

AGENDA

AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY AUGUST 16, 2023

1:00 PM REGISTRY OF DEEDS FIRST FLOOR CONFERENCE ROOM – FORT KENT

PLEASE USE THE FOLLOWING INFORMATION FOR ATTENDING THE MEETING VIA ZOOM:

MEETING ID: 885 5736 6198 PASSCODE: 272424

REGULAR MEETING

- ART. 1. CALL TO ORDER.
- ART. 2. PLEDGE OF ALLEGIANCE.
- ART. 3. PUBLIC COMMENT PERIOD.
- ART. 4. APPROVAL OF AGENDA.
- ART. 5. APPROVAL OF THE COUNTY COMMISSIONERS MEETING MINUTES OF JULY 19, 2023.
- ART. 6. OTHER ITEMS FOR APPROVAL AND SIGNATURES.
 - A) ATTENDANCE RECORD
 - B) BILLS AND WARRANTS
- ART. 7. TO CONSIDER THE RATIFICATION OF THE CATERING PERMIT FOR THE PAR & GRILL INC FOR AN EVENT AT MADAWASKA LAKE. (RYAN)
- ART. 8. TO CONSIDER A HEARING DATE FOR A ROAD CLOSURE APPEAL IN THE MATTER OF WYNES v. THE TOWN OF HODGDON. (RYAN)
- ART. 9. TO CONSIDER A PERSONAL POLICY CORRECTION REGARDING VACATION ACCRUALS PREVIOUSLY VOTED ON & APPROVED JUNE 20, 2023. (RYAN)
- ART. 10. TO CONSIDER THE UT & JAIL FISCAL YEAR END VACATION AND SICK ACCRUAL EXPENSE RECOMMENDATION. (DANA)
- ART. 11. TO CONSIDER THE QUARTERLY FINANCIALS FOR Q2 ENDING 06/30/2023. (DANA)
- ART. 12. TO CONSIDER THE HIRING RECOMMENDATION OF CARRIGAN LEVESQUE AS DISTRICT ATTORNEY SUPPORT SUPERVISOR. (TODD)
- ART. 13. TO CONSIDER THE HIRING RECOMMENDATION OF LINDSEY CROSS AS FULL-TIME CUSTODIAN IN HOULTON. (BRYAN)
- ART. 14. TO CONSIDER THE HIRING RECOMMENDATION OF NOAH OAKS AS JUNIOR FIREFIGHTER FOR NORTH LAKES FIRE & RESCUE. (DARREN)
- ART. 15. TO CONSIDER THE HIRING RECOMMENDATION OF KIMBERLY CHAMPAGNE AS FULL-TIME EMA FINANCE/PLANNING ASSOCIATE. (DARREN)

- ART. 16. TO CONSIDER THE HIRING RECOMMENDATION OF DERRICK OUELLETTE AS FULL-TIME DEPUTY EMA DIRECTOR. (DARREN)
- ART. 17. TO CONSIDER THE RFP BID RECOMMENDATION FOR NORTH LAKES FIRE'S SELF-CONTAINED BREATHING APPARATUS (SCBA). (DARREN)
- ART. 18. TO CONSIDER THE RFP BID RECOMMENDATION FOR THE NORTH LAKES FIRE STATION ADDITION AT 1636 NEW SWEDEN ROAD, STOCKHOLM. (DARREN)
- ART. 19. TO CONSIDER THE RECOMMISSION OF DEPUTY SHERIFF TO LAWRENCE GOFF. (SHAWN)
- ART. 20. TO CONSIDER THE HIRING RECOMMENDATION OF MELISSA HOGAN AS FULL-TIME ACCCP CASEWORKER. (SHAWN)
- ART. 21. TO CONSIDER THE HIRING RECOMMENDATION OF BENJAMIN WIPPERMAN AS PART-TIME CORRECTIONS OFFICER. (SHAWN)
- ART. 22. TO CONSIDER THE BID RECOMMENDATION FOR THE SALE OF A SURPLUS 2016 FORD EXPLORER UT. (SHAWN)
- ART. 23. TO CONSIDER THE BID RECOMMENDATION FOR THE SALE OF A SURPLUS 2018 FORD EXPLORER UT. (SHAWN)
- ART. 24. TO CONSIDER THE BID RECOMMENDATION FOR THE SALE OF A SURPLUS 2018 FORD EXPLORER UT (DEER DAMAGE). (SHAWN)
- ART. 25. TO CONSIDER THE DISPATCH AGREEMENT FOR THE TOWN OF MADAWASKA (7/2023-6/2024). (SHAWN)
- ART. 26. COUNTY COMMISSIONER'S REPORT.
- A) MCAA/RISK POOL UPDATE
 - B) OTHER ITEMS OF INTEREST
 - C) LEGISLATIVE REPORT
- ART. 27. OTHER BUSINESS.
- ART. 28. ADJOURNMENT.

NEXT MEETING:

COUNTY COMMISSIONERS' MEETING – WEDNESDAY, SEPTEMBER 20, 2023– 1:00 P.M.
ADMINISTRATIVE HEARING ROOM – CARIBOU COURTHOUSE

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY, JULY 19, 2023 - 1:00 PM
SHERIFF'S OFFICE BUILDING SECOND FLOOR CONFERENCE ROOM - HOULTON

PRESENT

Paul J. Underwood, Chair, County Commissioners
Norman L. Fournier, County Commissioner
William T. Dobbins, County Commissioner
Ryan D. Pelletier, County Administrator
Bryan Jandreau, Facilities & IT Director
Shawn Gillen, Sheriff
Joey Seeley, Deputy Sheriff
Peter Johnson, Commander
Chris Lavoie, Director, Penobscot Regional Communications Center
Tammy Pelletier, Operations Assistant
Darren Woods, Director of EMA-Zoom
Steve Pelletier, ARPA Program Administrator-Zoom
Kathleen Tomaselli, Bangor Daily News-Zoom
Richard Rhoda, Resident of Houlton
Angie Wotton, District Manager, Southern Aroostook Soil and Water Conservation District
Lauren Ouellette, District Forester, Department of Conservation

- ART. 1. Chair Paul J. Underwood called the meeting to order at 1:07 pm.
- ART. 2. Pledge of Allegiance.
- ART. 3. No public comments.
- ART. 4. Mr. Ryan Pelletier requested the following changes to the July 19, 2023 agenda; 1) Add new hire recommendation for Carson Cole as FT Corrections Officer to Article 11; 2) Mr. Ryan Pelletier will present on behalf of Mr. Paul Bernier for Article 13; 3) Add Spirit of America Ceremony update to Article 15; 4) Move the Discussion of PSAP Contract from Executive Session to Article 6 (E).

MOTION:

Motion by Norman Fournier and seconded by William Dobbins to approve the agenda as amended.

VOTE:

Motion voted on and passed.

- ART. 5. Chair Paul J. Underwood entertained a motion for approval of the June 20, 2023, County Commissioners' meeting minutes.

MOTION:

Motion by Norman Fournier and seconded by William Dobbins to approve the minutes of the June 20, 2023 County Commissioners' meeting.

VOTE:

Motion voted on and passed.

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

- A) Attendance record.
- B) Bills and warrants.
- C) BYOB permit – Benedicta Snow Gang/Benedicta

MOTION:

Motion by Norman Fournier and seconded by William Dobbins to approve the BYOB permit for Benedicta Snow Gang/Benedicta.

VOTE:

Motion voted on and passed.

D) Liquor license renewal – Eagle Lake Sporting Camps/T16R6

MOTION:

Motion by Norman Fournier and seconded by William Dobbins to approve the liquor license renewal for Eagle Lake Sporting Camps/T16R6.

VOTE:

Motion voted on and passed.

E) To consider the PSAP contract with Penobscot County Regional Communications Center.

MOTION:

Motion by Norman Fournier and seconded by William Dobbins to approve the 3-year (2024-2026) PSAP contract with Penobscot County Regional Communications Center.

VOTE:

Motion voted on and passed.

ART. 7. Mr. Ryan Pelletier presented for ratification the liquor license renewal for Homestead Lodge/Oxbow.

MOTION:

Motion by William Dobbins and seconded by Norman Fournier to ratify the liquor license renewal for Homestead Lodge/Oxbow.

VOTE:

Motion voted on and passed.

ART. 8. Mr. Ryan Pelletier presented for ratification a letter of support for the Wolastoq-St John watershed restoration project.

MOTION:

Motion by William Dobbins and seconded by Norman Fournier to ratify the letter of support for the Wolastoq-St John watershed project.

VOTE:

Motion voted on and passed.

ART. 9. Mr. Bryan Jandreau presented for consideration the recommendation for planting three (3) native Red Maple trees and two (2) native Sugar Maple trees at the Superior Court Building. Ms. Angie Wotton, Director of SASWCD, and Ms. Lauren Ouellette, District Forester, Department of Conservation, presented materials and comments in support of the recommendation based on various soil, environmental, and potential pest factors that show Maples have a better chance of thriving in the area. Mr. Richard Rhoda, a resident of Houlton, presented comments and written material explaining his mission over the last three (3) years to have Elm trees restored to the historic Houlton location. Mr. Rhoda offered to pay for the Elm Trees as a donation to his community, including yearly maintenance until his death, and removal of the trees should they not thrive or become diseased.

