

Roll Call -

Commissioner Sanborn opened the meeting at 9:00 AM from the Commissioners Chambers with all Commissioners and Administrator Honey present.

Treasurer John Hiatt were absent

Approval of Minutes –

Commissioner Baldacci moved to approve the April 12, and April 19, 2022 Commissioner Meeting Minutes. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Public Comment –

Janet Drew – Resident of York County

Participant is pleased to hear that the City of Bangor will be holding APRA funding listening sessions and is hopeful that there will be a partnership with the County.

Probate Update –

Register Renee Stupak reported the following on laws specific to the Probate Office:

- LD 1950 – Plan to incorporate the Probate Courts into the Judicial Branch
Placed on Appropriations committee- probability, not to pass.
- LD 480 – Entitlement of counsel for adult guardianships
Placed on Appropriations committee- probability, not to pass.
- LD 1900 – An Act to Amend the Laws Governing Name Changes
Signed into law by Governor Mills, April 4, 2022

Register Stupak also reported the following:

- Appointment of new Probate Judge – pending Governor approval
- Moving forward, this court will apportion additional court time to alleviate a heavy docket
- Discussion on the usage of the Probate Judge Office with Administrator Honey

Public Hearing – Special Event Permit for the Geoffe Deane Memorial Cornhole Tournament –

Commissioner Sanborn opened the public hearing for a special event permit for the Geoffe Deane Memorial Cornhole Tournament at 9:15 a.m. This event will raise money for the Geoffe Deane Scholarship Fund and will be held at the Sawmill Grill on July 2, with a rain date of July 3.

Commissioner Baldacci moved to close the hearing at 9:16 a.m. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Commissioner Baldacci moved to approve the event for the Geoffe Dean Memorial Cornhole Tournament. Commissioner Cushing seconded the motion. Vote to approve passed 3-0. Signed.

Public Hearing – Special Amusement Permit for the Sawmill Bar and Grill –

Commissioner Sanborn opened the public hearing for a special amusement permit for the Sawmill Bar and Grill at 9:20 a.m. This permit allows for entertainment including live music and comedy with amplification.

Commissioner Baldacci moved to close the hearing at 9:21 a.m. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Commissioner Baldacci moved to approve the special amusement permit for the Sawmill Bar and Grill for one year. Commissioner Cushing seconded the motion. Vote to approve passed 3-0. Signed.

UT Update –

Director Shaw Weeks presented the following contracts for approval and discussion –

- Commissioner Baldacci moved to approve the Animal Control Agreement with the Town of Edinburg as presented. Commissioner Cushing seconded the motion. Vote to approve passed 3-0. Signed.
- Commissioner Baldacci moved to approve the Town of Howland Fire and Ambulance Service for Grand Falls and Summit Townships. Commissioner Cushing seconded the motion. Vote to approve passed 3-0. Signed.
- Communication was received from the Town of Medway indicating they will be using a call billing rates similar to what they have with the Town of Millinocket. Director Weeks will set up a meeting with Commissioner Sanborn and the Town to discuss further.

UT Update – Continued:

Director Weeks presented the following:

- The TIF Committee participants Dee Williams, Greg Fuller, Brent Folster and Tyler Collins met Friday to discuss an application submitted by EMDC on behalf of Millinocket Regional Hospital. The TIF Committee is looking at establishing some bylaws and memorializing the historical information around the TIF as well.
- Comments were submitted to the State Deorganization Committee for Drew Plantation
- Updated financial standing was presented to the Commissioners with a few concerns of ambulance and fire services that will be adjusted in next year's budget.
- Administrator Honey and Director Weeks will be working on the survey to municipalities

IT Update –

Director Cliff Warren presented the following:

- Total tickets: 156 with 26 for Piscataquis County
- Network project:
 - CMC has started running fiber; next will be installation and configuring switches
 - Consolidated is hopeful that the delivery of dark and voice fiber connections will be installed the end of this week
- Staffing:
 - Technical Support Specialist position will start May 2nd
 - Changes to the IT office has taken place; Brandon Tenney IT Systems Administrator will move in that office
- Licenses:
 - Working on pricing for Microsoft Windows Server and Exchange Server
 - Discussion on costs with GovConnection may be higher than anticipated for the Exchange Server Enterprise
 - During evaluating the different platforms, there is no significant benefit to using Exchange Enterprise
 - Discussion on the quote that did not include Software Assurance was a total cost of \$28,665.93; with Software Assurance the total cost is \$48,919.12. This quote is for initial cost of software plus an upfront three-year software assurance cost
 - Other possible software available were discussed
- Sheriff's IT Updates:
 - Had discussion with Sheriff regarding IT taking over the technical support for them

IT Update – Continued:

- Demonstration was provided on how IT can provide better support with other system
- Discussion was held on leasing computers for all personnel, plus extras if necessary
- Miscellaneous:
 - Working on a project for Piscataquis County
 - Grant Manager Lisette Carrithers is assisting with a grant for cybersecurity
 - TeamViewer application management system allows better control for deployment of patches as well as deployment of third-party software
 - TeamViewer licensing is \$13,341.96 annually which are installed, just not activated

Sheriff's Update –

Sheriff Troy Morton provided the following:

- In-house jail population is 157; 69 boarded out to other facilities and **73** inmates in pre-trial services
- Sheriff felt the meeting with IT Director Warren was very helpful
- Another PACE program for first offenders is coming up. Other counties are impressed with the success of the program so they are sentencing people to our program. Expansion of the program would be beneficial; unfortunately, we are restricted by the location.
- The corrections custodian has been doing great work; very engaging and thorough
- Captain Rick Clukey's retirement event went well
- A quote of \$160K was received for a body scanner for the jail; other counties have made this purchase through ARPA funding
- At this time there has been no follow up meeting with Maine Pre-Trial Services on their contract
- There is considerable concern with patrol staffing since entering the new resource sharing agreement with Maine State Police; as well as two of our patrol deputies will be in yearlong military deployment.
- Drug take back and shredding will be held this Friday and Saturday at the Airport Mall
- A grant was submitted for the body/car camera
- The 2022 Patrol Vehicles that were purchased will be arriving in a couple weeks
- The domestic violence grant for a detective has been approved and will be backdated to March

Sheriff's Update – Continued:

- Commissioner Cushing made a motion to extend the Supplemental Law Enforcement Services Contract with the Town of Winn in the amount of \$5,000. Commissioner Baldacci seconded the motion. Vote to approve passed 3-0. Signed.
- Sheriff thanked Grant Manager Lisette Carrithers for all her work on the mental health collaborative justice grant that she has been working on to make sure we do this right.

Administration Update -

Administrator Honey presented the following:

Communication:

- Email sent to Commissioners with details of the last two weeks while out

This week:

- Facilities Director MacDonald and Administrator Honey will be meeting with Haley Ward and Jet Architects who are our project managers
- Will meet with Attorney Tim Pease this week to work out details of what we need to go out to bond possibly for the County Campus Renovation Project
- Finance Director Mallar and Administrator Honey will be meeting with Machias Savings Bank this afternoon
- Our TAN is all set up; cash flow is being monitored daily
- HR Coordinator Michelle LaBree and Administrator Honey will be attending a Personnel Practices Workshop on the 28th
- New Timeclock delivery is taking place on Friday with Facilities and IT departments on hand
- Both types of ARPA reports, and expenditures are due by this Friday

Next week:

- We have a report due to for our budget this week, and our goal is to present to the Commissioners at next week's meeting an updated report of spending and a list of internal projects.
- Payroll managers will be having training with the timeclock representative next Thursday
- IT and Administrator Honey will participate in a demo from the same company that updated the Sheriff's website
- Director MacDonald will take Commissioners on a campus tour of our properties

Administration Update – Continued:

Last week:

- Auditors were here last week for Year 2020 and we will move quickly into preparing for Year 2021 audit and schedule
- Participated in a labor management meeting with AFSCME; more to be discussed during executive session
- Director Mallar and Administrator Honey participated in the TIF Committee meeting
- Director MacDonald, Administrator Honey, Grant Manager Lisette Carrithers, and representatives from Bangor attended a site visit at CES in Brewer to their crisis stabilization center. We will invite DHHS Office of Behavioral Health to provide a presentation of this pilot program and what it can do to help Penobscot County.
- Notice from the Treasury that the second disbursement of our ARPA funds should be made available in the next 30 days
- The claim for the kitchen flooding at the jail has been submitted approximately \$56,000
- HR attended the Tri County Career Fair at the Bangor Mall which provided quite a few interests in positions

Employment/Staffing:

- Administrator Honey presented a request to allow a condensed four-day work week for the Administration and HR departments as a trial for the summer months. Offices will remain open Monday through Friday and staff will work four ten-hour days.
 - Commissioner Cushing moved to approve a condensed four-day work week as a trial for the summer months for the Administration and HR departments. Commissioner Baldacci seconded the motion. Vote to approve passed 3-0.

Miscellaneous:

- Some of the elevator modernization funding will come from the Department of Corrections and am hopeful funds will be in the next couple of weeks
- It is reporting time for federal grants; we are working on a few to get closed out
- Digitizing reports for the Probate Office are being explored
- Commissioners will tour the jail Tuesday, May 24th

Warrants:

- Payroll Warrant to be approved for 04.22.2022: \$ 271,425.07
- Payroll Warrant to be approved for 04.22.2022: \$1,415/38
- A/P Warrant to be approved for 04.26.2022: \$ 125,726.68
- UT Warrant to be approved for 04.26.2022: \$17,633.69
- UT TIF Warrant to be approved for: NONE

Administration Update – Continued:

- Commissioner Baldacci moved to approve the warrants as presented. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Payroll Change Notices signed for: Thomas Fennell, Darren Nadeau and Beston Simpson – Hired Full Time; Dylan Thompson, and Desiree Hesseltine – Resignation; Adam Lowe- Terminated; Mackenzie Madden and Catherine Bazinet – Payroll Status Changes.

Executive Session---Commissioner Baldacci made a motion to go into Executive Session at 10:45 a.m. 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 MacDonald. Session ended at 11:00 a.m. NO vote taken

Executive Session---Commissioner Baldacci made a motion to go into Executive Session at 11:01 a.m. 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 11:52 a.m. NO vote taken

Meeting Adjourned-

Commissioner Baldacci moved to adjourn the meeting at 11:53 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

Laura J. Sanborn, Chair

Peter K. Baldacci, Commissioner

Andre E. Cushing, III, Commissioner