

COUNTY COMMISSIONERS MEETING  
WEDNESDAY, MAY 20, 2026, 1:00 PM  
1ST FL CONFERENCE ROOM, FORT KENT REGISTRY OF DEEDS

**Present:**

Paul J. Underwood, County Commissioner  
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  
Peter Johnson, Sheriff  
Shawn Gillen, Deputy Sheriff  
Steve Pelletier, ARPA Administrator – Zoom  
Lucien Daigle, State Representative  
Timothy Guerrette, State Representative  
Craig Clossey, Jail Administrator – Zoom  
Todd Collins, District Attorney – Zoom  
Richard Hoppe, Portage Lake Spirit of American recipient  
Katy Hoppe, Portage Lake  
Chris Bouchard, Bangor Daily News  
Kathryn Olmstead, Caribou  
Sophia Anoushfay, Fort Kent  
Maine Wire – Zoom  
RCR Grading – Zoom  
AMA Watchdogs – Zoom  
Fort Fairfield Town Office – Zoom  
Metro Publishing – Zoom

ART. 1. Commissioner Paul Underwood 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 William Dobbins, seconded by Daniel Deveau to approve the agenda.

**VOTE:**  
Motion voted on and passed.

ART. 5. Commissioner Paul Underwood entertained a motion to approve the minutes of April 15, 2026.

**MOTION:**  
Motion by Daniel Deveau, seconded by Paul Underwood to approve the meeting minutes of April 15, 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 Daniel Deveau presented Spirit of America recognition to Mr. Richard Hoppe of Portage Lake.

ART. 8. Representative Timothy Guerrette provided an update regarding the ATV laws regarding weight limits. A bill he sponsored, as well as others that looked to increase weight limits did not pass. ATV owners with machines that weigh more than 2,000 pounds will not be able to be registered this year. He is working to put together another bill to increase weight limits for the next legislative session.

Representative Lucien Daigle provided an update regarding fraudulent payments within the Mainecare system. There are currently more than 479,000 people in Maine on Medicaid/Mainecare.

No motion necessary.

ART. 9. Commissioner William Dobbins presented for consideration a request to increase the request for Opioid Settlement funds from the Prevention category to help fund the Law Enforcement Against Drugs & Violence (LEAD) pilot program within 6 school systems in Aroostook County. The prior request was for \$100,000 and was approved last year by the County Commissioners. Commissioner Dobbins explained that program would need to be funded for 360 days versus 180 days as originally requested, bringing the total funding request to \$209,128. Ms. Dana Gendreau confirmed that this funding request did not have a formal recommendation from the Opioid Task Force, as the request was presented after the application period for funding ended in 2025. The OTF was briefed on the updated proposal at a meeting on April 28, 2026. The current year application period is still in development. Ms. Gendreau confirmed that the funding was available within the Opioid Settlement monies to support this request and that these funds were solely from settlement money and were not from County tax funds. After much discussion the following motion was made:

**MOTION:**

Motion by Daniel Deveau, seconded by Paul Underwood to authorize the increase of funding to the LEAD pilot program to benefit 6 schools systems within Aroostook County from \$100,000 to \$209,128 from the Opioid Settlement fund.

**VOTE:**

Motion voted on and passed. Commissioner Dobbins abstained.

ART. 10. Ms. Dana Gendreau presented the quarterly financial reports for period ending March 31, 2026. All funds are as expected.

**MOTION:**

Motion by William Dobbins, seconded by Daniel Deveau to accept the quarterly financial reports for period ending March 31, 2026.

**VOTE:**

Motion voted on and passed.

ART. 11. Ms. Dana Gendreau presented for consideration a request from the Aroostook Public Health Council for a representative from the County. The role was previously held by former County Administrator Ryan Pelletier.

**MOTION:**

Motion by William Dobbins, seconded by Daniel Deveau to nominate Commissioner Paul Underwood as primary representative to the Aroostook Public Health Council, with incoming County Administrator Justin Tibbetts as proxy.

**VOTE:**

Motion voted on and passed.

- ART. 12. Ms. Dana Gendreau presented for consideration the 2026-2027 County Tax Commitment of \$16,008,360 with an overlay of \$283,331, due date of September 1, 2026, and interest rate of 7% after November 1, 2026.

**MOTION:**

Motion by William Dobbins, seconded by Daniel Deveau to approve the 2026-2027 County Tax Commitment of \$16,088,360 with an overlay of \$283,331, due date of September 1, 2026, and interest rate of 7% after November 1, 2026.

**VOTE:**

Motion voted on and passed.

- ART. 13. Ms. Dana Gendreau presented for consideration the hiring recommendation of Leslie Rafford as Accounts Payable/Payroll Specialist.

**MOTION:**

Motion by William Dobbins, seconded by Daniel Deveau to approve the hiring recommendation of Leslie Rafford as Accounts Payable/Payroll Specialist.

**VOTE:**

Motion voted on and passed.

- ART. 14. Ms. Dana Gendreau presented for consideration the ratification of the purchase of gift cards for the Finance Committee in recognition of their commitment and work on the 2026-2027 budget.

**MOTION:**

Motion by William Dobbins, seconded by Daniel Deveau to ratify the purchase of gift cards for the Finance Committee in recognition of their commitment and work on the 2026-2027 budget.

**VOTE:**

Motion voted on and passed.

- ART. 15. Ms. Dana Gendreau presented for consideration an update on the Jail Steering Committee applicants. Applicants were: District 1 - Brian Harris (Professional), Johanna Johnston (Professional) and William Grant (Community member); District 2 - Dixie Lee Shaw (Professional) and Penny Thompson (Professional); District 3 - Edward Pocock (Professional), Renee Deschaine (Professional) and Gilman Bourgoine (Community member). There remains an opening for a community member in District 2 as there were no applications received. After some discussion, the following motion was made:

**MOTION:**

Motion by Daniel Deveau, seconded by William Dobbins to approve Jail Steering committee applicants as follows: District 1, Brian Harris (Professional), Johanna Jonston (Community member); District 2, Dixie Lee Shaw (Professional), Penny Thompson (Professional); and District 3, Edward Pocock (Professional), Renee Deschaine (Professional) and Gilman Bourgoine (Community member). Openings will be available for District 1 - Professional and District 2 - Community member.

**VOTE:**

Motion voted on and passed.

- ART. 16. Ms. Dana Gendreau presented an update on the jail design contract with SMRT Inc. The agreement is very close to being finalized. She recommended a special Commissioners' meeting be held to review and approve the contract as soon as it is received. The Commissioners agreed and a meeting will be scheduled within the next week.

No motion necessary.

- ART. 17. Sheriff Peter Johnson presented for consideration the recommissions of Nathan Chisholm, Dustin Charette, Matthew Brown, William Campbell, Aaron Neureuther, Shanna Duffy, Larry Goff, and Ryan Doughty.

**MOTION:**

Motion by William Dobbins, seconded by Daniel Deveau to approve the recommissions of Nathan Chisholm, Dustin Charette, Matthew Brownd, William Campbell, Aaron Neureuther, Shanna Duffy, Larry Goff, and Ryan Doughty.

**VOTE:**

Motion voted on and passed.

- ART. 18. Sheriff Peter Johnson presented for consideration the hiring recommendations of Ian Ryan Sonderman and Brian McGuigan as part-time Corrections officers.

**MOTION:**

Motion by William Dobbins, seconded by Daniel Deveau to approve the hiring recommendations of Ian Ryan Sonderman and Brian McGuigan as part-time Corrections officers.

**VOTE:**

Motion voted on and passed.

- ART. 19. Sheriff Peter Johnson presented for consideration the communications tower lease agreement with Atlantic Tower Corp.

**MOTION:**

Motion by William Dobbins, seconded by Daniel Deveau to approve the communications tower lease agreement with Atlantic Tower Corp.

**VOTE:**

Motion voted on and passed.

- ART. 20. County Commissioner's Report

Commissioner Dobbins advised that the MCCA is highlighting that people do not understand what the county pays for within their budgets and that we should work to educate our community members. The brochure we developed should help. The Risk Pool has over \$13 million in liabilities, with 13 new claims and 12 closed. 90% of claims continue to be vehicle accidents. There will be driver training offered to those counties with the most accidents.

Commissioner Deveau advised that the Legislative Policy committee will only meet once a month, instead of once a week. Commissioners should reach out to the newly elected officials and help to educate them. Bills need to be worked on in advance to ensure they are ready for the opening of the legislative session after

election. The recent LUPC permit appeal approval for the Sinclair Fire Station is unheard of and the work done by the County is commendable.

ART. 19. Other Business

Commissioner Dobbins discussed the need to continue the work on the funding of outside agencies within the county budgets. Ms. Gendreau advised that there is a subcommittee in place and their work will continue when the new administrator, Justin Tibbetts, is in place. A meeting will be scheduled with the subcommittee and Mr. Tibbetts.

ART. 22. At 2:49 pm, the following motion was made by William Dobbins and seconded by Daniel Deveau:

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

The Board of Commissioners returned to open session at 4:14 pm.

No action was taken.

ART. 21. Adjournment.

