

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY SEPTEMBER 20, 2023
1:00 PM ADMINISTRATIVE HEARING ROOM – CARIBOU COURTHOUSE

PRESENT

Paul J. Underwood, Chair, County Commissioners
Norman L. Fournier, County Commissioner
William T. Dobbins, County Commissioner-Zoom
Ryan D. Pelletier, County Administrator
Bryan Jandreau, Facilities & IT Director
Dana Jandreau, Finance Director
Joey Seeley, Deputy Sheriff
Peter Johnson, Sheriff
Todd Collins, District Attorney
Paul Bernier, Community Services Director
Steve Pelletier, ARPA Program Administrator
Galan Williamson, Executive Director – NEWDB
Kathy Williams, ACAP
Melissa Lizotte, Reporter-BDN
Stephen Wagner, Attorney - Rudman Winchell-Zoom
Richard Currier, Attorney -Currier & Trask-Zoom

ART. 1. Chair Paul J. Underwood called the meeting to order at 1:00 pm.

ART. 2. Pledge of Allegiance.

ART. 3. No public comments.

ART. 4. Mr. Ryan Pelletier requested that Article 5 include the approval of the minutes for the Road Closure Appeal Hearing held on September 8, 2023 and that 2 items be added under Other Business; 1) To consider a request to rollover UT account balances; 2) To consider the snow removal contract for Connor Township with the Town of New Sweden.

MOTION:

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

VOTE:

Motion voted on and passed.

ART. 5. A) Chair Paul J. Underwood entertained a motion for approval of the August 16, 2023 County Commissioners' meeting minutes.

MOTION:

Motion by Norman Fournier and seconded by William Dobbins to approve the minutes of the August 16, 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.

ART. 7. Mr. Galan Williamson, Executive Director of Northeast Workforce Development Board presented an update on the Workforce Innovation and Opportunity Act.

ART. 8. Mr. Ryan Pelletier presented for discussion items of record regarding the Road Closure Appeal hearing in the matter of Wynes v. Town of Hodgdon.

MOTION:

Motion by Norman Fournier and seconded by William Dobbins to deny the appeal in the matter of Wynes v. Town of Hodgdon.

VOTE:

Motion voted on and passed.

ART. 9. Mr. Ryan Pelletier presented for consideration the nomination of a County representative to serve on the ACAP board.

MOTION:

Motion by William Dobbins and seconded by Norman Fournier to nominate Sheriff Peter Johnson to serve on the ACAP Board.

VOTE:

Motion voted on and passed.

ART. 10. Mr. Ryan Pelletier presented for consideration the Sinclair Sanitary District warrant to nominate and elect two (2) trustees for a term of three (3) years and one (1) for a term of one (1) year.

MOTION:

Motion by William Dobbins and seconded by Norman Fournier to approve the Sinclair Sanitary District warrant.

VOTE:

Motion voted on and passed.

ART. 11. Mr. Ryan Pelletier presented for consideration the recommendation to complete a compensation and benefit study.

MOTION:

Motion by Norman Fournier and seconded by William Dobbins to approve the recommendation for a compensation and benefit study, with the expense not to exceed \$7,500.

VOTE:

Motion voted on and passed.

ART. 12. Mrs. Dana Gendreau presented for consideration a recommendation to use the General Fund to cover the Jail Fund deficit balance of \$147,706 for FYE 6/30/2023.

MOTION:

Motion by Norman Fournier and seconded by William Dobbins to approve the use of the General Fund to cover the Jail Fund deficit of \$147,706.

VOTE:

Motion voted on and passed.

ART. 13. A) Mr. Bryan Jandreau presented for consideration the hiring of Shawn Howe as full-time Maintenance worker in Houlton.

MOTION:

Motion by William Dobbins and seconded by Norman Fournier to approve the hiring of Shawn Howe as full-time Maintenance worker in Houlton.

