

**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 July 27, 2021 meeting minutes. Commissioner Baldacci seconded the motion. Vote to approve passed 2-0.

**Public Comment –**

Janet Drew – Citizen of York

Participant discussed an email she sent to York County Commissioners and forwarded it on to the Penobscot County Commissioners.

Participant reiterated that counties need to designate amounts of COVID relief monies human infrastructure such as transitional housing and mental-behavioral health needs.

**Probate Update –**

Register Renee Stupak reported the following:

- Staffing –
  - Register Stupak states that she is currently fully staffed. However, the office has been increasingly busy as are other Probate Offices in the State. She is communicating with other counties and how in their offices they are addressing increase in services.
  - There will be an internal department meeting today to discuss what can be done within the department so that staff is not overwhelmed with their workload.
  - Register Stupak and Administrator Honey will look at next year's budget for additional staffing.
- Statutes -
  - Confidentiality Records –The Supreme Judicial Court is going to allow Probate additional time to work with the rules committee. January 2023, is the tentative effective date.
  - Fee's – Starting October 18, 2021, all fees will be going up. This is a substantial increase which will help the Probate Courts.

**Probate Update – Continued:**

- Credit Card Payments –
  - This is something that is being worked on. Administrator Honey stated that she is working with our bank and vendor to come up with a policy on how to reconcile those accounts. Hopeful that this can be completed in the next month or two.
- Budget –
  - From the payment plans we established on January 1, as of this date we have collected \$10,500 that was outstanding on our books.

**UT Update –**

Director Shaw Weeks presented the following:

- Commissioner Sanborn moved to approve the contract with East Millinocket for ambulance service to Kingman and Prentiss Townships in the contract price of \$2,500. Commissioner Baldacci seconded to motion. Vote to approve passed 3-0. Signed.
- Matt Lewis from Maine Street Finance has left, being replaced by Jason Bird. Our contract with them expires the end of this month. We pay \$10,000 a year to oversee and help with applications to the TIF program with clients from start to finish.
- The Grand Falls paving project should be finishing up today.
- We're still working on our liability issues for the Scraggly Lake Road gravel pit arrangement. Administrator Honey injected that the risk pool is working on that.

**Public Comment –**

Introducing himself to the Commissioners is Dan Frye from Eastern Area Agency on Aging and a Town of Carmel Selectman.

Mr. Frye came by today to speak to the Commissioners on the "Nelson Durgan Senior Center" which will be opening in the Fall in the Twin City Plaza in Brewer. Mr. Frye is interested in seeing if some COVID monies may be used to help fund this Center. This will be a gathering place for seniors to help reconnect with others which includes live classes and meals.

**Administration Update –**

Administrator Honey reported on the following:

- ARP funding Communication:
  - Andrew Butcher with the Maine Broadband Coalition will be available to come to our Commissioners Meeting August 17<sup>th</sup>. Administrator Honey is requesting 30-45 minutes for this presentation which will be at the end of our regular session. Announcements of this presentation will be sent to county town managers informing them of this presentation.
  - There have been other organizations and towns inquiring as to how Penobscot County plans on using these funds. We are currently in the gathering stage and doing assessments both internally and externally.
  - We are looking at having a public session sometime in September
- Communication:
  - The RFP for Jail Medical has been advertised and posted. Letters have been sent out to ten state and national providers. The Sheriff will be conducting an information session/pre-bid conference in August.
  - Commissioner Cushing moved to approve Administrator Honey to work with Machias Bank to set up a corporate credit card for the county. Commissioner Sanborn seconded the motion. Vote to approve passed 3-0.
  - We are looking to incorporate a credit card machines for some departments in the next couple months.
- HR –
  - There are a couple of vaccination clinics that we are finalizing. We're looking to hold one over in the jail and also have a member of Bangor Public Health present to provide an informational session to those employees. We would also like to hold a public vaccination clinic here in this building in the evening that also provides an educational forum. This will be sent out to the public.
  - We are working with our EMA Director on CDC guidance on mask wearing weekly. Commissioner Baldacci stated with infections going back up, we have to think about what we should do. Administrator Honey states since this is multifaceted, it does get complicated. We need to have conversations with our unions and employment laws; we are looking to see what other organizations are implementing.
- Sheriff's Communication –
  - There are two pending open patrol positions – Northern and Central Penobscot
  - Calls for service are remaining very high; there is a very serious drug investigation

**Administration Update – Continued:**

- Sheriff's Office in possession of the electric car. We are working with Director MacDonald to make sure that we have an outlet to have that plugged in. We're going to reach out to the City of Bangor to see if we can get a shared electric car, plugin station to have in the parking lot
- The bill on increasing civil fees was passed; however, tabled in appropriations.
- Jail Counts – 204 in house inmates, 41 boarded out to other agencies and 210 in Maine Pre-trial services
- June COVID testing was at 110
- July COVID testing was at 77
- Sheriff's mobile app has over 1,000 downloads
- The Sheriff is looking into regional booking and how that is contributing to the numbers in the jail
- Employment within the County:
  - Our new HR assistant joined us yesterday. She is a tremendous addition to our team as she is very strong in social media. We are looking to have a county announcement go out at least once a week to engage the public in to learn what we do here for operations
  - Internal Senior Communications Operator for PRCC has closed and interviews will be held
  - PRCC conducted call-taker interviews and it looks like they be almost at full staff again
- Meetings coming up –
  - AFSCME negotiations will be held on the 16<sup>th</sup>
  - Public Safety Career Fair will be August 11
- 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: Andrea Foster – Resignation; Francis Surdick, Jordanna Sprague, McKenzie Madden, Kelly Fennelly, Brian MacDonald, Michelle LaBree, Jason Raymond and Ian Libby– Payroll Status Changes
- Payroll Warrant to be approved for 07.30.2021: \$260,588.15
- A/P Warrant to be approved for 08.03.2021: \$474,551.67
- Unorganized Territory Warrant to be approved for 08.03.2021: \$24,084.65
- Unorganized Territory TIF Warrant to be approved for 08.03.2021: \$5,246.09

**Administration Update – Continued:**

Executive Session---Commissioner Sanborn made a motion to go into Executive Session at 9:45 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, Director Alexander, and Director MacDonald. Session ended at 10:45 a.m.

Executive Session---Commissioner Sanborn made a motion to go into Executive Session at 10:46 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, Administrator Honey and Deputy Lilley. Deputy Lilley left the meeting at 10:50 a.m. Session ended at 11:10 a.m.

**Meeting Adjourned-**

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

**Certified By:**

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Administrator, Erika Honey

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Peter K. Baldacci, Chairman

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Laura J. Sanborn, Commissioner

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Andre E. Cushing, III, Commissioner