

COUNTY COMMISSIONERS MEETING
WEDNESDAY, MARCH 18, 2026 1:00 PM
ADMINISTRATIVE HEARING ROOM – CARIBOU COURTHOUSE

Present:

Paul J. Underwood, County Commissioner -Zoom
William T. Dobbins, County Commissioner
Daniel V. Deveau, County Commissioner
Dana Gendreau, Interim County Administrator/Finance Director
Beth Hummel, HR Director
Roy Guidry, Facilities Director – Zoom
Nicole Erickson, Payroll/AP Specialist
Peter Johnson, Sheriff
Shawn Gillen, Chief Deputy
John Gibson, UT Director
Darren Woods, EMA Director
Craig Clossey, Jail Administrator
Steve Pelletier, ARPA Administrator
Jason Parent, ACAP
Brian Harris, Maine State Police
Luke Dyer, Town Manager-Van Buren
Megan Wacekan, WAGM – Zoom
Justin Tibbetts, Zoom
Metro Publishing, Zoom
Tammy Pelletier, Operations Assistant

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 that Article 20, Item A) County Administrator search be moved from Executive Session to Regular Session - Article 19: Other Business; and to also add B)To consider a letter of support for the proposed Limestone Regional EMS/Ambulance Corps.

MOTION:

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

VOTE:

Motion voted on and passed.

ART. 5. Commissioner William Dobbins entertained a motion to approve the minutes of February 18, 2026 and special meeting minutes of March 6, 2026.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the meeting minutes of February 18, 2026 and March 6, 2026.

VOTE:

Motion voted on and passed.

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

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

ART. 7. Mr. Jason Parent, Executive Director of Community Action in Aroostook, Hancock and Washington County provided an update on the expansion of ACAP services in Hancock and Washington counties. The Board has amended the bylaws allowing for the Governance Body to include members from all 3 counties. The 3 county nominating committee has submitted the following recommendations for the Board of Directors: Jenney Dionne, Sheriff Peter Johnson, Ammie London, Nancy Troeger, Dan MacDonald, and Gary Sanfacon.

MOTION:

Motion by Daniel Deveau, seconded by Paul Underwood to approve the Board of Director recommendations as presented.

VOTE:

Motion voted on and passed.

ART. 8. Ms. Dana Gendreau provided an update on the establishment of a Charter Commission. The order was submitted to the Secretary of State's office in January and nomination papers are now available for interested parties. The Commission will be made up of 9 members, 2 elected from each Commissioner district and 3 appointed by the Commissioners. Advertisements will go out in the local paper and online to ensure community members are aware of the openings and the process required to become a member. Nomination papers are due to the Secretary of State by June 1 in order to be on the ballot for November 2026.

No motion necessary.

ART. 9. Ms. Dana Gendreau provided an update on the Finance Committee terms that will expire December 31, 2026, with 5 seats being up for election. All members with expiring terms have been provided the nomination paperwork needed should they wish to remain on the committee. Advertisements will go out in the local paper and online to ensure community members are aware of the new commission and the process required to become a member. Nomination papers are due to the Secretary of State by June 1 in order to be on the ballot for November 2026.

No motion necessary.

ART. 10. Sheriff Peter Johnson presented for consideration the 2025 Sheriff's Annual Report. Calls for service decreased slightly, salaries compared to other law enforcement agencies continues to affect staffing levels, calls from local departments has decreased mainly due to their own increased staffing levels, dispatch handled more than 400,000 calls and remains fully staffed, inmate counts did not require any outside boarding with an average population of 97.3 individuals.

No motion necessary.

ART. 11. Mr. Roy Guidry provided an update on the use of Brightly software for tracking supplies and maintenance projects. The program is not as beneficial as expected due to the delivery system being email alerts and the need to have additional users which each require a fee to use the system. While the initial cost was reasonable, adding the users needed to make the system more useful and including the features needed makes it not cost effective. The Commissioners asked Mr. Guidry to determine if there was an escape clause that would allow us to get out of the contract early.

No motion necessary.

- ART. 12. Mr. Roy Guidry presented for consideration a recommendation to hire Dirigo Engineering for the Houlton Courthouse step project. The Commissioners requested that the work be coordinated with MDOT, who will be redoing the sidewalk directly in front of the steps to ensure that the projects align before moving forward.

No motion necessary.

- ART. 13. Mr. Roy Guidry presented for consideration the recommendation to use Tempo Employment Services for the part-time custodian position at the Caribou Courthouse.

MOTION:

Motion by Daniel Deveau, seconded by Paul Underwood to approve using Tempo Employment Services for the part-time custodian position at the Caribou Courthouse.

VOTE:

Motion voted on and passed.

- ART. 14. Mr. John Gibson presented for consideration the January- December 2026 fire protection agreement with the Town of Houlton for services in Cary Plantation.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the January - December 2026 fire protection agreement with the Town of Houlton for services in Cary Plantation.

VOTE:

Motion voted on and passed.

- ART. 15. Mr. Darren Woods presented for consideration the hiring recommendation of Scott McDonald and Richard Higley as North Lakes Firefighters.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the hiring recommendation of Scott McDonald and Richard Higley as North Lakes Firefighters.

VOTE:

Motion voted on and passed.

- ART. 16. Ms. Dana Gendreau presented on behalf of Melissa Richardson and Amy Ouellette a request to increase the flat rate postage for the Registry of Deeds.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the flat rate postage increase for the Registry of Deeds.

VOTE:

Motion voted on and passed.

- ART. 17. Ms. Tammy Pelletier presented for consideration a proclamation to honor Dick Palm as one of Spirit of America's 2026 Top Ten Terrific Broadcasters.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the proclamation for Dick Palm as one of Spirit of America's 2026 Top Ten Terrific Broadcasters.

VOTE:

Motion voted on and passed.

ART. 18. County Commissioner's Report

Commissioner Daniel Deveau reported that proposed change in the portion of Real Estate Transfer Tax retained by the Counties did not pass and the funds will come from somewhere else. MCCA is working with the appropriation committee to increase jail funding via the supplemental budget. The Legislative Policy Committee is considering putting together a Jail Study Commission with other states to study funding and costs. Results would be expected December 2027. Unorganized Territory Tree Growth bill will be considered for sponsorship to be submitted again for next year. Commissioner Deveau also noted that several County's proposed budgets are up about 13% over last year.

Commissioner William Dobbins reported that the MCCA convention will occur September 22-25 at Sunday River. County Government Day is set for April 10, 2026.

Commissioner Dobbins provided updates on the Risk Pool indicating there is 4.5 million in reserves, with 12 new claims and 13 closed during the last period. Most claims are vehicle accidents within the Sheriff's departments throughout the state.

ART. 19. Other Business

- A) Commissioner William Dobbins presented for consideration the hiring recommendation of Justin Tibbetts as County Administrator.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the hiring recommendation of Justin Tibbetts as County Administrator.

VOTE:

Motion voted on and passed.

- B) Commissioner William Dobbins presented for consideration a letter of support for the Limestone Regional EMS/Ambulance Corps initiative.

MOTION:

Motion by Daniel Deveau, seconded by Paul Underwood to approve a letter of support for the Limestone Regional EMS/Ambulance Corps initiative.

VOTE:

Motion voted on and passed. Commissioner Dobbins abstained.

ART. 20. At 2:05 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) to consider the FY27 proposed salary scales"

The Board of Commissioners returned to open session at 2:53 pm.

No action was taken.

ART. 22. Adjournment.

MOTION:

A motion was made by Paul Underwood, seconded by Daniel Deveau to adjourn the meeting at 2:54 pm.

VOTE:

Motion voted on and passed.

