

COUNTY COMMISSIONERS MEETING
WEDNESDAY, APRIL 15, 2026 1:00 PM
2ND FL CONFERENCE ROOM, SHERIFF'S OFFICE, HOULTON

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
Darren Woods, Director EMA
John Gibson, Community Services Director
Peter Johnson, Sheriff
Shawn Gillen, Deputy Sheriff
Steve Pelletier, ARPA Administrator – Zoom
Vaughn Martin, Spirit of America recipient
Dick Palm, Spirit of America Recipient
James Barton, Maintenance, Spirit of America Recipient
Shawn Howe, Maintenance, Spirit of America Recipient
Lindsey Cross, Custodian, Spirit of America Recipient
Steve Smart, Custodian, Spirit of America Recipient
Chris Tarr, Maintenance Supervisor, Spirit of America Recipient
Tammy Pelletier, Operations Assistant
Kelly O'Mara, WAGM
Metro Publishing – Zoom
Sandra Fournier – Town Manager Mapleton, Castle Hill, Chapman - 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. **MOTION:**
Motion by Daniel Deveau, seconded by Paul Underwood to approve the agenda.

VOTE:
Motion voted on and passed.

ART. 5. Commissioner William Dobbins entertained a motion to approve the minutes of March 18, 2026.

MOTION:
Motion by Daniel Deveau, seconded by Paul Underwood to approve the meeting minutes of March 18, 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. Commissioner William Dobbins presented Spirit of America recognition to the following recipients:

- A) County Officials Appreciation Month – Facilities Management & Team – Roy Guidry, Facilities Director; Chris Tarr, Maintenance Supervisor; Shawn Howe, Maintenance; James Barton, Maintenance; Lindsey Cross, Custodian; Steve Smart, Custodian.
- B) Terrific Ten Broadcaster – Dick Palm, WAGM
- C) Spirit of America Volunteer Recognition – Vaughn Martin, Easton

ART. 8. Commissioner William Dobbins opened a discussion regarding the future of the Jail Study Commission and the Jail Advisory Committee. After much discussion, it was agreed to dissolve both committees and to form a new ad-hoc jail committee. The new committee would include 3 members per district; 2 professionals and 1 community member at large. Ms. Gendreau will notify the existing committees that the County is grateful for the contributions they have made while serving on the committees and that both committees will be dissolved to create a new ad-hoc committee. Committee members may express interest in serving on the new ad-hoc committee if they wish to continue participation. Ms. Gendreau will accept applications for the new committee and present applicants at the next meeting.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to dissolve the current Jail Study Commission and the Jail Advisory Committee; and to create a structured ad-hoc committee consisting of 3 members per district containing 2 professionals and 1 community member at large.

VOTE:

Motion voted on and passed.

ART. 9. Ms. Dana Gendreau presented for consideration a new opioid settlement authorization for Associated Pharmacies Inc; JM Smith Corporation; Louisiana Wholesale Drug Company Inc; Morris and Dickson Co; North Carolina Mutual Wholesale Drug Company Inc and United Natural Foods.

MOTION:

Motion by Daniel Deveau, seconded by Paul Underwood to authorize the Interim County Administrator to execute all documents required to participate in said settlement. The Interim County Administrator, in consultation with legal counsel, Napoli Shkolnik, is also authorized to take all necessary actions to manage the receipt, expenditure, and reporting of funds according to the terms of the settlements. Furthermore, the firm Napoli Shkolnik is authorized to vote on behalf of Aroostook County in favor of the proposed settlement plan for Associated Pharmacies Inc; JM Smith Corporation; Louisiana Wholesale Drug Company Inc; Morris and Dickson Co; North Carolina Mutual Wholesale Drug Company Inc and United Natural Foods.

VOTE:

Motion voted on and passed.

ART. 10. Ms. Dana Gendreau provided an update on the County Government brochure that has been developed. Various department heads and the Commissioners were pleased with the results. It was suggested that a date of publication be added before it was made available to the public.

No motion necessary.

ART. 11. Mr. Roy Guidry provided an update on the Houlton Courthouse walkway project. After consultation with J. McLaughlin Construction who would be doing the sidewalk project for the town of Houlton, it was determined that the engineering of the walkway would not be affected by the sidewalk work. It is standard practice for the sidewalk to conform to the grade of walkways and driveways.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the engineering project with Dirigo Engineering for the Houlton Courthouse walkway.

VOTE:

Motion voted on and passed.

- ART. 12. Mr. Roy Guidry provided an update on the contract agreement with Brightly Software. The agreement includes a provision regarding early termination for government entities who are not able to secure funding from their governing body. Initial discussions during the budget process indicated that funding will not be approved for this project going forward. Mr. Guidry will continue to work with Brightly to provide the documentation necessary to terminate the contract per the government funding provision.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to terminate funding of Brightly Software for the upcoming fiscal year beginning July 1, 2026.

VOTE:

Motion voted on and passed.

- ART. 13. Mr. Darren Woods presented for consideration the renewal of the County EMA Mutual Aid agreement.

MOTION:

Motion by Daniel Deveau, seconded by Paul Underwood to approve the renewal of the County EMA Mutual Aid agreement.

VOTE:

Motion voted on and passed.

- ART. 14. Mr. John Gibson presented for consideration the 3-year Connor Recreation mowing agreement from July 2026-June 2028. Four (4) bids were received with the lowest bidder being Alex Roy for \$7559.97 for 3 years.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the bid recommendation for the 3-year contract for Connor Recreation mowing to Alex Roy in the amount of \$7559.97.

VOTE:

Motion voted on and passed.

- ART. 15. Sheriff Peter Johnson presented for consideration the commission of Det. Sgt. Chad Cochran of the Caribou Police Department.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the commission of Det. Sgt. Chad Cochran of the Caribou Police Department.

VOTE:

Motion voted on and passed.

- ART. 16. Sheriff Peter Johnson presented for consideration the hiring recommendations of Kaden Wright and James Miller as full-time corrections officers.

MOTION:

Motion by Paul Underwood, seconded by Daniel Deveau to approve the hiring recommendation of Kaden Wright and James Miller as full-time corrections officers.

VOTE:

Motion voted on and passed.

ART. 17. County Commissioner's Report

Commissioner Dobbins was unable to attend the MCCA/Risk Pool meeting, so no update is available.

Legislatively, Commissioner Deveau advised that an additional \$4 million has been approved in supplemental jail funding. The exact amount that the County will receive and when is not yet known.

