

**Penobscot County Commissioners' Meeting Minutes September 3, 2024
9:00 AM Commissioners Peter Baldacci, Andre Cushing and David Marshall**

#2478

Roll Call -

Commission Chair Cushing opened the meeting at 9:00 AM from the Commissioners Chambers with all Commissioners, Administrator Adkins, and Treasurer Mower present.

Pledge of Allegiance - Finance Director Bragdon led the pledge.

Approval of Meeting Minutes -

Commissioner Baldacci made a motion to approve the August 20th, 2024 Meeting Minutes. Commissioner Marshall seconded the motion. Vote to approve 3-0. Signed.

Public Comment – Mike Norton, resident of Bangor, commented to the Commission on his educational interests in how government operates.

Deeds Update –

Register Bulay reported on the Computer Services RFP opening from August 13th. After discussion, and per Register Bulay's recommendation, Commissioner Baldacci made a motion to approve the Browntech bid for a 5-year contract for \$166,566. Commissioner Marshall seconded the motion. Vote to approve passed 3-0.

UT –

Director Buswell and Deputy Morrison presented a Food Sovereignty Ordinance draft for the Unorganized Territories. Director Buswell stated that several UT residents had made requests of this item. It is currently being reviewed by legal prior to any continuance toward a public hearing. After discussion, Commissioner Marshall made a motion to have a public hearing at a later date after attorney review. Commissioner Baldacci seconded the motion. Vote to approve passed 3-0.

NWDB Update –

Galan Williamson, Executive Director, discussed the organization's quarterly report:

- PY23 / NWDB/WIOA Service Persons with Barriers to Employment were discussed. Several trends were reported along with researching options toward solutions.
- The WIOA contract with DOL has been signed.
- A request through MDOL to extend the Quest grant to the year 2025.
- NWDB has hired a part-time program assistant Morgen Leighton; she is working out very well.
- Last week, received a 2-year State certification with the board; looking for a recommendation to amend the by-laws language to serve better.
- Negotiations on the cost share for the Bangor Career Center will be starting this week.

EMDC Update –

Susan Cerini, Senior Director of Business Workforce Services, reported the following:

- Further discussion on persons with barriers (Quest brand). EMDC has promoted to area employers about the value of these folks and the program. Director Cerini shared a success story of Kim, who started out as a navigator, and was recently promoted to Jail Divergent and Recovery Program Manager.
- Youths with disabilities was an important topic of discussion. There are many options to address the needs of these individuals. Very important work.
- Two female youths from Brewer High School will be apprenticing with N.S. Giles this year.
- Discussion on end of quarter numbers, along with a month to month vs quarterly analysis will start being looked at for solution measures.

Facilities Update –

Director MacDonald reported the following:

- The Franklin Street Office Space Demolition Project was discussed with the following four vendors presenting quotes:
 - Lakeside Concrete Cutting and Abatement Professionals (Newport) @ \$46,600
 - Mac's Superior Stainless (Millinocket) @ \$78,500
 - RL Sales & Service (Milford) @ \$89,800
 - Bouchard Cleaning & Restoration (Bangor) @ \$69,200
- After discussion and per Director MacDonald recommendation, Commissioner Baldacci moved to approve Lakeside Concrete Cutting and Abatement Professionals out of Newport for their base bid and alternative bid (\$46,600). Commissioner Cushing seconded the motion. Vote to approve passed 2-0. Commissioner Marshall abstained due to personal interest in a vendor.
- The Y demolition is complete with the fencing taken down. There is one excavator left that will be moved to their next job site shortly. Director MacDonald is getting quotes on hydroseeding. No trespassing signage will be placed up immediately and temporary fencing quotes will be investigated.

Department 3 – Emergency Management Agency (EMA) / 2025 Budget Presentation -

Director Nuding & Deputy Fox presented the 2025 Budget for Department 3 / Emergency Management Agency. Overview of the first draft includes the following proposed requests:

- Expenditures - \$ 540,592 / \$75,425 or 16.21% increase vs. 2024
- Revenues - \$192,745 / (\$21,381) or (9.99%) reduction vs. 2024

Commissioner Baldacci moved to take the Department 3 / EMA requests under advisement. Commissioner Marshall seconded the motion. Vote to approve passed 3-0.

