

COUNTY COMMISSIONERS MEETING  
WEDNESDAY, FEBRUARY 18, 2026 1:00 PM  
FORT KENT REGISTRY OF DEEDS – 1<sup>ST</sup> FL CONFERENCE ROOM

**Present:**

Paul J. Underwood, County Commissioner -Zoom  
William Dobbins, County Commissioner  
Daniel Deveau, County Commissioner  
Dana Gendreau, Interim County Administrator/Finance Director  
Roy Guidry, Facilities Director  
Beth Hummel, HR Director  
Steve Pelletier, ARPA Administrator - Zoom  
Tammy Pelletier, Operations Assistant  
Darren Woods, EMA Director - Zoom  
John Gibson, Community Services Director - Zoom  
Donald Tardie, LUPC Commissioner  
Nelson Jandreau, Finance Committee Member  
Craig Clossey, Chief Deputy/Jail Administrator – Zoom  
Stacy Benjamin, Acting Planning Manager, LUPC  
Megan Lamb, Senior Planner, LUPC  
Billie Theriaut, Environmental Licensing Supervisor, LUPC  
Ben Godsoe, Acting Executive Director, LUPC  
Chris Bouchard, BDN – Zoom  
Metro Publishing - Zoom

ART. 1. Commissioner William Dobbins called the meeting to order at 1:00 pm.

ART. 2. Pledge of Allegiance.

ART. 3. Public Comment Period.

No public comment.

ART. 4. Ms. Dana Gendreau requested an addition to Article 20: Other Business – A) To consider the 2026 subsidy request from the Town of Ashland for Library, Recreation, and Ambulance services for Oxbow North and North Maine Woods.

**MOTION:**

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

**VOTE:**

Motion voted on and passed.

ART. 5. Commissioner William Dobbins requested a correction to the minutes of January 29, 2026, Article 2 – seconded by William Dobbins not Daniel Deveau.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the meeting minutes of January 6, 2026, February 5, 2026, and February 6, 2026, and the amended minutes of January 29, 2026.

**VOTE:**

Motion voted on and passed.

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

- A) Attendance record.
- B) Bills and warrants.

C) To consider the liquor license renewal for Martin's General Store - Sinclair.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the liquor license application for Martin's General Store – Sinclair.

**VOTE:**

Motion voted on and passed.

D) To consider the liquor license renewal for Long Lake Sporting Club – Sinclair.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the liquor license application for Long Lake Sporting Club – Sinclair.

**VOTE:**

Motion voted on and passed.

ART. 7. Ms. Stacy Benjamin, Ms. Megan Lamb, Ms. Billie Theriault, and Mr. Ben Godsoe from the Land Use Planning Commission (LUPC) presented updates to the Commissioners regarding the Comprehensive Land Use Plan (CLUP) update that is in process, current and future steps involved. Information was also provided regarding the new requirement for short-term rentals in Unorganized Territories to submit a fee free notice to the LUPC.

The Commissioners provided feedback to the LUPC team on how Aroostook was not included in these discussions and information gathering sessions, how we need to be included to have a stronger voice, grandfather rights and property owner rights need to be restored, possibility to establish a planning board for Aroostook and designate Aroostook as its own development zone.

The LUPC team thanked the Commissioners for their comments and feedback.

No motion necessary.

ART. 8. Following in-person interviews, the Jail Study Commission submitted a written recommendation identifying WBRC as the preferred jail design/architecture firm for Commissioner consideration. Additional outreach regarding the interviewed firms was subsequently conducted, including reference checks and a comparative analysis. This review resulted in a supplemental memorandum recommending SMRT Architects & Engineers for consideration. Based on the information presented, two firms were identified as the most qualified to advance for Board consideration. Both firms were determined to possess the technical capability and resources necessary to successfully deliver a project of this complexity. After discussion and consideration of the materials and feedback provided, the Commissioners selected SMRT Architects & Engineers as the jail design/architecture firm.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to authorize the Interim County Administrator to proceed with contracting with SMRT Architects & Engineers.

**VOTE:**

Motion voted on and passed.

ART. 9. The Board discussed an article recommended by the Jail Study Commission to place a referendum question on the June 2026 ballot to authorize consideration of potential new jail locations outside the County seat of Houlton, Maine, without identifying a specific site. The intent was to obtain voter authorization in advance in the event the most suitable location for a new jail facility proved to be outside of Houlton, thereby avoiding potential delays in the project timeline. The Board has since been advised that any referendum related to relocation of the new jail must be site-specific if outside of Houlton, Maine. As the County is in the very early stages of the jail project, having only recently selected a design firm, and no specific site has been identified or cost estimates developed, the Board determined it would not proceed with the proposed article.

No action taken on this article.

ART. 10. Ms. Dana Gendreau presented for consideration the 2026-2027 Dispatch contracts.

Towns	Contract Amount	Towns	Contract Amount
Allagash	101.02	Littleton	1077.49
Bridgewater	471.40	Madawaska	59696.69
CCAC	13603.36	Mars Hill	1717.26
Frenchville	774.45	Monticello	875.46
Grand Isle	505.08	St. Agatha	639.76
Haynesville	134.69	Sinclair/Cross Lake	942.81
Hodgdon	1313.20	SAEMS	22256.98
Linneus	673.43	Van Buren	25085.40

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the 2026-2027 Dispatch contracts as noted.

**VOTE:**

Motion voted on and passed.

ART. 11. Ms. Dana Gendreau presented for consideration the financial reports ending December 31, 2025.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to accept the quarterly financial reports for period ending December 31, 2025.

**VOTE:**

Motion voted on and passed.

ART. 12. Ms. Dana Gendreau presented for consideration the adoption of the Aroostook County Federal Procurement policy. This will establish standardized procurement requirements for purchases and contracts funded, in whole or in part with federal grant funds.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the adoption of the Aroostook County Federal Procurement policy as written.

**VOTE:**

Motion voted on and passed.

- ART. 13. Ms. Dana Gendreau presented for consideration the adoption of an Aroostook County Federal Grant Subrecipient Monitoring policy. This will establish standardized procedures for administering and overseeing federal funds passed through to subrecipients.
- MOTION:**  
Motion by Paul Underwood, seconded by Daniel Deveau to approve the adoption of the Aroostook County Federal Subrecipient Monitoring policy as written.
- VOTE:**  
Motion voted on and passed.
- ART. 14. Ms. Beth Hummel presented for consideration personnel policy updates regarding telecommuting, storm day provisions, retirement and re-employment and earned paid leave.
- MOTION:**  
Motion by Daniel Deveau, seconded by Paul Underwood to table the personnel policy updates.
- VOTE:**  
Motion voted on and passed.
- ART. 15. Mr. Craig Clossey, on behalf of Sheriff Peter Johnson, presented for consideration the recommission of Deputy Ryan Johnston.
- MOTION:**  
Motion by Paul Underwood, seconded by Daniel Deveau to approve the recommission of Deputy Ryan Johnston.
- VOTE:**  
Motion voted on and passed.
- ART. 16. Mr. John Gibson presented for consideration the 1-year (July 2026-June 2027) ambulance agreement with the Town of Madawaska for services in Baie Creuse.
- MOTION:**  
Motion by Daniel Deveau, seconded by Paul Underwood to approve the 1-year (July 2026-June 2027) ambulance agreement with the Town of Madawaska for services in Baie Creuse.
- VOTE:**  
Motion voted on and passed.
- ART. 17. Mr. Darren Woods presented for consideration the hiring recommendation of Troy Heald as North Lakes Firefighter/Chaplain and Antonio Ramelli as North Lakes Firefighter.
- MOTION:**  
Motion by Paul Underwood, seconded by Daniel Deveau to approve the hiring recommendation of Troy Heald and Antonio Ramelli as North Lakes Firefighters.
- VOTE:**  
Motion voted on and passed.
- ART. 18. Ms. Tammy Pelletier presented for consideration the 2025 Spirit of America celebration proposal. Aroostook had 8 nominees across all 3 districts. Nominees

will be invited to the next meeting within their district for public recognition and a gift.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the recommendation for the 2025 Spirit of America celebration.

