

**Penobscot County Commissioners' Meeting Minutes September 5, 2023 #2447**  
**9:00 AM Commissioners Peter Baldacci, Andre Cushing and David Marshall**

**Roll Call -**

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

**Pledge of Allegiance** – led by Commissioner Marshall.

**Approval of Meeting Minutes**

Commissioner Baldacci made a motion to approve the August 29, 2023 Meeting Minutes. Commissioner Marshall seconded the motion. Voted to approve 3-0. Signed.

**Public Comment** – Larry Dansinger, Bangor resident, spoke of health and safety concerns in response to the recent passing of an individual while in custody at our facility. While all our processes were followed, Mr. Dansinger still requested a moment of silence for the individual, family members and employees here at the County.

**Bid Paving Project / Long A Township**

Commission Chair Cushing opened the bids for the Long A Township bid paving project that were submitted by the requested deadline.

Vendor	Bid
Streets Paving- Old Town	\$655 Liquid Asphalt & \$165 Per Ton
B & B Paving- Hermon	\$650 Liquid Asphalt & \$125 Per Ton
Northeast Paving- Bangor	\$655 Liquid Asphalt & \$170 Per Ton
Vaughn Thibodeau	\$650 Liquid Asphalt & 137 Per Ton

UT Director George Buswell recommended that the Commissioners accept the bid from B & B Paving. Commissioner Marshall moved to accept the bid from B & B Paving. Commissioner Baldacci seconded the motion. Vote to approve passed 3-0.

**Payroll Services RFP- Bid Opening**

Commissioner Chair Cushing opened the bids for the Payroll Services RFP that were submitted by the requested deadline. Administrator Adkins advised the Commissioner that all bids should be taken under advisement so they could be reviewed as the bids have multiple components.

Bids Rec'd:

- Bangor Payroll Services
- Complete Payroll Services
- Harper Payroll Services
- Proliant
- Opened later in meeting- Pay Cor

Administrator Adkins will create a summary sheet of all bids received and provide to all vendors and Commission. Commissioner Baldacci made a motion to take all bids under advisement. Commissioner Marshall seconded the motion. Vote to approve 3-0.

**Probate Update-**

Register Stupak reported the following:

- 75% of all Probate transactions are now completed using the credit card machine
- A training manual has been produced by the office manager.
- The Probate Judges chambers are nearly complete
- Not many changes to the budget for 2024 however; revenue has increased
- Attorney fees increased to \$100 on August 1<sup>st</sup>.
- Commissioner Baldacci wanted to ensure that the employees are aware that staff should not be offering legal advice to customers of Probate Court. Signage will be going up outside the office and on the website.

**UT Update –**

Director Buswell and Deputy Morrison along with Dee Williams, Maine Stream Finance, presented the following TIF applications for review:

- Town of Medway/Transfer Station Upgrades- requested amount of \$5,109.54. Commissioner Baldacci made a motion to approve the application for the Town of Medway and round up to \$5,110.00. Commissioner Marshall seconded the motion. Vote to approve 3-0.
- Northern Timber Cruisers/Schoodic Stream Bridge Project- Requested up to \$95,000. Dee informed Commissioners that the original amount was \$56,500 however; due to LURC requesting a change to the style of the bridge, fees would increase therefore the request was amended to read “up to” and funds would be released provided proof was submitted. Commissioner Marshall made a motion to approve the application from the Northern Timber Cruisers for up to \$95,000 as outlined by Dee. Commissioner Baldacci seconded the motion. Vote to approve 3-0.
- Maine Stream Finance presented the annual contract for approval. The contract has a renewal of \$10,500.00. Commissioner Baldacci made a motion to approve. Commissioner Marshall seconded the motion. Vote to approve 3-0.
- After discussion, Commissioner Baldacci made a motion to support the County Administrator to sign all future approved contracts for the UT, and bring forth at the next Commission meeting. Commissioner Marshall seconded. Vote to approve 3-0.
- Commissioners signed the awarded paving contracts for Drew Plantation.
- Discussion on the need for a Fire/EMS Coordinator for Servies for Howland and the proposed RFP contract. After discussion, Commissioner Baldacci made a motion to release the RFP. Commissioner Marshall seconded. Vote to approved 3-0.