Commissioner Deveau advised that the LUPC will have a meeting on May 13th to discuss the permitting of the new Sinclair Fire Station. Dana and Darren will be in attendance.

ART. 19. Other Business

Chief Deputy Shawn Gillen commended the work on the redesign of the County website, specifically the Sheriff's Department page. He recommended that the Commissioners take a look when they get a chance.

ART. 20. At 2:02 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 A) Consider the FY27 proposed salary scales and B) To discuss a personnel matter"

The Board of Commissioners returned to open session at 3:06 pm.

A) MOTION:

A motion was made by Paul Underwood, seconded by Daniel Deveau to approve the FY27 proposed salary scales as presented.

VOTE:

Motion voted on and passed.

B) MOTION:

A motion was made by Paul Underwood, seconded by Daniel Deveau to approve an additional relocation bonus of \$2,000 for the new County Administrator Justin Tibbetts.

VOTE:

Motion voted on and passed.

ART. 21. Adjournment.

MOTION:

A motion was made by Paul Underwood, seconded by Daniel Deveau to adjourn the meeting at 3:09 pm.

VOTE:

Motion voted on and passed.

Dana L. Gendreau
Interim County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: May 20 , 2026

School-Based Preventive Program Outline

Program Title:

CACE Schools Prevention & Student Support Initiative [Easton Public Schools, Limestone Public Schools, Caswell Public Schools, RSU 32/MSAD32-Ashland, RSU42/MSAD42-Mars Hill, RSU45/MSAD 45-Washburn.]

Program Overview:

The Prevention and Student Support Initiative is a school-based program designed to promote safe, healthy, and supportive learning environments within CACE schools. A designated Resource Officer (Officer of the Law) will serve as a preventive specialist. Working directly with students, staff, and families. The officer's home base will be Caswell Public Schools, delivering services for 180 school days a year.

Program Goals:

1. Build Positive Relationships

Establish trust and support with students, families, and school staff to encourage open communication and create a safe atmosphere.

2. Promote Healthy Decision-Making

Provide students with age-appropriate information on substance use, personal safety, and responsible behavior.

3. Support Schoolwide Behavior Programs

Collaborate with Teachers and Administrators to reinforce positive behavior systems and restorative practices.

4. Enhance Family Knowledge & Engagement

Offer parents and guardians up-to-date information on the risks of drug use, emerging substance trends, and prevention strategies.

Key Program Components:

1. Student Engagement and Support

- Provide classroom lessons and group discussions focused on:
 - Drug and Alcohol Prevention
 - Personal safety and conflict resolution
 - Social-emotional learning (SEL)
- Be a visible, approachable presence throughout the school day.
- Offer mentoring and informal check-ins with students needing additional support.

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2. Behavior Support

- Collaborate with staff on schoolwide PBIS or behavior frameworks.
- Support restorative practices, mediation, and problem-solving.
- Help identify behavior concerns early and participate in intervention planning.

3. Family and Community Education

- Host informational sessions for parents on:
 - Drug awareness and emerging substances
 - Online safety and risk behaviors
 - How to talk to children about drugs and decision-making
- Provide resources, pamphlets, and hotline information as needed.

4. Collaboration with CACE Schools

- Work with classroom teachers, counselors, administrators, and social workers.
- Participate in team meetings, planning sessions, and professional development.
- Maintain clear communication with the school district while respecting student confidentiality guidelines.

5. Program Components

5.1 Student Education & Prevention Curriculum

- Evidence-informed lessons on drug and alcohol prevention.
- Instructions on making healthy decisions and resisting peer pressure.
- Social-emotional learning topics, including self-management, empathy, and responsible behavior.

5.2 Behavior & Climate Support

- Support for PBIS, restorative circles, and conflict mediation
- Early identification of behavior concerns
- Reinforcement of positive student behavior
- Collaboration on intervention planning and student support teams

5.3 Parent and Guardian Education

- Workshops on drug-use awareness, safety concerns, and communication strategies
- Distribution of prevention resources, fact sheets, and community referral information

- Opportunities for parent Q&A and ongoing engagements

5.4 Collaboration with CACE School Staff

- Participation in planning meetings, professional development, and data review
- Coordination with counselors, social workers, and administrators
- Alignment of prevention activities with district goals and student needs

6. Expected Outcome

6.1 Student Outcomes

- Increased knowledge of drug-use risks
- Improved decision-making skills
- Stronger relationships with trusted adults
- Reduction in behavior-related incidents

6.2 School Outcomes

- Stronger school climate and sense of safety
- More consistent implementation of behavior supports
- Increased communication between families and school staff

6.3 Family and Community Outcomes

- Improved awareness of substance use trends
- Stronger partnerships between schools and families
- Greater access to prevention resources

7. Evaluation & Reporting

The program will be evaluated using:

- Behavior incident data
- Attendance records
- Student and staff surveys
- Parent feedback
- Program activity logs maintained by the resource Officer

Annual reports will be submitted to CACE school leadership summarizing outcomes, challenges, and recommendations for improvement

8. Budget Summary

Potential cost categories include:

- Personnel (Resource Officer salary & benefits)
- Training & professional development
- Materials (curriculum, handouts, parent resources)

- Travel between CACE schools
- Program Evaluation

9. Conclusion

The CACE Schools Prevention & Student Support Program will reinforce safe, supportive, and healthy learning environments across the district. By embedding a dedicated Resource Office within Caswell Public Schools and expanding services over time. The program will proactively address student needs, strengthen family knowledge, and contribute to long-term school safety and success.

School Resource Officer Program	FY 2026-2027
Personnel	
Deputy Patrol	89,523
OC STIPEND	1,700
Overtime	10,000
Medical Insurance	32,603
Medicare/Fica	1,468
Life Insurance	120
MainePERS	13,665
Workers Comp	4,049
Total Personnel	153,128
Contractual	
Gas & Oil, Vehicle	13,000
Repairs, Vehicle	600
Telephone	1,000
Equipment Maintenance	500
Car Insurance	2,500
Dues	100
Training & Education	1,000
Uniforms	600
Total Contractual Services	19,300
Program Resources	
Training & Professional Development	4,500
Program Materials	3,000
Technology & Equipment	2,500
Parent/Community Outreach	1,200
Program Evaluation	2,000
Individual Costs	3,500
Vehicle 1/3 of Price	20,000
Total Program Resources	36,700
GRAND TOTAL	\$ 209,128

Dana Gendreau

From: Boucher, Stacy <Stacy.Boucher@maine.gov>
Sent: Wednesday, April 22, 2026 12:49 PM
To: Dana Gendreau
Cc: Wall, Courtney
Subject: Seeking County Government representation on the Aroostook Public Health Council

Good morning Dana,

I am in process of cross checking the Aroostook Public Health Council's membership against the sector representation identified in Maine statute and find that I no longer have a representative from County Government either as a member (or a stakeholder that receives regular correspondence if that is preferred) since both Ryan and Norm left service. I reached out to Beth Hummel hoping that she could identify who the most appropriate contact might be to start a conversation with and she provided your contact information.

