

Penobscot County Commissioners' Meeting Minutes September 14, 2021 2351
9:00 AM Commissioners Peter Baldacci, Laura Sanborn & Andre Cushing 57°

Roll Call -

Commissioner Baldacci opened the meeting at 9:00 a.m. from the Commissioners Chambers with all Commissioners, Administrator Erika Honey and Treasurer John Hiatt present.

Approval of Minutes –

Commissioner Sanborn moved to approve September 7, 2021 meeting minutes. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Public Comment –

Janet Drew – Citizen of York

A consortium of people sent a letter to Commissioner Liberty concerning incarceration issues. Some of the high points include issues in trying to resolve overcrowding and numbers of arrests. This group is looking for more diversion treatment programs for the ARPA monies to be spent on.

Larry Dansinger – Resident of Bangor

Participant addressed recent media on overcrowding and understaffing in the jail, in which his group feels the best solutions to these problems is to reduce the number of people in the jail.

Participant had recommendations on recruitment of correctional officers, and states challenges of finding officers is because of its lousy conditions and pay.

Commissioners Statements –

Commissioners responded to public comments reporting we negotiate with the union and have been very reasonable in trying to make the wages competitive. Although comments may be well intentioned efforts to point out concerns with the jail, we feel our staff does a tremendous job in very challenging circumstances.

One challenge that we can work on is to continue to improve the culture. We don't have control over who gets sent to jail, who's arrested, and who can't make bail. However, it is important to strive to improve on keeping it a correctional atmosphere.

2021 Scraggly Lake Road Gravel Project Bid Opening –

Commissioner Baldacci opened up the 2021 Scraggly Lake Road Gravel Project Bids from the following three vendors who submitted their bids by the deadline.

This project is for screening gravel, scrubbing the Lake Road and surface gravel down as many miles as 4000 yards of gravel will take us. This project has to be done by November 15, 2021.

Vendor	Price Per Yard	Comments
M.O. Harris, Inc. Howland	\$15.77	
Reinzo Excavating Milford	\$24.40	<i>Notated if awarded the bill unable to start project until 2022 season</i>
Brown Construction, Inc Houlton	\$18.00	

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

UT Update –

Deputy George Buswell requested approval from the Commission to run for the Board of Directors for the Maine Resource Recovery Association. Commissioner Sanborn moved to approve this request. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

UT Deputy George Buswell made his recommendation of the Scraggly Lake Road Gravel Project after reviewing the bids presented earlier.

Commissioner Sanborn moved to approve awarding the Scraggly Lake Road Gravel Project to M.O. Harris, Inc. of Howland. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Deeds Update –

Register Susan Bulay reported the following –

- The month of August proves to be another good month for revenue approximately \$140K.

Deeds Update – Continued:

- Register Bulay participated in an introductory zoom meeting with a remote notary group; next meeting will be held tomorrow
- Moving the Deeds map room is underway so that the finance department can take over the space
- The Registers Association had their first annual meeting in person at the Kennebec County Administrative Office

Deeds (Dept.10) Budget Presentation –

Register Susan Bulay presented her department's budget for the 2022 calendar year, with the following changes:

- Computer Services has been decreased due to lower rate on over-estimate of costs for equipment and data
- No changes in travel expenses, utilities, rental, building/equipment, other services and registration and training
- Supplies went down a little due to not printing as many maps
- Capital equipment was increased the amount taken from computer services (\$30K) Commissioner Sanborn moved to approve amending the Computer Equipment line \$20K. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.
- Commissioner Sanborn moved to modify the revenue line to \$1.1M. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.
- Commissioner Sanborn moved to approve Registry of Deeds (Department 10) budget as presented with modifications. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

AFSCME PRCC Contract Signing –

PRCC representatives included: Dispatcher Will Lovejoy - Shop Steward, and Senior Operator Tim Hall – Assistant Shop Steward. Some immediate wage adjustments were worked into these negotiations; the rest of the adjustments will be effective January 1.

Facilities Update -

Facilities Director Brian MacDonald reported the following:

Facilities Update – Continued:

- Since August there have been 20 work order tickets closed; including replacing two porcelain toilets that were snapped off the wall, replaced holes in drywall, lighting repairs, etc. The remaining issues that have not been resolved are plumbing issues in which parts are hard to come by
- Both boilers in the jail are rapidly reaching the end of their usefulness
- The parking lot repairs have yet to be completed yet as the vendor is tied up with other jobs
- The Kenduskeag Stream wall project has not restarted as there is a worker shortage issue
- Plisga and Day have completed the YMCA property survey. There is no word back on the fencing companies
- The feasibility team was in the YMCA building last week and we are on track for an early October response
- Commissioner Sanborn moved to approve an RFP to go out for a generator manual transfer switch. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.
- Commissioner Sanborn moved to approve the jail front step replacement from H & H Masonry from Brewer in the amount of \$5,500. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Buildings and Grounds (Department 8) Budget Presentation –

Facilities Director Brian MacDonald presented his department's budget for the 2022 calendar year with the following changes:

- Personnel change of removing a part-time person and adding a full-time maintenance technician
- Eliminate legal assistance line and move to administration's budget
- Addition of Pest/Sanitation line (\$500)
- Slight increases in buildings and structures, electrical lines and fuel oil
- Slight decrease in clothing-uniforms
- Commissioner Sanborn moved to approve Buildings and Grounds (Department 8) budget as presented. Commissioner Cushing seconded the motion. Vote to approve passed 3-0