ATTEST: A True Copy
of Commissioners' Meeting

Dana L. Gendreau
Interim County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: April 15, 2026

Dana Gendreau

From: Shayna E. Sacks <SSacks@NapoliLaw.com>
Sent: Tuesday, March 17, 2026 2:25 PM
To: Ryan D. Pelletier
Cc: jbellean@tmbf-law.com
Subject: Opioids: Remnant Six Defendants Settlement (attorney client settlement communication)

Follow Up Flag: Follow up
Flag Status: Flagged

We are happy to notify you of another national opioid settlement opportunity that will resolve all of your claims in one participation agreement against Associated Pharmacies, Inc (and American Associated Pharmacies); J M Smith Corporation; Louisiana Wholesale Drug Company, Inc.; Morris and Dickson Co.; North Carolina Mutual Wholesale Drug Company, Inc.; and United Natural Foods, Inc. (including its subsidiaries SuperValu and Advantage Logistics)

The proposed settlement requires the defendants to pay over 97 million dollars in cash to abate the opioid epidemic. If effectuated, the settlement will result in a one-time settlement payment to each eligible entity. The funds are restricted to the *Core Strategies and Approved Uses* set forth in Exhibit D of the *Settlement Agreement*. This settlement does not include State AGs or any amount allocated to state shares. Rather, this settlement will be distributed only to any eligible entity that has participated. The allocation to participating entities will be calculated using a previously utilized national model but removing from the equation any amount that the model would have previously allocated to a state AG or a state allocation.

We recommend that you join this settlement by signing and returning the *Combined Subdivision Participation and Release Form* via DocuSign by May 4, 2026.

In order to participate in this Settlement, a person with authority must sign and return the required *Combined Subdivision Participation and Release Form*. You may have already received a *Notice* and a *Combined Subdivision Participation and Release Form* directly from Rubris, the settlement administrator. DocuSign remains the preferred method of submission of the needed form but if you prefer a hard copy please let me know.

I am available as always to discuss. The settlement memo that was sent with the Notice from the administrator, and drafted by me in my role on the national settlement implementation stage, is a helpful guide. Please let me know if any questions.

Thank you.

Shayna E. Sacks

Partner

Dana Gendreau

From: National Opioids Settlements Implementation Administrator for Six Remnant Defendants <system@rubris.com>
Sent: Thursday, March 5, 2026 12:22 PM
To: Dana Gendreau; ssacks@napolilaw.com
Subject: NEW NATIONAL OPIOID SETTLEMENT NOTICE - Six Remnant Defendants - CL-2023460
Attachments: settlement_overview_six_remnant_defendants.pdf; notice_document.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

To: Aroostook County, ME

Rubris Reference Number: CL-2023460

**NOTICE OF NEW NATIONAL OPIOID SETTLEMENTS
AND UPCOMING ACTION NEEDED TO PARTICIPATE**

A new national opioid settlement has been reached with the Six Remnant Defendants. This is the formal notice required by the settlements and authorized by the parties.

Please read this email and the attached documents carefully.


All entities will be receiving the Six Remnant participation form via DocuSign shortly. However, if your entity would prefer to sign and return the documentation via wet ink, please [click here](#) and follow the provided instructions.

If your entity is represented by an attorney with respect to opioid claims and they are not copied on this message, please immediately contact them concerning this notice.

Thank you,
National Opioids Settlements Notice and Claims Administrator for Six Remnant Defendants

Do not Share This Email. This email contains a link to a task in the Rubris platform. It is important that you do not share the email or link with others. Anyone with access to the link will be able to view and make changes to the data. Rubris is not liable for access to your data by individuals to whom you make the email or link available.

By accessing the link above to the Rubris platform, you agree to the [Rubris Platform Terms of Use](#) and for Rubris to process your data in conformance with the Rubris [Privacy Policy](#) available at www.rubris.com.

 This email comes from outside the County of Aroostook email system. Please be cautious opening or clicking on any attachments or links.

National Opioids Settlements: Six Remnant Defendants
Notice and Claims Administrator
opioidsparticipation@rubris.com

To: Aroostook County, ME
Reference Number: CL-2023460

***THIS SETTLEMENT OVERVIEW CONTAINS IMPORTANT INFORMATION ABOUT
THE SIX REMNANT DEFENDANTS NATIONAL OPIOID SETTLEMENT***

SIX REMNANT DEFENDANTS SETTLEMENT OVERVIEW

A new national opioid settlement has been reached with six regional distributors/dispenser defendants (Remnant Defendants Settlement): Associated Pharmacies, Inc (and American Associated Pharmacies); J M Smith Corporation; Louisiana Wholesale Drug Company, Inc.; Morris and Dickson Co.; North Carolina Mutual Wholesale Drug Company, Inc.; and United Natural Foods, Inc. (including its subsidiaries SuperValu and Advantage Logistics) (Six Remnant Defendants). There is one settlement agreement covering the combined settlement with the Six Remnant Defendants.

If effectuated, the proposed Remnant Defendants Settlement will result in the the Six Remnant Defendants paying a combined \$97,625,000.00 in cash for purposes of abating the opioid epidemic. An Eligible Entity's participation in the Remnant Defendants Settlement, the Settlement will result in a one-time settlement payment to each Eligible Entity. The Settlement funds must be used for the *Core Strategies and Approved Uses* set forth in Exhibit D of the Remnant Defendant Settlement Agreement.

The Remnant Defendants Settlement does not include State Attorneys General or any amount allocated to a State. Rather, this Settlement will be distributed only and directly to any Eligible Entity that participates by signing and returning the *Combined Subdivision Participation and Release Form* by the deadline.

The allocation to participating entities will be calculated using the national Denver model but removing from the equation any amount that the Denver model would allocate to a State Attorney General or a State allocation. Specifically, the interstate allocation formula will be used to calculate what amount should go to all the subdivisions in each state and then apply the intrastate allocation as between all subdivisions who are either a litigating subdivision or a non-litigating subdivision with a population of 30,000 or more. Using that methodology, a national pro-rata percentage was created. That allocation percentage of participation is reflected in Exhibit E of the Remnant Defendant Settlement Agreement.



Eligible Entities must decide whether to participate by **Monday, May 4, 2026.**

WHO IS RUBRIS INC. AND WHAT IS THE NOTICE AND CLAIMS ADMINISTRATOR?

The Settlement provides that a Notice and Claims Administrator will provide notice and manage the collection of participation forms. Rubris, Inc. is the Notice and Claims Administrator for this new Settlement and was also retained for the prior national opioid settlements.

WHY IS YOUR ENTITY RECEIVING THIS NOTICE?

Your entity is eligible to participate in this Settlement. This Notice is also sent directly to counsel for each Eligible Entity if the Notice and Claims Administrator has their information. *If you are represented by an attorney with respect to opioid claims, please contact them.*

WHERE CAN YOU FIND MORE INFORMATION?

Detailed information about the Settlement may be found at:
<https://nationalopioidsettlement.com>

You are encouraged to review the Settlement Agreement terms and discuss the terms and benefits with your counsel. Each Eligible Entity will need to decide whether to participate in the proposed Settlement, and entities are encouraged to work through this process before the Monday, May 4, 2026, deadline.

HOW DO YOU PARTICIPATE IN THE SETTLEMENT?

The Settlement requires that each Eligible Entity take affirmative steps to “opt in” to the Settlement. You will receive the *Combined Subdivision Participation and Release Form* via DocuSign along with instructions from the Implementation Administrator. In order to participate in this Settlement, a person with authority must sign and return the required *Combined Subdivision Participation and Release Form*. DocuSign remains the preferred method of submission of the needed form.

The participation rate will be used to determine whether participation for each *Remnant Defendant* is sufficient to move forward. If the Settlement moves forward, your release will become effective as to that *Remnant Defendant*. If the settlement as to any *Remnant Defendant* does not move forward, the release as to that *Remnant Defendant* will not become effective.

Please add the following email addresses to your “safe” list so emails do not go to spam / junk folders: *dse na3@docusign.net* and *opioidsparticipation@rubris.com*. Please monitor your email for the Participation Form and instructions.



All required documentation must be signed and returned on or before Monday, May 4, 2026. Upon effectuation of the Remnant Defendants Settlement, each Eligible Entity will be provided with a link to a portal where you will enter contact and payment information to receive settlement funds.



