

**Roll Call -**

Commission Chair Cushing opened the meeting at 9:00 AM from the Commissioners Chambers with Commissioner Marshall, Treasurer Mower, Administrator Adkins and Deputy Administrator LaBree present. Commissioner Baldacci attending via zoom.

**Pledge of Allegiance – Commissioner Cushing**

**Approval of Minutes –**

Commissioner Baldacci moved to approve January 31, 2023 Meeting Minutes. Commissioner Marshall seconded the motion. Vote to approve passed 3-0.

**Public Comment – None**

**Finance Update –**

Director Bragdon reported the following:

- Work is being divided to bring the finance department backlog up to speed while keeping the department current
- Due to unknown passwords, there has been some difficulty logging into some computer systems which has caused some delays
- Notification has been received that we will be receiving federal funding
- At Commissioner Cushing's request, there will be a detailed preliminary report on the ARPA expenditures

**Facilities Update –**

Director MacDonald reported the following:

- In the process of removing the underground oil tank; have contacted the state, oil vendor, & inspection company
- Met with vendors this morning on setting up the body scanner in the jail; it was disclosed that it needs to be completed as soon as possible
- Four tree removal companies have been contacted for the trees in the back parking lot
- SafetyWorks will be on site for a complimentary safety assessment tomorrow
- Allen Environmental was on site to clean a storm drain at the post office exit that was full of asphalt from the last paving of that area
- Working with Mechanical Services on assisting with the continued heating system failures
- It has been requested by our heating contractor to test our equipment to see how each controller and valves operate; waiting on a cost for this test
- With the cold snap this weekend, we had multiple heating pump systems fail; awaiting word to see if usable
- The Post Office had their maintenance staff change lights causing the lights to flash. Our electrician can is investigating the cause

**Administration Update –**

Administrator Adkins and Deputy Administrator LaBree presented the following:

- Deputy Administrator LaBree presented for signature a request to cancel the Bank of America credit card. Commissioner Marshall moved to approve this request as presented. Commissioner Baldacci seconded the motion. Vote to approve passed 3-0. Signed.
- FOAA training will be held after today's meeting
- Commission February schedule was discussed. February 14 – no meeting; February 21 – Commissioner Baldacci in-house, Commissioner Cushing absent; February 28 - Commission workshop

**Warrants:**

- Payroll Warrant / (02-03-23) - \$ 293,326.47
- Accounts Payable / (02-07-23) - \$ 361,738.74
- Accounts Payable / (ARPA 02-07-23) - \$ 6,400.00

Commissioner Marshall moved to approve the warrants as presented. Commissioner Baldacci seconded the motion. Vote to approve passed 3-0.

Payroll Change Notices signed for: Chris Boulier, Jeremiah Campbell, Nicholas Covell, Toni Davis, Michael Kennedy, Michael Parady, Emilee Pinkham and Dustin Umlauf.

Executive Session---Commissioner Marshall made a motion to go into Executive Session at 9:24 AM under 1 M.R.S.A. § 405 (6) (C) Contract Matter. Commissioner Baldacci seconded the motion. Vote to approved passed 3-0. Present were: Commissioners, Administrator Adkins, Deputy Administrator LaBree, Treasurer Mower, Grant Manager Dana and former District 3 Commissioner Laura Sanborn. Session ended at 10:45 AM

Executive Session---Commissioner Marshall made a motion to go into Executive Session at 11:02 AM under 1 M.R.S.A. § 405 (6) (E) Legal Matter. Commissioner Baldacci seconded the motion. Vote to approved passed 3-0. Present were: Commissioners, Administrator Adkins and Deputy Administrator LaBree. Session ended at 11:10 AM

**Action Taken –**

Commissioner Marshall moved to approve the following Commissioner Fund Awards:

**District 1:** Bangor Area Youth Choirs - \$5,000; Bangor Land Trust - \$30,000; Crosspoint Church - \$25,000 and St. Andre Home - \$20,000.

**District 2:** Plymouth Recreation Department - \$49,500 and Town of Charleston - \$49,700.

**District 3:** Breaking the Cycle - \$24,999; Burlington Food Pantry - \$35,000; Caring Community Cupboard - \$35,000; Orono Land Trust - \$15,000; PIR2Peer Recovery Center - \$9,000; Town of Enfield - \$15,000 and Town of Howland \$34,500.

Commissioner Baldacci seconded the motion. Vote to approve passed 3-0.

**Action Taken – Continued:**

Commissioner Baldacci moved to approve new allocation of \$300K per district; with carryover remaining funds into the second rounds of application and beneficiary maximum will be capped at \$50K. Commissioner Marshall seconded the motion. Vote to approve passed 3-0.

**Meeting Adjourned-**

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

**Certified By:**

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Administrator, Scott A. Adkins

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Andre E. Cushing, III, Chair

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Peter K. Baldacci, Commissioner

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David S. Marshall, Commissioner