MOTION:

Motion by William Dobbins and seconded by Norman Fournier to accept Mr. Rhoda's offer to restore Elm trees to the Superior Court building. Commissioner Fournier added that in order to accept this offer, the County would need to drive all decisions regarding the Elm trees, including but not limited to, how many trees and the placement of trees. An outline of the actions to be taken by The County includes:

1. The County will develop, in consultation with the Southern Aroostook Soil & Water District and others identified by the County to be knowledgeable in the area of tree species, a tree planting plan for the Houlton Superior Court building.
2. As directed by the County Commissioners, the type of tree to be quoted will be the Princeton American Elm Tree.
3. The County will ascertain the appropriate number of trees to be planted based on subject matter experts and the appropriate area size of the property.
4. Once a total cost per tree is identified, the County will generate an invoice to Richard Rhoda for the total amount of trees to be procured and planted by the County.
5. When receipt of the donation by Mr. Rhoda is received, the County will place the order for trees to be delivered in the Spring of 2024 and planted soon thereafter.

VOTE:

Motion voted on and passed. (2-1) Commissioner Underwood voted Nay.

ART. 10. Mr. Darren Woods presented for consideration the recommendation to accept the highest bid for the sale of a 1987 GMC Topkick Rescue truck to Dutch Gap Auto (\$10,551).

MOTION:

Motion by Norman Fournier and seconded by William Dobbins to accept the bid from Dutch Gap Auto (\$10,551) for the 1987 GMC Topkick Rescue truck.

VOTE:

Motion voted on and passed.

- ART. 11. Sheriff Shawn Gillen presented for consideration the hiring recommendation of Shawn Levasseur as a full-time Corrections Officer and Carson Cole as a full-time Corrections Officer.

MOTION:

Motion by William Dobbins and seconded by Norman Fournier to approve the hiring of Shawn Levasseur and Carson Cole as full-time Corrections Officers.

VOTE:

Motion voted on and passed.

- ART. 12. Sheriff Shawn Gillen presented for consideration the hiring recommendation of Brigitte Morrison as a part-time corrections officer.

MOTION:

Motion by William Dobbins and seconded by Norman Fournier to approve the hiring recommendation of Brigitte Morrison as a part-time corrections officer.

VOTE:

Motion voted on and passed.

- ART. 13. Mr. Ryan Pelletier presented for consideration the contract with the Town of Blaine for snow removal in E-Plantation Township (7/2023-6/2026).

MOTION:

A motion was made by Norman Fournier and seconded by William Dobbins to approve the contract with the Town of Blaine for snow removal in E. Plantation Township (7/2023-6/2026).

VOTE:

Motion voted on and passed.

- ART. 14. County Commissioner's Report

Commissioner Norman Fournier reported on the Risk Pool which has had roughly the same number of claims in the first six (6) months of 2023 as they did in 2022 and June had the fewest claims statewide (4). The audit report will be available in November. Legislatively, MCCA representatives testified in over 50 bills. County jails were not funded during this session but efforts are ongoing to get supplemental State funding.

- ART. 15. Other Business

Ms. Tammy Pelletier presented an update on the Spirit of America Award Ceremony to be held on July 21. 16 awardees and 2 legislators have confirmed attendance. Room setup and buffet options are confirmed. Total attendees expected to be about 50.

Commissioner Dobbins inquired if progress had been made regarding the Superior Courthouse door. Mr. Pelletier said he would follow up with facilities.

Commissioner Dobbins inquired if Madawaska had accepted the ARPA funds that were offered. Mr. Steve Pelletier indicated that they have verbally accepted.

ART. 16. At 2:41 pm, the following motion was made by William Dobbins and seconded by Norman Fournier:

“I move that we enter Executive Session pursuant to Title 1 MRSA 405(6)(A) to discuss personnel matters at the Sheriff’s Office.”

VOTE:

Motion voted and passed.

Upon return from Executive Session at 3:15 pm, a motion was made by Norman Fournier and seconded by William Dobbins to offer a beginning salary scale at Step 9 for the ACCCP Caseworker position, with the understanding that the individual hired will be red-lined at Step 9 until their years of experience exceeds that Step.

VOTE:

Motion voted and passed.

ART. 17. Adjournment.

MOTION:

A motion was made by William Dobbins and seconded by Norman Fournier to adjourn the meeting at 3:17 pm.

VOTE:

Motion voted and passed.

ATTEST: A True Copy

of Commissioners’ Meeting

Ryan D. Pelletier
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: August 16, 2023



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

Application for a Catering Permit

Section A: Licensee Information:

1. Legal Name and DBA of the Licensee Catering the Event:
 - a. Legal Name: The Par + Grill Inc.
 - b. DBA: The Par + Grill Inc.
2. License No.: 5819 Email: [REDACTED]
3. Complete Mailing Address: 5 Caroline Ave
Caribou ME 04736
4. Telephone/Mobile Number: 207-551-8274

Section B: Event Information:

1. Title Event: Wedding
2. Purpose of Event: Provide bar
3. Type of Event: (check one)

Public	<input type="checkbox"/>	Indoor	<input type="checkbox"/>	Outdoor	<input type="checkbox"/>
Private	<input checked="" type="checkbox"/>	Indoor	<input type="checkbox"/>	Outdoor	<input checked="" type="checkbox"/>
4. Municipality where Event will take place: Madawaska Lake
5. Complete Physical Address of Event:

128 Lake Shore Dr.
Stockholm, ME 04783
6. Date of Event: August 19, 2023 Time: From 4:00 To 11:00
 Under Maine liquor laws, alcoholic beverages can **only** be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.
7. Requesting party for your catering services:

<input type="checkbox"/> Nonprofit Organization	<input checked="" type="checkbox"/> Individual	<input type="checkbox"/> Business
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8. Mailing Address of Requesting Party: [REDACTED]

Please note: In question 9, for a nonprofit or business requesting party, please provide the name of the nonprofit or business as well as the name of an individual to contact at the nonprofit or business.

(continue to next page)

9. Contact Name of Requesting Party: Clara Collins
a. Contact Telephone/Mobile Number: 207-551-0188
b. Contact Email address: _____

10. Number of Persons Attending: 200

11. Describe specific indoor and/or outdoor area to be licensed: (for an outdoor event, please include a diagram of the outside space in Section F below.)

Will be located under tent

12. Will dancing be part of the event? Yes No
a. Does the venue have a dance license? Yes No
b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

Section C: Signature of Licensee

By signing this application, the licensee understands 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.

Please sign and date in blue ink.

Dated: 7/18/23

Judy Richards
Signature of Licensee or Duly Authorized Person

Judy Richards
Printed Name of Licensee or Duly Authorized Person

Submit completed forms to: Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement

Mailing address: 8 SHS, Augusta, ME 04333-0008
Courier delivery: 19 Union Street, 3rd floor, Suite 301-B, Augusta, ME 04330

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Section D: For use by Municipal Officers and County Commissioners only
Approval of an application for a catering event

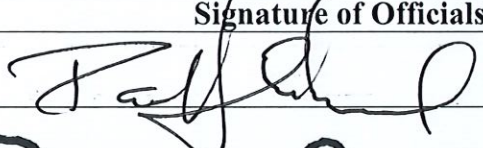


The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this catering event application on this date: 07/21/2023.

Check only one: City Town Unorganized Territory

Name of City/Town/Unorganized Territory: Madawaska Lake

Who is approving this application? Municipal Officers
 County Commissioners of Arroostook County

Please Note: The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of permit to be issued by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title
	Paul Underwood, chair, Commissioner
	Norman Fournier, Commissioner
	William Dobbins, Commissioner

Section E: Application Fee; Other Information

1. The application fee is \$10.00 per day; make checks payable to Treasurer State of Maine
2. The law requires the application to be submitted at least 24 Hours prior to the function, however, a longer notice is appreciated to allow additional time for processing.
3. Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws under Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.
4. The Division is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.
5. Payments to the Division by check subject to penalty provided by 28-A MRS Section 3-B.