VOTE:

Motion voted on and passed.

B) Mr. Todd Collins presented for consideration the hiring of John Verno as full-time Victim Witness Advocate.

MOTION:

Motion by Norman Fournier and seconded by William Dobbins to approve the hiring of John Verno as full-time Victim Witness Advocate.

VOTE:

Motion voted on and passed.

C) Mr. Peter Johnson presented for consideration the hiring of Benjamin Wipperman as full-time Corrections Officer. Mr. Wipperman was previously approved as part-time.

MOTION:

Motion by Norman Fournier and seconded by William Dobbins to approve the hiring of Benjamin Wipperman as full-time Corrections Officer.

VOTE:

Motion voted on and passed.

D) Mr. Peter Johnson presented for consideration the hiring of Kenneth Spittle as full-time Dispatch Supervisor.

MOTION:

Motion by William Dobbins and seconded by Norman Fournier to approve the hiring of Kenneth Spittle as full-time Dispatch Supervisor.

VOTE:

Motion voted on and passed.

- ART. 14. Mr. Paul Bernier presented for consideration the three (3) year fire protection contract with the Town of Mars Hill for coverage of E Plantation.

MOTION:

Motion by Norman Fournier and seconded by William Dobbins to approve the three (3) year contract with the Town of Mars Hill for E Plantation fire protection.

VOTE:

Motion voted on and passed.

- ART. 15. Mr. Paul Bernier presented for consideration the three (3) year fire protection contract with the Town of Oakfield for coverage of T7R3, R4, R5.

MOTION:

Motion by Norman Fournier and seconded by William Dobbins to approve the three (3) year contract with the Town of Oakfield for T7R3, R4, R5 fire protection.

VOTE:

Motion voted on and passed.

- ART. 16. County Commissioner's Report

Commissioner Fournier presented an update on the MCCA/Risk Pool. Convention was held at Poland Springs Sept 12-13.

- ART. 17. Other Business

Mr. Paul Bernier presented for consideration a request to rollover balances from 2 accounts into their respective Capital accounts: 1) \$1975 from 230907-31120 to 2-3411; 2) \$3958 from 230152-30302 to 2-3401.

A motion was made by Norman Fournier and seconded by William Dobbins to approve the rollover of funds as noted.

VOTE:

Motion voted and passed.

Mr. Paul Bernier presented for consideration an increase for the 2nd and 3rd years of the three (3) year snow removal contract for Connor Township with the Town of New Sweden previously approved in July 2022 with annual reviews. Rate increase of 5% for Year 2 and 3% for Year 3.

MOTION:

A motion was made by William Dobbins and Norman Fournier to approve the proposed rate increases of 5% for FY 24 and 3% for FY 25.

VOTE:

Motion voted and passed.

ART. 18. Adjournment.

MOTION:

A motion was made by Norman Fournier and William Dobbins to adjourn the meeting at 2:15pm.

VOTE:

Motion voted and passed.

ATTEST: A True Copy

of Commissioners' Meeting

Ryan D. Pelletier
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: October 18, 2023



Aroostook County Action Program

P.O. Box 1116, Presque Isle, Maine 04769-1116 - (207) 764-3721 or 1-800-432-7881
Fax: (207) 768-3022 - www.acap-me.org

October 3, 2023

Mr. Ryan Pelletier, Administrator
Aroostook County Commissioner's Office
144 Sweden Street, Suite 1
Caribou, ME 04736

Dear Ryan,

It is once again time for the Aroostook County Commissioners to designate elected or appointed public officials to serve a one-year term on the Aroostook County Action Program (ACAP) Board of Directors. Our Nominating Committee is pleased to submit the following recommendations, which I will present to the Commissioners for formal consideration at the October 18, 2023 Meeting:

- **Sheriff Peter Johnson**, Aroostook County Sheriff's Department
- **Senator Troy Jackson**, State Senator, District 1
- **Ammie London**, Director, Region Two School of Applied Technology
- **Dan MacDonald**, Director, RSU 39 Adult Education
- **Nancy Troeger**, Librarian, Town of Van Buren
- **Gary Sanfacon**, Juvenile Community Corrections Officer, Department of Corrections
- **Senator Harold (Trey) Stewart III**, State Senator, District 2

Should the County Commissioners reject any one or more of the above elected or appointed public officials to serve on the ACAP Board of Directors, please provide written notice of said rejection(s) to ACAP Board Chair Trudy Gorneault, PO Box 1116, Presque Isle, ME 04769 at least thirty (30) days prior to ACAP's Annual Meeting scheduled for December 14, 2023.

The candidates above represent the requisite seven candidates for Public Sector consideration.

ACAP's Annual Meeting is set for Thursday, December 14, 2023. It is at this event that these Public Sector Board Members and other Directors will be officially seated.

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

Sincerely,

Jason Parent
Executive Director/CEO

cc: Trudy Gorneault Dan MacDonald Sheriff Peter Johnson
Gary Sanfacon Nancy Troeger Billi Griffeth
Senator Troy Jackson Ammie London Senator Harold (Trey) Stewart III

Aroostook County Commissioners' Meeting- 2024

LOCATION	DATE	TIME
HOULTON	TUESDAY, JANUARY 2, 2024	1:00 PM
FORT KENT	WEDNESDAY, FEBRUARY 21, 2024	1:00 PM
CARIBOU	WEDNESDAY, MARCH 20, 2024	1:00 PM
HOULTON	WEDNESDAY, APRIL 17, 2024	1:00 PM
FORT KENT	WEDNESDAY, MAY 15, 2024	1:00 PM
CARIBOU	TUESDAY, JUNE 18, 2024	1:00 PM
HOULTON	WEDNESDAY, JULY 17, 2024	1:00 PM
FORT KENT	WEDNESDAY, AUGUST 21, 2024	1:00 PM
CARIBOU	WEDNESDAY, SEPTEMBER 18, 2024	1:00 PM
SINCLAIR	WEDNESDAY, OCTOBER 16, 2024	1:00 PM
HOULTON	WEDNESDAY, NOVEMBER 20, 2024	1:00 PM
CARIBOU	WEDNESDAY, DECEMBER 18, 2024	1:00 PM

Ryan D. Pelletier

From: Karen Albert <karen@practicalsolutions.org>
Sent: Tuesday, October 3, 2023 3:50 PM
To: Ryan D. Pelletier
Cc: Lichtman, Roger
Subject: NIC Jail and Justice System Assessment
Attachments: Jail and Justice System Pre-Assessment Information.docx; Draft Agenda.docx; attachment.tiff

Mr. Pelletier,

I am Karen Albert, the technical resource provider for the Jail and Justice System Assessment you requested. Ideally, we can set up a time to talk about the process, the expectations, and the timing for the JJSA. There is quite a bit of data collection before and during the onsite portion, so we will want to get started with that piece as soon as possible. Two documents are attached:

- The Pre-Assessment Form will provide us general information about your system. The sooner we can get this returned, the better.
- Draft Agenda outlines how we would typically schedule our onsite visit. The first day we would focus on the jail and the second day we would focus on the system. The JJSA culminates in a community meeting (or town hall meeting) where we would discuss our findings and outline the facility development process. There is some flexibility in the schedule that we can discuss when we talk.

Roger Lichtman will be my co-TRP, and I am thrilled to be working with him on this project. He should be copied on all of our correspondence, but I will take the lead.

I left you a phone message last week, but I can only imagine how busy you are. If there is someone else who could relieve you as point of contact, let me know. I look forward to hearing from you either by email or phone.

