

Penobscot County Commissioners' Meeting Minutes July 20, 2021
9:00 AM **Commissioners Peter Baldacci & Laura Sanborn**
Commissioner Andre Cushing arrived 9:08 a.m.

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Roll Call -

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

Approval of Minutes –

Commissioner Sanborn moved to approve June 8 and June 15, 2021 meeting minutes. Commissioner Baldacci seconded the motion. Vote to approve passed 2-0.

Public Comment – None

FY 2022 Jail Budget –

Sheriff Troy Morton and Lt. Keith Hotaling presented the 2022 Jail Budget. The following information was noted:

- Payroll
 - Addition of a correctional training officer
 - Addition of the custodial position
- Boarding
 - This is a 24% increase. Sheriff is in discussion with Two Bridges, who with a commitment from us, open a pod to for 45 inmates at \$65 a day. This will include basic medical.
- Training
 - Increase due to new employee training
- Groceries
 - Increase due to food costs growth
- Medicines
 - Continually going up in costs even though we have a fixed rate with the number of inmates needing medication
- Law Library
 - Lexis-Nexis cost has a small increase
- Counseling Services
 - Maine Pre-Trial has requested a 3% increase (\$6K a year); added an additional person
- Capital
 - \$100K for building improvements

FY 2022 Jail Budget – Continued:

- Revenue
 - There is some concern that the revenue will not match and there will be need for a need for supplemental funding.

Commissioner Sanborn moved to approve FY 2022 Jail Budget as presented. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

DA Update –

District Attorney Marianne Lynch reported the following:

- DA Lynch has been appointed to a statewide child death serious injury report panel. This committee is a group of professionals (DA's, medical communities and DHHS members) that look at each report of death or serious bodily injury of children. In the month of June, there were five deaths of children in Maine. Penobscot County not only had a death of a 3-year-old, but a very serious overdose of an 11-month-old whose teddy bear was covered in fentanyl.
- During COVID there have been a lot of gun purchases. A lot of people buying these guns aren't as experienced with guns; i.e., not taking the safety courses or have grown up around guns. The problem is those aren't secured properly. The availability of gun locks can be given free of charge at the Sheriff's Office, community events, or even through well baby checks with your pediatrician. These gun locks are applicable for BB and pellet guns as they can cause serious injuries as well.
- Sheriff Morton and DA Lynch are working on some legislative changes on the child endangerment law.
- Piscataquis County is being set up for the prosecution diversion program.
- Our office is grateful to our community partners - B.A.R.N., Partners for Peace, Maine Development Corp, Health Equity Alliance and City of Bangor as we are starting to ramp up our diversion program after COVID.
- The DA's Office is working on cleaning up the back log of cases with a very full schedule of trials.
- We are in our second month of the mental health docket which was filled very quickly. We have seen some progress, but it comes down to inventory of appropriate places for people to go that require some level of staff security.

Sheriff's Update –

Sheriff Troy Morton reported the following on the corrections side of the house:

- In-house jail population is 191, 31 boarded out to other facilities, no federal inmates, no county swaps and there **210** inmates in Pre-trial Services.
- Commissioner Sanborn moved to approve the Maine Pre-trial contract for 3 people in the amount of \$196K to include a review on November 30th. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.
- There will be more discussion with Two Bridges to board inmates for us. We are working to make sure the MAT program we have in place is consistent for the inmates.
- The MAT methadone program is good to go. It is currently in the hands of the outside provider. This provider is working with the state to make sure that the funding will continue on. MEDPRO has offered to continue their contract with us on MAT treatment at a flat funded rate from last year.
- The Medical Contractor RFP will be out the end of this week.
- Laundry processes in the jail is a real challenge. Sheriff proposes that all inmate uniforms, sheets, bags to carry the laundry and blankets are all the same color.
 - Commissioner Sanborn moved to approve not to exceed \$25K to come from the recovery funds Sheriff's proposal as stated. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.
- Another project Sheriff is requesting addition recovery funding is for kitchen trays. The current trays are old and have lost their locking mechanisms and insulation. Sheriff has one estimate at a high cost of \$50K. Administrator Honey feels that this should be taken under advisement in order to look at ARP funds and other sourcing.
 - Commissioner Sanborn moved to approve to upgrade purchase of a food trays as a trial use for several months. Commissioner Cushing seconded the motion. Vote to approve passed 3-0. (An amount never specified)