To: Aroostook County, ME
Reference Number: CL-2023460

**NOTICE OF NEW NATIONAL OPIOID SETTLEMENT
AND UPCOMING ACTION NEEDED TO PARTICIPATE:
MONDAY, May 4, 2026, DEADLINE**

A new national opioid settlement has been reached with six regional distributors/dispenser defendants (Remnant Defendants Settlement): Associated Pharmacies, Inc. (and American Associated Pharmacies); J M Smith Corporation; Louisiana Wholesale Drug Company, Inc.; Morris and Dickson Co.; North Carolina Mutual Wholesale Drug Company, Inc.; and United Natural Foods, Inc. (including its subsidiaries SuperValu and Advantage Logistics) (Six Remnant Defendants).

This is the formal Notice required by the Remnant Defendants Settlement. You are receiving this Notice because your entity is entitled to participate (Eligible Entity). Please read this Notice and the attached *Settlement Overview* carefully. The *Settlement Overview* provides additional information concerning this new national opioid settlement.

Your entity may have participated in prior national opioid settlements. This Notice concerns the opportunity to participate in this **new** settlement with the Six Remnant Defendants. Your entity may participate in this new settlement even if it did not participate in a prior national settlement.

All Eligible Entities must “opt in” to participate in this new settlement. To do so, a person with authority must sign and return the *Combined Subdivision Participation and Release Form* that will be sent via DocuSign shortly. If an Eligible Entity is unable to return an executed *Combined Subdivision Participation and Release Form* using DocuSign, the signed *Combined Subdivision Participation and Release Form* may be submitted via the Rubris Platform Portal. Please utilize the link included in this Notice to upload your entity’s *Combined Subdivision Participation and Release Form* directly to the Rubris Platform Portal. DocuSign remains the preferred method of submission of the needed form.

The deadline to return the *Combined Subdivision Participation and Release Form* is Monday, May 4, 2026.

Questions about this Notice or the process for receiving and submitting the required *Combined Subdivision Participation and Release Form* may be directed to your attorney or the Notice and Claims Administrator at opioidsparticipation@rubris.com.

Please review the list of individuals on this email and contact the Notice and Claims Administrator at opioidsparticipation@rubris.com if someone else at your entity should receive communications about this Settlement.



If your entity is represented by an attorney with respect to opioid claims and they are not copied on this message, please immediately contact them concerning this Notice.

Thank you,
National Opioids Notice and Claims Administrator for the Remnant Defendants
Settlement

The Notice and Claims Administrator is retained to provide the Settlement Notice required by the Settlement Agreement referenced above and to manage the collection of Subdivision Settlement Participation Forms.





MEMORANDUM

To: Aroostook County Commissioners

From: Dana Gendreau, Interim County Administrator/Finance Director

Re: County Government Brochure

Date: April 15, 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 Plt.
District 3

The purpose of this memo is to provide an overview of the Aroostook County Government brochure, which is attached for your review and consideration.

This brochure has been developed to serve as a clear, concise, and visually accessible resource for residents, visitors, and stakeholders seeking information about county government. It is intended to improve public understanding of the County's structure, services, and role within our communities.

The content highlights key departments, services, and points of contact, while also presenting a cohesive and professional image of Aroostook County. Care has been taken to ensure the information is accurate, easy to navigate, and reflective of the County's commitment to transparency and service.

Your feedback is an important part of ensuring this brochure effectively represents Aroostook County and serves the needs of the public.

Aroostook COUNTY

Located in northern Maine along the Canadian border, Aroostook County is the largest county in the state and one of the largest counties east of the Mississippi River. Covering more than 6,800 square miles, the region is known for its rich agricultural heritage, expansive forests, and strong rural communities. Often referred to simply as "The County," Aroostook is home to more than 65,000 residents and dozens of municipalities and unorganized territories.

Aroostook County plays a vital role in Maine's economy, particularly as a leading producer of potatoes, broccoli, and other crops that support both local markets and national distribution. Its vast working forests also contribute significantly to the state's forest products industry, supporting logging, milling, and sustainable land management practices. Outdoor recreation is a defining feature of the region, with thousands of miles of trails supporting snowmobiling, ATV riding, hiking, and cross-country skiing, as well as abundant opportunities for hunting, fishing, and wildlife observation.

County government works in partnership with local communities, state agencies, and regional organizations to provide essential public services, maintain vital records, support public safety, and ensure responsible management of county resources. Through effective leadership and regional cooperation, Aroostook County continues to support the well-being and economic vitality of northern Maine.



Want more information?

Access our website at aroostook.me.us for Agendas, Minutes, Request for Proposals, Committee openings, updates on Opioid Settlement Funding, ARPA Funding, Jail facility development, Department and Contact information, and much more!

Like and follow the County Sheriff's Office at - facebook.com/Aroostook.County.Sheriffs.Department

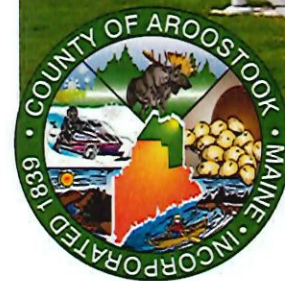
Like and follow the Aroostook Emergency Management Office at - facebook.com/akema.maine

Maine

The way life should be...

Your County Government

...and the services provided



County of Aroostook

144 Sweden St, Suite 1

Caribou, ME 04736

207-493-3318

Elected & Appointed Officials

*All elected officials have 4-year terms.

County Commissioners (Elected)

207-493-3318

The three-member Board of the County Commissioners serves as the governing body of county government. They establish county policy, adopt the annual budget, and oversee the delivery of county programs and services to residents across Aroostook County.

County Administrator (Appointed)

207-493-3318

The County Administrator is appointed by the County Commissioners and manages day-to-day operations of county government and implements policies established by the Commissioners. The office coordinates county departments, prepares the annual budget, and oversees financial and administrative operations.

Treasurer (Elected) & Finance Director/Deputy Treasurer (Appointed)

207-493-3318

The Treasurer & Finance Director/Deputy Treasurer are responsible for the financial management and reporting of the count, day-to-day financial planning, budgeting, internal controls, and fiscal oversight. The Finance Director/Deputy Treasurer is appointed by the Treasurer.

Sheriff (Elected) & Chief Deputy (Appointed)

207-532-3471

The Sheriff's Office provides law enforcement services, operates the county jail, supports court security, and assists local, state, and federal agencies in protecting public safety throughout the county. The Chief Deputy is appointed by the Sheriff.

Register of Deeds North & South (Elected)

207-834-3925 (N) / 207-532-1500 (S)

The Registry of Deeds maintains public records related to real estate ownership, land transfers, and property documents. Passport applications are accepted at our Southern location.

Judge of Probate & Register of Probate (Elected)

207-532-1502

The Probate office probates wills, qualifies administrators of estates files and applications for guardianship and adoptions.

District Attorney (Elected)

207-498-2557 (Caribou)

207-764-0504 (Presque Isle)

207-532-4294 (Houlton)

The District Attorney's office oversees criminal investigations and prosecutions and educates the public about the criminal justice system, crime prevention and victims' rights.

OTHER COUNTY DEPARTMENTS

Emergency Management Agency

207-493-4328

The Emergency Management Agency coordinates disaster preparedness, emergency response, and recovery efforts. The agency works closely with municipalities, first responders, and state partners to ensure the region is prepared for natural disasters and other emergencies.

Unorganized Territory Administration

207-493-3318

Aroostook County provides municipal services for areas that do not have local governments. This includes coordinating services such as taxation, road maintenance oversight, and local administration.