**VOTE:**

Motion voted on and passed.

ART. 19. County Commissioner's Report

Commissioner William Dobbins reported that the Risk Pool is in good standing. November had 21 new claims and 20 closed. Majority of claims were vehicle related.

Commissioner Daniel Deveau reported that the MCCA meeting included a tour of Two Bridges jail facility which displayed efficiency and cost effectiveness of a newer jail facility. The legislature is having a jail funding work session next week. A work session will also be held regarding the real estate transfer tax. The tree growth bill for the UT which was submitted by Senator Sue Bernard did not go anywhere. May be reintroduced in December.

ART. 20. Other Business

A) Mr. John Gibson presented for consideration the 2026 subsidy request from the Town of Ashland for Library, Recreation, and Ambulance services for Oxbow North and North Maine Woods.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to approve the 2026 subsidy request from the Town of Ashland for library, recreation and ambulance services for Oxbow North and North Maine Woods.

**VOTE:**

Motion voted on and passed.

ART. 21. At 2:54 pm, the following motion was made by Paul Underwood and seconded by Daniel Deveau:

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

The Board of Commissioners returned to open session at 3:46 pm.

Article #14 was previously tabled earlier in the meeting. Following Executive Session (no action taken), Commissioner Paul Underwood moved to remove Article #14 from the table. Motion seconded by Commissioner Daniel Deveau. Motion voted and passed.

**MOTION:**

A motion was made by Paul Underwood, seconded by Daniel Deveau to approve the personnel policy updates as written.

**VOTE:**

Motion voted on and passed.

ART. 22. Adjournment.

**MOTION:**

A motion was made by Paul Underwood, seconded by Daniel Deveau to adjourn the meeting at 3:47 pm.

**VOTE:**

Motion voted on and passed.

ATTEST: A True Copy  
of Commissioners' Meeting

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Dana L. Gendreau  
Interim County Administrator

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AROOSTOOK COUNTY COMMISSIONERS  
DATE: March 18, 2026

**MINUTES**

AROOSTOOK COUNTY COMMISSIONERS' SPECIAL MEETING  
FRIDAY, MARCH 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 William Dobbins called the meeting to order at 1:00pm.
- II. At 1:01pm, the following motion was made by Paul Underwood 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.” Motion voted on and passed.

At 1:34pm, Commissioner Paul Underwood moved to exit executive session and return to open session. Seconded by Commissioner Daniel Deveau. Motion voted on and passed.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to allow the Human Resources Director to extend an employment offer to the preferred County Administrator candidate.

**VOTE:**

Motion voted on and passed.

- III. Adjournment.

**MOTION:**

Motion by Paul Underwood, seconded by Daniel Deveau to adjourn the meeting at 1:35pm.

**VOTE:**

Motion voted on and passed.

ATTEST: A True Copy  
of Commissioners' Meeting

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Dana L. Gendreau  
Interim County Administrator

AROOSTOOK COUNTY COMMISSIONERS  
DATE: March 18, 2026



## Community Action in Aroostook, Washington & Hancock Counties

771 Main St., Presque Isle, ME 04769 (207) 764-3721

18 Avery Lane, Ellsworth, ME 04605 (207) 664-2424

[www.acap-me.org](http://www.acap-me.org)

March 9, 2026

Dana Gendreau, Interim Administrator  
Aroostook County Commissioner's Office  
144 Sweden Street, Suite 1  
Caribou, ME 04736

Dear Dana,

Late last summer, ACAP expanded its service coverage area to include Community Action in Hancock and Washington Counties. At a Special Board Meeting for Community Action in Aroostook, Washington and Hancock Counties earlier this year, Board Members ratified amendments to our bylaws, paving the way for our Governance Body to expand to include members from Washington and Hancock Counties.

As we turn to the Aroostook County Commissioners to designate elected or appointed public officials to serve on the Community Action in Aroostook, Hancock and Washington County's (CAAHWC) Board of Directors, our Three County Nominating Committee is pleased to submit the following recommendations, which I will present to the Commissioners for formal consideration at the March 18<sup>th</sup> meeting.

- **Jenney Dionne**, Selectperson, Town of Madawaska
- **Sheriff Peter Johnson**, Aroostook County Sheriff
- **Ammie London**, Director, Region Two School of Applied Technology
- **Nancy Troeger**, Librarian, Town of Van Buren
- **Dan MacDonald**, Director, RSU 39 Adult Education
- **Gary Sanfacon**, Juvenile Community Corrections Officer, Department of Corrections

Should the County Commissioners reject any one or more of the above elected or appointed public officials to serve on the Three County Board of Directors, please provide written notice of said rejection(s) to CAAHWC Board Chair Gary Sanfacon at least thirty (30) days prior to our May 28, 2026 meeting at which time Board Members will be officially seated.

The initial term of service will commence on May 28, 2026, and run through the Annual Meeting of the Board in December, 2027. Beyond this initial period, Board Members will be elected to three-year terms. Later this fall, in advance of the Annual Meeting in December, a draw will be held with the names of Board Members interested in continuing to serve to determine initial staggered three-year terms.

On behalf of the CAAHWC Board, administration, staff and volunteers, thank you for your continued partnership and support of our agency and its work throughout The County.

Sincerely,

Jason Parent  
Executive Director/CEO

cc: Gary Sanfacon Dan MacDonald Peter Johnson Nancy Troeger Ammie London Jenney Dionne



**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 Ptt.  
District 3

144 Sweden St, Ste 1  
Caribou, ME 04736  
Ph: 207-493-3318  
Fax: 207-493-3491  
[www.arostook.me.us](http://www.arostook.me.us)

# MEMORANDUM

**To:** Aroostook County Commissioners  
**From:** Dana L. Gendreau, Interim County Administrator/Finance Director  
**Date:** March 10, 2026  
**Re:** Update – Charter Commission Process

This memo is to provide an update regarding the process to establish a Charter Commission.

The Maine Secretary of State's Office has made the required petition forms and nomination paperwork available on their website for individuals interested in running for the Charter Commission.

Candidates must complete and submit their finalized petitions to the Secretary of State's Office by June 1, 2026. Once certified, eligible candidates will appear on the November 2026 ballot for election to the Charter Commission.