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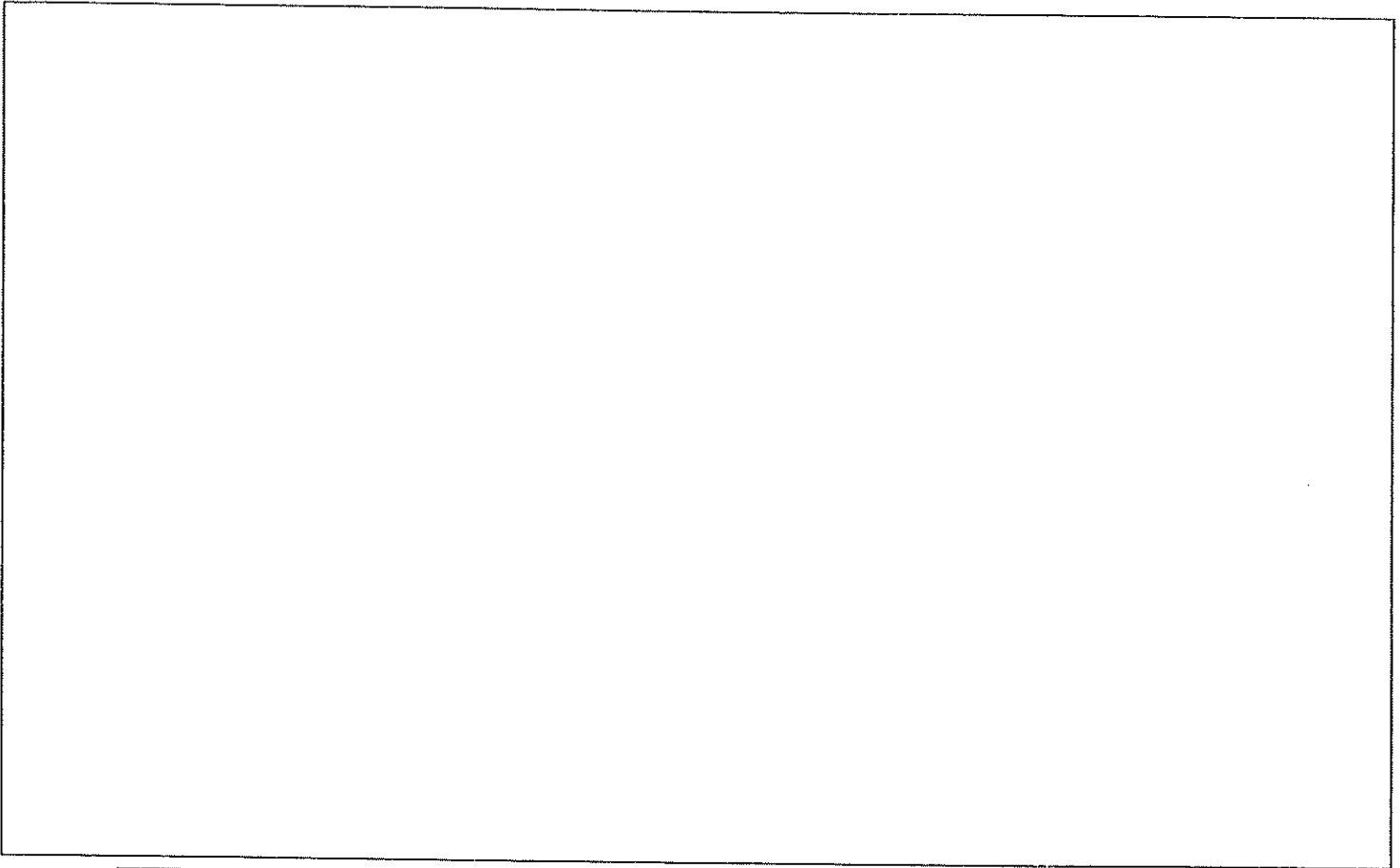
Imagery ©2023 Maxar Technologies, Map data ©2023 Google 50 ft

Section F: Catering Permit Diagram for Outdoor Events

The following restrictions apply to outdoor events:

- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating "No alcohol beyond this point".
- There must be sufficient employees at the event to control and monitor the area.

In an effort to clearly define the area that consumption and storage of liquor will occur during this outdoor event, diagrams must be submitted on this form and should be as accurate as possible. Be sure to label the areas of consumption and storage on your diagram.



For Division Use Only

Date Filed: _____		License No: _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Deposit Date: _____	
Date Approved: _____		Amt. Deposited: _____	
Approved By: _____		Payment Type: _____	



CARIBOU COURTS
JUL 12 '23 PM 1:37

July 11, 2023

Aroostook County Commissioners Office
ATTN: Ryan D. Pelletier, County Administrator
144 Sweden Street
Suite #1
Caribou, Maine 04736

RE: Hodgdon Seasonal Road Closure of London Road

Dear Mr. Pelletier:

My name is Kristi Trafton and I am an Attorney at Rudman Winchell in Bangor. I am writing to you on behalf of my clients, Deborah L. Jagow Wynes and Timothy Wynes. The Wynes' are appealing the June 14th, 2023 decision made at the Hodgdon Town Meeting to approve the following article:

“Article #8. To see if the Town will vote to approve “Order of Closing #7 dated June 7, 2023 for a section of the London Road.”

This appeal is being made under 23 M.R.S. §2953 (5), which requires a petition signed by a minimum of seven legal voters of the municipality to be delivered to the county commissioners of the county in which the municipality lies, no more than 30 days after the final determination is made. Please find enclosed a petition to appeal the decision, which has been signed by eight legal voters of Hogdon.

We look forward to hearing from you as we move forward in this appeal process and schedule a hearing date. We do have additional information about the road closure to share with the Commissioners when the time comes.

Very truly yours,

Kristi C. Trafton

KCT/jmde
Enclosure

Cc: Deborah L. Jagow Wynes and Timothy Wynes


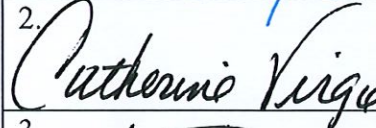

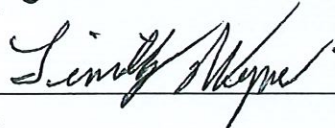
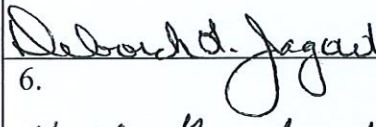
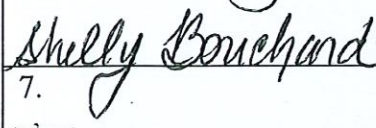
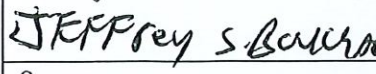

**PETITION FOR APPEAL OF WINTER ROAD CLOSURE
OF LONDON ROAD IN HODGDON, MAINE**

To the Aroostook County Commissioners –

We, Deborah Wynes and Timothy Wynes, along with the undersigned legal voters of Hodgdon, Maine, hereby appeal the decision, made at the June 14th, 2023 Hodgdon Town Meeting, to approve the following article:

Article #8. To see if the Town will vote to approve “Order of Closing #7 dated June 7, 2023 for a section of the London Road.”

We hereby make this appeal under 23 M.R.S. §2953 (5), and retain and preserve our right to submit evidence and other supporting information, as necessary, to the Commissioners in advance of their meeting to consider this appeal.

Signature	Printed Name	Street and Number	Residence Town
1. 	BART VIRGIE	1221 CALAIS RD	Hodgdon
2. 	Catherine Virgie	1221 Calais Rd	Hodgdon
3. 	James Tash	170 WESTFORD HILL RD	Hodgdon
4. 	Timothy Wynes	126 London Rd.	Hodgdon
5. 	Deborah L. Jagow	126 London Rd.	Hodgdon
6. 	Shelly Bouchard	910 Bangor Rd.	Hodgdon
7. 	JEFFREY S Bouchard	910 BANGOR RD	Hodgdon
8. 	Shawn Tash	170 Westford Hill	Hodgdon
9.			
10.			

PETITION FOR APPEAL OF WINTER ROAD CLOSURE
OF LONDON ROAD IN HODGDON, MAINE

Signature	Printed Name	Street and Number	Residence Town
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

PETITION FOR APPEAL OF WINTER ROAD CLOSURE
OF LONDON ROAD IN HODGDON, MAINE

CIRCULATOR'S OATH

I hereby make oath that I am the Circulator of this petition; that I personally witnessed all of the signatures to this petition; and, to the best of my knowledge and belief, each signature is that of the person whose name it purports to be, and each person is a resident of the municipality named in this petition. If any voter was unable to sign due to a physical disability, I hereby verify that the voter authorized another voter to sign at the voter's direction and in the voter's presence. I further verify that at the time of circulation I was a resident of Maine and a registered voter in Hodgdon.

Deborah L. Jagaw Wynes
Signature of Circulator

7-8-2023
Date

Deborah L. Jagaw Wynes
Printed Name of Circulator

126 London Rd.

Hodgdon, ME 04730
Address of Circulator

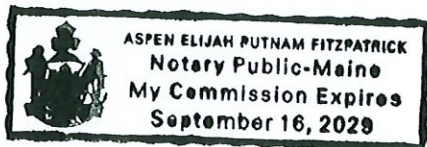
STATE OF MAINE
COUNTY OF Arceatook

Subscribed and sworn before me on this date: 7-8-2023

Aspen Elijah Putnam Fitzpatrick
Signature of Notary

Aspen Elijah Putnam Fitzpatrick
Printed Name of Notary

Date my commission expires: September 16, 2029



* 40 hours of Vac accrual added per bracket				
New Vacation Accrual Table start 7.1.2023				
Hours Accrued Per Week	Munis Data Entered	Hours Per Week	Munis Calculation	Difference
2.617	0.0654	40	2.6160	-0.0010
3.077	0.0769	40	3.0760	-0.0010
3.541	0.0885	40	3.5400	-0.0010
4.154	0.1039	40	4.1560	0.0020
4.462	0.1116	40	4.4640	0.0020
4.925	0.1231	40	4.9240	-0.0010

County of Aroostook

COMMISSIONERS' OFFICE

FINANCE DIRECTOR / DEPUTY TREASURER
Dana L. Gendreau



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
PRESQUE ISLE

NORMAN L. FOURNIER
WALLAGRASS

WILLIAM T. DOBBINS
HOULTON

August 9, 2023

Subject: **UT & Jail Fiscal Year End Vacation & Sick Accruals as of 6/30/2023**

- The **FYE 2023 Sick Accruals** have been calculated. I recommend the approval of expensing the following amounts listed below, by fund, to properly fund the sick accrual ledger account as of fiscal year end June 2023.

Jail Fund: \$7,309.10

UT Fund: \$830.97

- The **FYE 2023 Vacation Accruals** have been calculated. I recommend the approval of expensing the following amounts listed below, by fund, to properly fund the vacation accrual ledger account as of fiscal year end June 2023.

Jail Fund: \$17,268.62

UT Fund: \$609.45

Regards,

Dana Gendreau

Dana Gendreau
Finance Director

County of Aroostook

Quarterly Financial Summary

The purpose of this narrative is to provide a brief overview and highlights of the financials for the County of Aroostook's four funds. (General, ARPA, Jail and UT) This report is not meant to be all inclusive, however, will highlight areas that management feels need to be noted and observed to give Department Heads and Elected Officials necessary information for the budget oversight process.

