

**Penobscot County Commissioners' Meeting Minutes September 13, 2022 2401  
9:00 AM Commissioners Laura Sanborn, Peter Baldacci and Andre Cushing 65°**

**Roll Call -**

Commissioner Sanborn opened the meeting at 9:00 AM from the Commissioners Chambers with Commissioner Cushing, Administrator Adkins, and Deputy LaBree present. Commissioner Baldacci participating via ZOOM.

Treasurer John Hiatt was absent

**Approval of Minutes –**

Commissioner Cushing moved to approve September 6, 2022 Meeting Minutes. Commissioner Baldacci seconded the motion. Vote to approve passed 3-0.

**Public Comment –**

Janet Drew – Citizen of York County

Participant feels that the harms of incarceration outweigh the success for many people. ARPA monies should go to the communities for helping those that most need it; versus building a jail which will not solve the problem.

**UT Update –**

Director George Buswell presented the following:

- Been in communication with John Raymond from the Millinocket Snowmobile Club on the expansion of the Ben Campbell Bridge in Indian Purchase. We had promised \$250K to that endeavor through TIF funding which John stated he would try to find matching funds where possible. Discussion followed on the verbal agreements for matching fund received thus far.
- Passadumkeag had a town meeting and discussed if they wanted to explore going unorganized; this was defeated at the Selectman's level
- Woodville is having their town meeting on Thursday and proposing going unorganized.

**Deeds Update –**

Register Susan Bulay reported the following:

- Document count for August were 8% below average with 3,523 documents
- Revenue was up 11% with \$151K turned over to the general fund

**Deeds Update – Continued:**

- Since last updated, the entire Deeds Department was ill with COVID
- One staff member voluntarily terminated their employment with the County

**Deeds (Dept. 10) Budget Presentation –**

Register Susan Bulay presented her department's budget for the 2023 calendar year, with the following changes:

- There are no increased line items as the current budget has been stable
- Register Bulay presented a Wage Study of 16 other Registries in Maine which showed Penobscot County with the third largest in volume. Since Register Bulay's salary has been dormant for years, she is requesting an increase in salary for 2023
- Commissioner Baldacci moved to approve Registry of Deeds (Department 10) revenue line budget as presented. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

**Facilities Update –**

Director Brian MacDonald reported the following:

- Mechanical Services has started the boiler project in the jail; current boilers are scheduled to be demolished the week of September 26 when the portable boiler arrives. Discussion continued
- The snow contract that we have used for the last three years expired in the Spring. There was a clause to indicate two option years. Director MacDonald spoke to the contractor and stated that he would keep the price as is. Commissioner Baldacci moved to exercise the option for the next two years with no changes to the cost. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.
- The YMCA property has a large pile of mattresses and household trash that has been deposited from the neighbor. After discussion, it was advised to contact the property owner

**Building and Grounds (Dept. 8) Budget Presentation –**

Director Brian MacDonald presented his department's budget for the 2023 calendar year, with the following changes:

**Building and Grounds (Dept. 8) Budget Presentation – Continued:**

- Only change in the payroll/payroll benefits lines reflect the Sheriff's Office taking the Jail Custodian back to his budget
- Significant increases to line items to include: utilities (electricity, sewer & water), heating fuel, heating (repairs and maintenance), rubbish removal, Office Supplies, Uniforms
- Smaller increases to line items to include: pest/sanitation, parking lot and grounds,

**Building Improvements (Dept. 32) Budget Presentation –**

Director Brian MacDonald presented his department's budget for the 2023 calendar year, with the following change:

- Reduced Building and Improvements line \$75K; will keep \$100K to replace boilers on the Franklin Street Property

**Finance Update –**

Director Mallar presented a report on expenditures and revenues through August 31, 2022:

On Expenditures:

- Buildings budgets are running a little over; understandable with the rising costs of fuel, electricity and other expenses
- Currently, overall, we have spent 73.57% of our budget.