Budget at a Glance

Total County Budgets (General Fund, Jail Fund, and Unorganized Territory Fund): \$20,980,462*

*Based on FY26

General Fund:

Administration	5.28%
Facilities Management	7.07%
Emergency Management	1.43%
Law Enforcement	25.15%
District Attorney	4.99%
Registry of Probate	1.66%
Registry of Deeds	3.02%
Information Technology	1.24%
Fleet Management	0.77%
State & Municipal Programs	0.69%
Capital	3.28%
Miscellaneous Expenses	0.40%

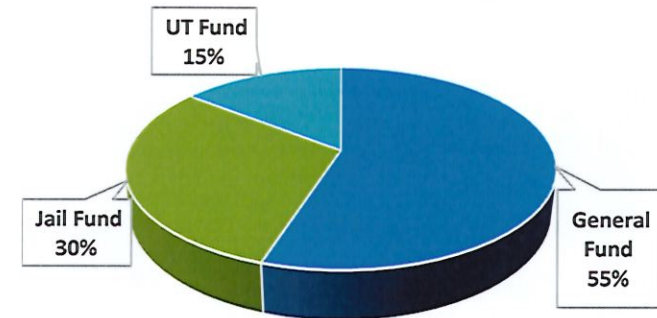
Total General Fund 54.98%

Jail Fund 30.47%

Unorganized Territory Fund 14.55%

Aroostook County Tax Rate 1.97
(per \$1000 assessed valuation)

Aroostook County Budgets





**COUNTY OF AROOSTOOK
Commissioners' Office**

Facilities Director

Roy Guidry

County Commissioners

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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

MEMORANDUM

DATE: March 31, 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.

_ On March 18, I submitted this request to the Commissioner's at the March Commissioner's meeting. This request was tabled due to a concern from the Commissioners wanting to be reassured that the sidewalk project in Houlton would not negatively affect the engineering of this walkway project.



**COUNTY OF AROOSTOOK
Commissioners' Office**

Facilities Director

Roy Guidry

County Commissioners

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Presque Isle
District 2

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Houlton
District 1

Daniel V. Deveau
Cyr Ptt.
District 3

I spoke to Josh McLaughlin who is the owner of J. McLaughlin Construction. His company was awarded the contract to complete the bituminous pavement project in Houlton. I asked McLaughlin if the height of the sidewalk would match the height of the cement walkway we were intending to replace. (This is the question that I was requested to ask.) McLaughlin assured me that it is standard practice to conform sidewalks to the grade of any walkways or driveways. In light of this assurance, I would ask that we contract Dirigo Engineering to draw our plans for a new walkway.

Respectfully Submitted,

Roy Guidry

Roy Guidry, Facilities Director



**COUNTY OF AROOSTOOK
Commissioners' Office**

Facilities Director

Roy Guidry

County Commissioners

Paul J. Underwood - Chair
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Houlton
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Daniel V. Deveau
Cyr Ptt.
District 3

MEMORANDUM

DATE: April 7, 2026
TO: Dana Gendreau, Interim County Administrator
FROM: Roy Guidry, Facilities Director
RE: Brightly Software Update

At the request of the Commissioners, I have spoken to Brightly Software about Aroostook County wanting to end the use of their software for the facilities department. There is a provision within the contract that may allow for early termination for Government entities who do not receive approval for funding.

During my preliminary budget meeting on April 7th, I was advised by the Commissioners that the County of Aroostook could not afford the software, and I had an initial rejection of the requested funds for Brightly Software for fiscal year 2026-2027.

I will continue to work with Brightly to provide the documentation needed that should allow us to terminate our agreement earlier due to the non committal of funding.

Respectfully Submitted,

Roy Guidry – Facilities Director



AROOSTOOK COUNTY EMERGENCY MANAGEMENT AGENCY
158 SWEDEN STREET • CARIBOU, MAINE 04736
PH: 207-493-4328 • FX: 207-493-4357

MEMO

DARREN R. WOODS
DIRECTOR
darren@aroostookema.com

DERRICK OUELLETTE
DEPUTY DIRECTOR
derrick@aroostookema.com

KIM CHAMPAGNE
FINANCE & PLANNING
ASSOCIATE
kim@aroostookema.com

BRIAN GOFF
COMMUNITY OUTREACH
PLANNER
brian@aroostookema.com

TO: Dana Gendreau, Interm County Administrator
FROM: Darren R. Woods, Emergency Management Director
RE: County EMA Mutual Aid Agreement

It is time to renew the county EMA mutual aid agreement with other counties.

This agreement has been a back-up for counties for over 30 years now, and we benefited from it in 2008 when two county directors came to Fort Kent for a week to assist us with flooding response.

I propose that we move forward with renewing this agreement.

Please let me know if you have any further questions.

2026 Maine County Emergency Management Mutual Aid Agreement



County Director's Council

Sponsored by the:
Maine Emergency Management County Director's Council
(MEMCDC)

MAINE COUNTY EMERGENCY MANAGEMENT MUTUAL AID AGREEMENT

A. PURPOSE:

1. The undersigned Officers for the 16 Counties in the State of Maine hereby agree to render reciprocal disaster and emergency management aid and assistance to one another, in accordance with Title 37-B M.R.S.A. Chapter 13 § 784.
2. It is desirable that the resources of the participating counties be made available throughout the state to assist in combating the effects of emergencies and disasters to include, but not limited to, weapons of mass destruction and hazardous materials incidents, floods, fires, earthquakes, hurricanes, coastal storms and winter storms, or any other manmade or natural disaster. This agreement will provide for effective resource management by the sharing of emergency management assets between the counties.
3. Each party to this agreement agrees to furnish resources and services to each other as requested for the response, recovery and mitigation of an emergency or disaster in accordance with the requesting county's Emergency Operations Plans (EOP).

B. COORDINATING OFFICIAL: The County Emergency Management Director (EMD) is the civil official who is tasked with the responsibility and authority to facilitate cooperation in the work of disaster mitigation, preparedness, response and recovery. The County EMD serves as a liaison between municipal, county, state and Federal emergency management entities.

C. PROCEDURES FOR REQUESTING AND PROVIDING ASSISTANCE

1. The County EMD of the county requesting assistance shall gain authorization from that county's commissioners to activate this agreement, unless the County Commissioners have prior delegated this authority to the County EMD.
2. The County EMD needing assistance will contact other County EMDs, as necessary, to request assistance. The initial request may be verbal, but the verbal request shall be followed up with a formal letter, signed and on county letterhead.
3. The County EMD that agrees to deploy resources shall respond to the requested County. Following the completion of the first operational period, the EMD from the requested county shall gain approval from their County Commissioners for subsequent operational periods. The County providing resources shall advise the requesting County as soon as possible.
4. The counties activated under this agreement (both requesting and providing) shall provide notification of their actions to the Maine Emergency Management Agency (MEMA).
5. Personnel assignments may be requested for a period of up to fourteen (14) calendar days, following two options can occur:
 - a. The County providing personnel resources may consider their deployment complete. Their assets will be released to return to their home county. The county providing personnel may replace with other staff resources or they may negotiate a longer stay.
 - b. Another county may be requested to provide personnel resources to the County needing assistance.

D. INTEROPERABLE COMMUNICATIONS: Each County EMD hereby authorizes the other County EMDs to program their emergency management radio frequencies into their 2-way radios. County EMDs should only utilize other counties' frequencies during exercises or when it is necessary to contact another county on their frequency/channel.

E. REIMBURSEMENTS, LIABILITY AND WORKERS COMPENSATION

1. This Agreement provides that the County employee responding to another county will continue to be compensated by their employer for regular salary and benefits during the response for normal work periods up to fourteen (14) consecutive calendar days. The requesting County shall be responsible for providing lodging, meals, incidentals and mileage. This shall be at the established rate of the sending County. EMA volunteers may be used and shall be entitled to the same lodging, meals, incidentals and mileage. Volunteers responding under this agreement are considered covered under title 37-B MRSA for the purposes of Workers Compensation and liability.

2. Each member to this agreement shall be responsible for compensation of damages to its own equipment and vehicles which occurs while aid to the other county is being rendered.

3. Each member to this agreement shall be liable for the actions of its own employees which occurs while aid to the other county is being rendered.

4. Each County EMD shall be responsible for ensuring that their staff and volunteers are qualified and capable of completing the assignments given to them.

5. It is hereby understood that all resources and services provided under this agreement shall be at the discretion of the County providing the resources. The County providing resources shall have the primary interest of protecting its own constituency and does not assume any responsibility or liability for not providing requested resources or services to other parties of this agreement. Decisions shall be made with respect to availability of resources and services at the time of the request. Should an emergency or disaster event subsequently impact the County providing the resources, the assignment may be terminated.