Thanks in advance,

Karen

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

Karen Albert
President
703-622-1155

Jail and Justice System Assessment Draft 3-Day Agenda

Day One –

- 9:00 AM– 10:00 AM Entrance Meeting with Sheriff, Jail Administrator, and other key officials to clarify the purpose of the JJSA, gather additional background information, review the desired outcomes for the technical assistance activity, and confirm the agenda for the three-day site visit
- 10:15 AM – 11:15 AM Interview with Sheriff and command staff (RE: jail and law enforcement)
- 11:15 AM – 4:00 PM Tour and brief assessment of the jail
- 4:00 PM – 5:00 PM Unscheduled (Technical Resource Providers meet to review jail impressions)

Day Two –

- 8:15 AM - 9:15 AM Interview: _____
- 9:30 AM - 10:30 AM Interview: _____
- 10:45 AM – 11:45 AM Interview: _____
- LUNCH (11:45 AM 1:00 PM)
- 1:00 PM - 2:00 PM Interview: _____
- 2:15 PM - 3:30 PM Interview: _____
- 3:30 PM – 5:00 PM Unscheduled (Technical Resource Providers meet to review jail impressions and preparation for Community Meeting)

Day Three –

- 8:00 AM – 11:30 AM Community Meeting
- 11:30 AM - Noon Closeout meeting and discussion of next steps

**JJSA Community Meeting
Agenda
8:00 AM – 11:30 AM**

- I. Welcome and introductions; JJSA overview
 - What is NIC?
 - NIC Resources and Services
 - Attendee introductions and expectations
 - What is a JJSA?
- II. Presentation of jail observations and impressions, jail data indications
- III. Review of the inventory of existing and potential alternatives or processes that could impact jail population
- IV. Facility development process overview with special emphasis on Needs Assessment as a starting point in the planning process
- V. Readiness assessment planning
- VI. Next steps
- VII. Adjourn

JAIL AND JUSTICE SYSTEM ASSESSMENT INFORMATION

Please fill out this questionnaire as completely as possible.

Return to Karen Albert ASAP.

1. Is there a functioning Criminal Justice Coordinating Committee (or a similar decision making group)?

Yes No If yes answer the following:

Title of Group: _____

Members by Title (e.g., Chief Presiding Judge)

Detention Facilities

2. What year was the jail constructed? _____
3. What was the rated capacity when the jail opened? _____
4. Current rated capacity for the jail: _____

Average daily population (ADP): _____

Adult ADP- Males: _____ Females: _____

Juvenile ADP – Males: _____ Females: _____

Number of jail facilities (include work release): ____

5. Has any renovation or additional construction been done that increased the bed capacity of the jail?

Yes No If yes, what was done and when was it done?

6. Do you currently hold inmates under contract for other jurisdictions?

Yes No

If yes, what is the average daily count of those inmates? _____

7. Do you currently house inmates in other jurisdictions? Yes No

If yes, what is the average daily count of those inmates? 1.53 for 2014

8. Are inmates sentenced to state prison from either your jurisdiction or another housed in your jurisdiction for a portion of their sentence or until they have completed their sentence?

Yes No

If yes, how long is the average length of stay? Approximately 14 days

9. Is the jail (check all that apply):

- Linear in design (cells located along a corridor or in rows adjacent to a dayroom with staff periodically conducting observation rounds in the area)
- Podular remote in design (cells located around a dayroom with staff observing primarily from a control room)
- Direct supervision in design (cells located around a dayroom in which staff supervise inmates at all times with no physical barriers separating them)
- A campus style facility
- Number of floors _____
- Adjacent to the courts
- Out of town
- Connected to the Sheriff's Office building

10. If known, how many square feet of housing is inside the jail? _____

11. If known, how many square feet is the jail currently? _____

12. Does the jail have full-time maintenance staff assigned to complete preventive maintenance and conduct repairs?

Yes No If no, who is responsible?