**MOTION:**

A motion was made by William Dobbins, seconded by Daniel Deveau to adjourn the meeting at 4:15 pm.

**VOTE:**

Motion voted on and passed.

ATTEST: A True Copy  
of Commissioners' Meeting

\_\_\_\_\_

Dana L. Gendreau  
Interim County Administrator

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AROOSTOOK COUNTY COMMISSIONERS  
DATE: June 17, 2026

COUNTY COMMISSIONERS MEETING  
Thursday, May 28<sup>th</sup>, 12:00 PM  
Administrative Hearing Room, Caribou Courthouse

**Present:**

Paul J. Underwood, County Commissioner  
William T. Dobbins, County Commissioner  
Daniel V. Deveau, County Commissioner  
Justin T. Tibbetts, County Administrator  
Dana Gendreau, Finance Director  
Beth Hummel, HR Director  
Roy Guidry, Facilities Director  
Peter Johnson, Sheriff  
Shawn Gillen, Deputy Sheriff  
Craig Clossey, Jail Administrator-Zoom  
Todd Collins, District Attorney  
Steve Pelletier, ARPA Administrator  
Tammy Pelletier, Operations Assistant  
Cameron Levasseur, Bangor Daily News  
Kari Triplett, WAGM

ART. 1. Commissioner Paul Underwood called the meeting to order at 12:02 pm.

ART. 2. Ms. Dana Gendreau presented for consideration the jail design contract with SMRT Inc. The agreement is an architectural/pre-referendum contract and has been fully reviewed by the County's legal counsel. It will include the conceptual design of up to 5 sites within Aroostook County, to be determined, and a final jail design. SMRT's team has been assigned. A kick-off date will be determined after the agreement is signed and returned.

**MOTION:**

A motion was made by William Dobbins, seconded by Daniel Deveau to approve the jail design contract with SMRT, Inc.

**VOTE:**

Motion voted on and passed.

ART. 3. Ms. Dana Gendreau provided an update on the County employee jail committee. No formal committee has been formed. It will include key decision makers such as Sheriff Peter Johnson, Chief Deputy Shawn Gillen, Jail Administrator Craig Clossey, Sgt. Shanna Duffy, County Administrator Justin Tibbetts, Finance Director Dana Gendreau, Facilities Director Roy Guidry, and Maintenance Supervisor Christopher Tarr. There is still some discussion on the need to include an IT advisor.

**MOTION:**

A motion was made by William Dobbins, seconded by Daniel Deveau to approve the County employee jail committee as outlined by Ms. Dana Gendreau.

**VOTE:**

Motion voted on and passed.

ART. 4. Other Jail Business

Commissioner Dobbins inquired about the status of the Jail Steering committee. Ms. Gendreau confirmed that the applicants approved at the Commissioners'

meeting on May 20<sup>th</sup> have been notified and that no other applicants have expressed interest in the open spots for community members in District 1 and District 2.

Ms. Dana Gendreau provided a brief explanation of the 2 jail committees. The internal County employee committee will be the day-to-day team working with SMRT and will task the Jail Steering Committee as needed. This could include community outreach and education, among other things. After the initial kick-off meeting with SMRT, the County will have a better idea on what action to take and how to move forward with the ad-hoc Jail Steering committee.

ART. 21. Adjournment.

**MOTION:**

A motion was made by William Dobbins, seconded by Daniel Deveau to adjourn the meeting at 12:12 pm.

**VOTE:**

Motion voted on and passed.

ATTEST: A True Copy  
of Commissioners' Meeting

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\_\_\_\_\_  
\_\_\_\_\_

Justin T. Tibbetts  
County Administrator

AROOSTOOK COUNTY COMMISSIONERS  
DATE: June 17 , 2026



## Application Copy

File Number: 150365

Job Type: New Application

LICENSE TYPE Off-Premises: Agency Liquor Store	APPLICATION DATE RECEIVED 2026-05-20
SECONDARY LICENSE(S) None selected	
LICENSEE LEGAL NAME A T Enterprise, LLC	LICENSEE TYPE Limited Liability Company
DOING BUSINESS AS St Peter's Store	CORPORATE NUMBER 20031158 D
INCORPORATION DATE 2010-11-24	
CORRESPONDENCE ADDRESS PO Box 291 Fort Kent ME 04743	
MAILING ADDRESS	
PHYSICAL ADDRESS	
CONTACT NAME Austin Theriault	PREFERRED CONTACT METHOD Email
CONTACT PHONE	ALTERNATE PHONE
FAX	EMAIL

## CORPORATE STRUCTURE

NAME	POSITION/TITLE	PARENT COMPANY	% INTEREST
Austin Theriault	Manager		100

## ADDITIONAL INFORMATION

## PARENT LICENSE(S)

### LICENSE

License RET-26-115779 (Active) - Off-Premises: Beer & Wine  
St. Peter's Store (A T Enterprise, LLC)

### MANAGED BY AGENT

No

### PREMISES TYPE

Agency Liquor Store

### PREMISES NAME

St Peter's Store

### OPERATOR

Austin Theriault

## PHYSICAL ADDRESS

3580 Caribou Rd Cross Lake ME 04779

## MAILING ADDRESS

3580 Caribou Rd Cross Lake ME 04779

### CONTACT NAME

Austin Theriault

### PREFERRED CONTACT METHOD

Email

### CONTACT PHONE

### ALTERNATE PHONE

### EMAIL

## QUESTIONS

## Off-Premises: Agency Liquor Sto

1. List the full name, phone number, and e-mail address for the representative of the applicant who will be scheduling and attending the inspection of your premises.

Austin Theriault

2. List the names of any person who will be testifying at the hearing for this license application.

Carla Picard

Michael Wojtowicz

Austin L Theriault

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

No

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

No

5. What is the total square footage of retail space inside the building? Do not count private staff or outdoor areas.

We have 972 SF of retail area.

6. What is your average weekly customer count inside the licensed premises?

We estimate 450-1600 people visit the store every week depending on season and weather. Spring is our slowest time, winter, summer and fall are the busiest.

7. Provide your on-hand inventory of beer and wine together in dollars.

We estimate beer and wine inventories to be approximately \$

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

We estimate the store's most recent annual retail sales of beer and wine combined to be approximately . Sales performance is expected to improve moving forward under new ownership and management, with a greater focus on inventory control, merchandising, product availability, and overall store operations. Jules St. Peter sold alcohol for years and had no issues moving inventory and keeping COGs under control.

9. What is the total length of shelving that will be used to display spirits for sale? Measure the length of each shelf dedicated to spirits. For example, a single shelving unit that is 10 feet long with 5 shelves would total 50 linear feet.

7' Shelf

6 Shelves = 42 linear feet

10 What is the total square footage of storage space to be used for spirits?

The room is 11' x 13' = 143 SF.

11 What will be your proposed start up inventory of spirits in dollars?

of start up inventory we feel would be appropriate, but we are open to suggestions.

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

Monday: 6AM-7PM

Tuesday: 6AM-7PM

Wednesday: 6AM-7PM

Thursday: 6:AM-7PM

Friday: 6:AM-7PM

Saturday: 6AM-7PM

Sunday: 8AM-5PM

13 List the name and distance to the nearest agency liquor store. Please search for off-premises agency liquor store licenses in your municipality or nearby municipalities (<https://alcohol.maine.gov/prod/webui/#/search/1781237>) and use a tool like Google Maps to verify the distance.

Northstar Variety in New Sweden, ME is 18 miles from this location. Martin's General Store is about 5 miles and located in the next town over in Sinclair.

14 List the name and distance to the nearest school, school dormitory, church, chapel or parish house measured from the main entrance of your store to the main entrance of these locations by the ordinary course of travel and any other of these entities within 300 feet of your location.

Saint Josephs Church in Sinclair is about 5 miles away, but are unsure whether it is still open. The next closest is St. Michael in St. David located 20 miles away. The closest school is Wisdom High School located in St. Agatha about 12 miles away.

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

We estimate our value of inventory in groceries and or merchandise to be in the area of .

16 How will you manage pricing of your spirits inventory? Will you use shelf tags provided by Maine Spirits?

We would use tags and pricing recommended by Maine Spirits.

17 Describe how the spirits inventory will be controlled during hours which liquor may not be sold.

There is no law banning the sale during specific times.

18 Describe how your sales registers prevent sales to minors and sales outside the hours you can sell liquor.

We have a computer based POS System by Artisoft, which scans products and automatically required an ID check. We link these products when entering it into the POS System. If that fails or the computer goes down, we still require the employees to card customers buying alcohol.

19 Do you have cameras?

Yes

Our store is equipped with a comprehensive camera surveillance system that includes both local memory card storage and cloud-based backup storage with extended retention capabilities. Cameras are positioned to monitor all customer areas, including entrances, checkout counters, aisles, coolers, and other key areas of the store. Motion detection and remote viewing capabilities allow management to effectively monitor activity and review footage when needed.

20 Describe any issues you have had with theft and how you have mitigated these issues.

We have had very limited issues with theft. Employees are trained to immediately document any suspicious activity, including the date and time of the incident, so management can promptly review surveillance footage. The store's camera coverage, employee awareness, and management oversight have been effective in discouraging and addressing potential theft concerns.