H. AGREEMENT REPRESENTATIVE

1. The duly appointed county emergency management director from each member county shall represent their county on any discussions concerning the mutual aid agreement.

2. No provision of this Agreement may be modified, altered, or rescinded without the approval of the Board of Commissioners of all member counties.

I. DURATION: This Agreement shall remain in effect until December 31, 2028, at which time said Agreement may be updated and renewed.

J. WITHDRAWING FROM THE AGREEMENT: Any member County that desires to withdraw from this Agreement shall provide a written and signed notice to all other member counties, at least 30 days prior to withdrawing from this Agreement.

K. COPIES PROVIDED: This Agreement shall be filed on record with the county commissioner's office of each member county. It shall also be kept on file at each member county emergency management agency. A copy of this agreement shall also be provided to the Maine Emergency Management Agency.

L. VALIDATION: Should any portion or section of this Agreement be held to be invalid by a court of competent jurisdiction, that fact shall not affect or invalidate any other portion or section; and the

remaining portions of this Agreement shall remain in full force and effect without regard to the section or portion or power invalidated.

**MAINE COUNTY EMERGENCY MANAGEMENT MUTUAL AID AGREEMENT
SIGNATORY PAGE**

EXECUTED FOR THE COUNTY OF _____
BY THE BOARD OF COMMISSIONERS

Emergency Management Director

Date

Commissioner, Chair

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date



COUNTY OF AROOSTOOK
Commissioners' Office

Community Services
Director
John Gibson

County Commissioners

Paul J. Underwood - Chair
Presque Isle
District 2

William T. Dobbins
Houlton
District 1

Daniel V. Deveau
Cyr Pt.
District 3

MEMORANDUM

DATE: April 6, 2026
TO: Dana Gendreau, Interim County Administrator
FROM: John Gibson, Community Services Director
RE: Connor Recreation Mowing Bid Results

Connor Recreation Mowing 2026-2028

BID RESULTS (TOTAL FOR 3 YEARS)

Alex Roy - \$7,559.97

Four Corners Property Services - \$8,025.00

C&M Property Services - \$7,897.50

RM Lawn Care - \$10,147.50

It is my recommendation that the bid from Alex Roy is presented to the Commissioners for approval. This is a 3-year contract for \$7,559.97. This is a decrease of approximately 3% over the previous 3 year contract.

John Gibson

Community Services Director

County of Aroostook Unorganized Territory

BID PROPOSAL FORM

CONNOR RECREATION FACILITY MAINTENANCE PROJECT

TO: AROOSTOOK COUNTY COMMISSIONERS
144 SWEDEN STREET, SUITE 1
CARIBOU, ME 04736

Having carefully examined the Contract Documents, General Conditions, and Specifications for the Maintenance Work at the Connor Park Recreation Facility in Connor TWP., as well as a viewing of the site of the proposed project, we, the undersigned, propose to furnish all Labor, Equipment and Materials to complete the project as outlined in the Specifications for:

	2026	2027	2028
(A) One-time cost for cleaning roadside ditch:	\$ 250.00	\$ 300.00	\$ 350.00

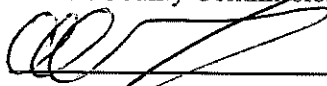
(B) Cost per week to complete specified work:	\$ 116.84	\$ 116.84	\$ 116.84
---	-----------	-----------	-----------

(C) Total cost for year (B x 19 weeks):	\$ 2,219.99	\$ 2,219.99	\$ 2,219.99
---	-------------	-------------	-------------

(D) Total extended cost per year (A + C):	\$ 2,469.99	\$ 2,469.99	\$ 2,469.99
---	-------------	-------------	-------------

Total cost for three (3) year contract period:
(Cumulative total of Line D) \$ 7,559.97

The Contract will be awarded to the lowest, qualified bidder within two (2) working days after receipt of the required Certificate of Insurance at the Aroostook County Commissioners Office.

SIGNED: 

PRINTED NAME: Alex Roy

COMPANY: Roy Boys Truck Works

ADDRESS: 63 River Rd.
Caribou, ME 04736

PHONE: 207-227-4642

The Aroostook County Commissioners have reviewed the bid submitted, and have instructed their Representative to award the contract to the above named

SIGNED: _____

PRINTED NAME: _____

DATE: _____

BID PROPOSAL FORM

CONNOR RECREATION FACILITY MAINTENANCE PROJECT

TO: AROOSTOOK COUNTY COMMISSIONERS
144 SWEDEN STREET, SUITE 1
CARIBOU, ME 04736

Having carefully examined the Contract Documents, General Conditions, and Specifications for the Maintenance Work at the Connor Park Recreation Facility in Connor TWP., as well as a viewing of the site of the proposed project, we, the undersigned, propose to furnish all Labor, Equipment and Materials to complete the project as outlined in the Specifications for:

(A) One-time cost for cleaning roadside ditch: \$ 200 \$ 210 \$ 220

(B) Cost per week to complete specified work: \$ 125 \$ 127.50 \$ 130

(C) Total cost for year (B x 19 weeks): \$ 2375 \$ 2422.5 \$ 2470

(D) Total extended cost per year (A + C): \$ 2575 \$ 2632.5 \$ 2690

Total cost for three (3) year contract period:
(Cumulative total of Line D) \$ 7897.5

The Contract will be awarded to the lowest, qualified bidder within two (2) working days after receipt of the required Certificate of Insurance at the Aroostook County Commissioners Office.

SIGNED: Nicholas Margeson
PRINTED NAME: Nicholas Margeson
COMPANY: C&M Property Services
ADDRESS: 728 Westmanland RD,
Westmanland ME, 04783
PHONE: 207-484-8709

The Aroostook County Commissioners have reviewed the bid submitted, and have instructed their Representative to award the contract to the above named

SIGNED: _____
PRINTED NAME: _____
DATE: _____

BID PROPOSAL FORM

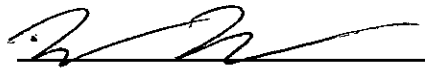
CONNOR RECREATION FACILITY MAINTENANCE PROJECT

TO: AROOSTOOK COUNTY COMMISSIONERS
144 SWEDEN STREET, SUITE 1
CARIBOU, ME 04736

Having carefully examined the Contract Documents, General Conditions, and Specifications for the Maintenance Work at the Connor Park Recreation Facility in Connor TWP., as well as a viewing of the site of the proposed project, we, the undersigned, propose to furnish all Labor, Equipment and Materials to complete the project as outlined in the Specifications for:

	2026	2027	2028
(A) One-time cost for cleaning roadside ditch:	\$ <u>300</u>	\$ <u>300</u>	\$ <u>300</u>
<hr/>			
(B) Cost per week to complete specified work:	\$ <u>125</u>	\$ <u>125</u>	\$ <u>125</u>
(C) Total cost for year (B x 19 weeks):	\$ <u>2375</u>	\$ <u>2375</u>	\$ <u>2375</u>
<hr/>			
(D) Total extended cost per year (A + C):	\$ <u>2675</u>	\$ <u>2675</u>	\$ <u>2675</u>
Total cost for three (3) year contract period: (Cumulative total of Line D)	\$ <u>8025</u>		

The Contract will be awarded to the lowest, **qualified** bidder within two (2) working days after receipt of the required Certificate of Insurance at the Aroostook County Commissioners Office.