13. Have major systems such as HVAC, security electronics, locks, etc., been evaluated to determine when they might need to be replaced? Yes No

14. If your state has a standards and/or inspections branch, has the jail passed inspection within the last two years?

Yes No

15. Does your jail meet ACA standards?

Yes No

If yes, is it accredited?

Yes No

16. Do you operate inmate programs in your jail?

Yes No If yes, what programs are offered?

17. How many agencies process inmates into the facility? _____

18. What percentage of the jail population is being held on:

Non-compliance holds? (i.e., failure to appear (FTA), probation or parole violation, violation of a restraining order) _____ %

Immigration holds _____ %

Holds from other jurisdictions _____ %

19. Is the jail currently involved in pending litigation directly related to jail conditions (e.g. insufficient medical treatment, inadequate space, etc.)?

Yes No If the answer is yes, provide a brief description:

20. What do you see as the major factor contributing to the jail crowding?

21. What do you see as the major barrier to solving the problem?

Alternatives to Jail

22. Are there any current diversion opportunities prior to booking an individual into jail (e.g.

citations)?

Yes No

If yes, briefly list and describe each and indicate which agency/who is responsible for its operation.

23. Is there a community corrections center available as an alternative to, or as an extension of, the jail?

Yes No

If yes, briefly describe the center and indicate who is responsible for its operation.

24. Are there other sanctions available locally that divert arrestees or convicted individuals away from the jail? For example, day reporting, electronic monitoring, etc.

Yes No

If yes, briefly list and describe each and indicate which agency/who is responsible for its operation and how many participants are involved at any one time.

Justice System

25. Is there a published bond schedule?

Yes No

If yes, are arrestees permitted to bond out prior to a first court appearance?

Yes No

26. Is there a formal pre-trial release program (release without posting a bond, with or without supervision)?

Yes No

If yes, who funds and administers the program?

If no, are some arrestees released on their own recognizance (OR/ROR)?

Yes No

27. Are there any divisions or specialized units in the Prosecutor's Office (e.g., Career Criminals, Sex Crimes)?

Yes No

If yes, please list them:

28. How is the Prosecutors Office funded (local-county, state, both)?

29. Does the jurisdiction have a Public Defender's Office?

Yes No

If yes, how is it funded (local-county, state, both)?

If no, who makes the decision concerning the appointment of counsel for indigent inmates and what is the process followed for appointment?

30. How soon after booking is defense counsel appointed?

31. What is the structure of the courts in the jurisdiction? (e.g., federal, municipal, county - misdemeanor, circuit - felony)

32. Are there specialized problem solving courts such as drug, behavioral health, and domestic violence courts?

Yes No

If yes, provide details such as type of specialized court, how many of each, how many inmates were processed through the courts in the last 5 years.

33. Are video court hearings available?

Yes No

34. How is the court docket managed (each judge manages own, court administrator, prosecutor)?

35. What sentencing options (alternatives to incarceration) is the judiciary currently using?

Date completed: _____

Completed by: _____ Title: _____

Phone Number: _____ E-mail: _____

Tammy Pelletier

From: Bryan Jandreau
Sent: Tuesday, September 26, 2023 11:57 AM
To: Tammy Pelletier
Cc: Ryan D. Pelletier
Subject: Condensate tank contingency fund request

Follow Up Flag: Follow up
Flag Status: Completed

Ryan and Tammy,
Please add this following item to the October County Commissioners' agenda.
Per conversations, with Ryan: The large condensate tank for the heating system at the Caribou Courthouse is failing (rusting a great deal). Its complete failure would mean loss of our heating system at this location. The tank has been on order since 10/31/2022, with a projected ship date of 10/06/2023.
Total cost \$31,775.00
Available capital funds \$15,095.27.
Requested Contingency funds \$16,679.73.