Sheriff Troy Morton reported the following on the law enforcement side of the house:

- Patrol still needs a northern deputy. Although there are multiple applicants, there are few willing to work Northern Penobscot. There will be further discussion in executive session.
- There is a resource sharing agreement meeting with the State. The only major change we see coming is they want to give up zone three.
- Officially launching last night, Penobscot County Sheriff's Office mobile app and website is up and live. We appreciate all the assistance the IT department provided in getting this launched.

Sheriff's Update – Continued:

- Our OD prevention response team is up and running. Our deputies are responding to those cases and when leaving those incidents, our deputies are putting those victims in contact with a person.
- We are looking to expand our PACE program and looking for a place in the Bangor/Brewer area that has classrooms, restrooms and can be accessible for a large number of participants
- We received good news on a dash camera/body camera grant. Since we are under 50 in law enforcement, we can apply for a smaller grant. It does require a commitment from the Commissioners that we would fund going forward. This is a five-year project, for \$125K.
- Quirk came to use on the ability to take on an electric car. They've offered us a Hyundai small SUV vehicle for three years, \$900 total (\$300 a year) leased.
 - Commissioner Sanborn moved to approve Sheriff's Office leasing the electric vehicle from Quirk as presented. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Sheriff presented the part-time supplemental contracts for approval to include:

- Town of Bradley \$7K – from July until June
- Town of Clifton \$7K – from June until October
- Town of Enfield \$5,300 – a small increase - July until October
- Town of Greenbush \$20K – from July until June
- Town of Howland \$4K – a small decrease – from July until June
- Town of Levant \$12K – from July until June
- Town of Passadumkeag \$5K – June until October
- Town of Stetson \$5K – from June until October
- Town of Winn \$5K – from May until October

Commissioner Sanborn moved to approve these contracts as presented. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Grand Falls Snow Removal Bid Opening –

Commissioner Baldacci opened up the Grand Falls Snow Removal Bids from the following two vendors who submitted their bids by the deadline.

- Robert Hartford - total contract price for 5 years \$369,911.89
- Sunset Development – total contract price for 5 years \$542,212.50

Grand Falls Snow Removal Bid Opening – Continued:

Commissioner Sanborn moved to take these bids under advisement. Commissioner Cushing seconded the motion. Vote to approve passed 3-0

Grand Falls Paving Bid Opening –

Commissioner Baldacci opened up the Grand Falls Paving Bids from the following five vendors who submitted their bids by the deadline.

- B & B Paving Shim and Overlay per ton \$73.50
- Eaton Paving Shim and Overlay per ton \$84.60
- Hopkins Paving LLC Shim and Overlay per ton \$76.86
- Northeast Paving Shim and Overlay per ton \$99.00
- Vaughn Thibodeau Shim and Overlay per ton \$77.37

Commissioner Sanborn moved to approve B & B Paving for the Grand Falls paving project in the amount of \$73.50 per ton. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

UT Update –

Director Shaw Weeks presented the following:

- Commissioner Sanborn made a motion to renew the liquor license for Matagamon Wilderness. Commissioner Cushing seconded the motion. Moved to approve passed 3-0. Signed.
- The following snow removal contracts that were approved last week were signed:
 - Millinocket – Tim Glidden
 - Kingman-Prentiss – Jerome Emery
 - Greenfield – Sunset Development
- UT roadside mowing contract currently held by Vance Lamber has agreed the same price (\$6,500) for the next five years. Director Weeks will present the contract to the Commissioners next week.
- Commissioner Sanborn moved to approve the Chester Animal Control Contract. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Commissioner Sanborn moved to approve the Medway Animal Control Contract. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

UT Update – Continued:

- Commissioner Sanborn moved to approve an agreement with Dedham for a three-month temporary assignment for Animal Control. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.
- Local Roads Assistance Program was presented for signatures to disperse this year's funds for that program. Signed.