A memorandum from the Secretary of State's Office outlining the process has been attached for your reference.

Public notices will also be posted online and published in the newspaper advising the public that nomination papers are available for individuals interested in becoming candidates for the Charter Commission.



Shenna Bellows  
Secretary of State

## *Department of the Secretary of State*

### *Bureau of Corporations, Elections and Commissions*

Julie L. Flynn  
Deputy Secretary of State

#### **MEMORANDUM**

**To:** Dana Gendreau, Interim County Administrator and Clerk  
**From:** Melissa K. Packard, Director of Election Admin., Audits and Admin. Services  
**Re:** Aroostook County Charter Commission  
**Date:** March 5, 2026

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On January 7, 2026 the County of Aroostook notified the Secretary of State that the County intended to create an Aroostook County Charter Commission for the purpose of amending the Aroostook County Charter. The Division of Elections has reviewed the process that must be followed in order to revise your charter. This memo will explain the charter revision process.

MRS Title 30-A MRS, Chapter 11, County Charters outlines the process for adopting or amending a county charter. The County of Aroostook has an existing county charter that was enacted on November 7, 1989. The County now intends to amend its charter. The Secretary of State Division of Elections is charged with assisting the county and placing the revision of the charter on the ballot.

The first step to amend the county charter is the election and appointment of the county charter commission. Title 30-A, §1322 outlines the membership and procedure for establishing the charter commission. The charter commission shall consist of 9 members – 6 of whom are elected and 3 of whom are appointed by the county commissioners. The six elected members shall be nominated and elected by county commissioner district. As Aroostook County has three county commissioners, two charter commission members shall be elected from each commissioner district. Charter members are nominated and elected without party designation. County commissioners are not eligible for election.

The three appointive members of the charter commission must be residents of the county. No person may be appointed who is a resident of a municipality in which another member resides, unless this is impossible due to the composition of the county's districts and the residences of any of those eligible. The county commissioners shall make the appointments within 30 days after the elected members have been selected. No more than 2 appointive members may be members of the same political party. One appointive member must be a county commissioner, one must be a municipal officer and one must be either a Senator or Representative. The county clerk shall be responsible for notifying the clerk of each municipality and each member of the county legislative delegation of the date, time and place of the meeting at which the appointive members will be selected. The clerk must provide such notice at least 7 days before the meeting. The county commissioners shall set the date, time and place of the meeting.

## Election of Charter Commission Members

The Division of Elections will provide all petitions, consent forms and instructional information regarding the elected members of the charter commission. The documents required for this purpose are attached to this memo and are posted on the Division of Elections web site here:

<https://www.maine.gov/sos/elections-voting/becoming-a-candidate>

The elected members of the charter commission shall be nominated as provided in Title 21-A, sections 351, 352, 354, 355 and 356. The Division of Elections has prepared a nomination petition, the “Candidate’s Consent and Certification of Voter Registration”, as well as a candidate’s guide for elected charter commission members.

Voters who are interested in serving as an elected member of the charter commission should keep the following items in mind:

1. A person may not file, whether by primary election or nomination petition, as a candidate for more than one federal, state or county office, except that a candidate for membership in a county charter commission who is nominated by petition, may file as a candidate for one additional federal, state or county office at that same election.
2. A candidate for any county office (including county charter commission member) must be a resident of and a voter in the electoral division the candidate seeks to represent on the date established for filing nomination petitions in the year the candidate seeks election.
3. A candidate must file a nomination petition provided by the Secretary of State. The petition must contain the name of only one candidate, the candidate’s municipality of residence, the office sought and electoral division. The nomination petition may contain as many separate papers as necessary. The candidate should submit a separate petition for each municipality (if signatures are collected from multiple municipalities). **Petitions must be printed double-sided on 8.5 x 14 inch (legal size) paper.** Candidates for charter commission member run without political designation.
4. A nomination petition may be signed only by voters of the electoral division which is to make the nomination.
5. A voter must personally sign that voter’s name in such a manner to satisfy the registrar of that voter’s municipality that the voter is a registered voter. The voter or the circulator of the petition must print the voter’s name.
6. The voter or the circulator of the petition must print the voter’s residence address and municipality of registration. Ditto marks are permitted for residence address and municipality of registration only.
7. A candidate for charter commission member must submit at least 50 and not more than 80 signatures of registered voters.

### Certification of Petitions

As soon as the circulator of the petition has finished collecting signatures on a petition form, the circulator must take the Circulator’s Oath and verify by oath or affirmation before a notary public or other person authorized by law to administer oaths or affirmations that the circulator personally witnessed all of the signatures on the petition and the signature is the signature of the person whose name it purports to be; each signature authorized under section 153-A was made by the authorized signer in the presence and at the direction of the voter; and each person is a resident in the electoral division named in the petition.

The candidate or circulator must also deliver the signed petitions to the registrar, or clerk at the request or upon the absence of the registrar, for certification by 5 p.m. on May 26, 2026. The registrar or clerk shall certify which names on a petition appear in the central voter registration system as registered voters in that municipality and as residents of the electoral district named in the petition.

Nomination petitions must be filed with the Division of Elections by **5 p.m. on June 1, 2026.**

In addition to nomination petition(s), the written consent of each candidate must also be filed with the Division of Elections. The Division of Elections has prepared a “Candidate’s Consent and Certification of Voter Registration for Aroostook County Charter Committee Member” that must be used to fulfill this requirement. The consent will contain a statement signed by the candidate that the candidate will accept the nomination of the general election. The consent form must also include a list of statutory and constitutional requirements for the office of county charter commission member. The candidate needs to file only one consent. The consent must contain a declaration of the candidate’s place of residence and that the candidate meets the qualifications of the office the candidate seeks. Candidates for the office of county charter commission need not verify by oath or affirmation that they are not enrolled in a party. The candidate must verify by oath or affirmation that declarations made are true. If, pursuant to challenge procedures in Title 21-A, §356, any part of the declaration is found to be false, the consent and the nomination petition are void. The Division of Elections may not accept a candidate consent form unless it includes or is accompanied by the registrar certification required by §353 that indicates the candidate is a registered voter.

Following the June 1, 2026 nomination petition filing deadline, the Division of Elections will place all qualified charter commission member candidates on the appropriate November 3, 2026 general election ballot. The Division will work with county officials and municipal officials in Aroostook County to provide all required forms needed to conduct the election. Following the election, the Division will provide certificates of qualification for members elected to the charter commission. We will also provide guidance to the charter commission as they work to revise the charter and ultimately proceed to a county-wide vote on the proposed charter.

Please contact this office if you have additional questions. A complete set of the documents outlined in this memo are attached to this email. The forms are also posted on the Division of Elections web site at the address provided in this memo.



**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 Ptt.  
District 3

# MEMORANDUM

**To:** Aroostook County Commissioners  
**From:** Dana L. Gendreau, Interim County Administrator/Finance Director  
**Date:** March 10, 2026  
**Re:** Finance Committee Terms Expiring December 31, 2026

Five terms on the Aroostook County Finance Committee will expire on **December 31, 2026**. In accordance with the County Charter, these seats will be subject to election within their respective districts and areas.