General Fund

Year-To-Date: FY 2023 | January 2023 - June 2023

Benchmark %: 50%

GF Revenue:

The Departmental Revenue section is currently trending at 31.6% collected as of June 2023 with a total collection amount of \$1,033,316, resulting in a below benchmark percentage.

Approximately \$669,805 of additional departmental revenue, to be realized during the 3rd quarter of 2023 would contribute an additional 20.5% to the 31.6% currently collected. Once the additional departmental revenue is factored in, the percentage of revenue realized is now at 52.1%, slightly surpassing the targeted benchmark of 50%.

The areas of non-realized revenue as of June 2023 are consist of:

- District Court Rent - \$31,500
- DA Revenue - \$17,626
- Registry of Deeds South - \$56,686
- Registry of Deeds North - \$13,288
- Registry of Probate - \$8,370
- MDEA - \$200,835
- Transfer in of ARPA funds $\$413,000/2$ (6 months of fiscal year) = \$206,500
- Transfer in of ARPA Revenue Loss funds $\$270,000/2$ (6 months of fiscal year) = \$135,000

The revenue line, GF Surplus, of \$250,000 is a budget entry only thus no activity in the current year column and represents 7.7% of the budgeted departmental revenue.

The Tax Revenue section for the 2ndst quarter of the fiscal year continues to reflect the Jail's portion of County taxes in which are journaled to the Jail Fund from the General Fund monthly. You will notice a negative revenue on the financial statement as the actual collection of County

taxes typically takes place later in the fiscal year and as payments are received, they will be posted to this revenue line item. This is why the County seeks a tax anticipation note every year, to support the funding of the County's expenses until tax dollars are paid to the County. Our first TAN drawdown took place in March 2023 and as of June 2023, \$2.7 million has been disbursed. This is a typical trend for the County for timing of a TAN drawdown of funds.

GF Expense:

The general fund expenses, as a total, are currently trending at 53.2%, which is slightly above our targeted 50% for our mid-year benchmark. As stated in the previous quarter report, the largest factors contributing to the overage is the Capital Outlay and Contingent Expense Line expensed 100% of the budgeted amount for the general fund budget fiscal year 2023 in the amount of \$579,871. Had those two lines been expensed quarterly, the general fund total expense percentage would decrease from 53.2% to 50.2%, which validates the general fund expenses are right on target for its activity for the first half of the fiscal year. You will also notice some line items have surpassed the 25% target percentage and this is due to one-time dues, software, contract payments that will skew the current line percentage, however, will even out as we move further into the fiscal year.

ARPA Fund (American Rescue Plan Act 2021)

Year-To-Date: FY 2023 | January 2023 – June 2023

ARPA Revenue:

Interest revenue for the half of 2023 is collected at \$141,100.

ARPA Expense:

The County has expensed \$976,277.32 to the ARPA Fund expense department for the first six months of 2023. These expenses are fully funded by the American Rescue Plan Act operating account and are from the first round of grant awards. As of June 2023, we are moving forward with our second round of funding/grant awards.

Jail Fund

Year-To-Date: FY 2022-2023 | July 2022 - June 2023

Benchmark %: 100%

Jail Revenue:

The Jail Fund tax revenue is accounted for at 100% collected for the year ending 6/30/2023. The departmental revenue collection ended the fiscal year with an additional \$47,070 over its budgeted projection.

Jail Expense:

The Jail Fund expenses closed at 6.7% above the total budgeted expense projection, totaling \$314,340 of additional costs. Due to the increase in jail activity the largest contributors to the expense overage are:

1. Additional Health & Medical Contract Costs: \$117,377
2. Additional Food Contract Costs: \$51,638
3. Relocation (send out) of Prisoners: \$66,259
4. Satellite Tracking: \$68,028

The Jail Fund closed the fiscal year with a deficit of \$267,270 which is computed from the \$47,070 gain in revenue and the \$314,340 overage in expense, as stated above.

UT Fund

Year-To-Date: FY 2022-2023 | July 2022 - June 2023

Benchmark %: 100%

UT Revenue:

The UT Fund tax revenue was collected at 100% of the approved budgeted revenue. The departmental revenue closed the year with \$106,023 above the budgeted projection. The largest contributors to the departmental revenue increase are:

1. UT excise tax collected at \$66,251 over budgeted projection.
2. Due to an increase in banking interest rates since budget season, \$35,183 of interest revenue was collected over budget projection.

The UT Fund revenue, in its entirety for the fiscal year, computes to a gain of \$66,023.32 overall as the revenue line, UT Surplus of \$40,000 is a budget entry only thus no activity in current year column.

UT Expense:

The UT Fund fiscal year closed slightly above the total budgeted expense projection with \$49,644.99 of additional expenses attributed to contracts to provide services in the Unorganized Territories. The major contributors to the expense overage are:

1. Ambulance contract expense overage for the year: \$36,850
2. Snow contract expense overage for the year: \$27,365

The UT Fund closed the fiscal year with a surplus of \$16,378 which is computed from the \$66,023 gain in revenue and the \$49,644 loss in expense overage, as stated above.

TODD R. COLLINS
District Attorney

STATE OF MAINE

144 Sweden Street
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FAX 207-493-3493

KARI WELLS-PUCKETT
Deputy District Attorney



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CHRISTIANA REIN
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Houlton, ME 04730
207-532-4294
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OFFICE OF THE DISTRICT ATTORNEY
AROOSTOOK COUNTY
PROSECUTORIAL DISTRICT NUMBER 8

August 9, 2023

To: County Commissioners
Re: Permission to Hire

Gentlemen,

I am requesting that the County approve the hiring of Carrigan Levesque as the Staff Support Supervisor for the District Attorney's Office.

I appreciate your consideration of this request at your August 2023, meeting. Until then,

Be Well and Stay Safe,

A handwritten signature in blue ink, appearing to read 'Todd R. Collins', written over a light blue horizontal line.

Todd R. Collins
District Attorney, Aroostook County

County of Aroostook

COMMISSIONERS' OFFICE

FACILITIES & IT DIRECTOR

BRYAN V. JANDREAU



COUNTY COMMISSIONERS

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

WILLIAM T. DOBBINS
HOULTON

July 26, 2023

TO: Ryan D. Pelletier, County Administrator

FR: Bryan Jandreau, Facilities & IT Director

RE: Full Time Custodian - Houlton

It is my recommendation that the County of Aroostook hire Lindsey Cross for the full-time custodial position at our Houlton Building Complex. Lindsey has more than ten years of related experience in the custodial/cleaning field. She communicated well and her custodial knowledge were very evident during the interview process. Lindsey will be a good fit for our department.

Thank you for your consideration.

Lindsey Cross

Authorized to work in the US for any employer

Work Experience

Laundry Attendant

Maine laundry centers - Houlton, ME

February 2023 to Present

Duties include customer service and thoroughly cleaning equipment and facility inside and out
Inventory of laundry supplies ie. detergents. Wash, Dry and Fold services.

Monitor the maintenance and repairs of equipment.

Respond to customer questions and complaints.

Mail Carrier

United states post office - Boring, OR

March 2017 to March 2022

- Responsible for sorting mail of all classes in delivery sequence for the assigned area or route.
 - Manages undeliverable mail according to postal regulations and laws.
 - Delivers mail to businesses and residences on an assigned route.
 - Retrieves mail from relay boxes and customer roadside boxes as needed.
 - Tracks deliveries as instructed using a portable electronic scanner.
 - Responsible for delivering and collecting monies and receipts for custom fees, postage-due and C.O.D items.
 - Responsible for returning to the post office any mail collected during the assigned route.
 - Provides customers with change of address and other postal forms as required, as well as general postal information.
 - General clerical duties.
 - Maintain clean, neat, and professional appearance which includes wearing the approved uniform.
- Responsible for collecting and delivering mail by vehicle or on foot in an assigned area or route; maintaining effective public relations with customers; possessing a basic understanding of common postal regulations, laws, products and services; and having a general familiarity of geography in the assigned area.

Residential and office cleaner owner - operator

Rain 'n' shine cleaning - Gresham, OR

October 2007 to February 2017

- Daily cleaning.
- Deep cleaning.
- Vacuuming.

- Mopping.
- Dusting.
- Washing windows.
- Safe handling of detergents and other chemicals.
- Attention to detail
- Physical strength and stamina to work extended periods
- Ability to maintain confidentiality
- Communication
- Interpersonal skills
- Proactivity
- The ability to work independently with minimal supervision
- The ability to follow health and safety standards
- Time management

Education

High school or equivalent

Skills

- Public Relations
- Clerical Experience
- Delivery Driver Experience
- Load & Unload
- Communication skills (10+ years)
- Customer service (10+ years)
- Organizational skills (10+ years)
- Pallet Jack
- Cleaning (10+ years)

Certifications and Licenses

Driver's License

Application for Employment

Please Print

Equal access to programs, services and employment opportunities is available to all persons without regard to race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, or any other basis protected by federal, state, and/or local law.

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

Name Oakes Nash S Applicant ID # _____
 Address _____
 Telephone # _____ Cellular/Other Phone # () _____ E-mail Address _____
 Position(s) applied for Fire Fighter Date of application 5/3/2023
 Referral Source (e.g., Walk-in, Job Posting, Company's Website, etc.) Referred internally

If necessary, best time to call you is any : _____ : _____ AM PM
 Home Cellular/Other

May we contact you at work? yes Yes No
 If yes, work number and best time to call: _____ : _____ AM PM

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

If no, please explain: _____

Have you submitted an application here before? Yes No
 If yes, give date(s) and position(s): _____

Have you ever been employed here before? Yes No
 If yes, give dates: From ____/____/____ To ____/____/____

Is this application a request for reemployment following an extended military leave of absence from this company? Yes No

If yes, additional information may be requested.