On Revenue:

- Probate has already met their year-end goal
- Gas tax reimbursement will be submitted again for next year

**Finance (Dept. 7) Budget Presentation –**

Director Mallar presented his department's budget for the 2023 calendar year, with the following changes:

- Increase for part-time clerical and increases for computer programming and accounting and auditing

Will check if Budget Committee Members would prefer e-copies or paper copies of the budget

IT Update –

Director Doug Butler reported the following:

- Still in review the network infrastructure, servers, storage and the way things are interconnected, and what software is deployed
- Working with vendors and engineers' timelines and scopes of work; particularly to get the Office 365 more actively underway
- Would like legal to look at our contracts and check to see if we have any kind of non-disclosure or confidentiality agreements in place
- Met with Consolidated Communication and CMC Communication to go our projects that we have in queue; asking those vendors to have an engineer walk through with them
- Continuing with patching and updates

Sheriff's Update –

Sheriff Troy Morton presented the following:

- In-house jail population is 172: 68 boarded out to other facilities and **90-100** inmates in Pre-trial Services.
- Staffing in corrections is at critical low staffing levels that is placing incredible pressure on our existing staff
- Recruitment is being worked on at community events
- Jail facility is in terrible shape; the elevator, control room and boiler repairs all have been delayed. The MDOC report coming out will speak to this
- New staffing for the Intake Clerical Specialists are being trained
- Further discussion on the opioid settlement monies will take place later
- A Volunteer Services meeting will be held this month
- The jail is back in COVID outbreak status; no staff members are affected
- There are two patrol deputy's positions opened; two resource officer positions have been placed on hold at this time
- Sheriff's Office is seeing the impact of the state polices changes; increased number of calls and now picking up extra zones has caused a heavy burden. Calls that are taken are significant calls on drugs, resulting in drug trafficking arrests
- This weekend, members of our staff participated in multiple community events and residents were very supportive and appreciated of the work we do
- Members of the State Sheriff's Association will be participants in tomorrow's MCCA meeting in Augusta

Executive Session---Commissioner Cushing made a motion to go into Executive Session at 10:30 a.m., under 1 M.R.S.A. § 405 (6) (D) Contract Matter. Commissioner Sanborn seconded the motion. Vote to approved passed 2-0. Present were: Commissioners, Administrator Adkins, Deputy LaBree, Sheriff Morton and DA Marianne Lynch. Session ended at 10:55 a.m.

Executive Session---Commissioner Cushing made a motion to go into Executive Session at 10:56 a.m., under 1 M.R.S.A. § 405 (6) (D) Contract Matter. Commissioner Sanborn seconded the motion. Vote to approved passed 2-0. Present were: Commissioners, Administrator Adkins and Deputy LaBree. Session ended at 11:18 a.m.

**Action Taken – None**

**Administration Update –**

Communication:

- Commissioner Cushing moved to modify the FOP pay scale increase effective pay period beginning October 2, 2022. Commissioner Sanborn seconded the motion. Vote to approve passed 2-0.
- Discussion on the Spirit of America award and when they will be held; it was agreed to hold them in December after the budget season is completed
- Commissioner Cushing moved to approve the 12 overtime hours to be split between the three VWA for four weeks. Commissioner Sanborn seconded the motion. Vote to approve passed 2-0.
- Discussion on the Town of Garland and an abandoned road issue and when a hearing can be held.

Employment within the County:

- Captain Hardwick and Director Lavoie will be speaking next week on recruitment and retention for their departments
- The General Unit with AFSCME passed and will coming in to sign in the next coming weeks

Warrants:

- Payroll Warrant to be approved for 09.09.2022: \$ 270,174.85
- A/P Warrant to be approved for 09.13.2022: \$ 296,704.82
- UT Warrant to be approved for 09.13.2022: \$130,522.63
- UT TIF Warrant to be approved for: NONE

**Administration Update – Continued:**

Commissioner Cushing moved to approve the warrants as presented. Commissioner Sanborn seconded the motion. Vote to approve passed 2-0.

Payroll Change Notices signed for: Jenna Dunay (PRCC), Cheri Volta (PRCC), Crystal McKinley (Jail Clerical) - Hired full time; George Buswell – Promoted; Tina Morrison – Transferred/Promoted; Colby Garland and Shaw Weeks – Resignations; Daniel Davis, Diana Ronald and Tyler Young– Payroll Status Change

**Meeting Adjourned-**

Commissioner Baldacci moved to adjourn the meeting at 11:31 a.m. with no further business on the agenda. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

**Certified By:**

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Administrator, Scott A. Adkins

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Laura J. Sanborn, Chair

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Peter K. Baldacci, Commissioner

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Andre E. Cushing, III, Commissioner