

Penobscot County Commissioners' Meeting Minutes August 30, 2022 2399
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 and Deputy Administrator Michelle LaBree present.

Treasurer John Hiatt was absent

Approval of Minutes –

Commissioner Baldacci moved to approve August 23, 2022 Meeting Minutes and August 25, 2022 Special Meeting Minutes. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Public Comment - None

Facilities Update –

Director Brian MacDonald reported the following:

- The boilers should be on site the first week in November. Mechanical Services needs to start prep work in the boiler room the second week in September. After further discussion, Commissioner Baldacci moved to approve the boiler rental agreement in the amount of \$9,000/ month with the initial payment including a refundable security deposit equal to a month's rent, first month rent, and freight cost of \$5,500 each way for a total initial payment of \$29K; Deputy Administrator LaBree can sign on behalf of the County. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

IT Update –

Director Doug Butler reported the following:

- Communicated with CMC Technologies in person and Cyber North over the phone. Both of these vendors were involved in projects when the previous IT director departed.
- Found that some equipment that was purchased more than a year ago has not yet been placed into production; this is a priority to get these assets into production as quickly as possible

IT Update – Continued:

- The walkthrough with CMC technologies indicated that the buildings have a number of network devices that are not marked clear or have any diagrams for their purpose. That equipment will be identified and removed if not in use which will provide a clean field to work on.
- Director Butler has developed a plan to move server infrastructure to get up and running in the secondary data center, first. The primary data center, on the second floor of the Sheriff's building needs the most work. It makes most sense to get this secondary data center up and running on that equipment which will allow more time to do an orderly fashion retrofit of the primary data center.
- The Office 365 project is a financial concern because we bought licenses that are good for a year; these were purchased two or three months ago. Working with CMC technologies we have plans to take the existing networking and existing servers so we can get most of those mailboxes moved sooner and start taking advantage of the license that was bought two or three months ago.
- On staffing, there is an IT Manager open position that we are holding off on. I will discuss at next week's meeting my proposal as to what to use those leftover funds.

UT Update –

Deputy Director George Buswell presented the following:

- Director Shaw Weeks is providing guidance during the transition of the UT Director position being turned over to Deputy Buswell
- Interviews will be held tomorrow for the Deputy Director position
- Sheriff Morton, Commissioner Sanborn, EMA Deputy Chris Fox and Deputy Buswell all attended the informational session and tour on the Wolfden Mining Project in Shin Pond last week.
- Deputy Buswell requested assistance on what steps are needed for Wolfden to host community benefits. Discussion followed. As previously mentioned, Commissioner Cushing has a conflict of interest and once more information is available, they will be discussed without Commissioner Cushing present.

EMA Update –

Commissioner Sanborn thanked Deputy Director Chris Fox for attending the Wolfden Mining Project discussion in Shin Pond. Chris' expertise in 9-1-1 was able to assist the fire chief on road names and was a great asset. Director Nuding stated that with Deputy Fox in attendance

EMA Update – Continued:

there were several connections made and we would like to support them in any contingency planning that they may have moving forward.

Director Bradley Nuding reported on the following:

- Deputy Fox attended the most recent public health meeting here for the Penquis district; Dr. Shah was in attendance giving an update on the public health. The main focus of that meeting was the unhoused in the greater Bangor area, as well as some of the migrant families that are coming in to the City of Bangor.
- Deputy Fox has been working with UMO on some of their emergency planning updates.
- Geospatial Database Manager Thomas Fennell has been working hard on Spilman and correcting some of the response zones with our consultant
- Geospatial Database Manager Thomas Fennell is working on the fire hydrant layers to be placed into Spilman for those agencies would know exactly a hydrant is in a community they wouldn't necessarily always respond to
- Working with Lisette to help streamline some of our processes here
- Our Public Assistance Grant through FEMA has been submitted for \$11,287.86; waiting on FEMA to reimburse us for those expenses related to COVID-19
- EMA Office will be in Augusta for the State Emergency Management Conference for the next couple days

Administration Update –

Communication :

- Communication on the Medway Hydroelectric Project
- Communication on the Environmental Inspections of the Penobscot Mills, Ripogenus, and Storage Projects
- Communication of the Penobscot Mills Hydroelectric Project

Next Week:

- Administrative offices will be closed next Monday in observance of Labor Day

This Week:

- AFLAC representative Steve Gilbert will be on site here Thursday

Administration Update – Continued:

Employment within the County:

- Spreadsheet for county positions standings is in your folder
- Jennifer Snow is working with recruitment groups; recently participated with a consulting firm to look at our internal processes
- Scott Adkins has been selected as our new County Administrator and will begin his duties September 12th. A message of thanks from Incoming Administrator Adkins was forwarded to the Commissioners.

Warrants:

- Payroll Warrant to be approved for 08.26.2022: \$ 275,719.72
- A/P Warrant to be approved for 08.30.2022: \$ 35,661.34
- UT Warrant to be approved for 08.30.2022: \$62,176.61
- 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: Scott Adkins – Hired County Administrator; Michelle LaBree and Kendrick McCathy – Promotions; Douglas Libby – Transfer; Rebecca Bryant, Suzanne Labun, Brian MacDonald and Kenneth Spaulding – Payroll Changes

Executive Session---Commissioner Baldacci made a motion to go into Executive Session at 9:31 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 9:40 a.m.

Executive Session---Commissioner Baldacci made a motion to go into Executive Session at 9:41 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, Director Mallar and Dick Hansen. Session ended at 9:46 a.m.

Executive Session---Commissioner Baldacci made a motion to go into Executive Session at 9:50 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, Director Mallar and Director MacDonald. Session ended at 10:20 a.m.

Action Taken – None

Meeting Adjourned-

Commissioner Baldacci moved to adjourn the meeting at 10:21 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

Laura J. Sanborn, Chair

Peter K. Baldacci, Commissioner

Andre E. Cushing, III, Commissioner