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

Date available for work 5-3-23 / /

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

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

Will you relocate if job requires it? NO Yes No

Will you travel if job requires it? yes 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 Yes No
 If no, please explain: _____

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

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

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

N/A State _____

Have you ever been bonded? Yes No

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

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

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

If yes, please explain: _____

Employment History

Starting with your most recent employer, provide the following information. You may include any verified work performed on a volunteer basis.

Employer	Telephone # ()
Street address	City State
Starting job title/final job title	Dates employed Month / Year to Month / Year
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later E-mail:
Why did you leave?	
Summarize the type of work performed and job responsibilities.	
What did you like most about your position?	
What were the things you liked least about the position?	

Employer	Telephone # ()
Street address	City State
Starting job title/final job title	Dates employed Month / Year to Month / Year
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later E-mail:
Why did you leave?	
Summarize the type of work performed and job responsibilities.	
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Employer	Telephone # ()
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Starting job title/final job title	Dates employed Month / Year to Month / Year
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later E-mail:
Why did you leave?	
Summarize the type of work performed and job responsibilities.	
What did you like most about your position?	
What were the things you liked least about the position?	

Employer	Telephone # ()
Street address	City State
Starting job title/final job title	Dates employed Month / Year to Month / Year
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later E-mail:
Why did you leave?	
Summarize the type of work performed and job responsibilities.	
What did you like most about your position?	
What were the things you liked least about the position?	

Employment History (continued)

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

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

If yes, please explain: _____

Skills and Qualifications

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

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

Word Processing _____ Level: _____ Internet _____ Level: _____

Spreadsheet _____ Level: _____ Other _____ Level: _____

Presentation _____ Level: _____ Other _____ Level: _____

E-mail _____ Level: _____ Other _____ Level: _____

Educational Background

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

School (include City and State)	# of Years Completed	Completed	GPA Class Rank	Major/Minor
HS/ still attending		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

References

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

Name	Title	Relationship to You	Telephone	E-mail	# of Years Known
			()		
			()		
			()		

Related Information

When answering these questions, please exclude any information that would reveal race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, or other similarly protected status.

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

List special accomplishments, publications, awards, etc. _____

List any relevant volunteer work. _____

Is there any other job-related information you want us to know about you? _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this 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, resumé, 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.

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, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, 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.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant Neel Oakea Date 5 / 3 / 2023

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ATTORNEY
APPROVED



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

MEMO

DARREN R. WOODS
DIRECTOR
darren@aroostookema.com

VACANT
DEPUTY DIRECTOR

VACANT
FINANCE PLANNING ASSOCIATE

BRIAN GOFF
COMMUNITY OUTREACH
PLANNER
brian@aroostookema.com

TO: Ryan Pelletier, County Administrator

FROM: Darren R. Woods, Director – Aroostook County EMA

RE: Finance – Planning Associate Position Recommendation

Date: 8- 3-2023

On July 20, 2023, Chief Deputy Joey Seeley, HR Director Christina Theriault, and I conducted interviews for the Finance – Planner position at the County EMA Office. We interviewed 3 applicants for this position.

Kimberly Champagne is the candidate that I would like to recommend for this position. Kim has years of experience starting back in 1988 as an accountant and obtaining a bachelor's in business administration & accounting from Bryant University in Rhode Island. I believe that her background and work history along with her personal attributes make her a great fit for this job.

Kimberly Champagne



Work Experience

Finance Director

Aroostook Home Health Services - Caribou, ME
March 2022 to Present

Medical billing with various external fund sources: i.e. Seniors Plus, Veteran's Administration, Catholic Charities of Maine and private parties, daily cash logs, accounts receivable/payable, compiling financial reporting data, reporting directly to our Executive Director

Staff Accountant

Davis Gates & Alward CPAs - Presque Isle, ME
September 2020 to April 2022

Tax preparation for individuals, partnerships, corporations, LLC's. Some auditing exposure along with required financial statement preparation. Payroll preparation including quarterly/annual required government filings, client Quickbooks data entry, reconciliation, etc.

Staff Accountant

Felch & Company LLC - Caribou, ME
August 2017 to April 2020

Individual, partnership, LLC and corporation tax preparation services, governmental and non-profit audit procedures, client bookkeeping and data entry.

Accountant

Piccerelli Gilstein & Company LLP - Providence, RI
January 2017 to June 2017

Preparation of individual, partnership, corporation and trust tax returns; Quick Books support to clients; general office support to other departments in the firm

Tax Accountant

HERBERT F. HUNTER, PC - Norwood, MA
December 1988 to January 2017

Duties Include: Compilation, review and audit write up through trial balance, adjusting entries, financial statement, formal financial reporting, quarterly and annual payroll preparation and tax agency reporting, tax preparation of individual, trust, estate, partnership, corporate and sub-s corporation, including multi-state tax preparation and reporting, client representation with the Internal Revenue Service, Multi-state departments of revenue, U. S. Tax Court, U. S. Bankruptcy Court, Securities and Exchange Commission filings for publicly traded financial advisory entities, training and management of staff, and including all other accounting/auditing activities pertinent to public accounting

Education

Bachelor's in Business Administration-Accounting / Psychology Minor

Bryant University - Smithfield, RI

Skills

- Financial Report Writing
- Tax Experience
- Accounts Payable
- Journal Entries
- QuickBooks
- Financial Statement Preparation
- Bank Reconciliation
- Account Reconciliation
- General Ledger Accounting
- General Ledger Reconciliation
- Accounting
- Auditing
- Payroll
- Accounts Receivable
- Typing
- Data Entry
- Financial Analysis



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MEMO

DARREN R. WOODS
DIRECTOR
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VACANT
DEPUTY DIRECTOR

VACANT
FINANCE PLANNING ASSOCIATE

BRIAN GOFF
COMMUNITY OUTREACH
PLANNER
brian@aroostookema.com

TO: Ryan Pelletier, County Administrator

FROM: Darren R. Woods, Director – Aroostook County EMA

RE: Public Safety Coordinator/Deputy EMA Director Recommendation

Date: 8- 8-2023

On July 20, 2023, Chief Deputy Joey Seeley, HR Director Christina Theriault and I conducted interviews for the Public Safety Coordinator/Deputy EMA Director position at the County EMA Office. We had 14 applicants and interviewed 2.

Derrick Ouellette is the candidate that I would like to recommend for this position.

Derrick was a firefighter at North Lakes for 5 years, he is a licensed communications operator, he has Incident Command and EMA training, knows the geography, and can speak French. He has proven himself on emergency scenes with both North Lakes and Fort Fairfield Fire and has experience with public speaking and running meetings. He also holds a 107-pilot license that can be used for flying drones in our area for various purposes. He currently is the manager for a growing solar company in the county where he has gained valuable experience with the private sector and with managing warehouses and personnel throughout various parts of Aroostook County.

Derrick Ouellette

23 June 2023

Aroostook County Commissioners' Office
Human Resources Department
144 Sweden street, Stc. 1
Caribou, Maine 04736

I am writing to apply for the full time Finance and Planning Associate position at the Aroostook EMA office. I feel my experience in public safety and my interest that leads me to do classes on Emergency Management qualifies me for the position of Finance and Planning Associate. I feel like I would be a great fit for the team at the EMA office, having volunteered and trained in the office beforehand.

I currently work as a manager at an energy company but I have always had an interest in Emergency Management and the EMA office, as my resume reflects. My 10 year experience in public safety began with the EMA office as a Cert Volunteer. From there, I began working as a Full Time Firefighter with a goal to be in a higher position to be able to work within an EMA system.

I have taken many classes that would help me in this position. I recently finished my ICS 300 & ICS 400 at the Aroostook EMA office, along with many other FEMA trainings. I am also attending the Northern Maine Community College studying Electrical Construction, liberal arts and have taken Paramedic classes here as well. Coursework that I have taken through this degree include; higher level Math course which Covered algebra, Taxes and statistics, English, and emergency service operations and other Medical courses. I believe these courses will help me with the job description I am applying for.

My resume is enclosed and I thank you for your consideration for this position.

Sincerely,

Derrick P Ouellette, FF-AEMT

Derrick P. Ouellette

Education

Fort Kent Community High School, [REDACTED]

SJVTech Center, [REDACTED]

CNA & EMS Studies

Northern Maine Community Collage, Presque Isle, ME

- Electrical Construction, Liberal arts Degree and Paramedic studies. Deans list 7 semesters. [REDACTED]
- Commercial Driver Academy, [REDACTED]

Work History

Novel Energy Solutions: 2022- Present

Manager, Maine warehouse

Fort Fairfield Fire Rescue: August 2020- 2022

Firefighter AEMT, Administrative Assistant

Ambulance Service INC: Fort Kent ME, 2018- Present

Basic and Advanced emergency medical care - Maintenance and Uniforms.

North Lakes Fire Rescue: County of Aroostook, ME: 2017-2023

Firefighter-AEMT

Daigle Oil CO: Fort Kent ME, 2016-2020

Fuel Delivery Truck Driver, LP Tank Setting, Small Craine Operator.

CL Roy & Sons: Frenchville ME, 2016

Truck Driver, Heavy Equipment Operator(Pay-loader, Skid-steer, Dump truck, Roll offs, 18 wheeler.)