The following Finance Committee seats will be up for election:

**District 1 – Area 1**

Amity, Bancroft, Crystal, Dyer Brook, Glenwood Plantation, Hammond, Haynesville, Hersey, Island Falls, Linneus, Littleton, Ludlow, Macwahoc Plantation, Merrill, Molunkus, Monticello, Moro Plantation, New Limerick, Oakfield, Orient, Reed Plantation, Sherman, Smyrna, Weston, and the Unorganized Territories of Southern Aroostook.

**District 2 – Area 4**

Ashland, Castle Hill, Chapman, Mapleton, Washburn, Westfield, and the Unorganized Territories of Central Aroostook.

**District 2 – Area 5**

Presque Isle.

**District 2 – Area 6**

Caribou.

**District 3 – Area 8**

Frenchville, Grand Isle, Madawaska, New Canada, St. Agatha, Winterville Plantation, and the Unorganized Territories of North Central Aroostook.

Nomination papers for these positions will be available through the Maine Secretary of State's website. Public notices will also be published in the newspaper and online advising that nomination papers are available and outlining the process for interested candidates.

These seats will appear on the November 2026 municipal ballots in the applicable districts and areas.



# Aroostook County Sheriff's Office

Peter A. Johnson, Sheriff  
Craig L. Clossey, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

## 2025 ANNUAL REPORT

In 2025, the Aroostook County Sheriff's Office experienced a slight decrease in the number of calls for service. We responded to 6,844 calls in 2025, as compared to 7016 calls in 2024. Many local police departments, including the State Police have been able to increase their staffing levels which I believe were factors in these decreases. During this same timeframe the Aroostook County Sheriff's Office experienced a decrease of 24 arrests when compared to 2024, but we did see an increase in the number of felony level cases we investigated.

Our current staffing levels are at eighteen deputies on the road, four of them being sergeants. This past year, we have seen the State Police open up more full-time opportunities in their specialty teams, like bomb detection, major crimes, computer crimes, evidence recovery, and crash reconstruction, and struggle to replace the Troopers on the road. We are fortunate to have an extremely good working relationship with the state police, and are probably one of the last Counties to see this. We continue to participate in call sharing with the State Police, by splitting Aroostook County up into 6 different zones. The Aroostook County Sheriff's Office will cover zones 1, 3, and 5 for a month, switching to covering zones 2, 4, and 6 the following month.

As you all are well aware, salaries are reaching an all-time high. We have been faced with keeping up with the increasing wage scales or losing law enforcement to other agencies that pay more. The Aroostook County Sheriff's Office has seen this first hand with losing two deputies to the State Police, and currently having two open full-time Patrol Deputy positions. In 2025 local police departments continued to work on increasing their wages and benefits, as they try to remain competitive. Being down 2 deputies comes with its own struggles, such as burnout, and more difficulty in scheduling time off. When shortages like this occur, Deputies have less time to more proactive such as attending community-based activities, conducting traffic stops, and visiting local schools and town offices.

The Aroostook County Sheriff's Office also continues to see a number of calls that deputies respond to in towns with organized police departments. We did see where the number of calls we responded to in these towns decrease by 157 when compared with 2024. I attribute this reduction to local police departments increasing their staffing levels.

TOWN	2024	2025
PRESQUE ISLE	203	139
MADAWASKA	46	19
HOULTON	386	439
FORT KENT	67	26
CARIBOU	167	150
ASHLAND	54	26
FORT FAIRFIELD	80	47

During 2025 the Aroostook County Sheriff's Office arrested 285 individuals, with 66 of those arrests being felony level cases. Those 66 felony-level cases that were presented to the Grand Jury resulted in 157 felony

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839



# Aroostook County Sheriff's Office

Peter A. Johnson, Sheriff  
Craig L. Clossey, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

level charges. The investigation of felony level cases, cause additional strain on staff, due to the amount of time that needs to be put into the case reports.

Our response time to major incidents in 2025 decreased by 7 minutes and 21 seconds when compared to 2024.

As many of you may have read or heard in the news or social media that law enforcement agencies across the state are seeing an increase in the number of mental health related calls. The Aroostook County Sheriff's Office is no exception. We responded to 105 Mental Health related calls in 2025.

In 2025 our dispatch center handled 400,302 transmissions, these are a combination of radio traffic and phone calls coming and going from the center. This is an average of 1097 transmissions per day. In between transmissions the communication specialist's complete incident cards, run driver's license checks, registration checks, and among many other things. We remained fully staffed in dispatch for the majority of the year.

In 2025 the Aroostook County Jail reached a level where we did not need to pay to board out individuals. This is a problem that may continue to come up from time to time as it has in the past. I continue to work with the Superior Court Justice and the DA's Office in hopes of continuing to curb this issue.

Our Corrections workforce is not as bad as some Counties are facing. We currently have two full-time openings for Corrections Officers. Being down two Corrections Officers does put a bit of strain on the overtime budget, and on staff as there is little wiggle room for people being out sick or on vacation.

In 2025 we maintained a daily population of approximately 97.3 individuals being housed at the Aroostook County Jail. Having a daily population in this range is ideal. Even though the jail's capacity is 117, we are very seldom able to hold that many individuals due to each individual's classification and need the additional space to move people around. The booking department processed 1,003 people coming into the jail in 2025.

I commend the County Administrator and Commissioners on making sure we are competitive. We have stayed competitive with wages and benefits, and not only are we retaining our staff, but we are also recruiting the cream of the crop. Our deputies are the best trained, best equipped, and most respected law enforcement in the County, if not the State. We have Corrections Officers that have decades of experience, which is seldom seen in other county jails. We were asked by the Maine Criminal Justice Academy for every Corrections Class in 2025 to send a staff member to be a cadre for new Corrections Officers in training. I'm incredibly proud of what we have become and where we are going. Our growth has been a team effort and will continue to be a team effort. Our accomplishments could not have happened without all of your support.

Respectfully:

Peter A. Johnson  
Sheriff

*FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839*

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

Tel: 207-532-3471

Fax: 207-532-7319



**COUNTY OF AROOSTOOK  
Commissioners' Office**

**Facilities Director**

Roy Guidry

**County Commissioners**

Paul J. Underwood - Chair  
Presque Isle  
District 2

William T. Dobbins  
Houlton  
District 1

Daniel V. Deveau  
Cyr Ptt.  
District 3

144 Sweden St, Ste 1  
Caribou, ME 04736  
Ph: 207-493-3318  
Fax: 207-493-3491  
[www.aroostook.me.us](http://www.aroostook.me.us)

# MEMORANDUM

**DATE:** March 3, 2026  
**TO:** Dana Gendreau, Interim County Administrator  
**FROM:** Roy Guidry, Facilities Director  
**RE:** Asset Essentials (Brightly) software assessment

In September, I approached the Commissioners and asked permission to purchase and implement software that was designed by Asset Essentials (Brightly) specifically for use in facility management. The proposal was for a 1 <sup>3</sup>/<sub>4</sub> year contract to design and implement the software system, then decide if it was something we wanted to continue using. I was granted the opportunity to move forward with the implementation of the software at the Sept 2025 Commissioners' Meeting and was asked at that time to give the commissioners an update after 6 months.