21 Describe how spirits will be kept safely and separate from other items in the store to prevent theft and easy access by minors.

Spirits will be displayed in a designated area of the store that is clearly separated from general merchandise and maintained within direct view of employees and store cameras. Higher-value spirits and select inventory will also be secured in locked display cabinets to further prevent theft and unauthorized access. The store's surveillance system monitors the liquor area at all times, and employees are trained to monitor activity and verify identification for all alcohol purchases. These measures help ensure spirits are stored safely and are not easily accessible to minors.

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

No

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

No

24 Do you sublet any part of your premises?

No

25 How many parking spaces dedicated to your customers do you have?

We have ample parking in the vicinity of 20 spots.

26 Does anyone live in the building where the retail space is located?

No

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

No

28 Will any law enforcement officer directly benefit financially from this license?

No

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

No

30 Have you received any assistance financially or otherwise, (including any loans or mortgages), from any source other than yourself in the establishment of your business?

No

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

No

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

No

33 Are you up to date with Maine Revenue Services on Sales and Use Taxes?

Yes

34 Are you up to date with Unemployment Insurance payments?

Yes

35 At which address are your business records located?

3580 Caribou Rd, Cross Lake Twp

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

Austin L Theriault

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

No

38 How many employees have completed a certified seller education or responsible beverage service course?

We are in the process of competing certifications of this nature.

39 How many people are employed in your retail business? Please list the number of full-time and part-time employees.

1 Full-Time  
5 Part-Time

#### DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Maine Health or Agriculture License	Food License.pdf	
Supplemental Ownership Form	102 Supplemental Ownership Form and Affidavit-2.pdf	
Premises Floor Plan	Scan2026-05-20_142358.pdf	

#### APPLICANT

Austin Theriault

#### DECLARATION

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

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



**STATE OF MAINE**

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

**Supplemental Ownership Form**

[28-A M.R.S. §651](#)

*All Questions Must Be Answered Completely.*

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

<b>Name</b>	<b>Date of Birth</b>	<b>Phone or E-mail</b>	<b>Address</b>	<b>Title</b>	<b>Ownership Stake (%)</b>

14'

Bathroom

Walk-in  
Cooler

10'3"

14'

7'

342"

Non-Alcohol  
Beverages

More  
Retail  
Shelves

Proposed  
Liquor/Spirits

154

Hot  
Bar

Kitchen

Check out  
POS

Ice Cream

Front  
Door  
36"

Tobacco

12'

140"





# State of Maine

Department of Agriculture, Conservation & Forestry  
Division of Quality Assurance & Regulations  
28 State House Station, Augusta, ME 04333-0028  
(207) 287-3841

SERIAL NUMBER

175901

5-23036

December 11, 2025

January 11, 2027

LICENSE NUMBER

DATE OF ISSUE

DATE OF EXPIRATION

*This certifies that*  
**St. Peter's Store**  
**AT Enterprise LLC dba St Peter's**  
**Store**  
**PO Box 291**  
**Fort Kent, ME 04743-**

## CONVENIENCE STORE

**Location: 3580 Caribou RD, Cross Lake Twp**

This certificate is valid only between the date issued and expiration date appearing herein. Only the named holder at the location for which issued may use it.

The person named herein is authorized to sell or manufacture food products, fuel and/or sell or repair weighing and measuring devices as permitted by law for the listed authorizations.

This certificate and/or each type of authorization represented is subject to suspension, revocation or cancellation as authorized by Maine Revised Statutes.

LICENSE TYPE

DESCRIPTION OF LICENSE AUTHORIZATIONS

FEE

License Type	Authorizations	Fee
Retail Food Establishment	0 to 10 Baked Goods (produced on site) Coffee/Tea(prepared on site) Cold Foods (prepared on site) Dairy Products Frozen Food Fruit Juices Hot Foods (prepared on site) Hotdog Steamer Prepackaged Meat Prepackaged Food Produce (fresh) Produce (processed) Ready to Eat Deli Items	20.00
Retail Meat	Prepackaged for Direct Sale	10.00
Mobile Vendor	0 to 10	20.00
Retail Bakery	0 to 10	20.00
Retail Fuel	Nozzles: 2	40.00
<b>TOTAL:</b>		<b>110.00</b>



Department of Agriculture, Conservation & Forestry

Division of Quality Assurance

*Amanda Beal*

*Collette Franklin*

Commissioner

Director



**COUNTY OF AROOSTOOK  
Commissioners' Office**

**County Administrator**

Justin T. Tibbetts

**County Commissioners**

Paul J. Underwood - Chair  
Presque Isle  
District 2

William T. Dobbins  
Houlton  
District 1

Daniel V. Deveau  
Cyr Plt.  
District 3

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

**June 17, 2026**

**To: Aroostook County Commissioners**

**Fr: Justin T. Tibbetts, County Administrator**

**RE: Charter Commission and Finance Committee Candidate Filings**

This memorandum is to provide an update regarding candidate filings for the upcoming elections for the Aroostook County Charter Commission and Aroostook County Finance Committee.

The filing deadline for nomination petitions was June 1, 2026. According to the Maine Secretary of State's Office, only one candidate successfully filed nomination petitions for the Charter Commission. Clayton Quint of Hodgdon submitted petitions and will appear on the ballot for the Charter Commission election.

Regarding the Finance Committee, one individual submitted nomination papers; however, the petition was not received by the Secretary of State's Office by the statutory filing deadline and therefore cannot be accepted. As a result, no candidates qualified for placement on the ballot for the Finance Committee election through the nomination petition process.

The Secretary of State's Office has advised that there remains an opportunity for individuals to seek election to either the Charter Commission or Finance Committee as write-in candidates. Individuals wishing to do so must file a Declaration of Write-in Candidacy with the Division of Elections. Candidates are not required to circulate petitions but must complete the declaration, affirm that they meet the qualifications for office, and obtain certification from an election official in the municipality where they are registered to vote.

The deadline for filing a Declaration of Write-in Candidacy for the November General Election is 5:00 p.m. on Tuesday, August 25, 2026. The Secretary of State's Office has indicated that the required forms are not yet available but will be distributed shortly after the primary election, along with instructions for candidates.

At this time, there are no qualified candidates for the Finance Committee ballot and only one qualified candidate for the Charter Commission ballot. Additional candidates may still seek election through the write-in process prior to the August 25 filing deadline.

This memorandum is provided for the Commissioners' information and awareness.



**COUNTY OF AROOSTOOK  
Commissioners' Office**

**County Administrator**

Justin T. Tibbetts

**County Commissioners**

Paul J. Underwood - Chair  
Presque Isle  
District 2

William T. Dobbins  
Houlton  
District 1

Daniel V. Deveau  
Cyr Plt.  
District 3

**June 17, 2026**

**To: Aroostook County Commissioners**

**Fr: Justin T. Tibbetts, County Administrator**

**RE: Vacancy on Opioid Task Force**

I am seeking direction from the Commissioners regarding a vacancy on the nine-member Aroostook County Opioid Task Force resulting from the recent resignation of a member.

When the Task Force was initially established, members were selected by the Commissioners through an application process in which interested individuals submitted applications directly to the Commissioners for consideration. The resignation has created an opening on the Task Force, and guidance is needed regarding the process for filling the vacancy.

**Current members:**

Erik Lamoreau (Caribou), LADC, CCS – Co-Chair  
Peter Johnson (Presque Isle), Sheriff – Co-Chair  
Michael Greenlaw (Fort Fairfield)  
Christina Wall (Caribou), LCSW, MHRT-CSP  
Jon Holabird (Washburn)  
Freeman Corey (Caribou), LCSW, LADC  
Amy Ward (Presque Isle)  
Samuela Manages (St. David), MD, FAAFP, DABFM

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



**COUNTY OF AROOSTOOK  
Commissioners' Office**

**County Administrator**

Justin T. Tibbetts

**County Commissioners**

Paul J. Underwood - Chair  
Presque Isle  
District 2

William T. Dobbins  
Houlton  
District 1

Daniel V. Deveau  
Cyr Plt.  
District 3

**June 17, 2026**

**To: Aroostook County Commissioners**

**Fr: Justin T. Tibbetts, County Administrator**

**RE: Ratification of Insurance Coverage Extension for Aroostook County  
EMA Disaster Training Exercise**

I am requesting the Commissioners' ratification of the extension of liability coverage for the Aroostook County Emergency Management Agency (EMA) Disaster Training Exercise scheduled for June 12–14, 2026, at the Presque Isle National Guard Readiness Center.

The training exercise will bring together emergency management personnel, first responders, volunteers, and partner agencies for a multi-day disaster preparedness and response training event. As part of the facility use requirements, confirmation of liability coverage was requested for the County's use of the Armory.

The Maine County Commissioners Association Risk Pool has confirmed that, assuming approval of Aroostook County EMA's use of the Armory by the Aroostook County Commissioners, it will extend the terms of the general liability coverage currently provided to Aroostook County to include the June 12–14, 2026 training exercise. The Risk Pool has further confirmed that this extension of coverage will be provided at no additional cost to the County.