Northern Maine Medical Center: Fort Kent ME. 2010-2016

Certified Nursing Assistant

Relevant Coursework

FEMA Training Courses

- Various ICS/ NIMS Certifications
(ICS- 100/120/200/230/235/240/241/242/244/288/300/400/559/700/800/909)
- Professional Development Series - Community Emergency Manager

Maine Fire Institute

- Various Certifications and Training, including Basic Fire Officer

Volunteer Experience

- Can-Am Crown Dog Sled Races, Director - Radio Communications Chief
- Aroostook Emergency Management - Cert. Ares/Races
- American Radio Relay League - Maine Assistant Section Manager/Coordinator

Skills

Leadership, Customer Service, Communications, Photocopier, Scanner, Computer applications: Internet, Word, PowerPoint, Keynote, Pages, Numbers, Windows, etc. Answering phones, handling paperwork. Working with the public or other public safety individuals. Self motivated and organized. Good working under pressure and stressful environments. Problem solver. Willing to learn or teach others. Can pick up new skills easily.



NORTH LAKES FIRE & RESCUE DEPARTMENT
158 SWEDEN STREET • CARIBOU, MAINE 04736
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darren@aroostookema.com

MEMO

DARREN R. WOODS
FIRE CHIEF

VACANT
DEPUTY CHIEF

JOSHUA BELANGER
CAPTAIN
Cross Lake Station

JOEY LEVESQUE
CAPTAIN
Sinclair Station

LANE MOIR
CAPTAIN
Madawaska Lake Station

DON ENO
LIEUTENANT

DAN MOLIVER
LIEUTENANT

MATT RUSSELL
LIEUTENANT

GARY LANGLEY
Safety Officer

TO: Ryan Pelletier, County Administrator

FROM: Darren R. Woods, Fire Chief

RE: North Lakes Fire Department – SCBA Bid

Date: 8- 10 – 2023

On August 10, we opened two bids for the self-contained breathing apparatus grant we received from the federal government.

Industrial Protection Svc.	\$53,454.00
Bergeron Prot. Clothing	
a. Basic	\$42,762.60
b. Lumbar & Speaker Module	\$45,329.10

It is my recommendation that we accept the bid from Industrial Protection Services, LLC. We currently have 26 of these air packs in service. This grant will replace 6 that are an older version. Because of this, I recommend that we stay consistent with the other equipment we have and purchase the SCOTT packs.

The grant will pay 95% of the cost for this equipment.



Maine Office: 125 John Roberts Rd. Suite 4, S. Portland, ME 04106
PH: 207-847-3313 FX: 207-847-3316
www.ipp-ips.com
Jon Marshall, Sales Representative
Cell: 207-751-5945 e-mail: jmarshall@ipp-ips.com

Bid For:

North Lakes Fire & Rescue
Chief Darren Woods
158 Sweden St.
Caribou, Me 04736

Date:

August 7, 2023

Industrial Protection Services, LLC (IPS) is pleased to submit the following self-contained breathing apparatus (SCBA) bid proposal to North Lakes Fire & Rescue.

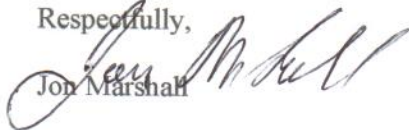
SCBA and accessories bid are Compliant with NFPA 1981 2018ed with no exceptions to the bid specifications.

IPS will supply the following equipment:

Six (6) 4.5 X3 Pro SCBA, Twelve (12) 4.5 30-minute cylinders, Six (6) AV3000HT masks w/emitter bracket and Six (6) Epic 3 Voice Amplifiers.

Total Bid for this package including delivery and any required training: \$53,454.00
Breakdown is attached.

Respectfully,


Jon Marshall

Section 2
BID PROPOSAL FORM
County of Aroostook

North Lakes Fire Self Contained Breathing Apparatus (SCBA)

Note: This form goes along with the specifications of your proposal

Lump Sum Bid amount: \$ 42,762.60

Signed: Rich Hillsgr Co-Owner

Print name: Richard Hillsgr

Address: 1024 Suncoke Valley Hwy DS, Epsom NH 03234

Telephone: 603-736-8500

Cellular Telephone: 207-400-6990 (Dale Doughty - Sales Rep)

Fax: 603-736-9115

Email: Dale@BergeronProtectiveClothing.com

Submittal #1 (BASIC)



1024 Suncook Valley Hwy., Unit 5-D
 Epsom NH, 03234
 TEL: 603.736.8500
 www.BergeronProtectiveClothing.com

QUOTATION

No. : 213142

Doc. Date : 07/25/2023
 Payment Terms : NET30
 Valid Until: 09/30/2023
 Customer PO:
 Salesperson : Dale Doughty
 Page : Page 1 of 1

Bill To

Aroostook County ME EMA
 Darren Woods
 158 Sweden St
 Caribou ME 04736

Ship To :

Darren Woods
 158 Sweden St
 Caribou ME 04736

North Lakes Fire - SCBA Bid
SCBA ATO= Basic

Quantity	Style	Description	Unit Price	Your Cost
6	A-G1FS-ATO	MSA G1 Fire Service SCBA MSA G1 SCBA 4500 PSI CGA Threaded Connection Standard Padded Harness w/Chest Strap Lumbar Type Basic PASS/Control Module Right Shoulder w/ Cylinder Pressure, Remaining Minutes of Air, Temp Alarm, Battery Indicator and Bluetooth Status Standard Bluetooth Rechargeable Li-Ion Batteries (Alkaline Battery Pack Available - Same Price) 15 year Warranty (Includes Rechargeable Batteries)	5,197.90	31,187.40
12	10156423-SP	MSA Cyl. Assy, RC, 4500 PSIG, 30 Minute Bottle For G1 SCBA	803.60	9,643.20
6	10156459	MSA G1 Facepiece, Medium, 4 Point Kevlar Head Harness	322.00	1,932.00
1	10158385	MSA G1 Charging Station 6-Bank Option: Add \$608 for 6-bank Charging Station (If rechargeable batteries are chosen)		
1	10148741-SP	MSA G1 Rechargeable Battery Pack Option: Add \$399 for spare Li-Ion Batteries (Each pack comes with one battery)		
			Subtotal	42,762.60
			Total	42,762.60

*Notice: Products marked as 'Contains PFAS Chemicals' are considered notification; pursuant to NH Law 154:8-c Firefighting PPE. Financing options available on turnout gear purchases. Prices quoted do not include shipping and handling. Shipping is FOB factory. This quote is based on current prices, subject to change by Manufacturer without notice. TERMS NET 30 Days. Add 3% fee when paying via credit card. Exchanges may incur additional handling charges. Late fee 2% per mo. \$25 returned check fee MC/ Visa /Discover accepted.

Bergeron Bid Submittal # 2 (Swiveling Lumbar + Speaker Module)

Section 2
BID PROPOSAL FORM
County of Aroostook

North Lakes Fire Self Contained Breathing Apparatus (SCBA)

Note: This form goes along with the specifications of your proposal

Lump Sum Bid amount: \$ 45,329.¹⁰

Signed: Neil Hillsgr Co-Owner

Print name: Richard Hillsgr

Address: 1024 Suncoot Valley Hwy DS Epsom, NH 03234

Telephone: 603-736-8500

Cellular Telephone: 201-400-6990 (Dale Doughty - Sales Rep)

Fax: 603 736 9115

Email: Dale@BergeronProtectiveClothing.com



1024 Suncook Valley Hwy., Unit 5-D
 Epsom NH, 03234
 TEL: 603.736.8500
 www.BergeronProtectiveClothing.com

QUOTATION

No. : 213058

Doc. Date : 07/06/2023
Payment Terms : NET30
Valid Until: 09/30/2023
Customer PO:
Salesperson : Dale Doughty
Page : Page 1 of 1

Bill To

Aroostook County ME EMA
 Darren Woods
 158 Sweden St
 Caribou ME 04736

Ship To :

Darren Woods
 158 Sweden St
 Caribou ME 04736

North Lakes Fire - SCBA Bid
SCBA ATO Includes Swiveling Lumbar + Speaker Module

Quantity	Style	Description	Unit Price	Your Cost
6	A-G1FS-ATO	MSA G1 Fire Service SCBA MSA G1 SCBA 4500 PSI CGA Threaded Connection Standard Padded Harness w/Chest Strap Adjustable Swiveling Lumbar Pad Speaker Module Left Chest PASS/Control Module Right Shoulder w/ Cylinder Pressure, Remaining Minutes of Air, Temp Alarm, Battery Indicator and Bluetooth Status Standard Bluetooth Rechargeable Li-Ion Batteries (Alkaline Battery Pack Available - Same Price) 15 year Warranty (Includes Rechargeable Batteries)	5,625.65	33,753.90
12	10156423-SP	MSA Cyl. Assy, RC, 4500 PSIG, 30 Minute Bottle For G1 SCBA	803.60	9,643.20
6	10156459	MSA G1 Facepiece, Medium, 4 Point Kevlar Head Harness	322.00	1,932.00
1	10158385	MSA G1 Charging Station 6-Bank Option: Add \$608 for 6-bank Charging Station (If rechargeable batteries are chosen)		
1	10148741-SP	MSA G1 Rechargeable Battery Pack Option: Add \$399 for spare Li-Ion Batteries (Each pack comes with one battery)		
			Subtotal	45,329.10
			Total	45,329.10

*Notice: Products marked as 'Contains PFAS Chemicals' are considered notification; pursuant to NH Law 154:8-c Firefighting PPE. Financing options available on turnout gear purchases. Prices quoted do not include shipping and handling. Shipping is FOB factory. This quote is based on current prices, subject to change by Manufacturer without notice. TERMS NET 30 Days. Add 3% fee when paying via credit card. Exchanges may incur additional handling charges. Late fee 2% per mo. \$25 returned check fee MC/ Visa /Discover accepted.