I am happy to have a conversation to fill in any questions you have regarding participation, but I can start with a handful of highlights:

1. It is a public / private council that functions in many ways like a local board of health (minus some of the authority)
2. It was built into Maine Statute and has been meeting since 2009 with broad sector representation including Maine CDC, hospitals, FQHCs, Social Service Providers, DEP, etc.
3. We meet as a full Council quarterly from 9:00-11:30a and all meetings are still virtual at this time. The next meeting is Wednesday May 6.
4. The agenda always includes at least one speaker to conduct education of a public health topic in addition to the standing business. Next month we have a safety theme and will have speakers regarding cyber security, human trafficking and international travel advisories.

I look forward to hearing from you. Thank you for your time and attention,

Stacy

Stacy Boucher, MSHS

Aroostook District Public Health Liaison

Department of Health and Human Services

Maine Center for Disease Control and Prevention - Preserve * Promote * Protect

Office of Readiness and Response

30 Skyway Drive, Unit 100

11 State House Station

Caribou, ME 04736-0011

Tel: (207) 493-4087

Mobile: (207) 592-5632

TTY: Call 711 (Maine Relay)



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

April 21, 2026

RE: Request for Approval of the AP/Payroll Specialist Vacant Position

The recruitment process for the AP/Payroll Specialist position vacancy attracted 10 applicants. After a detailed screening and interview process, I recommend the appointment of Leslie Rafford to the position.

I believe she will make an excellent addition to the Aroostook County finance team, and I respectfully request her appointment effective May 4, 2026.

Sincerely,

Dana L. Gendreau
Interim County Administrator
Finance Director

DLG/jff

APRIL 7, 2026

Hiring Manager,

I am submitting to you, my resume, as I feel that my experience and skills are a match and would make me a good fit for your company.

Currently, I am an Accounting Assistant for a local lumber mill. My day-to-day responsibilities include Accounts Payable, Accounts Receivable and Payroll, as well as daily banking transactions, cash and freight reconciliations, weekly and monthly reports for the Controller and month end closing processes. I also assist with benefits, new hire orientation, sales and quarterly taxes, shipping and invoicing.

I am organized and punctual, with a positive attitude. Attached is my resume for your review. I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Leslie Rafford

Leslie M. Rafford

Accounts Payable/Accounts Receivable/Payroll Specialist with 17 years of experience processing timely payments to vendors and employees, while ensuring accuracy and compliance with full-cycle payroll and check/wire/ACH payments to vendors. As well as, preparing month-end and fiscal year-end financial reports for Controller, and monthly reconciliation of multiple bank accounts, vendor accounts and AP aging. Maintaining accuracy of financial reports, resolving vendor questions, along with coordinating internal and external financial audits. A proven track record of using exemplary organization skills to lead the department, assist with training personnel, and improving employee benefit programs. A team player with excellent communication skills, high quality of work, driven and self-motivated and able to work independently.

Experience

OCTOBER 2009 – PRESENT

Accounts Payable/Accounts Receivable/Payroll and Benefits Specialist/Office Assistant/Accounting Assistant
JD Irving Forest Products (formerly Daaquam Lumber Maine Inc, Maibec Lumber Inc. Fraser Timber LLC)

Process 75+ vendor payments weekly via check, wire and ACH. Manage full cycle payroll for 100+ employees, including state and federal taxes and benefit filings, payments and reporting. Maintain accurate vendor and employee records for compliance with internal and external audits. Review, update, and revise company policies and benefits annually, working with HR to create and maintain a positive and responsive work environment, to achieve higher employee retention. Process checks and wire payments for lumber receivables. Reconcile bank accounts and complete month-end and fiscal year-end work for Controller. Manage reporting for log purchases and by-product sales. Assist with departments during staff absences, such as shipping, receiving and purchasing.

MARCH 2006 – OCTOBER 2009

Customer Service Representative

MMG Insurance Co.

Addressed customer inquiries, ensuring accurate policy updates. Managed policy changes in a fast-paced environment. Operated high volume switchboard.

JULY 1998 – MARCH 2006

Executive Administrative Assistant/Human Resource Assistant/Customer Service Representative

MBNA Corporation

Supported Branch Manager with daily reports and office operations, enhancing efficiency and communication. Managed switchboard, completed purchase orders and reconciled statements.

Managed hiring operations, recruited call center staff, implemented effective recruitment strategies, facilitated onboarding, and maintained employee files in compliance with State and Federal requirements.

Handled outbound calls, resolved customer issues and utilized communication skills to build rapport and trust.

Skills

Microsoft Office • AS/400 • Payroll and Benefits Administration • Team Player • Excellent time management skills • Experience with all areas of office management and multi-role positions • Manufacturing Production Data Entry • Purchasing • Shipping and Receiving • Accounting

Education

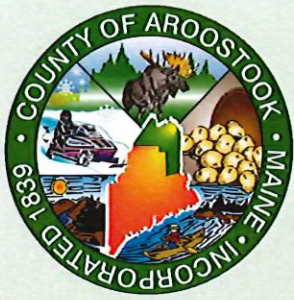
Medical Administrative Assistant Program | Northern Maine Technical College

Activities/Leadership

Portage Lake School Board; Member, 2023-2026

Portage Lakers Snowmobile Club; Secretary 2015-2021, Media Specialist 2013-2024, Membership Chair 2010

Ashland Area PTO; Vice President 2012-2015, Secretary 2010-2012



**COUNTY OF AROOSTOOK
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Interim County Administrator
Finance Director
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District 2

William T. Dobbins
Houlton
District 1

Daniel V. Deveau
Cyr Plt.
District 3

MEMORANDUM

TO: County Commissioners

FROM: Dana L. Gendreau, Interim County Administrator

DATE: May 20, 2026

RE: Ratification of Gift Card Purchase for 2026 Finance Committee

I respectfully request the Commissioners ratify the purchase of \$50 gift cards for each member of the 2026 Finance Committee in recognition of their time, effort, and commitment during the FY 2026–2027 budget development process.

