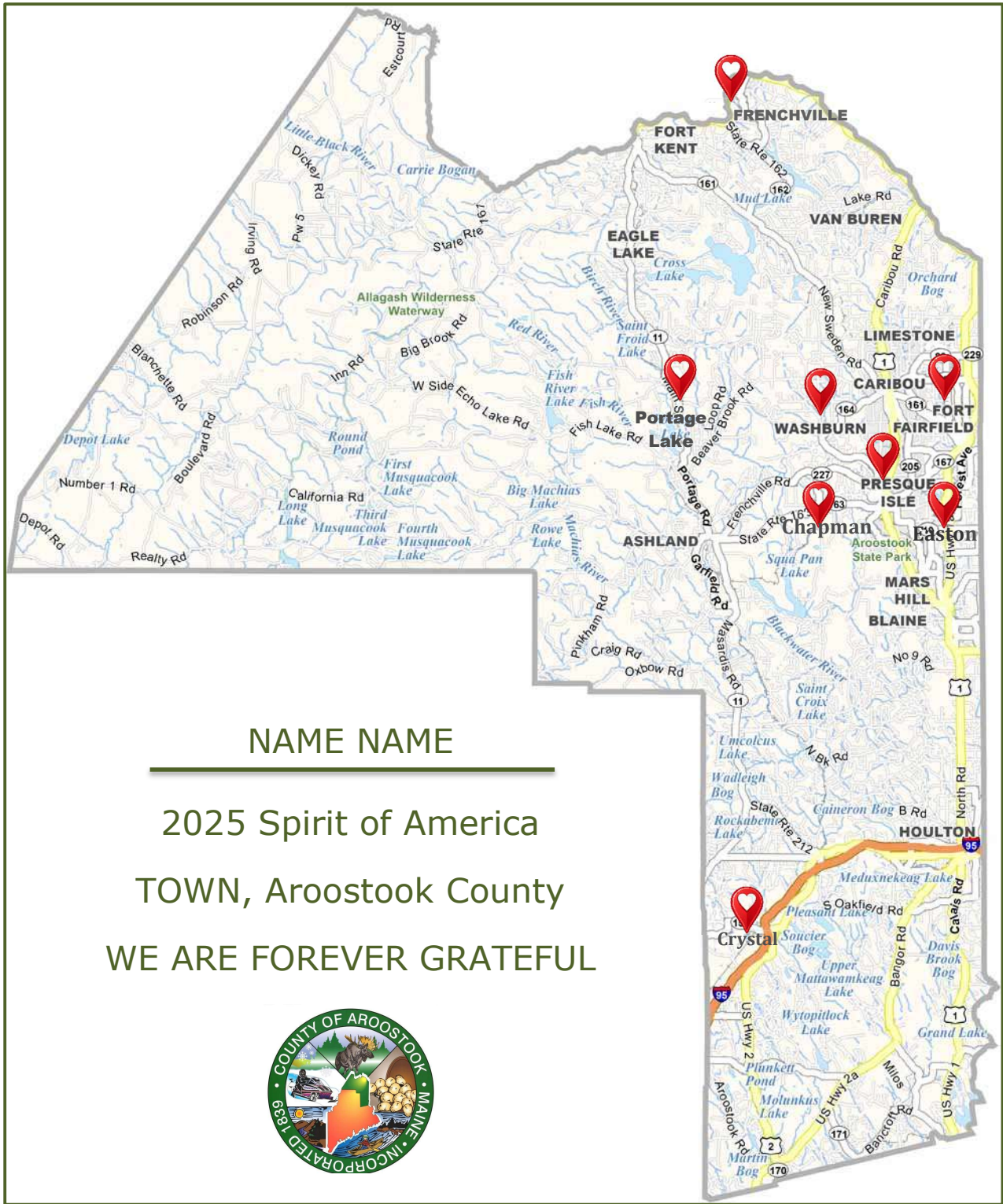
I recommend inviting recipients to attend the next scheduled Commissioner meeting within their respective district for presentation of their award. If a recipient is unable to attend their district meeting, they would be welcome to attend one of the other two district meetings that may better accommodate their schedule. The meeting would be for April 15 (Houlton) for District 1, May 20 (Fort Kent) for District 3, and June 17 (Caribou) for District 2.

In addition to the framed artwork, I recommend providing a small supplemental gift that represents Aroostook County. The total budget for all awards and gifts would not exceed \$500.

This approach allows for meaningful recognition within each district while maintaining a modest and responsible overall cost.

I respectfully request the Commissioners' approval to proceed with these arrangements.

YOUR KINDNESS LEAVES A MARK



NAME NAME

2025 Spirit of America
TOWN, Aroostook County
WE ARE FOREVER GRATEFUL