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

MEMO

DARREN R. WOODS
FIRE CHIEF

VACANT
DEPUTY CHIEF

JOSHUA BELANGER
CAPTAIN
Cross Lake Station

JOEY LEVESQUE
CAPTAIN
Sinclair Station

LANE MOIR
CAPTAIN
Madawaska Lake Station

DON ENO
LIEUTENANT

DAN MOLIVER
LIEUTENANT

MATT RUSSELL
LIEUTENANT

GARY LANGLEY
Safety Officer

TO: Ryan Pelletier, County Administrator

FROM: Darren R. Woods, Fire Chief

RE: North Lakes Fire Department – Madawaska Lake Station Addition

Date: 8-10-2023

On August 10, we opened two bids for the Madawaska Lake station extension project using ARPA funds.

A.M. Construction & Roofing	\$143,323.00
PNM Construction Inc.	\$149,800.74

It is my recommendation that we accept the lowest bid from A.M. Construction & Roofing, Caribou.

The grant will pay \$140,000.00 of the cost and our building capital account will cover the remaining \$3,323.00.

Section 2
BID PROPOSAL FORM
County of Aroostook

North Lakes Fire – Madawaska Lake Station Extension

Lump Sum Bid amount: \$ 143,323.00

The undersigned agrees, if the proposal is accepted, that the vehicle is sold as is, where is on the date of sale.

Signed: Andrew Michard

Print name: Andrew Michard

Address: 276 East Presque Isle Rd, Caribou ME 04736

Telephone: (207) 551-6235

Cellular Telephone: (207) 551-6235

Fax: _____

Email: AM Construction - Andrew@gmail.com

PNM Construction Inc
Estimate

Contractor: PNM Construction Inc
104 Edgemont Drive
Presque Isle ME 04769

Requisition #: TBD

Project: EMA
16' x 52' Attached Addition for Command Storage Trailer
1636 New Sweden Road, Stockholm, Maine 04738

Estimate #: 2306.R1

Week Ending:

Date: 05/10/23

Description of Work	Scheduled Value	Work Completed		Total Work Completed	Percent Completed	Balance to Finish
		Previously	This Period			
1 General & Administration	\$15,000.00			\$0.00	0%	\$15,000.00
2 Mobilization/Demobilization	\$3,500.00			\$0.00	0%	\$3,500.00
3 Ground Prep - Disposal on Site	\$1,850.00			\$0.00	0%	\$1,850.00
4 Cut Existing Asphalt & Dispose on Site	\$3,625.00			\$0.00	0%	\$3,625.00
5 Ground Prep New Slab with compacted gravel	\$7,500.00			\$0.00	0%	\$7,500.00
6 Perimeter Drainage	\$327.64			\$0.00	0%	\$327.64
7 Asphalt Patching as needed	\$7,325.00			\$0.00	0%	\$7,325.00
8 Concrete Drain	\$650.00			\$0.00	0%	\$650.00
9 Concrete Slab with 10" curb	\$5,280.00			\$0.00	0%	\$5,280.00
10 Concrete reinforcing - OH Door nosing- 5/8 x12" Anchors	\$1,412.00			\$0.00	0%	\$1,412.00
11 Concrete Labor	\$7,200.00			\$0.00	0%	\$7,200.00
12 PT plates-sill seal and Galv anchors	\$225.60			\$0.00	0%	\$225.60
13 6 mil poly vapor barrier throughout	\$449.00			\$0.00	0%	\$449.00
14 2x6x16 KD wood framing walls including plates & truss bracing	\$1,245.00			\$0.00	0%	\$1,245.00
15 16' laminated glu lam for OH door header	\$368.00			\$0.00	0%	\$368.00
16 1x3x14 strapping Interior/Exterior walls	\$535.00			\$0.00	0%	\$535.00
17 4x8x5/8 Advantech - roof - 4x8x7/16 zip sheathing walls	\$5,243.50			\$0.00	0%	\$5,243.50
18 Pre Engineered Trusses 8 regular and 1 gable	\$5,936.00			\$0.00	0%	\$5,936.00
19 Wall Insulation 16" x 6" R19	\$2,688.00			\$0.00	0%	\$2,688.00
20 Roof Insulation 24" x 12" R38	\$2,864.00			\$0.00	0%	\$2,864.00
21 14' x 10' OH door	\$2,858.00			\$0.00	0%	\$2,858.00
22 1 - man door	\$839.00			\$0.00	0%	\$839.00
23 Exterior 26 ga. Metal siding and trims	\$3,920.00			\$0.00	0%	\$3,920.00
24 Asphalt Roofing and Underlayment - shingles	\$7,200.00			\$0.00	0%	\$7,200.00
25 Interior Metal wall & Ceiling trims	\$14,265.00			\$0.00	0%	\$14,265.00
26 Labor for Items 12-23	\$33,425.00			\$0.00	0%	\$33,425.00
27				\$0.00	#DIV/0!	\$0.00
28				\$0.00	#DIV/0!	\$0.00
29 Modine Heater	\$8,840.00			\$0.00	0%	\$8,840.00
30				\$0.00	#DIV/0!	\$0.00
31				\$0.00	#DIV/0!	\$0.00
32				\$0.00	#DIV/0!	\$0.00
33				\$0.00	#DIV/0!	\$0.00
34 Electrical lights-switches and receptacles	\$5,230.00			\$0.00	0%	\$5,230.00
35 Relocate Electrical Service	TBD			\$0.00	#VALUE!	\$0.00
36				\$0.00	#DIV/0!	\$0.00
37				\$0.00	#DIV/0!	\$0.00
38				\$0.00	#DIV/0!	\$0.00
39				\$0.00	#DIV/0!	\$0.00
40				\$0.00	#DIV/0!	\$0.00
41				\$0.00	#DIV/0!	\$0.00
42				\$0.00	#DIV/0!	\$0.00
43				\$0.00	#DIV/0!	\$0.00
44				\$0.00	#DIV/0!	\$0.00
45				\$0.00	#DIV/0!	\$0.00
46				\$0.00	#DIV/0!	\$0.00
47				\$0.00	#DIV/0!	\$0.00
48				\$0.00	#DIV/0!	\$0.00
49				\$0.00	#DIV/0!	\$0.00
50 Paving - Budget - 8-10 Ton @ 565.00 per Ton				\$0.00	#DIV/0!	\$0.00
51				\$0.00	#DIV/0!	\$0.00
52				\$0.00	#DIV/0!	\$0.00
53				\$0.00	#DIV/0!	\$0.00
54 Excavate - prep for Gravel 88 @ 23.00				\$0.00	#DIV/0!	\$0.00
55 Compacted Gravel 105 @ 38.00				\$0.00	#DIV/0!	\$0.00
56				\$0.00	#DIV/0!	\$0.00
57				\$0.00	#DIV/0!	\$0.00
58				\$0.00	#DIV/0!	\$0.00
59				\$0.00	#DIV/0!	\$0.00
60				\$0.00	#DIV/0!	\$0.00
Totals	\$149,800.74	\$0.00	\$0.00	\$0.00	0%	\$149,800.74
Total Paid to Date						
Current Payment Due						

Architect/Engineer:
Design/ Build

Contractor:
PNM Construction Inc
104 Edgemont Drive
Presque Isle ME 04769

Owner:
EMA
1636 New Sweden Road
Stockholm, Maine

Date: _____

Date: _____

Date: _____



Aroostook County
Sheriff's Office

Shawn D. Gillen, Sheriff
Joey D. Seeley, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

Memorandum

To: Sheriff Shawn D. Gillen
From: Chief Deputy Joey D. Seeley
cc:
Date: July 28, 2023
Re: August 16, 2023 Commissioners Meeting Agenda Items

1. Approve Reappointment of Deputy Sheriff to Lawrence Goff
2. Approve Bid of 2016 Ford Explorer (192,162 miles)
3. Approve Bid of 2018 Ford Explorer (166,921 miles)
4. Approve Bid of 2018 Ford Explorer (162,507miles)
5. Approve the hiring of Melissa Hogan as fulltime ACCCP Caseworker
6. Approve the hiring of Benjamin Wipperman as part-time Corrections Officer

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

Melissa R. Hogan



June 16, 2023

Dear Sir or Madam:


I am sending this letter to show my interest in the ACCCP-Case Management position in Houlton, Maine.

Attached you will find my resume with my most recent work history, as well as my references.

If considered for the position, I believe that with my organizational skills, ability to perform tasks with minimal supervision, willingness to learn, and determination to always put forth my best effort, I could prove to be a valuable asset.

Thank You,

Melissa R. Hogan

	<p>MELISSA HOGAN</p> 
<p>OBJECTIVE</p>	<p>To provide the best service I can to clients, as well as other office staff.</p>
<p>SKILLS & ABILITIES</p>	<ul style="list-style-type: none"> • <u>Strong Work Ethic</u> • <u>Time Management</u> • <u>Adaptability</u> • <u>MS Word</u> • <u>MS Excel</u> • <u>Adobe Products</u>
<p>EXPERIENCE</p>	<p><u>Occupancy Specialist/Resident Counselor</u></p> <p>MALISEET INDIAN HOUSING AUTHORITY 13-1 CLOVER COURT HOULTON, ME 04730 (207)532-7637</p> <p>Review and Approve housing applications based on income, criminal history and references.</p> <p>Meet with Housing Tenants to renew lease information and review current rent status.</p> <p>Complete House inspections with the Maintenance crew on an annual basis or as needed.</p> <p>Oversee our Federal Homeowner's Assistance Program. Review and approve applications based on income and assistance needs. I am assisted by the current administrative assistant.</p> <p><u>Administrative Assistant</u></p> <p>MALISEET INDIAN HOUSING AUTHORITY 13-1 CLOVER COURT HOULTON, ME 04730 (207) 532-7637</p>

Calculating AP for the Emergency Rental program, coordinate applicant data, build and maintained positive relationships with vendors and clients.

