

**Penobscot County Commissioners' Meeting Minutes June 08, 2021** **2338**  
**9:00 AM** **Commissioners Peter Baldacci & Laura Sanborn** **82°**  
**Commissioner Andre Cushing participating via ZOOM**

**Roll Call -**

Commissioner Baldacci opened the meeting at 9:00 a.m. from the Commissioners Chambers with all Commissioners present.

**Approval of Minutes –**

Commissioner Sanborn moved to approve April 27, May 4 and May 11, 2021 meeting minutes. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

**Public Comment -**

Janet Drew – Resident of York

Participant recently attended the Eliot Police Department presentation on reformatory crisis intervention and looking at new ways to support people. This program was started about 20 years ago in Texas, and does great work with teams of professionals which helps people in crisis by diverting them out of the jail system.

Participant is hopeful that with the COVID money some changes can be made to our current system with some monies going to mental and drug services.

**FOP Line Contract Signing –**

Administrator Honey introduced the negotiating team of FOP Union Representative Mike Edes, with Chris Watson and Keven Haefele, Penobscot County employee representatives. This is a three-year contract and it took a little longer on negotiations with COVID, but we managed to work through it. Administrator Honey stated it was a pleasure working with this group and look forward to moving on.

Mr. Edes stated that when former Administrator Bill Collins left, there was a big hole to fill. Fortunately, our negotiating team had the opportunity to work with Erika for the last year. Mr. Edes says he represents most of the counties around the State. Commissioners, you have probably the best county manager right now. Erika has been a pleasure to work with. If there was a question, and she didn't know the answer, she comes back with the right answer regardless of where it goes. With this contract, when Erika made promises on researching something, so got back to us the next day at the latest. Mr. Edes could not express enough of what a pleasure it was working with our new Administrator, Erika Honey.

**FOP Line Contract Signing – Continued:**

Commissioner Baldacci appreciated Mr. Edes comments on Administrator Honey and feels that they are well deserved. The Commissioners have found that Administrator Honey treats the entire County businesses the same way.

**UT Update –**

Director Shaw Weeks reported the following:

- Director Weeks presented an updated Salt Bid Result list. Director Weeks made the recommendation to approve Morton Salt as the vendor for the southern region at \$55.37 per ton and New England Salt as the vendor for the northern region at \$64.75 per ton. Commissioner Sanborn moved to approve the bids as presented. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.
- There was a bit of confusion with the bidding process for the awardee on the Northern UT, Kingman, Prentiss Municipal Solid Waste Contract. The bid was sent out with a collective price for the bidding on the entire contract and the contractor filled out the bid as it had been done in previous years, with the splitting of the bid into multiple sections instead of one collective bid. This led to confusion with the total price of the bid, which the contractor intended to bid a significant amount more than what was understood in the awarding of the bid. In awarding the bid, the figures used were the ones from the Bid sheet. The contractor only intended to bid that amount for the Kingman/Prentiss/Mattamiscontis portion of the contract and not the entire contract with also include Lower Shine Pond and Matagamon. The intent of the bid was significantly more than what was awarded and significantly more than the current contract.
- The Commissioners requested that Director Weeks and Deputy Director George Buswell speak to the vendor and negotiate a more reasonable amount for a bid.

**Finance Update –**

Finance Director Judy Alexander and Treasurer John Hiatt presented a report on expenditures and revenues through May 30, 2021:

- On expenditures:
  - The Administration budget is over the 41.65% spent due to the aerial photography wasn't paid last year, so we double paid this year.

**Finance Update – Continued:**

- Contingency is for the former Administrators wages and benefits. The only thing added to that right now is the county's portion of his health insurance.
- Currently, overall, we have spent only 35.54% of our budget.
- On Revenue:
  - We have received taxes from two towns that have either paid all or part of their taxes. Passadumkeag and Chester, who pays quarterly each year.
  - Registry of Deeds income does not include May.
  - Civil Process is down a little, most likely due to the court not functioning on civil matters.
  - Piscataquis County has been billed for the first quarter for the IT department.
  - Under investment interest you will note that this amount is not going to go up as steadily as it had in the past. Beginning the first of April, we were getting .2% instead of 1.77%
  - We are anticipating Payment in Lieu of Taxes funds to be coming in the next week or so.
  - The Katahdin Project PILT balance has not changed; nor the PILT reserve.
  - We are keeping a close eye on the interest on the \$14M that we received on the ARP funding. In ten days, we accumulated \$1900 in interest which is in line with the .4%
- On Capital:
  - Property Acquisition expenditures is on utilities that we've paid.

