

**Penobscot County Commissioners' Meeting Minutes September 6, 2022 2400
9:00 AM Commissioners Laura Sanborn, Peter Baldacci and Andre Cushing 59°**

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 30, 2022 Meeting Minutes. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Public Comment - None

UT Update –

Director George Buswell presented the following:

- After review of the soil analysis, Commissioner Baldacci moved to approve Reinzo Excavating at \$17.35 per yard for total project price of \$17,350 for the Gravel Project on the Greenfield Road in Summit Township. Commissioner Cushing seconded the motion. Vote to approve passed 3-0. Signed.
- Commissioner Baldacci moved to approve Chair Sanborn to sign for the Shin Pond Snowmobile Club Agreement for County Grant-in-aid Program for 2022-23. Commissioner Cushing seconded the motion. Vote to approve passed 3-0. Signed.
- Two sheds are in the process of putting up sand and salt; hopefully most of the sheds should be filled by the end of the month

NWDB Update –

Executive Director Galan Williamson presented the following:

- Participant of EMDC work experience program, Director Williams Introduced Administrative Assistant, Valerie Hammond who is replacing Bekkah while on leave
- Friday, September 9th is our deadline to finalize our proposed performance measures. We are looking at the last two years to make sure we're close or if not exceeding the State Workforce Board performance measurers. With hopes, this report will be completed by this Wednesday or Thursday and will need Commissioner approval and signature.
- A real-time intelligence report was forwarded for Penobscot County

NWDB Update – Continued:

- FY21-22 Budget was discussed; special thanks to Sara McLaughlin for her assistance
- Different fundraising and grant seeking opportunities are being looked at this year to help stabilize the budget
- Discussion on youth to work in private sector jobs. The focus for the five counties that we serve with the priority to create career pathways on priority job sectors such as clean energy, manufacturing industries, health care, etc.

EMDC Update –

Erin Benson, Director of Workforce Services presented the following:

- Comparisons on the annual numbers from FY19, FY20 and FY21 were discussed
- Discussion on the Connecting with Opportunities Grant. This grant brought a lot of interest; unfortunately, some people were not eligible because they were either working or other missed eligibility criteria' not met
- The youth populations have been difficult to attract. However, since EMDC designed and implemented a focused youth initiative, more new youth enrollments came in the last 5 months of the program than the first seven.
- EMDC is hiring a Director of Youth Services to keep this focus on youth
- EMDC staff has been attending conferences as a means of networking to create partnerships
- City of Bangor has been identified by Catholic Charities of Maine as a resettlement community

Public Hearing –

- Commissioner Baldacci moved to approve opening the 5 Lakes Lodge Liquor License Public Hearing at 9:18 a.m. Commissioner Cushing seconded the motion. Vote to approve passed 3-0
- This bed and breakfast is located at 46 Marina Drive in Indian Purchase 4; will sell malt liquor, wine and spirits. New owners (Melissa and Matthew Barker and Brian and Rachel Manzo) have been working closely with the Bureau of Alcohol Enforcement to ensure the operation meets standards.
- Commissioner Baldacci moved to close the hearing at 9:22 a.m. with no further discussion. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.
- Commissioner Baldacci moved to approve the liquor license for 5 Lakes Lodge. Commissioner Cushing seconded the motion. Vote to approve passed 3-0. Signed.

IT Update –

Director Doug Butler reported the following:

- Still reviewing the network infrastructure and receiving quotes for proposals on some of the work mentioned last week.
- With staffing vacancies, there is a surplus of approximately \$34K by the end of year. Commissioners felt it wise to use these monies from the existing budget to cover the costs of the projects mentioned. Director Butler will keep the Commissioners updated on costs and progress.
- In reviewing the network equipment, it has been found that most equipment is not being actively monitored via optional network management ports. We will begin connecting equipment via these ports. This is necessary for the health of the equipment and can be viewed remotely if a problem exists or before a problem exists.