My goal for the program was to have a centralized place for employees of the county to submit maintenance complaints or concerns, to keep track of inventory, have a centralized place to store contractors and project information such as cost and job descriptions, as well as have a digital calendar of all the certifications and tests required at each facility.

It took Brightly until December to build our app and train both Chris Tarr (Maintenance Supervisor) and myself on how to enter information as well as retrieve maintenance requests. Well as life goes, we have had some major setbacks. Chris Tarr lost his house to a fire at the end of Dec along with his pets and shortly after lost a close family member. This basically took January and the beginning of Feb out of the equation for implementing a new program.

I do however have some initial thoughts on what we know about the software so far and unfortunately it is not all positive. We started receiving some requests through the app to test it out and it has given us some mixed results. The requests come through fine, but the delivery system is an issue.

It is an e-mail delivery system and I can explain further in the Commissioners meeting what those issues are. There is also a fair deal of work that goes into imputing any information regarding contractor work and repair work into the system.

It will not be a viable means of inventory control. We pay for each administrative user, which at this time is 4. This includes the Facilities Director, Maintenance Supervisor, and 2 Maintenance technicians. To truly implement an inventory system we would have to add 4 custodians to the administrative list and this program is a (per user fee system). I cannot

justify the cost of adding 4 more administrators for the sake of potentially keeping an accurate inventory of our supplies.

We have not had the system functioning long enough to get very familiar with it and to be fair after using it for some time it will likely get easier and more intuitive to use.

My honest answer at this time is that I am 50/50 as to if the software is a benefit to our relatively small staff. The sales pitch and presentation provided what appeared to be a simple system to use and this system in my opinion is overengineered. I can definitely see where in a large organization this software would provide a central database for multiple projects and hundreds of small repair orders.

Knowing that there are risks to any new programs we institute, we only committed to this contract for 2026-27, and if it is not beneficial for us to continue using this software we can simply not renew the contract in 2027-28. If we do get used to using the software and it clearly is beneficial to our department we can renew the contract.

Respectfully Submitted,

*Roy Guidry*

Roy Guidry, Facilities Director



**COUNTY OF AROOSTOOK  
Commissioners' Office**

**Facilities Director**

Roy Guidry

**County Commissioners**

Paul J. Underwood - Chair  
Presque Isle  
District 2

William T. Dobbins  
Houlton  
District 1

Daniel V. Deveau  
Cyr Ptt.  
District 3

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## MEMORANDUM

**DATE:** March 3, 2026  
**TO:** Dana Gendreau, Interim County Administrator  
**FROM:** Roy Guidry, Facilities Director  
**RE:** Houlton Superior Court Walkway Engineering

The walkway leading to the Houlton Superior Court has been in bad condition for years. The concrete is severely compromised due to age and has many places where it is crumbling. The county maintenance staff makes repairs to the busted concrete in the walkway and steps to the best of their abilities each year but the repairs are temporary at best and usually only last from mid summer until mid winter.

Removing and replacing this walkway has to be engineered by a qualified engineer before a replacement project can begin. This is by statute due to the slope of the ground it covers.

I have submitted this engineering project for bid on two separate occasions in the last few months and received no bids. This was posted online as well as advertised in the newspaper throughout the state.

Last week I was contacted by Dirigo Engineering out of Fairfield, Maine and they expressed an interest in submitting a proposal for the engineering of this project.

Along with their proposal they provided a list of 8 similar walkways and ramps that they have engineered. This list is included with the provided proposal document that will accompany this request.

I have looked over their proposal and it will meet the requirements needed for this job. Their cost to engineer this project is \$5,500.00. They are also open to other aspects of this project should we move forward at an hourly rate if we so desire. This information is also included in their proposal that is being provided.

The engineering of this walkway will provide us with plans for both a conventional concrete walkway and a heated walkway. This will allow us to make an educated decision with how we want to proceed when the project begins.

I feel \$5,500.00 is a reasonable cost for the engineering of this walkway and recommend that the commissioners approve this contract.

Respectfully Submitted,

*Roy Guidry*

Roy Guidry, Facilities Director



**COUNTY OF AROOSTOOK  
Commissioners' Office**

**Facilities Director**

Roy Guidry

**County Commissioners**

Paul J. Underwood - Chair  
Presque Isle  
District 2

William T. Dobbins  
Houlton  
District 1

Daniel V. Deveau  
Cyr Ptt.  
District 3

**MEMORANDUM**

**DATE:** March 10, 2026  
**TO:** Dana Gendreau, Interim County Administrator  
**FROM:** Roy Guidry, Facilities Director  
**RE:** Caribou Part-Time Custodian

Our part-time custodian at the Caribou Courthouse has resigned from her position. She gave us ample notice and Human Resources have used all of our conventional avenues, newspaper, and hiring websites, to try and find an acceptable candidate for this job. Several weeks have gone by and we have made no progress.

Due to the success that we have had in finding a part-time custodian for our Fort Kent Registry of Deeds Office using the TEMPO Agency out of Presque Isle, I would like to see if they can find a good candidate for this Caribou position.

My request is that the commissioners approve the use of TEMPO agency to find a candidate so we can begin a temp-to-hire arrangement before transitioning to a permanent placement.

Thank you for considering this request, please let me know if you have any questions.

Respectfully Submitted,

*Roy Guidry*

Roy Guidry, Facilities Director



## MEMORANDUM

**DATE:** March 6, 2026  
**TO:** Dana Gendreau, Interim County Administrator  
**FROM:** John Gibson, Community Services Director  
**RE:** Cary Fire Protection Contract - Houlton

COUNTY OF AROOSTOOK  
Commissioners' Office

Community Services  
Director  
John Gibson

### Cary Fire Protection Contract

County Commissioners

Paul J. Underwood - Chair  
Presque Isle  
District 2

William T. Dobbins  
Houlton  
District 1

Daniel V. Deveau  
Cyr Plt.  
District 3

Enclosed you will find an updated (2026 price) fire protection contract with the **Town of Houlton** for services provided to **Cary**. This is a 1-year contract with an annual fee of \$17,334. This is an increase of approximately 10% over the previous year.

---

**John Gibson**

**Community Services Director**

**County of Aroostook Unorganized Territory**

**CARY PLANTATION**

**TOWN OF HOULTON  
CONTRACTUAL SERVICES AGREEMENT**

WITNESS, this Agreement by and between the Town of Houlton, a municipal corporation of Water Street, Houlton, Maine (hereinafter "Houlton") and the undersigned other municipality (hereinafter "Municipality") this 1<sup>st</sup> day of January 2026.

WHEREAS, Houlton has available certain municipal services which the Municipality wishes to purchase; and

WHEREAS, the governing bodies of the contracting parties have authorized this Agreement and the execution and delivery hereof by proper vote at a meeting duly called and held;

NOW, THEREFORE, the parties hereto, in consideration of the mutual promises herein contain and other goods and sufficient considerations, agree as follows:

1. Houlton agrees to provide, to the Municipality, the following service or services which have been checked and initialed by the parties thereto, and the Municipality agrees to pay Houlton therefore, as indicated:

X SERVICE: Houlton shall provide to the Municipality and its inhabitants services of its FIRE DEPARTMENT personnel and equipment when called as available at the time. Number and type of personnel and equipment dispatched shall be at the sole discretion of Houlton. Any additional cost incurred for fighting forest fires shall be the responsibility of the Municipality.