SIGNED: 

PRINTED NAME: William Weissman

COMPANY: Four Corners Property Services LLC

ADDRESS: 342 Blake RD Limestone, ME
04750

PHONE: 207-227-4543

The Aroostook County Commissioners have reviewed the bid submitted, and have instructed their Representative to award the contract to the above named

SIGNED: _____

PRINTED NAME: _____

DATE: _____

SECTION 4

Bid Proposal

BID PROPOSAL FORM

CONNOR RECREATION FACILITY MAINTENANCE PROJECT

TO: AROOSTOOK COUNTY COMMISSIONERS
144 SWEDEN STREET, SUITE 1
CARIBOU, ME 04736

Having carefully examined the Contract Documents, General Conditions, and Specifications for the Maintenance Work at the Connor Park Recreation Facility in Connor TWP., as well as a viewing of the site of the proposed project, we, the undersigned, propose to furnish all Labor, Equipment and Materials to complete the project as outlined in the Specifications for:

Table with 4 columns: Description, 2026, 2027, 2028. Rows include: (A) One-time cost for cleaning roadside ditch; (B) Cost per week to complete specified work; (C) Total cost for year (B x 19 weeks); (D) Total extended cost per year (A + C); Total cost for three (3) year contract period: (Cumulative total of Line D)

The Contract will be awarded to the lowest, qualified bidder within two (2) working days after receipt of the required Certificate of Insurance at the Aroostook County Commissioners Office.

SIGNED: [Signature]
PRINTED NAME: Roger E Searles
COMPANY: RM Lawncare, LLC
ADDRESS: 156 Hillside street
Van Buren, ME 04785
PHONE: (207) 868 - 9707

The Aroostook County Commissioners have reviewed the bid submitted, and have instructed their Representative to award the contract to the above named

SIGNED:
PRINTED NAME:
DATE:

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, Chad Cochran, 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, Chad Cochran, 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



Aroostook County
Sheriff's Office

Peter A. Johnson, Sheriff
Shawn D. Gillen, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

Memorandum

To: Peter A. Johnson, Sheriff
From: Craig L. Clossey, Jail Administrator
cc: Shawn D. Gillen, Chief Deputy
Date: April 8, 2026
Re:

Sheriff, I have two applicants for full-time Corrections Officer positions: Kaden Wright of Houlton and James Miller of Houlton. Both applicants have passed all checks successfully.

It is my recommendation that both applicants be hired as full-time Corrections Officers at Step 1, with a start date of April 18th, 2026.

Cmdr.

A handwritten signature in black ink, appearing to be "Craig L. Clossey".

A handwritten signature in black ink, appearing to be "Shawn D. Gillen".

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319

Application for Employment

Please Print

Equal access to programs, services and employment opportunities is available to all persons without regard to race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, 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.

Name Wright Eaden Michael Applicant ID # 5626384
 Address _____
 Telephone # () _____ Cellular/Other Phone # _____ E-mail Address _____
 Position(s) applied for Correction Officer Date of application 02/03/2026
 Referral Source (e.g., Walk-in, Job Posting, Company's Website, etc.) Matt Chase

If necessary, best time to call you is _____ :00 ^{AM}/_{PM}
 Home Cellular/Other

May we contact you at work? Yes No
 If yes, work number and best time to call:
 () : ^{AM}/_{PM}

If you are under 18 and it is required, can you furnish a work permit? N/A Yes No
 If no, please explain: _____

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
 If yes, additional information may be requested.

Are you lawfully authorized to work in the United States? Yes No

Date available for work _____/_____/_____

What is your desired salary range or hourly rate of pay?
 \$ _____ Per hour

Type of employment desired: Full-Time Part-Time
 Educational Co-Op Seasonal Temporary

Will you relocate if job requires it? Yes No

Will you travel 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
Hasn't been explained but I'm sure I can.

Will you work overtime if required? Yes No
 If no, please explain: _____

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.

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

_____ State Maine

Have you ever been bonded? Yes No

Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime? NOTE: Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account. You are not obligated to disclose juvenile records that have been expunged. Yes No

If yes, please provide date(s) and details:

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company? Yes No

If yes, please explain: _____

Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury, or disability. From leaving Alaska
I focused on getting my diploma, spent a few years trying to figure
out a life plan, then spent the remainder tending to my father
after his heart bypass surgery.

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No

If yes, please explain: _____

Skills and Qualifications

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

Time management, quick learning, Adaptive, calm under stress, situational
awareness, communication, attention to detail and emotional intelligence.

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

- Word Processing _____ Level: _____
- Internet I use it every day Level: _____
- Spreadsheet _____ Level: _____
- Other Google docs I use often Level: Int
- Presentation _____ Level: _____
- Other _____ Level: _____
- E-mail Basic understanding Level: _____
- Other _____ Level: _____

Educational Background

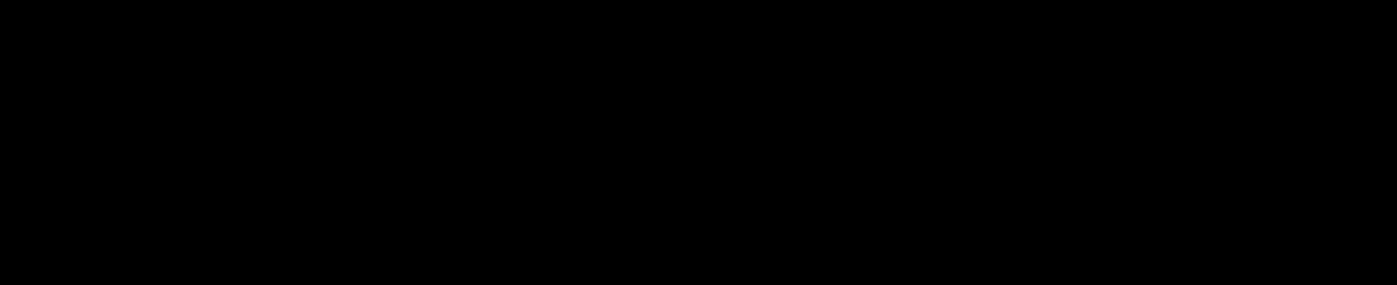
Starting with your most recent school attended, provide the following information.

School (include City and State)	# of Years Completed	Completed	GPA Class Rank	Major/Minor
<u>Corleton Project</u> <u>Houlton Maine</u>	<u>3</u>	<input checked="" type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

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	Telephone	E-mail	# of Years Known
------	-------	---------------------	-----------	--------	------------------



Kaden Wright



Skills

Leadership

Creativity

Adaptive

Time Management

Organization

Quick Learning

Calm Under Stress

Work Experience

August 2017 - June 2018

Alaska Commercial Company, Kotlik AK - Stocker

- Brought in and sorted freight once it arrived at the store, along with general duties.
- Stocked the shelves and performed date rotation of the product.
- Cleaned the store.

April 2025 - Current

Hannaford

- *Deli Associate*

- Slicing various meats and cheeses as well as food prep.
- Cleaning of slicers, knives, scoops, and other parts.
- Customer service ranging from slicing items to helping find products in the store.