Accordingly, I respectfully request that the Commissioners ratify the extension of the County's existing general liability coverage for the Aroostook County EMA Disaster Training Exercise to be held at the Presque Isle National Guard Readiness Center on June 12–14, 2026.

Thank you for your consideration.

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

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, Jesse Belanger, 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, Jesse Belanger, 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, Forrest Dudley, 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, Forrest Dudley, 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



**MEMORANDUM**

**DATE:** May 26, 2026  
**TO:** Justin Tibbetts, County Administrator  
**FROM:** John Gibson, Community Services Director  
**RE:** Oakfield Fire Coverage (T7R3-5)

**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 Ptt.  
District 3**

**Fire Protection Contract – T7R3 T7R4 T7R5**

Attached is the Fire protection contract with the town of Oakfield for services in T7R3, T7R4, and T7R5. This is a three-year contract.

Cost per year is \$500.00.

<b>July 01, 2026 to June 30, 2027</b>	<b>\$ 500.00</b>
<b>July 01, 2027 to June 30, 2028</b>	<b>\$ 500.00</b>
<b>July 01, 2028 to June 30, 2029</b>	<b>\$ 500.00</b>

It is my recommendation that the contract is presented to the Commissioners for approval.

---

**John Gibson**

**Community Services Director**

**County of Aroostook Unorganized Territory**

## FIRE PROTECTION INTERLOCAL COOPERATION

### TOWNSHIPS

#### T7R3 – T7R4 – T7R5

The Aroostook County Administrator acting in his capacity as Municipal Official for the above Townships, hereinafter referred to as the "County", enters into an agreement with the **Municipality of Oakfield** in accordance with the vote of said Municipal Officials at a regular meeting held on \_\_\_\_\_, 2026, hereinafter referred to as the "Municipality" for fire protection to the residents of the above Townships, hereinafter described and designated under the following terms and pursuant to 30-A M.R.S.A., Section 2203.

1. The Municipality agrees to provide auxiliary or supplemental fire protection to the residents of the Unorganized Townships of **T7R3, T7R4, and T7R5**.
2. When a call for aid or assistance from any person in the Unorganized Townships of **T7R3, T7R4, or T7R5** is received at the Municipal Fire Station, the following procedures will be followed:
  - A. When the Municipal Fire Department is not preparing to attend or attending a fire or engaged in rescue or life-saving, the dispatcher shall immediately notify his superior and dispatch such force to respond to such call as he may deem necessary and proper under the circumstances, but in no case leaving the Municipality without any fire protection.
  - B. When the Municipal Fire Department is preparing to attend or attending a fire or engaged in rescue or life-saving, the dispatcher shall immediately notify the available ranking officer who shall decide what force, if any, can be sent to answer such call and shall issue his orders accordingly. The dispatcher answering the call for aid shall then inform any County Officers of the action taken.
3. A force sent to aid and assist shall at all times be directly under the order and control of the Municipal Fire Department officers in charge of the forces; however, while within the limits of the Unorganized Territory, the force is acting in behalf of and as an agent of the County.
4. When in the opinion of the officer in charge the services of the Department are no longer needed, he shall order the force to return to the station. The officer may, however, leave such equipment as he deems advisable for use by the men on standby, if there is a danger of the fire breaking out again.
5. The ranking officer shall have the power to order the return of a force at any time when in his opinion the services of, or the presence of such forces is required within the Municipality.

6. The Maine Forest Service has the responsibility to handle suppression of all grass or brush fires, but will reimburse any Municipality that fights a grass or brush fire that is a threat to the forest in the Unorganized Territory. They will also respond to structural fires when and only when personnel and equipment are nearby and available and will do so in recognition of lack of other readily available sources of help or a potential hazard to the forest.
7. The Contractor shall have and maintain Compensation Insurance, General Liability Insurance, and Vehicle Liability Insurance during the life of the Contract in the following amounts:

<b>Compensation Insurance:</b>		<b>As required by law</b>
<b>General Liability:</b>	<b>Bodily Injury</b>	<b>\$1,000,000.00</b>
	<b>Property Damage</b>	<b>\$1,000,000.00</b>
<b>Vehicle Liability:</b>	<b>Single Occurrence</b>	<b>\$1,000,000.00</b>
➤ <b>Workers' Compensation:</b>	<b>Each Accident</b>	<b>\$500,000.00 (or)</b>
➤ <b>Workers' Compensation State of Maine Approval Predetermination Status</b>		

The Contractor shall furnish the Aroostook County Commissioners with the required Certificates of Insurance, with a minimum of that amount stated above. **SAID CERTIFICATES OF INSURANCE, IN ADDITION TO THE AMOUNT OF COVERAGE, SHALL CARRY A STATEMENT WORDED AS FOLLOWS:** In the event of Cancellation or Expiration of any of the foregoing policies, ten (10) days written notice by the Insurance Company shall be mailed to the Aroostook County Commissioners.

The Insurance Requirements for the Contractor shall also apply to any and all subcontractors hired by the Contractor.

The Contractor agrees to maintain liability insurance to protect it from personal injury, death or property damage claims which may arise from snow removal and sanding operations under this contract. The Contractor further agrees to indemnify, assume the defense of, and save harmless the County, its agents and employees from liability, actions claims or damage for wrongful death, personal injury or property damage suffered by any person or association, which results from the willful or negligent action or inaction of the Contractor in the performance of duties, and the work performed under this contract.

If the Contractor is in violation of any of the terms of this contract, or if the County or its representative is of the opinion that work described in this contract is being performed unsatisfactorily, the County shall notify the Contractor by certified mail setting forth the basis for the County's complaint. Upon receipt of such notice, the Contractor shall have ten (10) days to comply with the terms and conditions of this contract or rectify the unsatisfactory work. If at the expiration of the ten (10) day period, the County's representative is dissatisfied with the Contractor's performance, or the Contractor is not in compliance with the terms of this contract, the County will, by certified mail, notify the

Contractor to discontinue all work to be performed under this contract. The County may thereupon, by contract, or otherwise complete the work, and the Contractor or its surety shall be liable for costs that exceed the rate provided in this contract. Such charges shall be deemed liquidated damages

8. This Agreement shall be in effect for a period of three (3) years from:

July 01, 2026 to June 30, 2027	\$ 500.00
July 01, 2027 to June 30, 2028	\$ 500.00
July 01, 2028 to June 30, 2029	\$ 500.00

The County and Municipality shall review this Agreement at the end of each anniversary date and either the County or the Municipality, by vote of their respective officials, can terminate this contract upon ninety (90) days written notice to the other party. This Agreement can be amended only by written agreement of the parties and shall not be changed or amended orally.

9. Payment for this Agreement shall be made quarterly upon receipt of invoice. Failure to pay such invoices within sixty (60) days from the date of invoice shall be deemed sufficient cause for the cancellation of this contract at the discretion of the Municipality.

10. A. Mutual Aid response by a member community of the Katahdin Valley Mutual Aid Agreement, at the request of the Town of Oakfield. It is the understanding of the County that if any member community provides coverage within the Town of Oakfield while the Oakfield Fire Department is responding to a call in T7R3, T7R4, or T7R5, there is no charge to either the Town of Oakfield or the County of Aroostook.
- B. The County will not reimburse any member community of the Katahdin Valley Mutual Aid Agreement for assistance provided at the scene of an incident in an Unorganized Township beyond the terms of any contractual Agreement with that member community.

IN WITNESS WHEREOF, the parties to this present have executed this contract each of which will be deemed an original on the \_\_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
**Dale C. Morris, Oakfield Town Manager**

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
**Justin Tibbetts, County Administrator**

Filed with Fiscal Administrator \_\_\_\_\_, 2026



**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 Plt.  
District 3

**MEMORANDUM**

**DATE:** May 11, 2026  
**TO:** Justin Tibbetts, County Administrator  
**FROM:** John Gibson, Community Services Director  
**RE:** Fire Protection Contract Scopan Twp

**Fire Protection Contract - Scopan**

Attached is the fire protection services contract with the towns of Mapleton, Castle Hill, and Chapman for services in Scopan.

Costs for one year are \$15,547.00 representing a 10% increase over the previous year.

It is my recommendation that the contract is presented to the Commissioners for approval.

---

**John Gibson**

**Community Services Director**

**County of Aroostook Unorganized Territory**

# FIRE PROTECTION INTERLOCAL COOPERATION

## TOWNSHIP

**T11R4, Rte. 163  
Walker's Siding**

The Aroostook County Commissioners acting in their capacity as Municipal Officers for **Township 11 Range 4 (Scopan)**, hereinafter referred to as the "County", in accordance with the vote of said County Commissioners at a regular meeting held on \_\_\_\_\_, 2026, enter into an agreement with the **Municipalities of Mapleton, Castle Hill, and Chapman** in accordance with the vote of said Municipal Officials at a Joint Board meeting held on \_\_\_\_\_, 2026, hereinafter referred to as the "Municipality" for fire protection to the residents of the above Township hereinafter described and designated under the following terms and pursuant to 30-A M.R.S.A., Section 2203 and 3151 as applicable.