FEE: The Municipality agrees to pay Houlton for this service the sum of **\$17,334** per annum payable by the above due date unless otherwise agreed to in writing signed by both parties.

\_\_\_\_\_ SERVICE: Houlton shall provide to the Municipality and its inhabitants services of its AMBULANCE DEPARTMENT personnel and equipment when called as available at the time. Number and type of personnel and equipment shall be at the sole discretion of Houlton.

FEE: The Municipality agrees to pay to Houlton for the service the sum of **\$18,090** per annum payable by the above date unless otherwise agreed to in writing by both parties. In addition, Houlton shall charge inhabitants and users in accordance with the Medicare Part B National Fee Schedule as updated annually and published by NHIC Corporation.

This contract shall become effective on the date the Town of Houlton receives payment in full for all services. Prior to payment in full, the Town of Houlton shall have no obligation hereunder.

2. The term of this Agreement, unless otherwise noted, is from January 1, 2026 THROUGH DECEMBER 31, 2026. **Payment is due 30 days from the date signed by the Houlton Interim Town manager.** Either party may cancel this Agreement on thirty (30) days written notice to the other by certified mail, return receipt. Any fees paid but unearned on cancellation shall be refunded within thirty (30) days thereof. Any fees earned but unpaid shall be paid at the time of cancellation.

3. This contract is subject to all federal, state, and county laws, the ordinances of the Town of Houlton, and the regulations here under which the parties agree to abide.

4. The Municipality shall, in all cases, indemnify Houlton and its officers, employees or agents who are a party or are threatened to be made a party to any action, suit or proceeding, whether civil, criminal, administrative, or investigative related to activities under this Agreement, against expenses, including attorney's fees, judgments, fines and amounts paid in settlement actually and reasonable incurred in connection with such action, suit or proceeding to have acted in bad faith or without reasonable cause to believe that their conduct was lawful. The termination of any action, suit or proceeding by judgment, order or conviction adverse to such person or entity, or by settlement, plea nolo contendere or its equivalent, shall not of itself create a presumption that such person or entity acted in bad faith or without reasonable cause to believe that their conduct was lawful.

5. This Agreement is subject to the special terms and conditions, if any, attached hereto and initialed by the parties hereto.

6. The parties hereto and the signatories hereof by execution certify that this Agreement and the execution and delivery thereof have been duly and properly authorized by all necessary and proper authorities.

Witness:

Kimberly M. Carver

Town of Houlton

By: Nancy P. Ketch, Interim Town Mgr.

Dated: 3/16/06

Town of Cary

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

Dated: \_\_\_\_\_



**NORTH LAKES FIRE & RESCUE DEPARTMENT**  
158 SWEDEN STREET • CARIBOU, MAINE 04736  
PH: 207-493-4328 • FX: 207-493-4357  
[www.northlakesfireandrescue.org](http://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: 3 - 9 - 2026**

---

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

- Scott McDonald
- Richard Higley
- New Canada
- Connor

Let me know if you have any questions.

---

*After this one is added, our roster will have 30 firefighters, 3 communications people, and 3 junior firefighters for a total of **36 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: Scott Last Name: McDonald Middle Name: Vincent

Street Address: [REDACTED]

City: New Canada State: Maine Zip Code: 04347

Email Address: [REDACTED] Phone Number (Home): [REDACTED] Phone Number (Cell): [REDACTED]

Position(s) applied for: North Lakes Fire Department Referral Source: \_\_\_\_\_

### Contact Information

If necessary, best time to call you is: 8<sup>00</sup> AM TO 8<sup>00</sup> PM Phone Number: [REDACTED]

May we contact you at work?  Yes  No Best time to call you at work is: N/A

Work Phone Number: N/A Ext: \_\_\_\_\_

### Employment Eligibility

Date Available for Work: 02-21-2026

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:



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:

State of Connecticut Department of Corrections

Street Address:

24 Wolcott Hill Road

City:

Wethersfield

State:

CT.

Dates Employed:

From: 08.20.2004

To: 09.01.2024

Starting Job Title:

Correction Officer

Final Job Title:

Lieutenant

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

Captain Adam Hollister

May we contact for reference?

Yes

No

Later

Email Address:

Phone Number: Cell Phone#

Ext:

413.537.8298

Why did you leave?

Retired upon completion of 20 years of service.

Summarize the type of work performed and job responsibilities:

Completion of all duties that are necessary within a correctional facility. Managing staff and the inmate population.

What did you like most about your position?

Team work and developing relationships with co-workers.

What did you like least about your position?

Troublesome inmates.



**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:

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

Software Name

Skill Level

## Educational Background

**School Name #1:**

City/State:

# of Years Completed:

Level Completed:

Major/Minor/Certificate:

**School Name #2:**

City/State:

# of Years Completed:

Level Completed:

Major/Minor/Certificate:

**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.

## 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?

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.

Continued on next page

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.

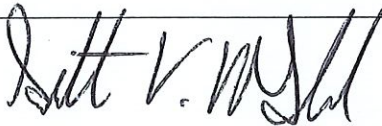
I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

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:

02-21-2026

**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: Richard Last Name: Higley Middle Name: J

Street Address: [Redacted]

City: Connor State: ME Zip Code: 04736

Email Address: [Redacted] Phone Number (Home): [Redacted] Phone Number (Cell): [Redacted]

Position(s) applied for: Firefighter Referral Source: Dave "Duke" Duquette

### Contact Information

If necessary, best time to call you is: Anytime Phone Number: 860-751-2431

May we contact you at work?  Yes  No Best time to call you at work is: Anytime

Work Phone Number: [Redacted]

### Employment Eligibility

Date Available for Work:

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:



**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: Katahdin Trust Phone Number:

Street Address: 105 Bennett Drive

City: Caribou State: ME

Dates Employed: From: Sept. 2025 To: 5/11

Starting Job Title: Facilities Manager Final Job Title:

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

May we contact for reference?

Yes

No

Later

Email Address: [REDACTED]

Phone Number:

Ext:

Why did you leave? Did not

Summarize the type of work performed and job responsibilities:

Responsible for all 16 Bank Branches + 3 Operation buildings  
Manage contractors, Capital projects + heat, light + power

What did you like most about your position?

No day is the same

What did you like least about your position?

N/A

Employment History Continued

Employer #2: Miss Porters School

Phone Number:

Street Address: 60 Main street

City: Farmington

State: CT.

Dates Employed: From: Feb 2017 To: Sept. 2025

Starting Job Title: Director of Facilities

Final Job Title: Sr. Director of Facilities

Immediate supervisor and title (for most recent position held): Michael Bergin - COO/CFO

May we contact for reference?

Yes

No

Later

Email Address:



Phone Number: 860-409-3649 Ext:

Why did you leave? Moved to Maine

Summarize the type of work performed and job responsibilities:

Responsible for a internal trades, house keeping, security  
Capital projects, operational budget, bus fleet

What did you like most about your position?