Treasurer John Hiatt exercised his right as County Treasurer to nominate Finance Director Judy Alexander as his Deputy Treasurer with the Commissioners consent.

Commissioner Sanborn moved to approve Finance Director Judy Alexander as Penobscot County Deputy Treasurer. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

**Facilities Update –**

Director Brian MacDonald reported the following update since the May 11<sup>th</sup> meeting:

- Facilities have closed 28 work orders, with eight (8) work orders still open. Eighteen of the closed work orders were plumbing related failures/issues. There is still a struggle getting replacement parts. There has been an increase in sewer lines being plugged.

Facilities Update – Continued:

- The parking lot sink hole behind the dumpsters remains an issue. The hole does not appear to be getting any larger, but it has been difficult getting responses from contractors. The one estimate from a contractor says to dig it up would be \$4,950, then pave it and an additional \$5K for anything else that may be found to repair.
- We have a slight revision to the current project in the jail. There was a major problem getting the material for the epoxy floor quoted, and it was going to be at least another two to three weeks; it has been cancelled. I have ordered the same epoxy floor paint that was previously used throughout the jail. It has shipped and should be here in the next few days. We should receive a credit for the flooring.
- Room System inspection will happen on June 14<sup>th</sup>.
- We had an electrical issue where a contractor was working on a roof top air handling unit. He grounded out a capacitor on the unit in order to perform service, and it resulted in bypassing the breaker for the roof top unit in the fourth-floor emergency power panel and tripping the main breaker that feeds those panels in the emergency generator room, which also tripped all of dispatch off line. Terry was very quick to recognize what breaker had tripped, and dispatch was restored in a matter of minutes. We had electricians on site yesterday to investigate. It is hard to tell at this time what went wrong.
- There was a couple overheating issues with the current hot weather; one in the jail and the other in the dispatch offices.
  - The chiller that serves the jail failed yesterday around lunch time. The jail air handling equipment is 100% outside air, we were supplying 90+ air into spaces carrying more people than the system was designed for. Mechanical Services was here late last night to resolve this issue.
  - The second HVAC issue was in the dispatch offices. Historically, a member of the maintenance staff has walked out on the ceiling of the dispatch offices to manually adjust air flow when air temps changed in the spring and fall. This is a giant safety concern, as the ceiling is not designed to be a walking/working surface. The reason the manual adjustments have been needed is the result of the failure of the outdated pneumatic thermostat/controls, or a failure of one or more pneumatically controlled mechanical dampers. I am waiting to hear back from Mechanical Services on both issues.
- RFP for the Y Building feasibility study was sent to several architecture and engineering firms Friday.

**Facilities Update – Continued:**

- Several issues with the YMCA property:
  - There are people living in tents just over the line on what is believed to be a neighbor's property.
  - A large amount of brush and debris from another neighboring property has crushed the chain link fence along the back of the parking lot.
  - A great deal of trash and debris has accumulated above the concrete wall along the line
  - All of the above issues are compounded because the property lines are not known. Director MacDonald has not been able to find pins, flags, etc. and recommends that the lines are surveyed.
  - Bangor Landscaping has been contacted to see if they would contract cleaning up that space monthly for us. There is more than just minor cleaning. There is serious brush and a mess there. Once when we know where the lines are, Director MacDonald will reach out to the public works and see if they can bring over some equipment and clean it even though it's on our property.
  - Director MacDonald will look into the cost of a chain link fence.
- Director MacDonald has reached out to Bangor's engineering office for an update to the wall repair on the Kenduskeag Stream. It appears they should be able to restart that work in the next couple of weeks.

**Deeds Update –**

- Register Susan Bulay brought in maps that had been recently restored. The company removed scotch tape, repaired torn pieces that were falling off, restored colors, and then mounted on an archival background. These maps were paid for from the Restoration Surcharge Fund and should be good for another 200 years.
- This brings us to about 25% of our plan books that we had originally said we wanted to do. The originals are in storage here should anybody need to actually see the original, we can pull it out. The scan copies will be provided at a later date
- Register Bulay reported that most of all the old books have been completed; there are no new documents being created. This point, only maps are being restored.
- Register Bulay reported that Deeds had another very busy month and are about 20% over last year in money. Register Bulay reports that a typically month would be about \$95K and it looks like it will be about \$120K.
- Register Bulay reported her staffing has one out on medical, but should here back the status of when she'll be back hopefully this week.