Short Recess from 10:15 – 10:20

Department 2 / Human Resources (HR) / 2025 Budget Presentation -

Administrator Adkins presented the 2025 Budget for Department 2 / Human Resources. Overview of the first draft includes the following proposed requests:

- Expenditures - \$283,518 / \$8,852 or 3.22% increase vs. 2024
- Commissioner Baldacci moved to take Department 2 / HR requests under advisement. Commissioner Marshall seconded the motion. Vote to approve passed 3-0.

HR Update –

Administrator Adkins reported the following:

- Our new HR Director, Toni Dyer will be starting September 16th
- Former DCA / HR Director LaBree will be available as part of her transition & training

Department 6 / Administration (Commission) / 2025 Budget Presentation -

Administrator Adkins presented the 2025 Budget for Department 6 / Administration. Overview of the first draft includes the following proposed requests:

- Expenditures - \$389,724 / (\$39,281) or (9.6%) reduction vs 2024
- Revenues - \$146,500 / \$10,000 or 7.33% increase vs. 2024
- Commissioner Baldacci moved to take Department 6 / Admin (Commission) requests under advisement. Commissioner Marshall seconded the motion. Vote to approve passed 3-0.

Approval of Warrants-

Payroll Warrant	08.23.24 \$ 318,719.66	08.30.24 \$319,980.44
A/P General Fund	08.27.24 \$ 764,398.09	09.03.24 \$428,106.87
A/P PRCC Bond	08.27.24 \$ N/A	09.03.24 \$ N/A
A/P Unorg Terr	08.27.24 \$ 12,813.62	09.03.24 \$ N/A
A/P UT TIF	08.27.24 \$ 2,759.86	09.03.24 \$ N/A
A/P ARPA	08.27.24 \$ 200,620.21	09.03.24 \$312,871.36

Commissioner Baldacci made a motion to approve the warrants per Item J on the agenda. Commissioner Marshall seconded the motion. Vote to approve 3-0. Signed.

Payroll status changes signed for: Brittany Villar, Tyiana Atkins, Kadedra Kidd, Stephen Day, Jordan Norton, Roy Peary, Toni Dyer, Cheri Volta, Lindsay McPhail, Suzanne Higgins, Jody Currier-Smith, Laurel Kolenda, Thomas Barrows, Brayden Porter, Jarek Ireland, Ashley Crawford, Jared Grinnell, Matthew Hobson, Elijah Law, Jacie Levesque, Ryan Robichaud, Allen Avery, Timothy Davis, Adam Orcutt, Sara Johnson, Tyler Young, Tina Morrison & Brandon Tenney.

Executive Session---Commissioner Marshall made a motion to go into Executive Session at 10:28 AM under 1 M.R.S.A. § 405 (6) (D) Labor Negotiations. Commissioner Baldacci seconded the motion. Vote to approve passed 3-0. Present were: Commissioners, Treasurer Mower, Administrator Adkins, & PRCC Deputy Dir. Fitzgerald. Session ended at 10:55 AM.

Action Taken – No action taken

Executive Session---Commissioner Marshall made a motion to go into Executive Session at 10:56 AM under 1 M.R.S.A. § 405 (6) (C) Acquisition of Real Property. Commissioner Baldacci seconded the motion. Vote to approve passed 3-0. Present were: Commissioners, Treasurer Mower, CA Adkins, & Facilities Director MacDonald. Session ended at 11:20 AM.

Action Taken – No action taken

Commissioner Marshall moved to adjourn the meeting at 11:21 AM with no further business on the agenda. Commissioner Baldacci seconded the motion. Vote to approve passed 3-0.

Certified By:

Administrator, Scott Adkins

Andre E. Cushing, III, Chair

Peter K. Baldacci, Commissioner

David S. Marshall, Commissioner