Everything, but large capital projects the most

What did you like least about your position? N/A

Employer #3: Dyno Nobel

Phone Number:

Street Address: 660 Hopmeadow street

City: Simsbury

State: CT

Dates Employed: From: June 1986 To: Feb 2017

Starting Job Title: Mechanic

Final Job Title: Plant Engineering Manager

Immediate supervisor and title (for most recent position held): No longer employed

Employment History Continued

May we contact for reference?

Yes

No

Later

Email Address:

Phone Number:

Ext:

Why did you leave? *Better opportunity with Miss Porter's School*

Summarize the type of work performed and job responsibilities:

*Responsible for a 300 acre explosives manufacturing site  
Trades, contractors, Heat, Light + Power*

What did you like most about your position?

*Something new everyday*

What did you like least about your position?

*Constant cost reductions*

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, FFIII, Fire Instructor, Hazmat ops., Rural Water, CPR/First Aid, EMT since 1985 (current in Maine 2027)

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

Software Name	Skill Level
Word	Good
Excel	Good
PowerPoint	Good

Educational Background

School Name #1:	City/State:	# of Years Completed:
Simsbury High	Simsbury, CT	
Level Completed:	Major/Minor/Certificate:	
School Name #2:	City/State:	# of Years Completed:
Greenfield Community	Greenfield MA	High School GEID
Level Completed:	Major/Minor/Certificate:	
School Name #3:	City/State:	# of Years Completed:
Charter Oak	New Britain, CT	2
Level Completed:	Major/Minor/Certificate:	AS Business Administration
AS		

## 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.

## 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?

CT Chiefs

List any relevant volunteer work:

Simsburg Fire 8yrs  
Simsburg Ambulance  
Burlington Fire 13yrs (7 as chief)  
Tonxis Hasc Co. No. 1 25yrs (12 as chief)  
List special accomplishments, publications, awards, etc.:  
Firefighter of the year X 3 1 in Burlington  
Meritorious Service X 2 2 in Farmington  
Technical

## 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.

Continued on next page

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.

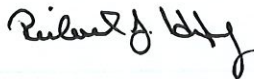
I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

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.

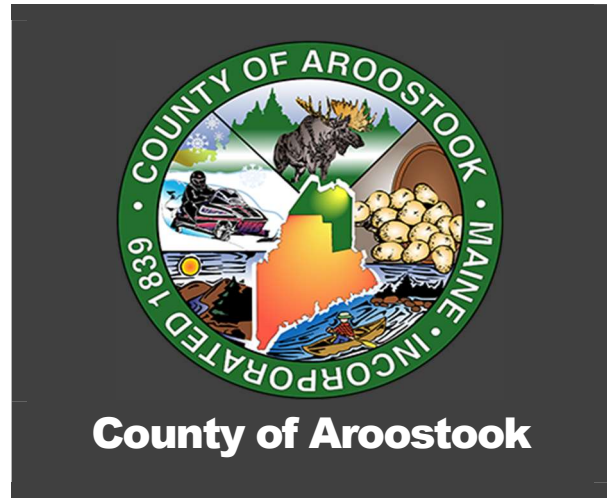
Signature of Applicant:



Date Signed:

3/1/2026

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



**County of Aroostook**

# Memo

**To:** Dana Gendreau  
**From:** Melissa Richardson and Amy Ouellette  
**cc:**  
**Date:** 2/17/26  
**Re:** Requesting an increase of a flat rate postage fee for mailing plans from \$1 to \$2 due to postage rates continued increases.

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## Previous Fees:

- Copy Fee: \$1 Per Page
- Attested Copy Fee: \$2 Per Document + \$1 Per Page
- Recording Fee: \$22 + Any Additional Pages \$2 Per Page
- Recording Fee for Towns and State: \$19 + Any Additional Pages \$2 Per Page
- Plan Copy Fee: \$5
- Plan Copy Mail Fee: \$6 (\$1 for Postage)
- Plan Recording Fee: \$24
- Plan Recording Fee for Towns or State: \$21

## Current Fees:

- Copy Fee: \$1 Per Page
- Attested Copy Fee: \$5 Per Document + \$1 Per Page
- Recording Fee: \$40 Per Document (\$35 + \$5 Surcharge)
- Recording Fee for Towns and State: \$25
- Plan Copy Fee: \$10
- Plan Recording Fee: \$50
- Plan Recording Fee for Towns or State: \$45

STATE OF MAINE

—  
IN THE YEAR OF OUR LORD  
TWO THOUSAND TWENTY-FIVE

—  
S.P. 144 - L.D. 358

**An Act to Increase Fees Paid to Registers of Deeds**

Be it enacted by the People of the State of Maine as follows:

**Sec. 1.** 33 MRSA §604, 3rd ¶, as enacted by PL 1979, c. 710, §1, is amended to read:

Registers shall ~~photocopy each warranty or quitclaim deed~~ send an electronic or paper copy of transfers received and send the copy to the assessors of the appropriate municipality in the format requested by the assessors within 30 days of recordation. They Registers may charge a reasonable fee for ~~such service~~ a paper copy provided pursuant to this paragraph.

**Sec. 2.** 33 MRSA §751, sub-§1, as amended by PL 2013, c. 370, §1, is further amended to read:

**1. Instruments generally.** Receiving, recording and indexing any instrument that may be recorded and for which a specific fee is not set forth in this section or in any other section, ~~the sum of \$19 for the first record page and \$2 for each additional record page or portion of an additional record page. In addition, if more than 4 names are to be indexed, a fee of \$1 must be paid for each additional name, counting all grantors and grantees; a flat fee charged as follows:~~

A. Twenty-five dollars per instrument recorded at the request of the State or a municipality; and

B. Thirty-five dollars per instrument recorded at the request of all other persons.

**Sec. 3.** 33 MRSA §751, sub-§9, as amended by PL 2013, c. 370, §2, is further amended to read:

**9. Plans.** Recording, indexing and preserving plans, the sum of ~~\$24~~ \$45;

**Sec. 4.** 33 MRSA §751, sub-§13-A, as amended by PL 2005, c. 246, §3, is repealed.

**Sec. 5.** 33 MRSA §751, sub-§14-B, ¶A, as amended by PL 2013, c. 370, §3, is further amended to read:

**A.** ~~Five~~ Ten dollars per page for paper copies of plans; and

**Sec. 6. 33 MRSA §751, sub-§14-D**, as enacted by PL 2013, c. 370, §4, is amended to read:

**14-D. Downloads of 1,000 or more consecutive electronic images ~~or electronic abstracts~~ from a county registry of deeds.** Acquiring downloads of 1,000 or more consecutive electronic images ~~or electronic abstracts~~ from a county registry of deeds that is equipped to and voluntarily agrees to provide downloads of 1,000 or more consecutive electronic images ~~or electronic abstracts~~ pursuant to a written agreement with the person requesting the downloads, ~~5¢ 25¢~~ per image ~~or electronic abstract~~;