The Finance Committee dedicated significant time reviewing departmental requests, evaluating financial priorities, and assisting in the preparation of a balanced and responsible budget. The gift cards are intended as a token of appreciation for their service and contribution to the County.

Your consideration and ratification of this purchase is appreciated.

Dana

Name	Value	Activation Fee	Purpose	Account
Kai Libby	\$50	\$6.95	Finance Committee Gift	1209252-34023
Sue Powers	\$50	\$6.95	Finance Committee Gift	1209252-34023
Ryan Bushey	\$50	\$6.95	Finance Committee Gift	1209252-34023
Nelson Jandreau	\$50	\$6.95	Finance Committee Gift	1209252-34023
Donald Savage	\$50	\$6.95	Finance Committee Gift	1209252-34023
Richard Fortier	\$50	\$6.95	Finance Committee Gift	1209252-34023
Scott Moir	\$50	\$6.95	Finance Committee Gift	1209252-34023
Mike Greenlaw	\$50	\$6.95	Finance Committee Gift	1209252-34023
Michelle Raymond	\$50	\$6.95	Finance Committee Gift	1209252-34023
	\$450	\$62.55	Total = \$512.55	

Centralized purchasing is done in instances where it is most efficient to do so as determined by the County Administrator (i.e., telephone long distance, insurances, office supplies, legal, audit, paper goods, janitorial supplies, photocopies, etc.).

Credit Card Purchases

Credit cards are used to purchase goods and services when it is cost efficient to do so.

No credit card purchases are made until the appropriate level of authorization has been received. Credit card payment is no different from payment by check - the authorization levels and requirements are exactly the same.

Authorized users are solely accountable for official agency use and are responsible to minimize or prevent unauthorized use by proper security. Unauthorized use or misuse use of credit card is subject to disciplinary action as deemed appropriate by both the Chair of the Board of County Commissioners and the County Administrator.

Vendor accounts are established and maintained with limits by the County Administrator based on monthly needs. Credit references (vendor and Dun & Bradstreet) can be released by the Accounting Office upon demonstration of a need for a new credit account.

Only the County Administrator is authorized to open corporate credit card accounts and to authorize employees to use them.

Gift Cards/Gift Certificates

All gift card/gift certificate purchases require prior approval of the County Commissioners. The written request must contain, at a minimum, the following information:

The purpose of the gift card/gift certificate purchase;

The name(s) of the employee(s)* or individual(s) receiving the gifts;

The face value of each gift and the total amount of the gift card/gift certificate purchase; and,

The account number to charge the expenditure.

The information will be provided to the County Administrator who will present the request at a County Commissioners' meeting for consideration and approval.

*This information is required for tax reporting purposes.

Purchase Orders

All purchases should be requisitioned by using pre-numbered purchase orders (P.O.) issued by the appropriate department designee. Purchase orders are pre-numbered, kept in a secure area in the Accounting Office, and issued upon request from an authorized purchaser.

The Department Head or their designee approving the P.O. is the person who has budget responsibility for the department to which the purchase will be charged.

After approval, two (2) copies of the P.O. are distributed: one immediately to the Vendor and one kept on file in the Accounts Payable Office to be matched to the receiving document or invoice.

Special Purchasing Conditions

Emergencies:

Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of organization property is involved.

Single Distributor/Source:

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, Nathan Chisholm, 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, Nathan Chisholm, personally appeared before me and took the above oath prescribed by the Constitution and laws of the State of Maine to qualify him / her to execute the duties to which he / she is being appointed by the Office of Sheriff.

Dedimus Postestatem: _____ Date: _____

Sheriff: _____ Date: _____

As prescribed by law, the Sheriff, by presentation of this commission, has notified the Board of County Commissioners of the appointment of the above listed individual as a Deputy Sheriff, of and for the County of Aroostook, Office of Sheriff. By execution of a board majority below, the Board of County Commissioners acknowledges the aforementioned statutory notification, and affirms the appointment.

RECEIVED AND RECORDED IN
APPOINTMENTS OF DEPUTY SHERIFFS
VOL: _____ PAGE: _____
ATTEST: _____ DATE: _____

_____ CLERK

COUNTY OF AROOSTOOK
OFFICE OF THE SHERIFF

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Oath of Office

I, Dustin Charette, 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, Dustin Charette, 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: _____

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VOL: _____ PAGE: _____
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_____ CLERK

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Oath of Office

I, Matthew Brown, 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, Matthew Brown, 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: _____

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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, William Campbell, 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, William Campbell, personally appeared before me and took the above oath prescribed by the Constitution and laws of the State of Maine to qualify him / her to execute the duties to which he / she is being appointed by the Office of Sheriff.

Dedimus Postestatem: _____ Date: _____

Sheriff: _____ Date: _____

As prescribed by law, the Sheriff, by presentation of this commission, has notified the Board of County Commissioners of the appointment of the above listed individual as a Deputy Sheriff, of and for the County of Aroostook, Office of Sheriff. By execution of a board majority below, the Board of County Commissioners acknowledges the aforementioned statutory notification, and affirms the appointment.

RECEIVED AND RECORDED IN
APPOINTMENTS OF DEPUTY SHERIFFS
VOL: _____ PAGE: _____
ATTEST: _____ DATE: _____

_____ CLERK

COUNTY OF AROOSTOOK
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, Aaron Neureuther, 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, Aron Neureuther, 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.

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_____ CLERK

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, Shanna Duffy, 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, Shanna Duffy, 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.

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APPOINTMENTS OF DEPUTY SHERIFFS

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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, Larry Goff, 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, Larry Goff, 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.

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COUNTY OF AROOSTOOK
OFFICE OF THE SHERIFF

APPOINTMENT OF DEPUTY SHERIFF

Placing special trust and confidence in your integrity, ability and discretion, I do, by virtue of the authority vested in me as Sheriff of Aroostook County, hereby appoint you an Aroostook County Deputy Sheriff. You are, therefore, directed to execute the duties of your appointment according to the Constitution of the United States and the State of Maine, the laws of the United States and the State of Maine, and the direction you receive from the Sheriff and his designee(s).