**NWDB & EMDC-**

Galan Williamson presented the 2021 Monitor Program Report by the Department of Labor for Commissioners' review. Galan commented that there are a few programmatic items and policies that will need to be updated as outlined in the report. The next board meeting will be meeting on September 14, 2023 and will be in Hancock County and will include local partners and successors of the programs.

Tom Fernard, EMDC, provided an overview of the workforce program to Commissioners. Some key items reviewed were:

- Employment rates after exit of program (whether completed or not)
- Performance Measures for Adults, dislocated workers, and youth
- Youth rates are lower than adults because youth are often hired by employees before their programs are completed.
- EMDC has met the program goals within 10%
- Total served is 186 unique individuals with 88 from Penobscot County exited programs in 2022.
- There is a 90-day lag on numbers and some programs can go up to two years.

**Sheriff's Update:**

Chief Knappe, Lt. Hotaling & Lt. Peary presented the following:

- Part-time LE contracts for Levant, Passadumkeag, Greenbush, Enfield & Stetson for approval and signatures. Commissioner Baldacci made a motion to approve all supplemental contracts. Commissioner Marshall seconded the motion. Vote to approve 3-0.
- Patrol Vehicle equipment discussion & approval- Lt. Hotaling explained that the cost to outfit the 10 new patrol vehicles is \$14K / per vehicle and covers everything but the radios. The light bars go inside the vehicles which will allow them to reuse when vehicles get swapped out. A discussion developed on the funds from the sale of cruisers. CA Adkins & Lt. Hotaling estimated that around \$45K from the sale of these cruisers is in "R 049-76 / Sale of Vehicles Sheriff Jail". If these funds were transferred to the escrow account of "G 3-996-26 / Sheriff – Public Safety"; there should be enough funds to take care of the equipment install without increasing the line in the 2024 budget. Commissioner Baldacci made a motion to approve the appropriate transfer amount from the "R 49-76 Sale of Vehicles" account to the escrow account as funding and approval of the patrol vehicle equipment installation costs. Commissioner Marshall seconded the motion. Vote to approve 3-0.
- Lt. Hotaling provided a summary of all the RFP requests from the March 7<sup>th</sup> opening for Body Cameras. Costs for the first year are higher because of equipment & installation costs. The Sheriff's Dept secured a grant for the cameras for \$65K. In addition, there is \$65K in the 2023 / County budget line of "E 012-7-73-6000 / Public Safety Equip" to be transferred to the escrow account at year end for a current funding total of \$130,000. Annual costs are set for \$96,600 which will be included in next year's budget. Commissioner Baldacci made a motion

to approve the purchase from Motorola as outlined. Commissioner Marshall seconded the motion. Vote to approve 3-0.

**Administration Update –**

Administrator Adkins and Deputy LaBree presented the following:

- We rec'd a late submission today for the Payroll Services RFP- however; was date stamped prior to 9/1/23 as the RFP stated. Commissioners approved and opened and will take under advisement. Vendor is Pay Corp. *\*Also listed in RFP Bid section*
- Reminder- there will be no commissioners meeting September 12<sup>th</sup> as that is MCCA Convention Week.

**Approval of Warrants-**

Payroll Warrant (9.1.23) \$327,923.69

A/P General Fund (9.5.23) \$58,077.26 & \$329,013.45

A/P ARPA (9.5.23) \$68,188.00

A/P UT (9.5.23) \$ 43,893.35

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

Payroll status changes signed for: C. McKinley, T. Young, S. Johnson, D. Davis, M. Malikov, C. Pierre, J. Shaw, I. Davis, R. Bryant, R. Ireland, S. Cousins, C. Ouellet, B. Sawtelle, and J. McCoy.

Commissioner Baldacci moved to adjourn the meeting at 10:34 AM with no further business on the agenda. Commissioner Marshall 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