**Sec. 7. 33 MRSA §751, sub-§14-E**, as enacted by PL 2013, c. 370, §5, is amended to read:

**14-E. Electronic images, or printed images ~~or electronic abstracts~~ from a county registry of deeds website.** Acquiring electronic images, or printed images ~~or electronic abstracts~~ from a county registry of deeds website ~~as follows~~:

A. No charge for the first ~~500~~ 400 electronic images ~~or electronic abstracts~~, ~~or a combination of the first 500 images and electronic abstracts~~, acquired by a person in a calendar year; ~~and~~

B. Fifty cents per electronic image ~~or electronic abstract~~ for each subsequent image ~~or electronic abstract~~ after ~~500~~ 400 electronic images acquired under paragraph A in the same calendar year, except that a municipality may not be charged a fee under this paragraph for acquisition of any number of electronic images from a county registry of deeds website; and

C. One dollar per printed image acquired, not including any applicable postage rates set by the county; and

**Sec. 8. 33 MRSA §752, sub-§1**, as amended by PL 2017, c. 116, §1, is further amended to read:

**1. Surcharge.** In addition to any other fees required by law, a register of deeds may collect a surcharge of ~~\$3~~ \$5 per document for all records that are recorded in the registry of deeds, except those recorded by agencies of State Government, including quasi-independent state entities as defined in Title 5, section 12021, subsection 5, and municipalities.

**Sec. 9. 33 MRSA §753, sub-§1**, as enacted by PL 2013, c. 370, §6, is repealed.

**Sec. 10. Effective date.** This Act takes effect January 1, 2026.

## **Standard County Deeds Fee Schedule**

**Effective January 1, 2026 all Maine County Registries of Deeds will charge a flat rate recording fee, which was Enacted by the 132<sup>nd</sup> Maine Legislature June 3, 2025**

Flat Fee per Document tiered as follows:

State Government and Municipal Submitters: \$25 (exempt from Surcharge)

All Other Submitters: \$40 (\$35 + \$5 Surcharge)

For all Plans, one paper original submitted to the Registry office: \$50 (\$45 + \$5 Surcharge)  
(Mylars are no longer accepted for plans dated after January 1, 2020)

For specific plan recording and statute information, please contact the Registry office you wish to record with.

### **Copy Fees**

For Standard Registry Paper Copy - \$1 per page

For Certified Copy - \$1 per page plus a certification fee which varies from county to county

For Plan Copy - \$10.00 per page

For Website copy – on all Registry of Deeds websites there will be no charge for the first 400 downloaded images per calendar year. You may have to establish a login. After the first 400 pages have been downloaded in the calendar year, the charge thereafter will be \$.50 per image downloaded. You may have to establish an account, put money on deposit or pay a credit card transaction fee, depending on the county.

### **Transfer Tax**

A tax of \$2.20 per \$500 in value (rounded up) is imposed upon the sale, granting or transfer of real estate and any interest therein. The transfer tax is equally divided between the buyer and the seller, unless exempt pursuant to Title 36, §4641-C. An exemption from the transfer tax must be clearly stated on the deed being recorded as well as on the Declaration of Value Form that must accompany the deed.

### **Statutory Requirements for Recording Documents**

Name Must be typed or printed at signature line for indexing.

Corporate/Trust/Estate name Must be typed or printed at signature for indexing.

Must submit Original or Attested document for Recording.

Must be acknowledged by a Notary, Judge or Attorney.

Deeds conveying property Must include a transfer tax form, and pay tax, unless exempt.

Each document Must contain the name of a grantor and a grantee.



**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 Ptt.  
District 3

144 Sweden St, Ste 1  
Caribou, ME 04736  
Ph: 207-493-3318  
Fax: 207-493-3491  
[www.arostook.me.us](http://www.arostook.me.us)

## MEMORANDUM

**To:** Aroostook County Commissioners

**From:** Tammy Pelletier

**Date:** March 9, 2026

**Re:** Request for Proclamation – Recognition of Dick Palm

Commissioners,

I am requesting consideration for a proclamation recognizing Dick Palm for his recent designation as one of Maine's "Terrific Ten" broadcasters by the Maine Spirit of America Foundation.

Mr. Palm, a longtime reporter with WAGM-TV in Presque Isle, was selected for this statewide recognition for his commitment to community-focused journalism and his dedication to highlighting the people, organizations, and stories that make Maine's communities strong. Through his reporting, he has consistently brought attention to volunteerism, local initiatives, and the everyday efforts of citizens working to improve their communities.

Given the positive impact of Mr. Palm's work in Aroostook County and throughout northern Maine, a proclamation from the Aroostook County Commissioners would serve as a meaningful acknowledgment of his contributions to informing and strengthening our communities.

The Proclamation would be presented during one of our Spirit of America celebrations in April, May, or June.

Respectfully submitted,

Tammy Pelletier  
Operations Assistant



# Maine Terrific Ten Broadcaster, Dick Palm

by [BDN Community](#) March 5, 2026



Dick Palm has been selected as a 2026 Maine Terrific Ten Broadcaster in honor of his community service by Spirit of America Foundation's Maine Chapter. Palm is the evening and late anchor/producer at WAGM. He has been with that television station for 11-plus years over two stints.

Born and raised in Houlton, Palm is known for his volunteerism and role as a community figurehead in Aroostook County. He often volunteers as an announcer for major local events, such as the annual Presque Isle Light Parade.

He has been a long-time participant and fundraiser for local causes, including Planet Head Day, which raises funds for C-A-N-C-E-R (Caring Area Neighbors for Cancer Education and Recovery).

Over the years Palm has been involved in televised charity efforts to raise funds for veteran support and for local homeless initiatives.

He played a role in last fall's 6th annual 'Helping Hands Telethon', which WAGM ran in partnership with ACAP and United Way of Aroostook and which raised over \$90,000 to help keep people warm. He also was involved with WAGM's recent "United Way Telethon", which raised money to help provide food, transportation, utilities and child care for folks in need.

Maine Spirit of America is a chapter of Spirit of America Foundation, an organization promoting community service.



*Proclamation*



**Recognizing Dick Palm for His Selection as a 2026 Maine “Terrific Ten Broadcaster” and His Contributions to the Communities of Aroostook County.**

**WHEREAS**, Dick Palm, evening and late news anchor and producer at WAGM-TV, has been named one of Maine’s 2026 “Terrific Ten Broadcasters” by the Spirit of America Foundation; and

**WHEREAS**, Mr. Palm has dedicated many years to broadcasting and storytelling that highlight the people, communities, and issues of Aroostook County; and

**WHEREAS**, through his volunteerism and involvement in community initiatives, charitable telethons, and local events, he has helped raise awareness and support for organizations and causes that improve the lives of County residents; and

**WHEREAS**, his commitment to community service and local journalism reflects the spirit of service and civic engagement valued by the citizens of Aroostook County;

**NOW, THEREFORE, BE IT RESOLVED** that the Aroostook County Board of Commissioners hereby recognizes and congratulates Dick Palm for being named a 2026 Maine Terrific Ten Broadcaster, and thanks him for his continued dedication to the people and communities of Aroostook County.

SIGNED AND SEALED

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Aroostook County Commissioners