Oath of Office

I, Ryan Doughty, solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of Maine. I further swear that I will abide by the laws of the United States and the State of Maine, and that I will faithfully discharge my duties in accordance with the lawful orders of the Sheriff and those appointed over me. I hold my position and authority on behalf of the people of Aroostook County. In reverence of the law, I will conduct my duties in good faith, with honesty, courage and justice, to the best of my ability. I shall never betray the public trust or abuse my authority, so help me God.

Deputy Sheriff: _____ Date: _____

The above named, Deputy Sheriff, Ryan Doughty, 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.

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_____ 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-Shawn D. Gillen, Chief Deputy
From: Craig L. Clossey, Jail Administrator
cc:
Date: April 23, 2026
Re: New Part-time Corrections Officers

Sheriff, Chief,

I have two applicants for the part-time Corrections Officer position. Ian Ryan Sonderman of Oakfield and Brian McGuigan of Monticello both passed their background checks.

Mr. Sonderman is graduating from UMPI in May of this year, and Mr. McGuigan has past experience in private security.

It is my recommendation that both officers be hired as part-time Corrections Officers, with a start date of May 11th, 2026, at step 1, \$20.66 per hour.

Any consideration of this request is appreciated.

Cmdr.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319

April 6, 2026

Aroostook County Jail
15 Broadway
Houlton, ME 04730

Dear Hiring Committee,

I am writing to apply for the Corrections Officer position at the country jail. I am highly motivated to begin a career in public safety and believe this role is an idea opportunity to develop the discipline, judgment, and professionalism required in the field.

I bring a strong work ethic, accountability, and the ability to remain composed under pressure. I understand the importance of maintaining safety, enforcing rules consistently, and treating individuals with respect, skills which I have developed during my college career. I am prepared to handle the physical and mental demands of the role while contributing positively to the facility's operations.

I am also influenced by my father's work with the Aroostook County Sheriff's Office as a dispatcher, which has given me early exposure to the responsibilities and standards expected in law enforcement. That perspective has shaped my respect for the profession and reinforced my commitment to pursue a similar path in public safety.

Looking ahead, my long-term goal is to put my skills in mathematics and data science to use with a federal law enforcement agency such as the FBI. I see this position as a critical first step, allowing me to gain real-world experience in the criminal justice system and law enforcement while building a foundation for future advancement.

Thank you for your time and consideration. I would welcome the opportunity to further discuss how I can contribute to your team.

Sincerely,

Ryan Sonderman



Ryan Sonderman

Key Skills

- Calculus
- Statistics
- Boolean Algebra

- Software Development
- Data Analysis
- Artificial Intelligence

- Business Administration
- Analytics
- Accounting
- Finances

Other Skills

- Presentation
- Teamwork
- Microsoft Office
- Education/Tutoring

Education

Bachelor of Science in Mathematics

University of Maine at Presque Isle,
Cumulative GPA: 3.854

Bachelor of Science in Computer Science

University of Maine at Presque Isle,
Cumulative GPA: 3.854

Bachelor of Arts in Business Administration

University of Maine at Presque Isle,
Cumulative GPA: 3.854

Professional Experience

Student Tutor

Mar 2024 – Present

University of Maine at Presque Isle

- Provided individualized academic support to students in mathematics and computer science, improving understanding and performance.
- Delivered supplemental lectures and problem sets to students in mathematics, expanding upon existing curriculum.

Data Science Intern

May 2025 – Jul 2025

MDI Biological Laboratory

- Analyzed and modeled sensitive datasets while adhering to string confidentiality protocols.
- Automated data pipelines and reporting workflows, reducing manual processing time and improving data reliability.
- Designed clear visualizations to transform complex analyses into actionable insights for technical and non-technical stakeholders.

Senior Residential Assistant

Jan 2022 – Feb 2024

University of Maine at Presque Isle

- Provided a safe, inclusive, and engaging community for residents.
- Organized events, enforced policies, and provided peer counseling and conflict resolution.
- Responded to emergency situations by assisting first responders, directing residents, and writing incident reports.

Brian McGuigan

Willing to relocate: Anywhere

Work Experience

Vacuum Truck Driver

Feeney Brothers Excavation, LLC | Worcester, MA

March 2021 to Present

Use the vac truck to suck around utilities to make sure we didn't hit any un marked gas water or electric services

Flatbed Truck Driver

TMC Transportation | Des Moines, IA

August 2019 to Present

Within the first year I was ranked in the top ten % of the entire fleet for average gross and safety. Out of 3500 drivers I am ranked 120th.

Landscaper

Reil deal llc | Worcester, MA

December 2016 to Present

Working off and on weekends and or when it rained while also working at pioneer sealcoating. I took care of trimming hedges and mowing lawns. Also did plowing for them during the winter.

Truck Driver Class A

AWC TRUCKING | Syracuse, NY

July 2023 to August 2023

I was under the assumption I would be home weekly but that changed once I got in the truck, they wanted me out a minimum of 30 days at a time. So it did not work but left on good terms.

Dump Truck Operator

Vessello inv | Charlton, MA

March 2019 to January 2020

Paved roads operated rollers along with loots ramp shoes and anything else that was needed to complete job.

Crew Leader

Pioneer Sealcoat, LLC | Worcester, MA

April 2013 to July 2019

Ran a crew of 5, crack filling and seal coating driveways and parkinglots

Education

High school or equivalent

Auburn High School | Auburn, MA



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:
Brian

Last Name:
McGuigan

Middle Name:
Patrick

Street Address:

City:

State:

Zip Code:

Email Address:

Phone Number (Home):

Phone Number (Cell):

Position(s) applied for:

Referral Source:

Correctional Officer

Contact Information

If necessary, best time to call you is:

Phone Number:

Anytime

May we contact you at work? Yes No

Best time to call you at work is:

Work Phone Number:

Ext:

Same as above

Employment Eligibility

Date Available for Work:

Asap

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:

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:

McCain Foods

Phone Number:

207-488-2561

Street Address:

319 Richardson Rd

City:

Easton

State:

Maine

Dates Employed:

From: June, 2024

To: December 2025

Starting Job Title:

Shuttle Driver

Final Job Title:

Shuttle Driver

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

Jaye Howe

May we contact for reference?

Yes

No

Later

Email Address:

N/A

Phone Number:

207-227-4701

Ext:

Why did you leave?