Deputy Director George Buswell reported on the following:

- Our summer workplan included the major gravel project on the Straggly Lake Road and working with the Huber Corporation. We need a contract with Penobscot County and them. Huber has asked to be listed as themselves and Fallen Timber Corporation LLC. and looking to be listed as additional insured. We are going to buy a maximum of 4000 yards of gravel at \$4 a yard on that pit on that road and using funds from the capital expense budget. We're going out to bid to hire a contractor to screen it and put it on the road.

Deputy Buswell explained that our contractor wants Penobscot County to list them as additional insured because since we're going to contract someone to do the sand and gravel screening. The contractor wants to make sure they get paid at the end of this project. Commissioner Baldacci stated that our challenge is our insurance is the risk pool. Administrator Honey will reach out to Malcolm Ulmer and see what is recommended.

Deputy Buswell recommended that we include in our bid document that the contractor has to list them as additionally insured.

- Commissioner Sanborn stated that we have a notice of filing from Knox Start Planning company about a project coming up in the TR9 and TR18. They're petitioning for a rezoning for land use in Hammond Ridge.

PRCC Update –

Director Chris Lavoie presented the following:

- PRCC department budget shows we are on par with where we should be with exception of office supplies that we are overdrawn.

PRCC Update – Continued:

- We have spent \$682,062.37 on the Bond that has covered the dispatch console along with two new part 22 frequencies which were \$25K a piece. Those frequencies are going to be used to expand our radio system.
- Call taker interviews were held yesterday with seven out of the eleven showing up. We did find some good candidates.
- Deputy Director Lilly, RCM President and Director Lavoie conducted site visits last week. We visited every tower site that we have equipment on in Penobscot County and a few additional sites that may be needed. The purchase was to go assess the conditions of the towers, tower shacks and look at what work is going to need to be done to get the equipment up onto the towers and in the shacks.
- There will be a PRCC Board of Directors meeting here next Wednesday.
- The retired cruiser that PRCC has been using is no longer operable.
- ISO contacted me a couple weeks ago because there are a couple fire departments in Penobscot County that are in the middle of their ISO surveys. Director Lavoie is hopeful that our operation will have a very good reflection on the municipalities that are in process of reevaluating their ISO rating.
- Deputy Lilley is participating as Chair of the Spilman Users Group Committee today.
- Deputy Lilley and Director Lavoie are travelling to Portland RCC to discuss with their director about their hiring process and training.

Finance Update -

Finance Director Judy Alexander presented a report on expenditures and revenues through June 30, 2021:

- On Expenditures:
 - Administration budget is over slightly due to the aerial photography two-\$12K payments.
 - IT department is slightly over because of two software invoices that were paid in 2021 for the year 2020
 - PRCC Bond interest in the amount of \$1,459.93; with expenditures of \$154,060.51.
 - Currently, overall, we have spent only 35.54% of our budget.
- On Revenue:
 - We have received \$489K of tax money
 - Registry of Deeds income does include June.
 - A bill went to Piscataquis County in the amount of \$4K
 - The gas tax reimbursement is still being worked on

Finance Update – Continued:

- Piscataquis County has been billed for the first quarter for the IT department.
- We received Payment in Lieu of Taxes funds in the amount of \$175K that was placed under receipts for non-department revenue; the other \$189,001 went into the PILT reserve which was set up last year.
- On Capital:
 - Not a lot of changes
- Escrow Account:
 - Radio PRCC Bond balance is \$5,315,000
 - Amounts under property acquisition are expenditures for water, plowing, etc. so that we know how much it's costing us to maintain that property.

Administration Update –

Administrator Honey reported on the following:

- Communication placed in the Commissioners folders:
 - MCCA correspondence to the Department of Treasury requesting clarification on ARPA fund spending
 - Correspondence from NACo to the Treasury response to the IFR
 - Memo went out to all employees to renew their parking tags.
 - Director Alexander sent out the 2022 Proposed Budget Calendar
- Employment within the County:
 - Call taker interview were held yesterday
 - Jail Custodian position closed Wednesday
 - Our new Payroll Assistant starts on Monday
 - Our new HR Assistant starts on August 2nd
 - A Public Safety Career Fair will be held August 11th from noon until 8 p.m.
- Last week's meetings included:
 - Administrator Honey participated in the risk pool meeting indicating that we'll be sending out requests for renewal work permits
 - Administrator Honey and Commissioner Baldacci participated in the MCCA meeting.
 - Continued meeting with department heads on ARPA funding
- This week's meetings will include:
 - First department head meeting Thursday will discuss the budget process, and will review the personnel handbook.

