

**Penobscot County Commissioners' Meeting Minutes September 20, 2022 #2402
9:00 AM Commissioners Laura Sanborn, Peter Baldacci and Andre Cushing 52°**

Roll Call -

Commissioner Sanborn opened the meeting at 9:00 AM from the Commissioners Chambers with all Commissioners, Administrator Adkins and Deputy Administrator Michelle LaBree present.

Treasurer John Hiatt was absent.

Approval of Minutes –

Commissioner Baldacci moved to approve September 13, 2022 Meeting Minutes. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Public Comment – None

Facilities Update –

Director Brian MacDonald came before the Commissioners to inform them of the planned outage of water to our facility tomorrow due to the temporary boiler arriving on site. The outage will affect all County buildings except Franklin Street and the Post Office Building/Wellness Center/EMA. The outage can last as little as 15 minutes up to 45 minutes. Brian is working with the Jail on the best time for the outage to occur.

Probate Budget Presentation –

Due to absence of the Registrar of Probate, the budget review will be rescheduled.

UT Update –

Director George Buswell presented the following:

- Commissioners welcomed Tina Morrison, the new UT Deputy Director.
- Commissioner Baldacci made a motion to appoint Tina Morrison as the new E-911 addressing officer, whom will replace Shaw. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.
- Commissioner Baldacci made a motion to nominate George Buswell for the election of the board for the Maine Resource Recovery Association. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

- The Shin Pond Trail Riders ATV Club has requested that Penobscot County be designated to the fiscal agent for funding from the State. Commissioner Cushing made a motion to nominate the Shin Pond Trail Riders ATV club as presented and receive the funding as designated. Commissioner Baldacci seconded the motion. Vote to approve passed 3-0.
- George made Commissioners aware that he is having ongoing discussions with the Town of Medway about providing fire services to the UT.

PRCC Update-

Director Lavoie presented the following:

- The structural analysis of the tower sites will begin next month with RCM & All Points Communication.
- Chris publicly thanked EMA for the GIS Mapping services provided by their department. GIS Mapping is an essential position and integrates into the CAD system aiding in the work performed by the dispatchers.
- Chris is working with Mr. Pelletier, Aroostook County, on a contract extension for providing 911 services.
- Members of PRCC are attending Gordan Graham's Risk Management Workshop in Freeport tomorrow.
- Employment update- 2 new hires started last week and 3 are in the background check process. There are 15 open positions not including our 2 new hires or any in process.
- On Sunday, September 25th, The Department of Public Safety, Bangor location, is closing from 11pm to 5 am daily due to staffing.

PRCC Budget Presentation-

Director Chris Lavoie presented the budget for Dept. 4/PRCC. Overview includes:

- An increase in consulting fees, mileage, utilities, rental for tower sites and radio base repairs.
- A decrease in capital communications equipment.
- Revenue was left as it.
- Overall PRCC budget's request is 3.82% increase.

Commissioner Baldacci made a motion to preliminary approve the budget as presented for Dept. 4/PRCC acknowledging to adjust future changes if needed. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Recruitment/Retention Discussion-

Administrator Adkins & Deputy Administrator LaBree provided the Commissioners with a spreadsheet outlining current sign on bonus & retention numbers for their review. The intent of today was to offer the information and speak to in general terms. Commissioners agree to allow Administrator Adkins & Deputy LaBree to work with the Dept. Heads and the Union(s) on finding creative solutions to bring back to the Commissioners. Commissioners commented that the board is open to improving conditions for our employees.

District Attorney Update-

District Attorney Lynch presented the following:

- DA Lynch publicly thanked her crew for going above and beyond their day-to-day job responsibilities even while the staffing issues have challenged their office as well.
- DA Lynch still plans on having the office go paperless before her term in office ends this year.

District Attorney Budget Presentation-

District Attorney Lynch presented the budget for Dept. 5/DA Office. Overview includes:

- Request for a new position- Admin Assistant- to be hired from within.
- Request to increase all VWA with a 5% COL increase.
- An increase in legal assistance, mileage, meals, lodging and office supplies.
- A decrease in rental for buildings.

Commissioner Baldacci made a motion to take Dept. 5/DA Office budget under advisement. Commissioner Cushing seconded the motion. Vote passed 3-0.

Warrants:

- Payroll Warrant to be approved for 09.20.2022: \$ 287,194.91
- A/P Warrant to be approved for 09.20.2022: \$ 75,187.87
- 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.

Administration Update –

Administrator Adkins & Deputy LaBree presented the following:

- Michelle clarified if any action needed to be taken on the National Clean Energy Resolve- previously signed.
- Scott and Michelle received direction on a road matter in the Town of Garland. Administration will work to schedule a hearing.
- Administration will be meeting with Dick Hansen & Mark Gagne, Cigna, on Thursday.

Executive Session---Commissioner Baldacci made a motion to go into Executive Session at 10:31 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, Administrator Adkins, Deputy Administrator LaBree, Sheriff Troy Morton, Captain Nick Hardwick, John Nuttall, John Hamer, Mark Domenech and Incoming Administrator Scott Adkins. Session ended at 11:27 a.m.

Action Taken – No action taken.

Payroll Change Notices signed for: C. Ouellet, Z. Noyes, E. Toulouse, S. Johnson, D. Davis, C. Knight, and J. Lilley.

Meeting Adjourned-

Commissioner Baldacci moved to adjourn the meeting at 10:28 a.m. with no further business on the agenda. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Certified By:

County Administrator, Scott Adkins

Laura J. Sanborn, Chair

Peter K. Baldacci, Commissioner

Andre E. Cushing, III, Commissioner