My father-in-law passed away, he was put the rest in Connecticut while down for his funeral i ran out.

Summarize the type of work performed and job responsibilities:

I would transport materials from what end of the plant to the other end, or from freezer to freezer. I also had to watch over the trailer lots making sure no one was tampering with trailers.

What did you like most about your position?

What I liked the best about the position would have to be the benefits.

What did you like least about your position?

What i Disliked the most about the position, would have to be feeling like I was always behind on the schedule.

Employment History Continued

Employer #2:

Fedex Delivery Ground

Phone Number:

800-463-3339

Street Address:

191 Ludlow RD

City:

Houlton

State:

Maine

Dates Employed:

From: April 2022

To: June 2024

Starting Job Title:

Driver

Final Job Title:

Driver

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

Toby

May we contact for reference?

Yes

No

Later

Email Address:

N/a

Phone Number:

N/A

Ext:

Why did you leave?

I didn't leave Fedex the owners of this subdivision or route sold the company to another entity.

Summarize the type of work performed and job responsibilities:

My day would start by loading my truck with the stops that were loaded on my scanner. Once the truck was loaded I would the head north to start my deliveries. The day would end what i returned the truck washed it and parked it for the next day.

What did you like most about your position?

What I liked the most about this position would have to be the fact that the route was never the same.

What did you like least about your position?

What I didn't like about the position would be the hours. You wouldn't know what time your shift would end until halfway through the day. With that said I wasn't paid hourly so some days i would make good money, other days i would make less than minimum wage.

Employer #3:

Phone Number:

Street Address:

Feeney Brothers Utilities

City:

Worcester

State:

Massachusetts

Dates Employed:

From: February 2019

To: June 2022

Starting Job Title:

Truck Driver

Final Job Title:

Foreman Opperator

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

Matt Mcdonald.

Employment History Continued

May we contact for reference?

Yes

No

Later

Email Address:

Phone Number:
617-287-1004

Ext:

Why did you leave?

My family and I decided we wanted to get out of Massachusetts to offer something more to our kids. So, we moved up here to Maine to try to build something for my two boys.

Summarize the type of work performed and job responsibilities:

I started off just running materials for jobs. Soon after getting promoted to foreman, I started to operate the Vacuum trucks along with excavation equipment. I would set plans to extract old cast iron gas mains while installing new PVC gas lines. This included residential areas along with commercial lots. I would run crews of 4-9 people we would install the new pipes, extract the old pipes and then tie it all together again.

What did you like most about your position?

What I liked the most about this position was the stress factor, everyday I would go home feeling like I completed something. Also knowing we might have saved people from gas leaks among other dangers also gave me pride in what I was doing.

What did you like least about your position?

I honestly can't put anything here. This job was one of the most satisfying positions I have ever been in.

Employer #4:

TMC Trucking

Phone Number:
800-247-2460

Street Address:

6115 SW Leland Ave

City:

Des Moines

State:

Iowa

Dates Employed: From: August 2017

To: December 2019

Starting Job Title:

OTR Truck driver

Final Job Title:

Regional Truck Driver

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

N/A

May we contact for reference?

Yes

No

Later

Email Address:

n/a

Phone Number:
800-247-2460

Ext:

Why did you leave?

We had my second child, driving over the road was just too much stress on the family life. Especially when Covid hit things only got harder so I found local work so I could be home with my family more.

Summarize the type of work performed and job responsibilities:

I was in charge of my own routes and daily tasks, mostly it started with route planning around the loads I received during the week. Making sure the routes I planned would not only get me to the destination needed but there early. If there was one thing I learned about truck driving is that "if you're early, you're on time, if you're on time, you're late, and if you're late, you're fired." This was kind of the golden rule for trucking. Not only making it there on time but most importantly you and your cargo made it there safely. On that note I was also the only one that would secure and load my trailer. With flatbed trailers that mean using straps in strategic positions due to only having so many locations to secure the strap to. If we had metal coils or ingot rods you needed special tarps and chains to secure these safely. There was a lot then went in my daily tasks when it came to this.

Employment History Continued

What did you like most about your position?

What I like the most about this position, would have to be seeing the country. Traveling hundreds of miles daily.

What did you like least about your position?

What I disliked the most would be the time away from my family.

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

Yes, I have been fired before. I was fired from McCain Foods due to issues around my father-in-law passing away. This is the only time I have ever been fired. I have no issue going into detail about this more later.

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

The only gap I have in my employment history happened this winter. That was mostly due to transportation issues, My wife needed her car to continue working her shift, my vehicle had to get repaired with lengthy time frames and expenses on parts it was smarter for us to just maintain the winter months, until my car was fixed. which it is now.

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:

I am CPR, AED, and Basic first aid Certified. I've worked in the security field before. just not police or correctional positions, it was private security.

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

<u>Software Name</u>	<u>Skill Level</u>
Word	basic
Excel	basic
Microsoft 365	basic

Educational Background

School Name #1:	City/State:	# of Years Completed:
Auburn High School	Auburn/ Massachusetts	12
Level Completed: 12th	Major/Minor/Certificate: High school Diploma	
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?

I have done Masonry, Framing, Hvac, and Truck driving.

List any relevant volunteer work:

I volunteer as a youth football coach.

List special accomplishments, publications, awards, etc.:

n/a

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: **Brian McGuigan**

Date Signed:
04-08-2026



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

COUNTY OF AROOSTOOK SHERIFF'S OFFICE

TOWER LEASE AGREEMENT

This Agreement is made this 1st day of _____, 2026, by and between Atlantic Tower Corp., a Maine corporation with a place of business in Hermon, Maine, and a mailing address of 40 Freedom Parkway (“Landlord”), and the **County of Aroostook, on behalf of the Aroostook County Sheriff’s Office**, with a place in at Houlton, Maine. (“Tenant”).

WHEREAS, Landlord is the [owner/lessee] of a [parcel of land/site] located at, (see Exhibit 1), Aroostook County, Maine, together with a building and related improvements (collectively the “Premises”);

WHEREAS Landlord is the [owner/lessee] of 4 towers located on said [see exhibit 1] (the “Tower”);

WHEREAS Tenant desires to lease space on [see Exhibit 1]; and

NOW THEREFORE, the parties agree as follows:

1. **Equipment.** Landlord grants Tenant the non-exclusive use of said [parcel/site], building and Tower (collectively the “Premises”), solely for the purpose of Tenant’s installation, operation, and maintenance of the equipment described in (Exhibit 1) (collectively “Equipment”).