2023 Budget Presentation –

Director Jason Mallar presented the following:

- Expenses shows an increase of 26.69% from last year's budget from:
 - A large programs donation request
 - Multiple departments requesting additional staffing
 - Factored a little high on health insurance as uncertain what those numbers will be
- Revenues show a slight increase
 - EMA is looking at additional reimbursement from the State
 - Uncertain of the proposed income for covering Aroostook County
 - Civil looks to have an uptick in their revenue
 - Registry of Deeds and Registry of Probate have kept their revenues more on the conservative side
- Department heads will start their budget presentation next week

Introduction of Scott Adkins, County Administrator

In the audience was incoming County Administrator, Scott Adkins. Administrator Adkins thanked the Commissioners for the warm welcome back to the County and is ready to work together and move Penobscot County forward.

Administration Update –

Communication :

- Notification that the City of Bangor is having a hearing for the historical preservation for 29 Franklin Street
- Correspondence from a citizen in West Virginia
- Commissioners no longer need hard copies of correspondence in their files; electronic copies will be fine

Employment within the County:

- Spreadsheet for county positions standings is in your folder; there is progress being made
- Discussion on our process for hiring in both Sheriff's Office and PRCC
- Discussion was held on sign-on bonuses that may help with recruitment and retention; Deputy Administrator LaBree will put together a spreadsheet of a cost analysis for the Commissioners

Last Week:

- Met with AFSCME representatives and members of the corrections line unit for the voluntary overtime incentive. Because of the staffing shortage, it is recommended that the MOU be extended 12 weeks instead of eight. Commissioner Baldacci moved to approve extending the voluntary overtime incentive for 12 weeks. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

This Week:

- Department Head meeting will be held tomorrow
- Northern Lights is hosting a Workplace Violence Webinar Thursday to all employees and supervisors that are interested

Warrants:

- Payroll Warrant to be approved for 09.02.2022: \$ 261,296.09
- A/P Warrant to be approved for 09.06.2022: \$ 612,765.28
- 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: Serena Dunroe – Payroll Status Change

Katahdin Woods and Waters National Monument Presentation –

Superintendent Mark Wimmer thanked Commissioner Sanborn for the invitation to speak to the Commissioners and provided a map of monument.

Superintendent Wimmer discussed staffing of the Monument. He began this position in January of this year replacing Tim Hudson and is one of two full-time employees at the Monument. There are six total staff members working on a regular basis; however, they're not 100% full time as they take furloughs as part of their hiring process. Since more funding from the appropriations from Congress was received, the Monument was able to hire ten seasonal positions this year to work on the trails and roads. With approximately 87,500 acres, we soon will be hiring an administrative officer, a law enforcement officer (ranger) and a facility Manager.

Superintendent Wimmer spoke of projects that are worked with tandem with the Friends of Katahdin Woods and Waters. Discussion followed on:

- Overlook Project – where there is a loop road that was built over the years which were previous logging roads;
- Sign Plan for the monument; with signage being a challenge, the National Park Service is working on developing a sign plan to help determine where signage will be placed on the ground to match what people will see on the NPS app that you can get on your iPhone or Android that allows you to navigate the monument based on this map;
- Hunt Farm Parcel – there is an easement with the State that we're required to have recreational access in. We're putting in a kiosk, parking area and some vault toilet kind of set up.

The Monument closes around Veterans Day and re-opens around Memorial Day, weather pending.

Superintendent Wimmer was introduced to PRCC Director Lavoie as well as UT Director George Buswell for resources if needed.

Executive Session---Commissioner Baldacci made a motion to go into Executive Session at 10:06 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, Deputy Administrator LaBree and Incoming Administrator Scott Adkins. Session ended at 10:19 a.m.

Executive Session---Commissioner Baldacci made a motion to go into Executive Session at 10:26 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 Buswell and Incoming Administrator Adkins. Session ended at 10:33 a.m.

Executive Session---Commissioner Baldacci made a motion to go into Executive Session at 10:34 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 Incoming Administrator Adkins. Session ended at 10:41 a.m.

Action Taken –

Commissioner Baldacci moved to approve Scott Adkins as proxy for Commissioner Baldacci at MCCA/Risk Pool Meetings. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Meeting Adjourned-

Commissioner Baldacci moved to adjourn the meeting at 10:45 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