1. The Municipality agrees to provide auxiliary or supplemental fire protection to the residents of the Unorganized Township of **T11R4 (Scopan)** for areas accessible from Route 163 and the Walker's Siding Road.
2. When a call for aid or assistance from any person in the Unorganized Township of **T11R4** is received at the Municipal Fire Station, the following procedures will be followed:
  - A. When the Municipal Fire Department is not preparing to attend or attending a fire or engaged in rescue or life-saving, the dispatcher shall immediately notify his superior and dispatch such force to respond to such call as he may deem necessary and proper under the circumstances, but in no case leaving the Municipality without any fire protection.
  - B. When the Municipal Fire Department is preparing to attend or attending a fire or engaged in rescue or life-saving, the dispatcher shall immediately notify the available ranking officer who shall decide what force, if any, can be sent to answer such call and shall issue his orders accordingly, but in no case leaving the Municipality without any uncommitted fire protection apparatus or personnel. The dispatcher answering the call for aid shall then inform any County Officers of the action taken.
3. Any fire fighting provided by the Municipalities under the terms of this Agreement, shall at all times be directly under the exclusive order and control of the Municipal Fire Department officers in charge of the force; however, while within the limits of the Unorganized Territory, the force is acting in behalf of and as an agent of the County.
4. When in the opinion of the officer in charge, the services of the Department is no longer needed, he shall order the force to return to the station. The officer may, however, leave

such equipment as he deems advisable for use by the force on standby, if there is a danger of the fire breaking out again.

5. The ranking officer shall have the power to order the return of a force at any time when in his opinion the services of, or the presence of, such force is required within the Municipality.
6. The service that will be provided shall be limited mainly to the control and extinguishment of incidents involving fires, but department response may be required for emergencies other than fire related incidents. Such incidents are:
  - A. Structural fires;
  - B. Mobile property fires, such as automobiles and trucks
  - C. Motor vehicle accidents/mishaps where vehicle extrication services (Jaws of Life) are required of the department.
7. The Maine Forest Service has the responsibility to handle suppression of all grass or brush fires in **T11R4 (Scopan)**, but will reimburse any Municipality that fights a grass or brush fire that is a threat to the forest in the Unorganized Territory. They will also respond to structural fires when and only when personnel and equipment are nearby and available, and will do so in recognition of lack of other readily available sources of help or a potential hazard to the forest.
8. The Contractor shall have and maintain Compensation Insurance, General Liability Insurance, and Vehicle Liability Insurance during the life of the Contract in the following amounts:

<b>Compensation Insurance:</b>		<b>As required by law</b>
<b>General Liability:</b>	<b>Bodily Injury</b>	<b>\$1,000,000.00</b>
	<b>Property Damage</b>	<b>\$1,000,000.00</b>
<b>Vehicle Liability:</b>	<b>Single Occurrence</b>	<b>\$1,000,000.00</b>
➤ <b>Workers' Compensation:</b>	<b>Each Accident</b>	<b>\$500,000.00 (or)</b>
➤ <b>Workers' Compensation State of Maine Approval Predetermination Status</b>		

The Contractor shall furnish the Aroostook County Commissioners with the required Certificates of Insurance, with a minimum of that amount stated above. **SAID CERTIFICATES OF INSURANCE, IN ADDITION TO THE AMOUNT OF COVERAGE, SHALL CARRY A STATEMENT WORDED AS FOLLOWS:** In the event of Cancellation or Expiration of any of the foregoing policies, ten (10) days written notice by the Insurance Company shall be mailed to the Aroostook County Commissioners.

The Insurance Requirements for the Contractor shall also apply to any and all subcontractors hired by the Contractor.

All self-employed Contractors shall be required to obtain Worker's Compensation Insurance coverage and submit a Certificate of Insurance prior to performing any work.

The Contractor agrees to maintain liability insurance to protect it from personal injury, death or property damage claims which may arise from snow removal and sanding operations under this contract. The Contractor further agrees to indemnify, assume the defense of, and save harmless the County, its agents and employees from liability, actions claims or damage for wrongful death, personal injury or property damage suffered by any person or association, which results from the willful or negligent action or inaction of the Contractor in the performance of duties, and the work performed under this contract.

9. Payment to the Municipality for the services provided pursuant to the terms hereof shall be made quarterly upon receipt of invoice. Failure to pay such invoices within sixty (60) days from the date of invoice shall be deemed sufficient cause for the cancellation of this contract at the discretion of the Municipality.
10. The County shall compensate the Municipality for providing this service in the amount of the calculated figure as per the formula. This figure is derived by multiplying the current year's Fire Department's Operational, and Equipment Reserve budgets by **6% (T11R4 share of overall budget)**. This process will be used throughout the term of this Agreement.

$$\begin{array}{rcl} \text{FY 2026 > Operational Budget + Equipment Reserve Budget} & = & \text{Total} \\ (\$201,109) & (\$58,000) & = (\$259,109) \end{array}$$

$$\begin{array}{l} \$259,109 \times \text{Percentage (6\%)} = \$15,547 \text{ Current Year Agreement Amount} \\ \text{(July 01, 2026 to June 30, 2027)} \end{array}$$

11. This Agreement shall under no circumstances whatsoever obligate the Municipality in any manner to respond to any call for services over the private roads leading from Route 163 to the residences in and around Scopan Lake if, in the opinion of the Municipal Fire Department personnel, said roads are not in a condition suitable for the Municipal Fire Department equipment to pass over safely, and without damage to said equipment. The parties hereto acknowledge and agree that neither the Municipality, nor the County have any duty or obligation whatsoever to maintain said roads for any purpose whatsoever, and specifically, but not limited to, the purpose of access and use by the Municipality and its fire fighting equipment in responding to and providing services pursuant to the terms of this Agreement.

12. This Agreement shall be in effect for a period of three (3) years, **July 01, 2026 to June 30, 2029**. The County and Municipality shall review this Agreement at the end of each anniversary date, and either the County or Municipality, by vote of their respective officials, can terminate this Agreement upon ninety (90) days written notice to the other party. This Agreement can be amended only by written agreement of the parties and shall not be changed or amended orally.

IN WITNESS WHEREOF, the parties to this present have executed this contract each of which will be deemed an original on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**Sandra L. Fournier, Town Manager**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**Justin Tibbetts, County Administrator**

Filed with Fiscal Administrator \_\_\_\_\_, 2026



**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 Plt.  
District 3

## MEMORANDUM

**DATE:** April 28, 2026  
**TO:** Justin Tibbetts, County Administrator  
**FROM:** John Gibson, Community Services Director  
**RE:** Animal Control Contract Scopan Twp

### **Animal Control Contract - Scopan**

Attached is the animal control contract with the towns of Mapleton, Castle Hill, and Chapman for services in Scopan.

Costs \$1,000 for one year

It is my recommendation that the contract is presented to the Commissioners for approval.

---

**John Gibson**

**Community Services Director**

**County of Aroostook Unorganized Territory**

## Animal Control Contract Agreement

### County of Aroostook (SCOPAN TOWNSHIP)

This agreement dated this 21 day of April 2026 and executed by and between the County of Aroostook on behalf of the inhabitants of Scopan Township by the Aroostook County Administrator herein after referred to as the "County", and the Towns of Mapleton, Castle Hill, and Chapman, herein after referred to as the "Contractor". In consideration of mutual covenants made herein, the parties agree as follows;

The Contractor agrees to:

1. Respond in a timely manner to complaints concerning animal problems or violations and ensure that the Animal Welfare laws are enforced.
2. Ensure that dogs six months of age or older are currently licensed with the Municipality of Mapleton.
3. Inspect kennels in accordance to "Maine's Rules Setting Minimum Standards for: Pet Shops, Shelters, Kennels, and Boarding Kennels".
4. Respond to reports of an animal suspected of having rabies and ensure that the procedures established in 22 MRSA section 1313-A and "Rules Governing Rabies Management" are carried out.
5. Issue warnings or summons regarding animal control cases as required by State Laws, rules and regulations and municipal ordinances.
6. Appear in court to testify regarding animal cases.


The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

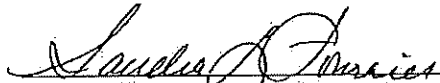
The County agrees:

1. To pay the Contractor the sum of \$1,000 per year payable in two (2) equal payments; first scheduled UT warrant date in December 2026 (\$500.00) and first scheduled UT warrant date in June 2027 (\$500.00).

2. To pay \$10.00 for each time an animal is transported to the Presque Isle Animal Shelter by the employee's ACO.
3. To pay \$0.73 per mile (Federal IRS Rate) for each mile that the Contractors ACO uses a vehicle while working on ACO related issues to Scopan Township.
  
4. **The term of this contract is for July 1, 2026 to June 30, 2027.**

IN WITNESS WHEREOF, the parties to this present have executed this contract each of which will be deemed an original on the 21 day of April 2026.