Building Improvements (Department 32) Budget Presentation –

Facilities Director Brian MacDonald presented his department's budget for the 2022 calendar year with discussion on the boiler estimates:

- Commissioner Sanborn moved to approve Building Improvements (Department 32) as presented with the caveat that if needed we revisit it at a later time. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Finance Update –

Finance Director Judy Alexander introduced Linda Alley, Assistant Finance Director to the County Commissioners. Director Alexander presented a report on expenditures and revenues through August 31, 2021:

- On Expenditures:
 - Administration budget is over slightly due to the aerial photography \$24K payments and MCCA dues
 - PRCC Bond interest in the amount of \$2,155.84
 - Currently, overall, we have spent only 58.81% of our budget.
- On Revenue:
 - Tax commitment monies are starting to come in with \$2M during August
 - Little change in the Katahdin project PILT balance
 - No change in the PILT reserve fund or the PRCC Bond funds

Finance (Department 7) Budget Presentation –

Finance Director Judy Alexander presented her department's budget for the 2022 calendar year with the following changes:

- Increase in payroll/payroll benefits are due to assuming the payroll assistant position that was formerly on the jail budget
- No changes in travel expenses, utilities, registration and training
- Small increase in office supplies and capital equipment for furniture & fixtures
- Commissioner Sanborn moved to approve Finance (Department 7) budget as amended. Commission Cushing seconded the motion. Vote to approve passed 3-0.

Administration Update –

Administrator Honey reported on the following:

- **Communication:**
 - Correspondence on the Spirit of America awards. Penobscot County did not participate last year with COVID and after discussion it was agreed to hold a zoom awards ceremony at a commissioner meeting in October
 - Correspondence from Wellsprings invitation of the Sixth Annual Race for Recovery on Sunday, September 19th which will be held virtual
 - Correspondence from AMA inviting commissioners to submit nominations for the 2022 Outstanding Government Service
 - Correspondence from the Energy Projects taking place
 - Correspondence from Stable Life Community Recovery resources in regards to ARPA funding
 - Correspondence from New Collaborative of Community-Based Organizations regarding uses for the ARPA funds
- **Employment within the County:**
 - Full time and part time Correctional Officer recruitment is continuing. Currently there are 11 vacancies; three are in training to be scheduled to work in November, and five in the hiring process
 - Penobscot County will be participating in a Career Fair in the Mall Thursday
 - Grant Manager position is advertised and will close on September 23rd
- **Last week's meetings:**
 - Administrator Honey met with Town Managers of Orono and Veazie with great ideas on how we can collaborate with each of the municipalities. Administrator Honey will be participating in a managers group for Penobscot County.
 - Risk Pool meeting was held. Property Inspections and Assessments will be conducted over the next month. I will communicate with our Director of Finance any findings
 - A timeclock demonstration was viewed last week to update our time tracking system
- **HR:**
 - There are several Lunch and Learn zoom meetings for employees being held this month
 - HR Policies Handbook and management policies will be headed your way for review and approval
- **This week's meetings:**
 - There will be a demonstration to an upgraded telephone system

Administration Update – Continued:

- Administrator Honey will be participating in a grant conference hosted by EMDC
- County Department Head meeting will be this Thursday
- Miscellaneous:
 - The PREA Grant (Prison Rape Elimination Act) is now into the implementation stage
 - The Registry of Deeds map room is in process of being moved

Redistricting Penobscot County Discussion –

After completion of the 2020 Census, the legislature has provided recommendations to redistrict Penobscot County Commissioners.

After discussion the Commissioners made the following motion: Commissioner Sanborn moved to approve moving Orrington from District 2 to District 1 and Veazie from District 1 to District 3. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Administration Update – Continued:

- Payroll Change Notices signed for: Tyler D. Young – Hired F/T Patrolman; Justin Angelo, Michael Azevedo, Catherine Bazinet, Dillon Coleman, Brett Crawford, Anastasia Davis, Daniel Davis, Toni Davis, Michaëlle Day, Bradley Fitzgerald, Christopher Fox, Wayne Gagnon, Timothy Hall, Jeffery Hunter, Rebecca Ireland, Dorine Jandreau, Kayle Kennedy, David King, Cody Knight, Will Lovejoy, Mackenzie Madden, Kendrick McCarthy, Rebecca Merrick, Blake Miller, Travis Miller, Emily Morrow, Sara Rogers, Brittany Russell, Johannah Sirois, Alexis Smith, Jordanna Sprague, Betty Stone, Kabry Sturdee and Francis Surdick– Payroll Status Changes
- Payroll Warrant to be approved for 09.10.2021: \$50,482.51
- A/P Warrant to be approved for 09.14.2021: \$177,951.25
- Unorganized Territory Warrant to be approved for 09.14.2021: \$45,239.62
- Unorganized Territory TIF Warrant to be approved for: NONE
- Commissioner Sanborn moved to approve the warrants as presented. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Executive Session---Commissioner Sanborn made a motion to go into Executive Session at 10:45 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 Erika Honey, and Director Brian MacDonald. Session ended at 11:45 a.m.

Action Item –

None Taken

Meeting Adjourned-

Commissioner Sanborn moved to adjourn the meeting at 11:46 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