

Penobscot County Commissioners' Meeting Minutes August 23, 2022 2398
9:00 AM Commissioners Laura Sanborn, Peter Baldacci and Andre Cushing 66°

Roll Call -

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

Treasurer John Hiatt was absent

Approval of Minutes –

Commissioner Baldacci moved to approve August 16, 2022 Commissioner Meeting Minutes. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

IT Update –

Director Doug Butler reported the following:

- Focused on connecting with vendors and suppliers. A detailed project list was left with key contacts with vendors, suppliers and consultants assigned to those projects. I have been orienting myself to the network and some of the people but also to those projects and getting in touch with those resources.
- An area that may potentially be changed in the scope of work with one of our vendors. My predecessor had anticipated, we would do a lot more of some of the technical work setting up certain resources internally. I would feel a little more comfortable if we consult with a resource that will help us get that set up and up and running. This work, I believe, can be done with the existing budget resources available; then take over internally.
- I met with Lt. Keith Hotaling who presented some technical resources and provided a walkthrough of the jail.
- Will schedule meetings with department heads.
- I am reviewing and taking a look at the projects list and the facilities technical spaces in the buildings. An initial concern is how some equipment is installed in one of the wiring closets. I plan to address with one of our key vendors is to tighten things up and secure some things a little bit more differently than exists today.
- I met Director Mallar and Administrator Honey last week to look at the budget; preparing for the upcoming budget approval process.
- Director Butler is exceptionally pleased with members of his staff. Those two gentlemen are very much orientated toward customer service and have a great attitude of helping people.
- It was discovered that one server has not been patched in a long while; will be following up with other servers to make sure they are all updated

It was agreed that Director Butler provide weekly updates for the next few weeks to the Commissioners.

Public Comment –

Janet Drew – Resident of York County

Participant requested clarification on subject matter from a recent meeting on training for supervisors and if this was related to the Moss study. Grant Manager Lisette Carrithers responded that one doesn't have to do with the other.

Sheriff's Update –

Sheriff Troy Morton presented the following:

- In-house jail population is 171: 50 boarded out to other facilities and **95** inmates in Pre-trial Services.
- The next PACE programs are filled up to December; discussion continued on other counties that are utilizing our program. A bigger space is necessary to allow for more participants.
- Met with the new Clerk of Courts, Diana Durgan and discussed the burden for our corrections officers' transporting inmates from MDOC to court in Bangor
- MDOC midterm inspections look place and we are very pleased to report good responses; the final review will be sent shortly
- iPad system is up and running; there are still a few details to work out
- A Zoom meeting for volunteer service will be held to see where we are post-COVID
- Will attend the Wolfden Project meeting and tour tomorrow up in Shin Pond
- Law enforcement responded to a double fatality in Dixmont last week
- Law enforcement responded this week to an assault investigation of a young child at the Levant school playground
- Our department received a nice compliment from community members in Glenburn for our assistance in working a senior apartment complex fire
- Our department has been incredibly busy with community events being held on the weekends
- The new deputies are doing well in their positions
- We did not receive as many responses during our last hiring round for law enforcement; HR is working with us on recruiting

Administration Update –

Communication:

- Communication on the Lowell Tannery Project

Administration Update – Continued:

- 2021 Eastern Maine Electric Cooperative Annual Report
- News article from the Lincoln News regarding beneficiary ARPA funding received
- MACCAM Wage Survey
- Opportunity for training from the risk pool; the three spots will be filled by Chief Deputy Knappe from the Sheriff's Office, Captain Hardwick as Jail Administrator and representing HR will be Michelle LaBree

This Week:

- Wolfden Project meeting is taking place tomorrow starting at Shin Pond
- Sub-recipients special meeting will take place Thursday

Miscellaneous:

- Commissioner Baldacci moved to approve appointing Michelle LaBree as Deputy Administrator. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Warrants:

- Payroll Warrant to be approved for 08.19.2022: \$ 259,287.13
- A/P Warrant to be approved for 08.23.2022: \$ 237,563.77
- UT Warrant to be approved for: NONE
- UT TIF Warrant to be approved for: NONE

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: Douglas Butler – Hired F/T IT Director; Jonathan Chiasson – Hired P/T Dispatcher; Travis Morse and Nicholas Covell – Resignations; Kristine Higgins and Vanessa Holmes – Promotions; Beth Ann Trim and Joshua Lilley – Payroll Changes

Executive Session---Commissioner Baldacci made a motion to go into Executive Session at 9:30 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, Deputy Administrator LaBree, Cheryl Burnham, Sheriff Morton and Lt. Raymond. Session ended at 9:50 a.m.

Executive Session---Commissioner Baldacci made a motion to go into Executive Session at 9:52 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, Deputy Administrator LaBree and Director Mallar. Session ended at 10:09 a.m.

Executive Session---Commissioner Baldacci made a motion to go into Executive Session at 10:14 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, Deputy Administrator LaBree, Tim Hall, Toni Davis, and Betty Stone. Session ended at 10:38 a.m.

Executive Session---Commissioner Baldacci made a motion to go into Executive Session at 10:40 a.m., under 1 M.R.S.A. § 405 (6) (A) Personnel Matter. Commissioner Baldacci seconded the motion. Vote to approved passed 3-0. Present were: Commissioners and Deputy Administrator LaBree. Session ended at 10:57 a.m.

Executive Session---Commissioner Baldacci made a motion to go into Executive Session at 10:59 a.m., under 1 M.R.S.A. § 405 (6) (A) Personnel Matter. Commissioner Baldacci seconded the motion. Vote to approved passed 3-0. Present were: Commissioners and Deputy Administrator LaBree. Session ended at 11:18 a.m.

Action Taken – None

Meeting Adjourned-

Commissioner Baldacci moved to adjourn the meeting at 11:20 a.m. with no further business on the agenda. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Certified By:

Deputy Administrator, Michelle LaBree
HR Coordinator

Laura J. Sanborn, Chair

Peter K. Baldacci, Commissioner

Andre E. Cushing, III, Commissioner