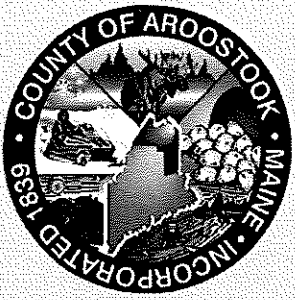
  
\_\_\_\_\_  
WITNESS

  
\_\_\_\_\_  
Sandra L. Fournier, Town Manager

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Justin Tibbetts, County Administrator

Filed with Fiscal Administrator \_\_\_\_\_, 2026



## MEMORANDUM

**DATE:** May 26, 2026  
**TO:** Justin Tibbetts, County Administrator  
**FROM:** John Gibson, Community Services Director  
**RE:** Blaine Snow Removal Contract (E Plantation)

**COUNTY OF AROOSTOOK**  
**Commissioners' Office**

**Community Services**  
**Director**  
John Gibson

### **Snow Removal Contract – E Plantation**

**County Commissioners**

Paul J. Underwood - Chair  
Presque Isle  
District 2

William T. Dobbins  
Houlton  
District 1

Daniel V. Deveau  
Cyr Plt.  
District 3

Attached is the Snow Removal contract with the town of Blaine for services in E Plantation. This is a three-year contract with a 10% increase each year.

<b>1 July 2026 to 30 June 2027</b>	<b>\$29,018.00</b>
<b>1 July 2027 to 30 June 2028</b>	<b>\$32,242.00</b>
<b>1 July 2028 to 30 June 2029</b>	<b>\$35,824.00</b>

It is my recommendation that the contract is presented to the Commissioners for approval.

---

**John Gibson**

**Community Services Director**

**County of Aroostook Unorganized Territory**

# SNOW REMOVAL CONTRACT

## Township

### E-Plantation

The Aroostook County Administrator acting in his capacity as Municipal Official for the Unorganized Territory of **E-Plantation** hereinafter referred to as the "County", enters into an agreement with the **Municipality of Blaine** in accordance with the vote of said Municipal Officials at a regular meeting held on \_\_\_\_\_, 2026, hereinafter referred to as the "Contractor" for the removal of snow and ice from the roads hereinafter described and designated under the following terms:

1. The Contractor agrees to remove snow accumulating from snowfall or drifting, and centerline ice on the following roads:

<u>Road</u>	<u>MDOT Inventory Number</u>	<u>Mileage</u>
E-Plantation Road	709	1.98
E-Plantation Road	710	1.11
Warren Road	840	1.67
Brewer Road	2313	<u>0.15</u>
<b>TOTAL MILES</b>		<b>4.91</b>

2. The Contractor agrees to furnish adequate equipment and manpower necessary to perform the work specified to the satisfaction of the County.
3. The Contractor shall perform the duties required in this contract from the beginning of the 2026-2027 snow season to the end of the 2028-2029 snow season.
4. The Contractor will commence plowing and sanding operations when snow on the road surface has reached a maximum depth of two (2) inches, either from actual snowfall or drifting caused by wind, and continue same until the roads are cleared of snow to the outside of the road shoulders.
5. The Contractor agrees to provide sufficient sand and salt for operations required by this contract. The County estimates that a minimum of 100 cubic yards of sand will be necessary for each centerline mile of road,
  - A. Maximum gradation of sand shall be one (1) inch, and all sand will be screened to that size prior to use on the road.
  - B. Contractor shall mix between 90 and 110 pounds of salt with each cubic yard of sand before the sand is stockpiled.
  - C. Sanding trucks shall be equipped with either tailgate or hopper sanders, which are capable of regulating the amount of sand/salt spread per mile to ensure evenness of application.
  - D. Contractor shall pay particular attention to the sanding of hills, curves, and intersections, and to apply extra sand/salt to such locations when necessary.

- E. Contractor is responsible for the selection of a suitable site for the salt/sand stockpiles. By execution of this contract, the Contractor warrants that the salt/sand stockpiles are in compliance with all local, County, State, and Federal environmental rules, regulations, and statutes. The Contractor agrees to indemnify the County for any liability, claims, demands, causes or action or damages incurred as a result of the use of or stockpiling of salt/sand.
- F. Contractor agrees to have all mixed sand/salt stockpiled by November 1st of every year of the contract.

6. The Contractor shall have and maintain Compensation Insurance, General Liability Insurance, and Vehicle Liability Insurance during the life of the Contract in the following amounts:

<b>Compensation Insurance:</b>	<b>As required by law</b>	
<b>General Liability:</b>	<b>Bodily Injury</b>	<b>\$1,000,000.00</b>
	<b>Property Damage</b>	<b>\$1,000,000.00</b>
<b>Vehicle Liability:</b>	<b>Single Occurrence</b>	<b>\$1,000,000.00</b>
➤ <b>Workers' Compensation:</b>	<b>Each Accident</b>	<b>\$500,000.00 (or)</b>
➤ <b>Workers' Compensation State of Maine Approval Predetermination Status</b>		

The Contractor shall furnish the Aroostook County Commissioners with the required Certificates of Insurance, with a minimum of that amount stated above. **SAID CERTIFICATES OF INSURANCE, IN ADDITION TO THE AMOUNT OF COVERAGE, SHALL CARRY A STATEMENT WORDED AS FOLLOWS:** In the event of Cancellation or Expiration of any of the foregoing policies, ten (10) days written notice by the Insurance Company shall be mailed to the Aroostook County Commissioners.

The Insurance Requirements for the Contractor shall also apply to any and all subcontractors hired by the Contractor.

The Contractor agrees to maintain liability insurance to protect it from personal injury, death or property damage claims which may arise from snow removal and sanding operations under this contract. The Contractor further agrees to indemnify, assume the defense of, and save harmless the County, its agents and employees from liability, actions claims or damage for wrongful death, personal injury or property damage suffered by any person or association, which results from the willful or negligent action or inaction of the Contractor in the performance of duties, and the work performed under this contract.

7. If the Contractor is in violation of any of the terms of this contract, or if the County or its representative is of the opinion that work described in this contract is being performed unsatisfactorily, the County shall notify the Contractor by certified mail setting forth the basis for the County's complaint. Upon receipt of such notice, the Contractor shall have ten (10) days to comply with the terms and conditions of this contract or rectify the unsatisfactory work. If at the expiration of the ten (10) day period, the County's representative is dissatisfied with the

Contractor's performance, or the Contractor is not in compliance with the terms of this contract, the County will, by certified mail, notify the Contractor to discontinue all work to be performed under this contract. The County may thereupon, by contract, or otherwise complete the work, and the Contractor or its surety shall be liable for costs that exceed the rate provided in this contract. Such charges shall be deemed liquidated damages.

8. In consideration of the faithful performance of this work as set forth above, the County agrees to pay the Contractor the annual sum, for the **4.91** total miles of road covered by this contract;

<b>1 July 2026 to 30 June 2027</b>	<b>\$29,018.00</b>
<b>1 July 2027 to 30 June 2028</b>	<b>\$32,242.00</b>
<b>1 July 2028 to 30 June 2029</b>	<b>\$35,824.00</b>

9. This agreement shall be in effect for three (3) years from **July 1, 2026 to June 30, 2029**. The County and Municipality shall review this agreement at the end of each anniversary date and either the County or the Contractor, by vote of their respective officials, can terminate this contract upon ninety (90) days written notice to the other party.

10. A payment schedule of six (6) separate monthly installments shall be paid annually, beginning in **November 2026** and ending in **April** of the ensuing year, for the term of the three (3) year contract. Payments shall be made in November, December, January, February, March, and April as part of the regular Unorganized Territory warrant schedule, typically on the third Wednesday of the month. Copies of the warrant schedule can be made available if requested.

IN WITNESS WHEREOF, the parties to this presents have executed this contract each of which will be deemed an original on the \_\_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 WITNESS

\_\_\_\_\_  
 OFFICIALS OF BLAINE

\_\_\_\_\_  
 WITNESS

\_\_\_\_\_  
 Justin Tibbetts, County Administrator

Filed with Fiscal Administrator \_\_\_\_\_, 2026



**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 Plt.  
District 3

**MEMORANDUM**

**DATE:** May 20, 2026  
**TO:** Justin Tibbetts, County Administrator  
**FROM:** John Gibson, Community Services Director  
**RE:** EMS Coverage Molunkus (TAR5)

**EMS Coverage Contract - Molunkus**

Attached is the EMS coverage contract with the town of Lee for services in Molunkus.

Costs for one year is \$25,000.00 representing no change over the previous year.

It is my recommendation that the contract is presented to the Commissioners for approval.

---

**John Gibson**

**Community Services Director**

**County of Aroostook Unorganized Territory**

**TOWN OF LEE**  
29 Winn Road  
Lee, Maine 04455  
(207)738-2134  
Email: townofleemaine@gmail.com

---



May 18, 2026

Aroostook County  
144 Sweden Street  
Suite #1  
Caribou, ME 04736

Enclosed are 2 copies of the upcoming EMS contract. Please review and sign the document and return 1 copy to the Lee Town Office, 29 Winn Road, Lee, ME 04455, along with payment.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "C Mallett".