Administration Update – Continued:

- Miscellaneous:
 - We've been hearing from the public with interest of public forums and topics. I received an inquiry from a resident in the UT that was interested in broadband. I will circle back with Mr. Collins to find out when our presentation will be. We discussed that two weeks ago and we want to have an intro to what broadband projects are going to the state.
 - Commissioner Baldacci stated that with broadband, affordability is most important. It does no service to have if people can't afford it. We could check in with Penquis to see if we can help fill in the gaps, getting people back to work by providing childcare.
 - HR Coordinator Michelle LaBree is working on a vaccination clinic for employees
 - NACo had interesting news for IT tech exchange which will be passed on to Director Warren.
 - Legislative outcomes and impacts to counties during the August meetings will be interesting. These will be brought back to our department heads.
 - MACCAM will hold a ARPA fund round table discussion monthly
 - Sheriff's Department has opening slots for CPR re-certification classes
 - Countywide salary survey will be in Friday
 - A copier was left out of the bid process; Director Alexander is working on ordering an additional color copier at the same price the others were purchased.
 - We are receiving one quote for the manual generator switch; we are waiting for others to come in
 - Updates on the Y cleanup include: shrubs and trees removed from the outside of the building and along the fence line; the property owner where the tent site was has decided to do his own cleaning. We'll be having the contractor come to an agreement between the property owner and them to clean up the debris that's left over.
 - Requesting a major shift in how we've applied part time wages here at the county. We are looking at moving part-time employees to the same pay scale as a full-time employee.
 - Commissioner Sanborn moved to approve a shift in part-time wages as presented by Administrator Honey. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.
 - We are working with Piscataquis County on establishing an MOU with our IT department.
 - Facilities Director MacDonald has been assigned fleet manager for county vehicles. It is found that all of our vehicles are in need of repair. He is assessing

Administration Update – Continued:

what we have, what state they're in and we will incorporate that into the budget process.

- 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: Cheryl Burnham, Jennifer Snow and Blake Miller – Hired Full-Time; Stephanie Lunt, Jonathan Chiasson and Christopher Alley – Resignations; Janey Ross, Jody Currier-Smith, Beau Seekins, Michael Jandreau, Tyler Cadet, Isiah Davis and Peter Garland – Payroll Status Changes.
- Payroll Warrant to be approved for 07.09.2021: \$296,124.15
- A/P Warrant to be approved for 07.13.2021: \$252,013.90
- Payroll Warrant to be approved for 07.16.2021: \$293,618.98
- A/P Warrant to be approved for 07.20.2021: \$76,219.16
- Unorganized Territory Warrant to be approved for 07.20.2021: \$126,967.02
- Unorganized Territory TIF Warrant to be approved for: NONE

Executive Session---Commissioner Sanborn made a motion to go into Executive Session at 11:20 a.m., under 1 M.R.S.A. § 405 (6) (D) Contract Matter. Commissioner Cushing seconded the motion. Vote to approved passed 3-0. Present were: Commissioners, Administrator Honey, Sheriff Morton and Director Alexander. Session ended at 11:30 a.m.

Executive Session---Commissioner Sanborn made a motion to go into Executive Session at 11:35 a.m., under 1 M.R.S.A. § 405 (6) (D) Contract Matter. Commissioner Cushing seconded the motion. Vote to approved passed 3-0. Present were: Commissioners, Administrator Honey and Director Alexander. Session ended at 11:45 a.m.

Public Comment

Commissioner Sanborn moved to approve the hazard pay plan as presented. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Meeting Adjourned-

Commissioner Sanborn moved to adjourn the meeting at 11:50 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