Education

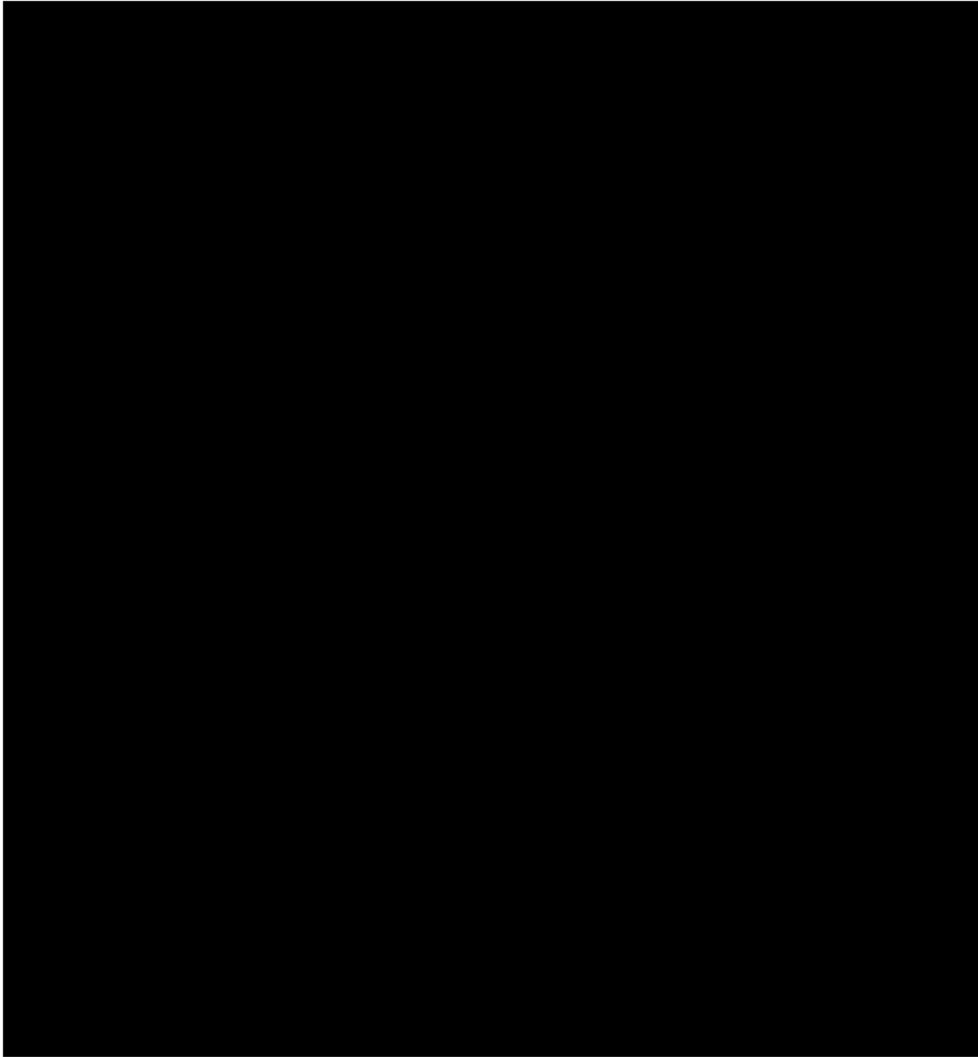


Carleton Project, Houlton Maine - General Diploma

I was class president [REDACTED], I assisted staff with general duties within school.

Awards

Perfect attendance at the Carleton Project, [REDACTED]





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:

James

Last Name:

Miller

Middle Name:

Leslie

Street Address:

City:

State:

Zip Code:

Email Address:

Phone Number (Home):

Phone Number (Cell):

Position(s) applied for:

corrections officer

Referral Source:

Contact Information

If necessary, best time to call you is:

8:00-5:00

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:

12Mar2026

Have you submitted an application here before?

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

Yes

No

Have you ever been employed here before?

If yes, give dates:

Yes

No

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:

[REDACTED]

Employment Preferences

What is your desired salary range or rate of pay?

[REDACTED]

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:

USDA Forest Service

Phone Number:

928-458-1503

Street Address:

344 S. Cortez St.

City:

Prescott

State:

AZ

Dates Employed:

From: 14Mar2022

To: 13JUN2025

Starting Job Title:

maintenance worker

Final Job Title:

maintenance worker

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

Theresa Beard Facilities Engineer

May we contact for reference?

Yes

No

Later

Email Address:

theresa.beard@usda.gov

Phone Number:

928-458-1503

Ext:

Why did you leave?

moved out of state

Summarize the type of work performed and job responsibilities:

What did you like most about your position?

the variety of tasks that needed to be performed

What did you like least about your position?

having to go to contract if the cost was over a certain amount instead of me fixing it.

Employment History Continued

Employer #2:

Dakota Creek Industries

Phone Number:

360-293-9575

Street Address:

820 4th St.

City:

Anacortes

State:

WA

Dates Employed: From: 27FEB2017

To: 14JAN2022

Starting Job Title:

ship fitter

Final Job Title:

material coordinator

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

Adam Brudigam

May we contact for reference?

Yes

No

Later

Email Address:

Phone Number:

360-630-9536

Ext:

Why did you leave?

moved out of state back to Arizona.

Summarize the type of work performed and job responsibilities:

What did you like most about your position?

being able to take initiative and problem solve to keep production moving.

What did you like least about your position?

my hours being cut due to lack of projects

Employer #3:

US Army

Phone Number:

Street Address:

City:

State:

Dates Employed: From: 29DEC2005

To: 27FEB2014

Starting Job Title:

combat engineer

Final Job Title:

team leader

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?

I didn't want to deploy overseas anymore

Summarize the type of work performed and job responsibilities:

What did you like most about your position?

the camaraderie with my team

What did you like least about your position?

seeing soldiers get injured

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?

I have never been fired or asked to resign from any job.

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

I went to Yavapai College from Jan2014-Dec2016 when I left the Army. The other gaps have been in between moves.

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.)

<u>Software Name</u>	<u>Skill Level</u>
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Educational Background

School Name #1:	City/State:	# of Years Completed:
Yavapai College	Prescott, AZ	3

Level Completed:	Major/Minor/Certificate:
Associates Degree	Agriculture Technology Management

School Name #2:	City/State:	# of Years Completed:
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Level Completed:	Major/Minor/Certificate:
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School Name #3:	City/State:	# of Years Completed:
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Level Completed:	Major/Minor/Certificate:
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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:

11MAR2026



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

Work Experience

Organization: United States Dept. of Agriculture Forest Service, (03/14/2022 – current)

Title: Maintenance worker

344 Cortez St.

PRESCOTT, AZ 86303

Hours per week: 40+

Duties: Conducts visual examinations and operational tests to determine the need for, and the performance of repair work on a level of difficulty and responsibility of trades such as carpentry, painting, plumbing, roofing, etc.

Maintained and repaired facilities including but not limited to comfort stations, fee booths, fish cleaning stations, information boards, reservation boards, information signs, campsites, parking lots, picnic shelters, shower buildings, administration buildings, and visitor centers in accordance with FSM/FSH.

Responsible for 12 potable water systems sampling, testing, and record-keeping as required by regulations for all administrative and recreation sites. Maintained current water operator certification.

Performed plumbing duties including responding to water system outages and diagnoses water loss problems, repairs leaks, pumps, pipes, and fixtures or related issues, and restored system functionality. Responsible for water system maintenance including monitoring leak location, testing wells, pumps, leak repair, and adding line replacements. Conducts routine system monitoring, valve exercising, and evaluation. Marked and staked the area for excavation for 75' of new sanitary drain and ensured proper slope and pipe bedding. Planned, coordinated, and implemented new pipe and valves for the 6 swamp coolers at the Prescott Fire Center to fix existing leaks and mitigate damage to supplies and goods. Sketched and recommended a solution for a new well water filtration system for a large campground to replace the old broken system and implemented the new installation.

Performed general carpentry work such as measuring, cutting, constructing, installing, repairing and modifying wood, composite, and wood substitute items where specific fit, and accuracy are within allowable limits to produce a serviceable product. Applies standard measurements, specifications, and instructions when constructing, installing, or repairing items, such as frame structures, decking, partitions, shelving, doors, forms, siding, and scaffolds.

Performed electrical troubleshooting for commercial led lighting, outlets, and switches and replaced as needed. Monitored contractors during an unplanned HVAC outage of 7 units to ensure repairs were done to code.

Responsible for conducting safety inspections of facilities, documenting safety hazards, working condition of facilities, and functionality. Developed annual maintenance schedule and maintained records for owned equipment, such as trailers, welders, saws, tractors, and other equipment. Moves, installs, repairs and replaces campground related fixtures, including wood and concrete tables, stairs, pads, cans, fire rings, etc.

Replaced and repaired push style commercial door locks and conventional door handles and knobs.

Worked with contractors and initiates quotes for future projects and repairs. Maintain current Contracting Officer's Representative level 1 certification.

Organization: Dakota Creek Industries, (08/13/2019 – 1/14/2022)

Title: Material Manager/ new construction

820 4th St.

Anacortes, WA 98221

Hours per week: 40+

Duties: Responsible for the distribution, ordering, and procurement of materials for the construction of 6 U.S. Navy Tugboats. Provided coordination of material and material transfers with Logistics, Engineering, and Project Management to ensure adequate material availability to meet production schedules. Performed routine inventories and ordered material on an as needed basis. Developed MS Excel spreadsheets to efficiently track all parts and hardware for the entire project. Inspected material orders for accuracy, quality control, and coordinated with shipping and vendors to correct any deficiencies. Used 2- and 3-dimensional modeling software and blueprints to verify parts, measurements, and construction details for crew leads. Became familiar with contract specifications to help mitigate any shortcomings and resolve any issues. Kept track of all phases of production and assisted in scheduling to ensure milestones were met. Coordinated with the lead electrician to mitigate any shortcomings of vital electronics and material during a transfer of contractors.