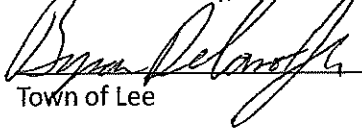
Christine Mallett  
Clerk, Town of Lee

Encl

Town of Lee Emergency Medical Services Points of Agreement with  
Aroostook County/Molunkus as a contracting-receiving town:

- Lee Fire Rescue EMS service will provide Emergency Medical Services (EMS) on a full-time basis to any and all points within the receiving town beginning July 1, 2026 for \$25,000.00, expiring June 30, 2027.
- All EMS requests received by the Penobscot County Regional Communications Center for EMS services in the agreeing town will, during the term of this agreement, be serviced and managed by the Lee EMS system.
- The agreeing town understands and agrees that the Lee service can bill users of the service and/or their insurance companies and/or other levels of government for providing those services as per the fee schedule in effect at the time of the provision of service as set by the Town of Lee.
- Upon receipt all fees received by Lee will belong to the Town of Lee.
- The agreeing town does agree to pay the Lee Fire Rescue EMS service for any ambulance they request to stand-by in their town either at emergency scenes or a public event unless the event or emergency develops into a billable EMS provision.
- The Town of Lee will arrange for mutual aid ambulances to cover requests for service which cannot be met at the time of request by Lee due to other active service requests and Lee will divide the resulting fees with the involved mutual aid provider on a schedule set between Lee and the other provider.
- Lee and any mutual aid providers will make their best possible endeavors to respond to calls for emergency service as rapidly as reasonably possible but there is no guarantee here given that regards response times.
- At all emergency scenes where Lee Fire Rescue EMS responds incident command will rest with Lee or some other agency as previously arranged and agreed.
- If at any time the agreeing town wishes to terminate this relationship with Lee, they will give Lee 90 days of formal notice and as well if Lee wishes to terminate this agreement they will give 90 days of notice to the agreeing town.

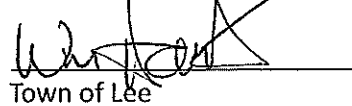
Aroostook County/Molunkus

  
Town of Lee

Aroostook County/Molunkus

\_\_\_\_\_  
Town of Lee

Aroostook County/Molunkus

  
Town of Lee

5.11.2026

Date

Town of Lee Emergency Medical Services Points of Agreement with  
Aroostook County/Molunkus as a contracting-receiving town:

- Lee Fire Rescue EMS service will provide Emergency Medical Services (EMS) on a full-time basis to any and all points within the receiving town beginning July 1, 2026 for \$25,000.00, expiring June 30, 2027.
- All EMS requests received by the Penobscot County Regional Communications Center for EMS services in the agreeing town will, during the term of this agreement, be serviced and managed by the Lee EMS system.
- The agreeing town understands and agrees that the Lee service can bill users of the service and/or their insurance companies and/or other levels of government for providing those services as per the fee schedule in effect at the time of the provision of service as set by the Town of Lee.
- Upon receipt all fess received by Lee will belong to the Town of Lee.
- The agreeing town does agree to pay the Lee Fire Rescue EMS service for any ambulance they request to stand-by in their town either at emergency scenes or a public event unless the event or emergency develops into a billable EMS provision.
- The Town of Lee will arrange for mutual aid ambulances to cover requests for service which cannot be met at the time of request by Lee due to other active service requests and Lee will divide the resulting fees with the involved mutual aid provider on a schedule set between Lee and the other provider.
- Lee and any mutual aid providers will make their best possible endeavors to respond to calls for emergency service as rapidly as reasonably possible but there is no guarantee here given that regards response times.
- At all emergency scenes where Lee Fire Rescue EMS responds incident command will rest with Lee or some other agency as previously arranged and agreed.
- If at any time the agreeing town wishes to terminate this relationship with Lee, they will give Lee 90 days of formal notice and as well if Lee wishes to terminate this agreement they will give 90 days of notice to the agreeing town.

Aroostook County/Molunkus

Town of Lee

Aroostook County/Molunkus

Town of Lee

Aroostook County/Molunkus

Town of Lee

5.11.2026  
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 Plt.  
District 3

## MEMORANDUM

DATE: May 29, 2026  
TO: Justin Tibbetts, County Administrator  
FROM: John Gibson, Community Services Director  
RE: Solid Waste Contract Sherman (Benedicta and Silver Ridge)

### Solid Waste Contract – Benedicta – Silver Ridge

Attached is the Solid Waste contract with the town of Sherman for services in Benedicta and Silver Ridge. This is a one year contract with a 25% increase.

	<u>Benedicta</u>	<u>Silver Ridge</u>	<u>Total</u>
July 01, 2026 to June 30, 2027	\$47,831.00	\$23,179.00	\$71,010.00

It is my recommendation that the contract is presented to the Commissioners for approval.

\_\_\_\_\_  
**John Gibson**  
**Community Services Director**  
**County of Aroostook Unorganized Territory**

## SOLID WASTE INTERLOCAL COOPERATION

Townships	Residential Structures	Population
<b>BENEDICTA</b>	_____	<b>227</b>
<b>SILVER RIDGE</b>	_____	<b>110</b>

The Aroostook County Administrator acting in his capacity as Municipal Official for the Townships of **Benedicta** and **Silver Ridge**, hereinafter referred to as the "County", enters into an agreement with the **Municipality of Sherman** in accordance with the vote of said Municipal Officials at a regular meeting held on October 23, 2025, hereinafter referred to as the "Municipality" for solid waste disposal privileges to the residents of the above Townships, hereinafter described and designated under the following terms and pursuant to 30-A M.R.S.A., Section 2203.

1. The Municipality agrees to provide a solid waste disposal site to the residents of the above-mentioned Townships.
2. The Municipality agrees to provide the residents:
  - A. Notice of the hours of operation.
  - B. Access stickers for each household (if utilized).
  - C. Municipal solid waste rules and regulations.
3. The County and the Municipality have mutually agreed to the compensation, as specified in paragraph 4, which shall be paid by the County for solid waste disposal privileges. In reaching this agreement, both parties have considered the following conditions and factors, among others:
  - A. The fee is fair and equitable based on the prorated share of actual operation costs.
  - B. Non-residents (summer homes) have been treated as one quarter (1/4) residency.
  - C. Commercial/Industrial establishments have been treated separately.
  - D. Transients are not encompassed in this agreement, because their population is unmeasurable.
  - E. State parks and picnic areas are not part of the Unorganized Territories, and therefore, have not been included.

4. The Contractor shall have and maintain Compensation Insurance, General Liability Insurance, and Vehicle Liability Insurance during the life of the Contract in the following amounts:

<b>Compensation Insurance:</b>		<b>As required by law</b>
<b>General Liability:</b>	<b>Bodily Injury</b>	<b>\$1,000,000.00</b>
	<b>Property Damage</b>	<b>\$1,000,000.00</b>
<b>Vehicle Liability:</b>	<b>Single Occurrence</b>	<b>\$1,000,000.00</b>
➤ <b>Workers' Compensation:</b>	<b>Each Accident</b>	<b>\$500,000.00 (or)</b>
➤ <b>Workers' Compensation State of Maine Approval Predetermination Status</b>		

The Contractor shall furnish the Aroostook County Commissioners with the required Certificates of Insurance, with a minimum of that amount stated above. **SAID CERTIFICATES OF INSURANCE, IN ADDITION TO THE AMOUNT OF COVERAGE, SHALL CARRY A STATEMENT WORDED AS FOLLOWS:** In the event of Cancellation or Expiration of any of the foregoing policies, ten (10) days written notice by the Insurance Company shall be mailed to the Aroostook County Commissioners.

The Insurance Requirements for the Contractor shall also apply to any and all subcontractors hired by the Contractor.

The Contractor agrees to maintain liability insurance to protect it from personal injury, death or property damage claims which may arise from service operations under this contract. The Contractor further agrees to indemnify, assume the defense of, and save harmless the County, its agents and employees from liability, actions claims or damage for wrongful death, personal injury or property damage suffered by any person or association, which results from the willful or negligent action or inaction of the Contractor in the performance of duties, and the work performed under this contract.

5. If the Contractor is in violation of any of the terms of this contract, or if the County or its representative is of the opinion that work described in this contract is being performed unsatisfactorily, the County shall notify the Contractor by certified mail setting forth the basis for the County's complaint. Upon receipt of such notice, the Contractor shall have ten (10) days to comply with the terms and conditions of this contract or rectify the unsatisfactory work. If at the expiration of the ten (10) day period, the County's representative is dissatisfied with the Contractor's performance, or the Contractor is not in compliance with the terms of this contract, the County will, by certified mail, notify the Contractor to discontinue all work to be performed under this contract. The County may thereupon, by contract, or otherwise complete the work, and the Contractor or its surety shall be liable for costs that exceed the rate provided in this contract. Such charges shall be deemed liquidated damages.

6. The County shall compensate the Municipality for providing this service in the following annual amount:

	<u>Benedicta</u>	<u>Silver Ridge</u>	<u>Total</u>
<b>July 01, 2026 to June 30, 2027</b>	<b>\$47,831.00</b>	<b>\$23,179.00</b>	<b>\$71,010.00</b>

7. Payment for this agreement shall be made quarterly upon receipt of invoice from the Municipality pursuant to the Agreement. Failure to pay such invoice within sixty (60) days from date of invoice shall be deemed sufficient cause for cancellation of this Agreement at the discretion of the Municipality.