Bryan

Bryan Jandreau
Facilities & IT Director
County of Aroostook
144 Sweden Street, STE 1
Caribou, Maine 04736
207-493-6305
207-227-3538
www.aroostook.me.us

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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

October 11, 2023

Subject: County Credit Card Aggregate Limit Increase

Currently, the County of Aroostook has an aggregate limit of \$100,000 for County credit cards. This is a formal request to increase the aggregate limit to \$125,000 due to an increase in employee department limit requests.

Regards,

Dana Gendreau

Dana Gendreau
Finance Director

County of Aroostook

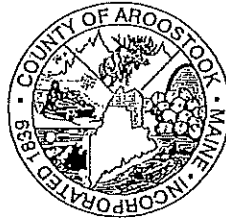
COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETTIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
PRESQUE ISLE

NORMAN L. FOURNIER
WALLAGRASS

WILLIAM T. DOBBINS
HOULTON

MEMORANDUM

DATE: October 04, 2023
TO: Ryan D. Pelletier, County Administrator
FROM: Paul Bernier, Community Services Director
RE: Solid Waste Agreement for Benedicta and Silver Ridge.

Attached is the proposed Solid Waste Interlocal Cooperation Agreement with the **Town of Sherman** for the Unorganized Townships of Benedicta and Silver Ridge.

This topic was brought up at a previous Commissioner's meeting. Issues with Solid Waste facilities in both Aroostook and Penobscot Counties have created great uncertainty within the municipalities. Some facilities have closed and others are unsure what the future will bring. With this said, the solid waste market is very unstable and it is creating outrageous costs to the municipalities.

This contract is for the one (1) year period of July 01, 2023 to June 30, 2024, and represents a **51 %** increase above last years agreement.

	<u>Benedicta</u>	<u>Silver Ridge</u>
• July 01, 2023 to June 30, 2024	\$ 32,332.00	\$ 15,668.00

At their October 03, 2023 meeting, Sherman Town Officials unanimously agreed to, and signed the proposed agreement. It is my recommendation that the contract be reviewed and signed by the County Administrator on behalf of the County of Aroostook.

SOLID WASTE INTERLOCAL COOPERATION

Townships	Residential Structures	Population
BENEDICTA	_____	227
SILVER RIDGE	_____	110

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 Oct 03, 2023, 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:

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

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>
July 01, 2023 to June 30, 2024	\$32,332.00	\$15,668.00	\$48,000.00

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, 2023 to June 30, 2024. 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 _____ 2023.

Debra J. O'Leary 10/03/2023
WITNESS

Debra J. O'Leary

Rose Marie Brydon

Jeffrey C. Packard

Harold J. ...
OFFICIALS OF SHERMAN 10/03/2023

WITNESS

Ryan D. Pelletier, County Administrator

Filed with Fiscal Administrator _____, 2023



Aroostook County
Sheriff's Office

Peter A. Johnson, Sheriff
Joey D. Seeley, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

Memorandum

To: Aroostook County Commissioners

From: Sheriff Peter A. Johnson

Date: October 6, 2023

Reference: Full-time Patrol Commander

The Aroostook County Sheriff's Office had a recent vacancy in the full-time position of Patrol Commander. Erica Pelletier has been selected to fill that position. Erica is a 16-year veteran of law enforcement and started her law enforcement career as a summer reserve officer for the Town of Kennebunkport in 2007. Within a few months she was offered and accepted a full-time position with the Houlton Police Department. Erica was selected to be part of the Maine Drug Enforcement Agency as a Special Agent in 2012, where in addition to her regular job responsibilities she earned a spot on the Clandestine Methamphetamine Lab Team. In 2014 the Aroostook County Sheriff's Office hired Erica as a Patrol Deputy. Erica's talents as a leader, intrinsic motivation, and organizational skills were quickly noticed and in 2015 Erica was promoted to Patrol Sergeant. Erica continued to grow and thrive in her position as Patrol Sergeant, mentoring those she supervised and never missing an opportunity for improvement through training or seeking the input of others.