CUSTODIAN:
HONESTLY CLEAN LLC
CARIBOU ME 04736
(207) 433-0252
June 2019-Present

Perform daily cleaning at the Mine State Police Troop F Barracks in Houlton. It also includes polishing the floors regularly and completing additional seasonal chores twice a year.

CUSTODIAN:
LIFE BY DESIGN
18 HIGH STREET
HOULTON ME, 04730
(207) 532-9660

Perform regular cleaning one evening a week and over the weekends.

CUSTODIAN:
PEACE OF MIND OPPORTUNITIES SERVICES LLC
JUNE 2016-2019

Perform daily cleaning at Maine State Police Troop F Barracks and in Houlton.

CUSTODIAN:
RICHEN MANAGEMENT LLC
July 2015-June 2016
Perform daily cleaning at Troop F Barracks in Houlton

CUSTODIAN:
BEALS AIRCRAFT SERVICES
19 INDUSTRIAL DRIVE
HOULTON, ME 04730
(207) 532-9079

Perform assigned cleaning duties for the Customs and Border Protection Pilots office, as well as the helicopter mechanics office.

September 2016-December 2018

<p>EDUCATION</p>	<p><u>THE UNIVERSITY OF MAINE AT AUGUSTA</u> 46 UNIVERSITY DRIVE AUGUSTA, ME 04330</p> <p>CURRENTLY ATTENDING Mental Health and Human Services, Associates degree program.</p> <p>Courses: Case Management, Substance Use Disorder, Crisis Intervention, Interpersonal Communication, Community Mental Health, Cultural Competence.</p> <p><u>NORTHERN MAINE COMMUNITY COLLEGE</u> PRESQUE ISLE, ME 04769</p> <p>Graduated with honors from the Medical Coding and Billing program [REDACTED]</p> <p><u>HOULTON HIGHER EDUCATION</u> 18 MILITARY STREET HOULTON ME, 04730</p> <p>Acquired Equivalency Diploma [REDACTED] through the Adult Education program.</p>
<p>COMMUNICATION</p>	<p>In my current position as Resident Counselor, I help manage communication with vendors, clients, and other entities.</p>
<p>LEADERSHIP</p>	<p>In my former position as Custodian positions, I managed my own day to day tasks at each location. I have also been in charge of training new cleaning staff for each company.</p>
<p>REFERENCES</p>	<p>Lieutenant Brian Harris Commanding officer of Troop F 1 Darcie Drive, Houlton Me 04730 (207) 551-9547</p> <p>Sergeant Jeffrey Clark 1 Darcie Drive, Houlton Me 04730 (207) 551-5418</p> <p>Sergeant Chad Fuller 1 Darcie Drive, Houlton Me 04730 (207) 538-6188</p>



Aroostook County
Sheriff's Office

Shawn D. Gillen, Sheriff
Joey D. Seeley, Chief Deputy


Patrol

Transportation

Corrections

Civil Process

Memorandum

To: Sheriff Shawn D. Gillen
From: Commander Craig L. Clossey, 
cc: Chief Deputy Joey Seeley
Date: July 28, 2023
Re: Part Time Corrections Officer

Sheriff,

I have Benjamin Wipperman of Presque Isle that has applied for the position of Part-Time Corrections Officer.

Mr. Wipperman has passed all background and interviews successfully. He is working at Aroostook State Park and will be available to start training in September.

It is my recommendation that Mr. Wipperman be hired start at the one-year step on September 5th, 2023 at 1000.

Any consideration of this request is appreciated.

Cmdr. 

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319

Benjamin Wipperman



EXPERIENCE

06/2023 - 09/2023

Aroostook State Park, Presque Isle - *Assistant Park Ranger*

Cleaning campsites

Mowing lawns

Registering campers

02/2022 - 05/2023

Graves Shop N' Save, Presque Isle - *Blocker*

Organizing shelves

Helping customers

Removing damaged products

05/2020 - 10/2022

Ireland Farms - *Farm worker (seasonal)*

Picking rocks

Working harvest

Odd jobs around the potato house

EDUCATION



Easton Junior Senior High School, Easton- 

Public Speaking

Psychology

Kinesiology

[REDACTED]

Caribou Technology Center , Caribou - *Projected completion date* [REDACTED]

Criminal Justice

Jobs for Maine Graduates

SKILLS

Good at staying on task, patient with co-workers & customers/people, hardworking.



Aroostook County
Sheriff's Office

Shawn D. Gillen, Sheriff
Joey D. Seeley, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

Memorandum

To: Sheriff Shawn D. Gillen
From: Chief Deputy Joey D. Seeley
cc:
Date: August 9, 2023
Re: August 16, 2023 Commissioners Meeting – Surplus Cruiser Sale 2016 Ford Explorer UT

3 bids were received for the surplus 2016 Ford Explorer UT, with the highest bidder being Douglas Sahl \$1,200; Ringwood Motors \$880; Embelton Auto \$500.

Due to this vehicle needing to be towed, should any bidder not finalize the purchase for any reason, the next highest bidder will be offered the opportunity to purchase the vehicle for the bid amount they originally submitted.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839



Aroostook County
Sheriff's Office

Shawn D. Gillen, Sheriff
Joey D. Seeley, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

Memorandum

To: Sheriff Shawn D. Gillen
From: Chief Deputy Joey D. Seeley
cc:
Date: August 9, 2023
Re: August 16, 2023 Commissioners Meeting – Surplus Cruiser Sale 2018 Ford Explorer UT X2

9 bids were received for 2(Two) – 2018 Ford Explorer UT surplus vehicles. Vehicle #1 is in working order; Vehicle #2 has deer damage on the front passenger side.

The highest bidder for Vehicle #1 was Jason Smith, \$6,000; Embelton Auto was 2nd highest (\$4,650).

The highest bidder for Vehicle #2 was Embelton Auto (\$4690).

Should any bidder not finalize the purchase for any reason, the next highest bidder will be offered the opportunity to purchase the vehicle for the bid amount they originally submitted.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

DISPATCH SERVICE CONTRACT

This AGREEMENT, entered into by and between the COUNTY OF AROOSTOOK (hereinafter "County") and the town of Madawaska (hereinafter "Town").

WITNESS,

That the County and the Town, for consideration paid, hereby agree as follows:

A. SERVICES

The County agrees to provide the Town with ambulance, police and fire department emergency dispatching services. Fire calls received at the Sheriff's Office center in Houlton will cause the dispatcher to activate the Town's fire department paging system and to communicate, by means of the paging system, the location of the fire.

B. COST

The County will be paid for its services the sum of \$39181.84 for a 12 month period, to be paid in advance before July 31, 2023 of this calendar year. Failure to pay the above sum will result in termination of any obligation by the County.

C. LINE COST, MAINTENANCE, EQUIPMENT

The Town shall pay the cost of installing and maintaining any and all equipment needed for the performance of this contract, including but not limited to: telephones, telephone lines, telephone line regular monthly and toll charges, pagers, radio receivers or transmitters and radio repeaters.

D. CONTRACT TERM

This contract shall commence on July 1, 2023 and end June 30, 2024. This contract may only be renewed annually by approval of the Board of County Commissioners and the legislative body (selectmen, etc.) of the Town.

E. SUPERVISION

County dispatchers performing this contract are subject only to the authority of the Sheriff's Office, the County Administrator and the Board of County Commissioners, in that order.

F. TITLE TO PERSONAL PROPERTY

Personal property and equipment belonging to the County and used in the performance of this contract remains the property of the County. Personal property and equipment provided by the Town remains the property of the Town.

G. TERMINATION

This Contract expires automatically on June 30, 2024. It may be terminated earlier by mutual agreement of the parties. Should this Contract be terminated and not renewed, each party should return to the other party any personal property or equipment used in the performance of this Contract and owned by the other party.

Should the County contract out its dispatching services, this Contract may be unilaterally terminated by the County. In such an event, the County will retain the pro rata share of the annual contract cost representing the portion of the year for which services are actually provided, and will refund the balance to the Town.


H. APPROVAL

To be effective, this Contract must be approved by an affirmative vote of the Board of County Commissioners and of the legislative body (selectmen, etc.) of the Town, at a publicly announced duly called meeting. Copies of the minutes of the meeting of each body, attested by the legally appointed custodian of those minutes, along with the executed duplicate original copies of this Contract, shall be provided to and filed with the office of the Board of County Commissioners and the Town Clerk.

I. LIABILITY, INDEMNIFICATION


The Town agrees to assume liability, to indemnify and hold harmless the County, its employees, officials and agents, for any loss caused by any failure to properly dispatch, for any injury caused by a fire or firefighters responding to a fire or for any actions undertaken in their performance of this Contract.

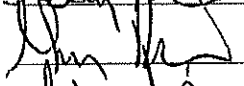
IN WITNESS WHEREOF, the parties hereto have executed this contract on the _____ day of _____, 2023.



WITNESS


COUNTY ADMINISTRATOR

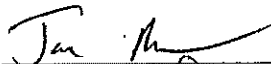
SHERIFF



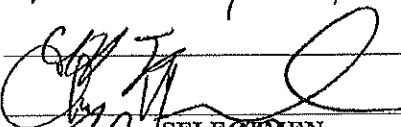






WITNESS



Manns Raymond




SELECTMEN