2. **Tower/Site Location.** Landlord shall provide space on the “see exhibit” height on the Tower/site for the installation of see (Exhibit 1) antenna[s] described in (Exhibit 1).

3. **Term.** The term of this Agreement shall be 5 years (five) years, commencing on the date hereof and ending on _____ (“Initial Term”). Provided Tenant has fulfilled all of its obligations hereunder, Tenant shall have (4) (four) option [s] to renew this Agreement for an additional term of 5 years (five) years [each] (“Renewal Term”) following the expiration of the Initial Term [or the then current Renewal Term] by so notifying Landlord in writing at least ninety (90) days prior to the expiration of the term, whether initial or renewal. Notwithstanding anything to the contrary, the initial term and any renewal term shall not exceed the term of Landlord’s underlying lease to the Premises, if any.

4. **Rental.** Tenant shall pay Landlord a monthly rental of \$4275.00 during the first twelve (12) months of the Initial Term, with the first payment due and payable on the date hereof and subsequent payments due and payable on the first day of each month thereafter. Commencing one (1) year from the date hereof and each year thereafter for the full term of this Agreement, monthly rental shall be increased by three percent (3%) annually over the preceding year’s rental rate.

5. **Installation and Maintenance.** Landlord will permit Tenant to install, operate, and maintain, at Tenant's sole expense and risk, transmitting and receiving Equipment at places designated by Landlord on the Premises. Tenant shall have continuous twenty-four (24) hour per day, seven (7) day per week access to the Premises for installation, inspection, operation, maintenance, repair, replacement, and emergency response relating to public safety communications systems. Tenant agrees to take, at its own expense, all measures and precautions necessary to render its Equipment inaccessible to unauthorized persons. Landlord agrees that it will not knowingly give unauthorized persons access to Tenant's Equipment. All Equipment or other property attached to the Tower or otherwise brought onto the Premises at all times remain personal property of Tenant.

Tenant agrees to assume full responsibility for maintaining a safe working environment for its employees, contractors and subcontractors while they are performing duties related to the installation, maintenance, and operation of its equipment on the Premises. Tenant further agrees that it will take all reasonable steps to ensure the safety of all employees, contractors and subcontractors while they are installing, operating and/or maintaining any equipment while on the Premises, including, but not limited to, compliance with applicable OSHA and Workers Compensation requirements.

6. **Electricity.** Landlord shall provide electrical service for Tenant's Equipment as part of the monthly rental payment, including electrical usage up to Seventy-Five Dollars (\$75.00) per month per site. Tenant shall be responsible for electrical usage exceeding Seventy-Five Dollars (\$75.00) per month based upon documented electrical usage measurements reasonably determined by Landlord. Upon request, Landlord shall provide Tenant with supporting documentation, including available utility records, submeter readings, or calculation methodology supporting any claimed excess electrical usage charges. Tenant shall be responsible for the installation cost of an electrical submeter if one is required and not already available.

7. **Operation of Equipment.** Tenant will install, operate, and maintain its Equipment in accordance with all applicable laws and regulations and in a manner designed to prevent interference with any other radio or television transmitting equipment or receiving equipment wherever located. Landlord must approve in writing all Tenant's installations, which approval will not be unreasonably withheld, conditioned, or delayed. Tenant shall provide Landlord with reasonable advance notice of any material technical or installation changes to its Equipment, except in the event of emergency repairs or public safety operational needs. Landlord may reasonably monitor or observe the installation of, or changes to, Tenant's Equipment to ensure compliance with applicable structural, safety, and site requirements.

8. **Interference.** Should Tenant's Equipment cause or contribute to interference with the operation of other equipment presently on the tower, Tenant agrees, at its own expense, to take all steps necessary to correct and eliminate the interference. Any claim of interference shall be supported by reasonable technical evidence or analysis. If said interference cannot be eliminated within a reasonable length of time, not to exceed thirty (30) days, Tenant agrees to cease using

the Equipment which is creating the interference except for short tests necessary for the elimination of the interference; provided, however, Tenant shall not be required to discontinue emergency public safety communications operations unless continued operation presents an imminent safety hazard or violation of applicable FCC regulations.

Landlord agrees that, should any interference be encountered in Tenant's operation as a result of another party's subsequent installation, Landlord shall use reasonable efforts to cause said interference to be eliminated in a timely manner, without obligation to Tenant. If such interference cannot be eliminated within a reasonable length of time, not to exceed ten (10) days, Landlord will forthwith require the party causing the interference to cease using the equipment; provided, however, that the failure of such party to cease causing such interference after demand by Landlord shall not give rise to any liability to Tenant on the part of Landlord.

Landlord acknowledges that Tenant's Equipment supports public safety and emergency communications systems and agrees to reasonably cooperate with Tenant in minimizing operational disruption.

Landlord may require the future installation of cavities and/or isolators at Tenant's expense, provided such requirement is reasonably necessary for documented interference mitigation. Landlord shall require future tenants to be bound by provisions substantially similar to those contained in this paragraph.

9. **Indemnification and Insurance.** Landlord shall indemnify and hold Tenant harmless against any and all claims, demands, liabilities, losses, damages, costs, and expenses, including reasonable attorney's fees, arising out of or resulting from bodily injury, death, or damage to property caused by the negligent acts or omissions of Landlord, its employees, agents, contractors, or invitees in connection with the installation, maintenance, presence, use, or removal of Landlord's equipment or Landlord's ownership, operation, or maintenance of the Premises.

Tenant shall indemnify and hold Landlord harmless against any and all claims, demands, liabilities, losses, damages, costs, and expenses arising out of or resulting from bodily injury, death, or damage to property caused by the negligent acts or omissions of Tenant, its employees, agents, or contractors in connection with the installation, maintenance, presence, use, or operation of Tenant's equipment on the Premises, but only to the extent permitted by applicable law.

Nothing contained in this Agreement shall be construed as a waiver of any immunities, defenses, limitations of liability, or other protections available to the County of Aroostook, the Aroostook County Sheriff's Office, or their officers, employees, and agents under the Maine Tort Claims Act, 14 M.R.S. § 8101 et seq., or other applicable law.