Organization: Dakota Creek Industries, (02/27/2017 – 08/13/2019)

Title: Fitter/Welder repair crew

820 4th St.

Anacortes, WA 98221

Hours per week: 40+

Duties: Any and everything to facilitate the timely repair and maintenance to meet the ships timeline to include setting up welding machines and oxy acetylene torches. Shaping, bending, fitting, and welding various steel inserts in ships. Removing, cleaning, repairing, inspecting, air & hydro testing, and reinstalling sea chest, grey water, and sewage valves on ships. Taping and preparing surfaces for painting. Painting with brushes and rollers from scaffolding, man lifts, and scissor lifts. Helped with rigging and installing generator engines. Shocking and treating freshwater tanks with chlorine and taking samples. Daily use of various hand tools to include grinders, hydraulic presses, chain falls, come-alongs, punches, tap & dies, pneumatic wrenches, impact wrenches, band saws, and mag drills.

Organization: Chino Valley Roads and Streets Committee, (08/14/2014 – 07/01/2016)

Title: Committee Member

Chino Valley Town Hall

202 AZ-89, Chino Valley, AZ 86323

Salary: Volunteer

Hours per week: NA

Duties: Attended committee meetings to vote on matters pertaining to the roads and streets of Chino Valley. Our committee made the initial decision whether maintenance issues were important enough to be forwarded to the city council for implementation.

Organization: Arizona Department of Game and Fish, (06/01/2015 – 07/31/2015)

Title: Summer Intern

Page Springs Hatchery

1600 N. Page Springs Rd, Cornville, AZ 86325

Supervisor: Ty Pebworth Ph.: 928-634-4805 Contact: yes

Hours per week: 40 approx.

Duties: Performed maintenance and repair on the facilities buildings and houses. Feeding, cleaning, and treating trout with potassium permanganate and monitored oxygen levels of the water and various native species of fish in an "open to the public" hatchery setting;

cleaning of raceways (tanks), moving fish into larger raceways, loading fish into specialized trucks for stocking, stocking rivers, lakes, and streams with native fish; used front-end loader, bucket loader, forklifts, fish tank trucks, and fish pumps. Was responsible for solitary weekend duties that involved the day-to-day care of the fish and raceways and greeting the public that came in to tour the facility. Used riding mower, push mowers, trimmers, edger's, rakes, and chainsaws for routine maintenance as well as clearing debris and trees after heavy rainstorms.

Organization: US Army, (12/29/2005-02/27/2014)

Title: Combat Engineer, Team Leader

Fort Carson, CO 80913

Schofield Barracks, HI 96857

Supervisor: SSG Livingston Ph.: unknown Contact: yes

Supervisor: SFC Vessichelli Ph.: unknown Contact: yes

Hours per week: 50+ approx.

Duties: Team Leader, Unit Armorer, Nuclear Radiological Safety Sergeant, Personnel Operations Clerk, Dismounted Machine Gunner assigned to a Bradley Fighting Vehicle; Provided clear and concise direction to subordinates to accomplish required tasks in a timely manner.

Maintained accountability for one Route Clearance Optics System valued at \$750,000.

Maintained and kept strict accountability of all the unit's weapons valued more than \$2,000,000. Scheduled and conducted quarterly and annual inspections on all weapons and chemical equipment and conducted daily preventive maintenance checks and services.

Responsible for the accountability and maintenance of \$200,000 worth of Nuclear Biological Chemical (NBC) equipment and led company sized NBC training.

Created a system that allowed the company to track over 300 personnel actions which improved the situational awareness of all Soldiers within the unit.

Was the subject matter expert on weapons, IEDs, and unexploded ordnance for the company. Can develop safe avenues of approach and means of clearing explosive obstacles for higher echelons as well as troubleshoot and correct problems on a wide array of weapons in the US Army's arsenal. Used various robots to investigate and emplace demolition charges to mitigate explosive hazards. Collected and documented evidence associated with IEDs and turned it into the higher authority.

Was a member of the COIST team (company information support team) and collected data and intel related to IEDs and insurgents that was pertinent to the mission's success. Was adept at utilizing GPS and satellite communications which provided real time information during in theater operations.

Conducted frequent bridge and culvert reconnaissance missions to determine if any hazards were present and if repair was necessary.

Trained and certified on the D-7 and D-9 bulldozers. Dug and filled pits with both D-7 and D-9 dozers. Assisted in making drivable roads in hostile areas. Trained Iraqi Army personnel on route clearance, construction equipment, trenching and backfilling. Planned and aided in the construction of two tactical operations centers, one conference room, one platoon office, and three battalion buildings in support of Operation Enduring Freedom.

Was responsible for updating and maintaining all memorandums for record. Proficient in Microsoft word, Excel, and PowerPoint.

Maintained my security clearance to ensure my ability to use restricted computer systems to enhance my company's overall effectiveness.

Education

A.A.S. – Agriculture Management Technology, Yavapai College [REDACTED]

Production Horticulture Certification, Yavapai College, [REDACTED]

CNC Certification: Computer Aided Programming for CNC Machining, Yavapai College
CNC 101 & 102 - [REDACTED]
CNC 201 & 202 - [REDACTED]

Job Related Training

Unit Armorer Maintenance Course (JUN-2006) (80 hrs.)
Combat Life Savers Course (MAR-2007) (40hrs.)
Modern Army Combatives Level I (MAY-2007)
FBCB2 Operator Course (BFT) (JUL-2007) (40 hrs.)
AN/PSS-14 Mine Detector (JUN-2008) (40 hrs.)
Engineer Explosive Ordnance Clearance Agent Course (EOCA) (OCT-2008)
Common Remote Operated Weapon Station (CROWS) (JAN-2009) (60 hrs.)
Theater Specific IED Reduction Training (Iraq JAN-2009) (60 hrs.)
Warrior Leader Course (MAR-2010)
Chemical Biological Radiological Nuclear Defense Officer/NCO Course (JUN-2010) (80 hrs.)
Blow in Place Training (Afghanistan SEP-2011) (40 hrs.)
Route Reconnaissance & Clearance Course – Sapper (APR- 2011)
Ground Penetrating Radar Operator Course (GPR) (NOV-2011)
Pesticide Worker Protection “Train the Trainer” workshop – AZ Dept. of Agriculture (APR-2015)
Drinking Water Operator Training (USFS Pacific Northwest Region) 2022
Water Distribution System Operator Grade 1 2023
Asbestos Cal/OSHA 2023
Construction Lead Awareness 2023
Contractor Officer’s Representative Level I 2023
OSHA 10 Hour for General Industry 2022
Personal Protective Equipment (HAZWOPER) 2023
Site Control (HAZWOPER) 2023
USDA Cross Training Programs NRCS Conservation Programs 2023
Chlorine Safety 2023
Math Fundamentals 2023
Water Distribution Operator 2023
Hydronic System Basics 2024
Hydronic System Architecture & Operation 2024
Low/No Cost Energy saving Opportunities 2024
Cooling Basics 2024
Heating System Basics 2024
Cooling System Maintenance 2024
HVAC- Air Side: Intro to Air Handlers – Global 2024
ASHRAE Essentials: 55-2017- Thermal Environmental Conditions for Human Occupancy 2025
2021 International Building Code & More: Family Residences, Existing Structures and Historic Buildings 2025
Wood & Insulation Basics 2025
Carpentry Basics 2025
Legionella Prevention 2025
OSHA 10 Hour Construction Program 2025
Pier & Beam Foundation Design 2025
Carpentry Basics Global 2025

Other Information

Data entry, typing, filing, adept at logistical office tasks, carpentry, semi-truck and trailer driver, heavy equipment operator, currently hold a valid TWIC card, knowledgeable and proficient in the use of maps and land navigation.