Administration Update –

- Administrator Honey reported on a new position of a payroll assistant. This budget year, the Sheriff's department had approved to hire an additional clerical position. Sheriff and Administrator Honey worked together in what would be best for both the Sheriff's Office and the County and agreed it would be best to move that clerical position to the finance department, thus taking over payroll responsibilities for the sheriff's office and eventually county wide. Administrator Honey is requesting approvals on: to support moving that budget item from the Sheriff's Office over to Finance Department; to approve structuring the position from a Clerical I to a Clerical II pay scale similar to what we did for the HR Clerical Assistant position.

In order to allow the Finance Department to all be working together in the same office is a proposal to move Registry's map machine upstairs, and Registry's maps to where Finance Office is. Finance would move to the big maps room which would easily accommodate four people.

- Register Bulay is on board with a space evaluation and feels that there is stuff that can easily be moved around. With COVID restrictions becoming more relaxed, Register Bulay doesn't have a problem letting people in the alcove area if necessary. In the last year and a half, no one has ever asked to see a book in that area. However, the plastic division separating the public and her office is still favored. Register Bulay is definitely on board with looking at this proposal further.

Commissioner Sanborn moved to approve moving this position from the Sheriff's budget to Finance Department budget and restructuring the pay scale to a clerical II. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

- Communication was placed in the Commissioners folders
  - A legal bankruptcy notices
  - A complaint from a citizen regarding the Y
  - A flyer our EMA Deputy passed along regarding broadband discussion on June 25. Administrator Honey has registered and has passed the information to Bill Collins.
  - The RFP for the feasibility study for the old Y building went out.
- Employment within the County:
  - HR Clerical Assistant interviews were held last week.
  - Call taker positions are still open and recruiting
  - Correction Officer position closed last Friday
  - Jail Custodian position is finishing up on testing, and we are hopeful that the start date will be June 18<sup>th</sup>.

**Administration Update – Continued:**

- Last week's meetings this included:
  - Participating in the PRCS Board Meeting
  - Participated in a Command Staff meeting with the Sheriff's Office to discuss salary, benefits around the non-union positions. It was a good conversation brought with a lot of valid points that we're hoping to address in our personnel policies and procedures.
  - Participated in a meeting with Mr. Hansen last week and started conversations about the renewal and discussing our timelines for the budget process.
  - Participated with Director Alexander and the Sheriff's Office with a credit card demo.
- This week's meeting will include:
  - MCCA and Risk Pool will be held tomorrow
  - MACCAM meeting will be held Friday
  - Director Alexander and Administrator Honey will be meeting with the Sheriff's Office to review their jail budgets for the State funding year.
- Next week's meeting:
  - AFSCME PRCC negotiations will be held next Wednesday.
- Commissioner Sanborn moved to approve the warrants as presented. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.
- Payroll Change Notices signed for: Anthony Dougherty– Hired Full-time; Daniel Gastia, Jason Raymond and Ronald Ogden – Payroll Status Change Notice.
- Payroll Warrant to be approved for 06.04.2021: \$255,682.55
- A/P Warrant to be approved for 06.08.2021: \$235,245.20
- PRCC Bond Warrant to be approved for 06.08.2021: \$205,259.00
- Unorganized Territory Warrant to be approved for 06.08.2021: \$14,877.53
- Unorganized Territory TIF Warrant to be approved for: NONE

Executive Session---Commissioner Sanborn made a motion to go into Executive Session at 10:10 a.m., under 1 M.R.S.A. § 405 (6) (A) Personnel Matter. Commissioner Cushing seconded the motion. Vote to approved passed 3-0. Present were: Commissioners, Director Lavoie and Administrator Honey. Session ended at 10:26 a.m.

Executive Session---Commissioner Sanborn made a motion to go into Executive Session at 10:27 a.m., under 1 M.R.S.A. § 405 (6) (A) Personnel Matter. Commissioner Cushing seconded the motion. Vote to approved passed 3-0. Present were: Commissioners and Administrator Honey. Session ended at 10:57 a.m.

**Public Session –**

Commissioner Sanborn made a motion to name Dispatcher Room to “Elizabeth Ryan Dispatch Room”. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

**Meeting Adjourned-**

Commissioner Sanborn moved to adjourn the meeting at 11:06 a.m. with no further business on the agenda. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

**Certified By:**

\_\_\_\_\_  
Administrator, Erika Honey

\_\_\_\_\_  
Peter K. Baldacci, Chairman

\_\_\_\_\_  
Laura J. Sanborn, Commissioner

\_\_\_\_\_  
Andre E. Cushing, III, Commissioner