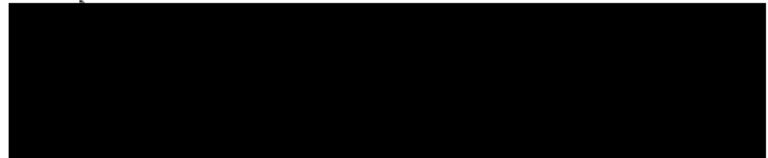
Erica continued with her education after graduating high school by attending the University of Maine at Fort Kent, earning an Associate Degree in Criminal Justice.

In addition to Erica's extensive law enforcement and supervisory experience, she is a certified Intoxilyzer Instructor through the Maine Criminal Justice Academy. She served as the Torch Run Leg Leader for the Special Olympics of Maine, served as part of the executive team in the patrol union, and has been part of the contract negotiation team for the patrol union.

It is my recommendation that Erica Pelletier be hired to fill the open full time Patrol Commander position at Grade level E, Step 13.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

Erica L Pelletier



Professional Summary:

Patrol Deputy with 16 years of experience seeking the position of Commander with the Aroostook County Sheriff's Office.

Core Qualifications:

Strong verbal communication	Team Player
Self-motivated	Organized
Quick learner	Goal Oriented
Compassionate	Dedicated

Experience:

Patrol Sergeant- Aroostook County Sheriff's Office, Houlton, ME (January 2015-Present) First line supervision, as well as covering complaints. Completing monthly and yearly evaluations, and addressing issues as needed. Reviewing incidents reports, and prosecution reports to ensure they are submitted in a timely fashion. Evidence custodian

Patrol Officer- Aroostook County Sheriff's Office, Houlton, ME (July 2014-January 2015) First responder covering complaints from theft to domestic assaults to self-initiated bail checks. Interaction with the public.

Special Agent- Maine Drug Enforcement Agency, Houlton, ME (July 2012-Present) Drug investigations, cultivating informants, report writing, search warrant writing and execution, member of the Clandestine Lab Team

Patrol Deputy- Houlton Police Department, Houlton, ME (October 2007-July 2014) First responder covering complaints from theft to domestic assaults for the town of Houlton.

Summer Reserve Officer- Kennebunkport Police Department, Kennebunkport, ME (March 2007-October 2007). Worked as a first responder on foot patrol as well as parking enforcement. Worked special details with Secret Service providing extra security while President Bush was in town.

Education:

Maine Criminal Justice Academy-Maine Basic Law Enforcement Training Program, 14th BLETP (January 2008-May 2008)

University of Maine at Fort Kent- Associates Degree in Criminal Justice (September 2005-May 2007)

Professional Affiliations:

Special Olympics of Maine- Torch Run Leg Leader (2010-2012)

Training: (several additional training records available upon request)

MDEA Basic School- March 2013

Reid Interviewing and Interrogation Techniques- January 2013

Intoxilyzer Instructor- 2010-Present

Methods of Instruction- 2009

Maine Sheriff's Association- Role of the Supervisor- May 2015

Crisis Intervention Training- October 2015

Trauma Response Training- March 2018

Strangulation Response Training- August 2018

Performance & Accountability- September 2022

Civil Rights Officer Training- February 2023

Trauma Informed Interviewing-April 2023



Aroostook County
Sheriff's Office

Peter A. Johnson, Sheriff
Joey D. Seeley, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

To: Peter Johnson, Sheriff

From: Joey Seeley, Chief Deputy

Date: October 01, 2023

Ref: October 15 County Commissioners Meeting Agenda Items

1. Approval of Promotion of Erica Pelletier to Commander – Law Enforcement Division
2. Approve Reappointment of Deputy Sheriff to Aaron Neureuther
3. Approve Reappointment of Deputy Sheriff to Michael Gahagan
4. Approve Reappointment of Deputy Sheriff to Jesse Belanger

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

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

Tel: 207-532-3471

Fax: 207-532-7319