8. This Agreement shall be in effect for a period of one (1) year from **July 01, 2026 to June 30, 2027**. The County and Municipality shall review this Agreement approximately three (3) months prior to the end of this period, at which time negotiations will commence for a new Cooperation Agreement. At any time, during the term of this Agreement, either the County or the Municipality, by vote of their respected officials, can terminate this Agreement **without penalty**, upon ninety (90) days written notice to the other party. This Agreement can be amended only by written agreement of the parties and shall not be changed or amended orally.

IN WITNESS WHEREOF, the parties to these present have executed this contract each of which will be deemed an original on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**OFFICIALS OF SHERMAN**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**Justin Tibbetts, County Administrator**

Filed with Fiscal Administrator \_\_\_\_\_, 2026



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

**MEMO**

**DARREN R. WOODS**  
FIRE CHIEF

**DERRICK OUELLETTE**  
DEPUTY CHIEF

**DAN MOLAVIER  
BELANGER**  
CAPTAIN  
Cross Lake Station

**JOEY LEVESQUE**  
CAPTAIN  
Sinclair Station

**LANE MOIR**  
CAPTAIN  
Madawaska Lake Station

**DON ENO**  
LIEUTENANT

LIEUTENANT

**NATHAN BARON**  
LIEUTENANT

**GARY LANGLEY**  
Safety Officer

**TO: Justin Tibbetts, County Administrator**

**FROM: Darren R. Woods, Fire Chief**

**RE: North Lakes Fire Department**

**Date: 6 - 8 - 2026**

---

We would like to present 2 new members for acceptance to North Lakes Fire & Rescue 1 as a firefighter and 1 as a communications unit member:

- Marie Bouchard - Cross Lake
- Farralee Ouellette - Caribou

Let me know if you have any questions.

---

*After this one is added, our roster will have 34 firefighters, 4 communications people, and 1 junior firefighter for a total of **39 members**. (including the Chief & Deputy Chief)*

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

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



## County of Aroostook

144 Sweden St, Suite 1  
Caribou, Maine 04736

# Application for Employment

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

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

### Personal Information

First Name:

Marie

Last Name:

Bouchar d

Middle Name:

CELESTE (CRICKET)

Street Address:

City:

State:

Zip Code:

Email Address:

Phone Number (Home):

Phone Number (Cell):

Position(s) applied for:

Communications

Referral Source:

Website (Cross Lake)

### Contact Information

If necessary, best time to call you is:

Anytime (answering machine)

Phone Number:

May we contact you at work?  Yes  No

Best time to call you at work is:

Work Phone Number:

NA

Ext:

### Employment Eligibility

Date Available for Work:

PRESENT

Have you submitted an application here before?

Yes

No

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

Have you ever been employed here before?

Yes

No

If yes, give dates:

From:

To:

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

Yes

No

**Employment Eligibility Continued**

Are you lawfully authorized to work in the United States?

- Yes
- No

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

- Yes
- No

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

**Employment Preferences**

What is your desired salary range or rate of pay?

*Volunteer (any amount)*

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

Employer #1:

Limestone Community School

Phone Number:

Street Address:

City:

Limestone

State:

Maine

Dates Employed:

From: 8/2000

To:

10/2010

Starting Job Title:

Music Teacher (K-12)

Final Job Title:

Music Teacher (K-12)

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

Class Advisor for 2005 + 2009

May we contact for reference?

Yes

No

Later

Email Address:

Phone Number:

Ext:

Why did you leave?

Retired

Summarize the type of work performed and job responsibilities:

Taught music K-12 (LCS) and Music at MHS + M  
Chorus + Jazz Band

What did you like most about your position?

Everything

What did you like least about your position?

Having to be "disaplined" by parents

Employer #2:

Taught in several schools in Kansas + St. Mary of The Plains College

Phone Number:

Street Address:

City:

State:

Dates Employed:

From: 1981 - 2000

To:

Starting Job Title:

Final Job Title:

Employment History Continued

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

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

Skills and Qualifications

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

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

Software Name

Skill Level

Educational Background

School Name #1:

FORT KENT UNIVERSITY

City/State:

FORT KENT, MAINE

# of Years Completed:

2 YEARS

Level Completed:

Major/Minor/Certificate:

School Name #2:

ST. MARY OF THE PLAINS COLLEGE

City/State:

DODGE CITY KANSAS

# of Years Completed:

3 YEARS

Level Completed:

Major/Minor/Certificate:

BA MUSIC BA ELEMENTARY MUSIC (K-12 + COLLEGE LEVEL)  
ENGLISH + MAT

School Name #3:

City/State:

# of Years Completed:

Level Completed:

Major/Minor/Certificate:

## References

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

## Related Information

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

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

List any relevant volunteer work:

List special accomplishments, publications, awards, etc.:

## Applicant Statement and Signature

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

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

Continued on next page

**Applicant Statement and Signature Continued**

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

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

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

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

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

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

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

**Signature of Applicant:**

Marie "Cricket" Bouchard

**Date Signed:**

May 7, 2026

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



## County of Aroostook

144 Sweden St, Suite 1  
Caribou, Maine 04736

# Application for Employment

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

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

### Personal Information

First Name:

Farrabee

Last Name:

Ouellette

Middle Name:

Anne

Street Address:

City:

Email Address:

Phone Number (Home):

Referral Source:

Fire Fighter trainee / EMT 3

### Contact Information

If necessary, best time to call you is:

Any

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:

immediately

Have you submitted an application here before?

Yes

No

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

Have you ever been employed here before?

Yes

No

If yes, give dates:

From:

To:

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

Yes

No

Employment Eligibility Continued

Are you lawfully authorized to work in the United States?

Yes

No

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

Yes

No

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

3115279 ME

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:

Ouellette's cleanup

Phone Number: 207 393 9955

Street Address:

20 Vaughn St Apt 1

City:

Caribou

State: ME

Dates Employed:

From: 11/28/2017 To: Present

Starting Job Title:

Business owner

Final Job Title:

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

Farrate Ouellette

May we contact for reference?

Yes

No

Later

Email Address:

Farrate.a.Ouellette@gmail.com

Phone Number:

207 393 9955

Ext:

Why did you leave?

still employed

Summarize the type of work performed and job responsibilities:

own and operate cleaning business. Did business administration tasks and cleaned.

What did you like most about your position?

working with customers.

What did you like least about your position?

sometimes customers micro manage

Employment History Continued

Employer #2:

Amergis Staffing

Phone Number:

888-800 1854

Street Address:

82 Running Hill Rd

City: South Portland

State: ME

Dates Employed:

From: 05/21/25

To: 8/11/25

Starting Job Title:

DSP/CRMA

Final Job Title:

DSP/CRMA

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

Ian Sargeant Recruiter-1 Staffing

May we contact for reference?

Yes

No

Later

Email Address:

iasargea@amergis.com

Phone Number:

207 560 2626

Ext:

Why did you leave?

Reported Abuse & neglect then faced retaliation

Summarize the type of work performed and job responsibilities:

Assisted residents with activities of daily living, administered medication, documentation of resident observations.

What did you like most about your position?

Working with clients.

What did you like least about your position?

Reporting abuse then facing retaliation.

Employer #3:

Maine General LTC

Phone Number:

207 861 3412

Street Address:

35 Medical Center Pkwy

City: Augusta

State: ME

Dates Employed:

From: 12/7/20

To: 12/16/20

Starting Job Title:

CNA

Final Job Title:

CNA

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

Nursing Supervisor - DON

Employment History Continued

May we contact for reference?

Yes

No

Later

Email Address:

unknown

Phone Number:

207 621 7100

Ext:

Why did you leave?

caught Covid 19 6 months after surgery & chemo

Summarize the type of work performed and job responsibilities:

Assisted Patients with activities of daily living, performed vital signs, charted patient observations. wore PPE during care and Covid 19.

What did you like most about your position?

Working with patients and other team members

What did you like least about your position?

Catching Covid.

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?

no.

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

have been attending school to gain additional skills

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:

NIMS/ICS, EMT-B certification (no license yet)
BLS, CNA

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

Software Name: microsoft office, quickbooks; Skill Level: Advanced, Advanced

Educational Background

School Name #1: KVCC; City/State: Fairfield ME; # of Years Completed: 1

Level Completed: N/A; Major/Minor/Certificate: EMT B certificate

School Name #2: USM; City/State: Portland ME; # of Years Completed: 3

Level Completed: Junior; Major/Minor/Certificate: Social & Behavioral Sciences with minor honors

School Name #3: Auburn Adult Ed; City/State: Auburn ME; # of Years Completed: 1

Level Completed: N/A; Major/Minor/Certificate: CNA 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?

started process of joining TEAM Rubicon

List any relevant volunteer work:

Karos Prison Ministry Secretary

Maine Veterans Cemetery Secretary

List special accomplishments, publications, awards, etc.:

EMT basic certificate

CNA certificate

## 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:

*Sarah Ouellette*

Date Signed:

*6/6/26*

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