Tenant shall maintain liability insurance, self-insurance, or pooled risk coverage through the Maine County Commissioners Association Self-Funded Risk Management Pool, or comparable governmental risk coverage, in amounts maintained by the County for similar governmental and public safety operations. Upon request, Tenant shall provide Landlord with evidence of such coverage. All insurance required hereunder shall remain in force for the entire

life of this Agreement.

10. **Default.** In the event that: a) any payment of rent shall have become due as herein provided and shall have remained unpaid for thirty (30) days after written notice from Landlord, b) Tenant fails to comply with its obligations set forth in paragraph 8 above, c) Tenant breaches any other material provisions herein and has not cured such breach within thirty (30) days after written notice thereof, or d) Tenant materially abandons the Premises or permanently ceases operations under this Agreement, then and in any such case, Landlord may, at its option, declare Tenant to be in default and may terminate this Agreement; provided however, that with respect to a default under this subparagraph 10 (c), if such default cannot reasonably be cured within the applicable cure period, Landlord may not terminate this Agreement so long as Tenant commences to cure the default within such cure period and thereafter diligently and in good faith continues to cure such default.

Nothing contained herein shall be construed to grant Landlord any ownership interest, lien, or security interest in Tenant's communications equipment, emergency communications systems, or other personal property.

11. **Termination.** Upon termination of this Agreement by expiration, default or otherwise, Landlord shall be entitled to remedies available at law and equity, including without limitation, the remedy of forcible entry and detainer. Upon termination resulting from Tenant default, Tenant shall remain liable only for rent and charges accrued through the effective date of termination, together with any actual damage recoverable under applicable law.

Tenant shall forthwith remove the Equipment, provided however, if Tenant owes any monies to Landlord, then Landlord shall have no right to disconnect, disable, retain, seize, interfere with, or remove Tenant's public safety communications systems, emergency communications infrastructure, law enforcement communications equipment, or other Tenant equipment except pursuant to a final order issued by a court of competent jurisdiction.

In any legal action arising under this Agreement, the prevailing party may recover reasonable attorney's fees and costs as determined by a court of competent jurisdiction.

12. **Holding Over.** If Lessee remains in possession of the premises after the expiration of the term of this Lease, such possession shall be as a month-to-month Lessee or "Tenant at Will." During such month-to month tenancy, all the provisions of this Lease shall be applicable except that the monthly rental shall be one hundred ten percent (110%) of the monthly rental rate in effect during the immediately preceding lease term. Lessor or Lessee may terminate any such month-to-month tenancy by giving the other thirty (30) days prior written notice.

The parties acknowledge that Tenant's operations involve public safety and emergency communications systems, and the parties shall cooperate in good faith to avoid interruption of such operations during any transition or removal period.

13. **Prior Negotiations.** This Agreement constitutes the entire agreement of the parties hereto and shall supersede all prior offers, negotiations and agreements.

14. **Binding Effect.** The terms and provision of this Agreement and conditions herein

bind the legal representatives, successors and assigns of the parties hereto.

15. **Notices.** Any notice or demand required or permitted under this Agreement shall be in writing and shall be deemed properly given if delivered personally, sent by Certified Mail, return receipt requested, nationally recognized overnight courier, or electronic mail with confirmation of transmission, addressed to the parties at the addresses set forth in this Agreement or at such other address as either party may designate by written notice to the other. Any such notice shall be deemed given upon actual receipt or refusal of delivery.

16. **Assignment.** Tenant may not assign, sublet or license any rights hereunder without the prior written consent of Landlord, which consent shall not be unreasonably withheld, conditioned, or delayed.

17. **Waiver.** Failure or delay on the part of either party to exercise any right, power or privilege hereunder shall not operate as a waiver thereof, nor shall any single or partial exercise of any such right, power, or privilege preclude any other or further exercise thereof.

18. **Jury Trial.** The parties agree to waive jury trial of disputes arising under this Lease.

19. **Amendment.** No amendment, modification, or revision of this Agreement shall be valid unless made in writing and signed by both Landlord and Tenant.

Landlord Entity

Atlantic Tower Corp.
40 Freedom Parkway, Hermon, Me.04401

DATE: _____

By: _____
Printed Name: Gerard E. Ouellette
Its: President

Tenant: COUNTY OF AROOSTOOK
on behalf of the Aroostook County Sheriff's Office

DATE: _____

By: _____
Printed Name: _____
Its: _____

EXHIBIT 1

Equipment Schedule and Monthly Rental Rates

General Equipment Rates:

- 2' Dish Antenna: \$200.00 per month
- 3' Dish Antenna: \$250.00 per month
- 4' Dish Antenna: \$275.00 per month
- 4-Bay Antenna: \$150.00 per month
- Equipment Rack: \$150.00 per month per rack

Electrical Usage:

Landlord shall provide electrical service for Tenant's Equipment as part of the monthly rental payment, including electrical usage up to Seventy-Five Dollars (\$75.00) per month per site. Tenant shall be responsible for electrical usage exceeding Seventy-Five Dollars (\$75.00) per month based upon documented electrical usage measurements reasonably determined by Landlord.

Daigle Site:

- VHLP3 Antenna @ 100': \$250.00
- VHLP4 Antenna @ 100': \$275.00
- VHLP2 Antenna @ 76': \$200.00
- 4-Bay Antenna: \$150.00
- Two (2) Equipment Racks: \$300.00

Total Monthly Rent: \$1,175.00

Perham Site:

- VHLP3 Antenna @ 100': \$250.00
- VHLP3 Antenna @ 120': \$250.00
- 4-Bay Antenna: \$150.00
- Two (2) Equipment Racks: \$300.00

Total Monthly Rent: \$950.00

Parkhurst Site:

- VHLP3 Antenna @ 60': \$250.00
- VHLP3 Antenna @ 60': \$250.00
- 4-Bay Antenna: \$150.00
- Two (2) Equipment Racks: \$300.00

Total Monthly Rent: \$950.00

Smyrna Site:

- VHLP3 Antenna @ 60': \$250.00
- VHLP3 Antenna @ 100': \$250.00
- VHLP3 Antenna @ 60': \$250.00
- 4-Bay Antenna: \$150.00
- Two (2) Equipment Racks: \$300.00

Total Monthly Rent: \$1,200.00

Annual Rent Escalation:

Rental rates shall increase by three percent (3%) annually for all sites.

Additional Terms:

Any antenna side arms utilized for 4-bay antennas shall be subject to Landlord approval and shall comply with applicable structural and engineering requirements.