

**Penobscot County Commissioners' Meeting Minutes March 25, 2025**  
**8:45 AM Commissioners Daniel Tremble, Andre Cushing and David Marshall**

**2493**

**Roll Call -**

Chair Cushing opened the meeting at 8:45 AM from the Commissioners Chambers with all Commissioners, Treasurer Mower and Director Dyer present. Administrator Adkins attending via Zoom.

**Pledge of Allegiance** – Finance Director Palmer led the pledge.

**Executive Session**---Commissioner Tremble made a motion to go into Executive Session at 8:47 AM under 1 M.R.S.A. § 405 (6) (C) Acquisition of Real Property. Commissioner Marshall seconded the motion. A vote to approve passed 3-0. Present were: Commissioners, Treasurer Mower, HR Director Dyer, Sheriff Morton and Director Palmer. Administrator Adkins, David Hughes, Matt Carter and Attorney Kristi Trafton attending via zoom. Session ended at 9:08 AM

**Action Taken – None**

**Executive Session**---Commissioner Tremble made a motion to go into Executive Session at 9:09 AM under 1 M.R.S.A. § 405 (6) (D) Contractual. Commissioner Marshall seconded the motion. A vote to approve passed 3-0. Present were: Commissioners, Treasurer Mower, HR Director Dyer, and Sheriff Morton. Administrator Adkins attending via zoom. Session ended at 9:12 AM.

**Action Taken -**

Commissioner Tremble moved to approve modifying the agenda for item G to come before item C. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.

**Sheriff's Update –**

Sheriff Morton reported the following:

- Sheriff discussed fees in civil process and is requesting to amend our previous fee structure from single to include multiple services. After discussion, Commissioner Tremble moved to approve Sheriff's recommendation as presented with the effective day of May 1. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.

**Approval of Meeting Minutes -**

Commissioner Tremble made a motion to approve the March 11<sup>th</sup>, 2025 meeting minutes. Commissioner Marshall seconded the motion. A vote to approve passed 3-0. Signed.

**Public Comment** – Mt. Chase Fire Department Chief Craig Hill thanked the Commission for approving TIF funding for a new fire truck. Chief Hill presented a framed picture of the new truck.

**Public Hearing - Special Event Permit -**

Chair Cushing opening the hearing at 9:30 AM for the for the Millinocket X-Stream Canoe Race.

Director Buswell stated that this event will take place June 7, 2025 starting at the Millinocket Lake Dam. There have been no issues with this event in previous years.

Commissioner Tremble moved to close the Public Hearing at 9:34 AM. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.

Commissioner Tremble moved to approve the permit as presented. Commissioner Marshall seconded the motion. A vote to approve passed 3-0. Signed.

**UT Update –**

Director Buswell and Deputy Director Morrison presented the following:

- Elizabeth Pelkey, resident of Mattamiscontis was introduced to the Commission. Director Buswell recommends approving Ms. Pelkey as the CMHF (Central Maine Highlands Fire/EMS) District One board alternate director. After discussion, Commissioner Tremble moved to approve Ms. Pelkey as the board alternate as recommended. Commission Marshall seconded the motion. A vote to approve passed 3-0.
- After discussion, Commissioner Tremble moved to approve the MDOT Agreement as presented. Commissioner Marshall seconded the motion. A vote to approve passed 3-0. Signed.
- Discussion on LUPC Representative Peter Pray for reappointment which expires in July. We are waiting to see if we have to advertise the position if we are going to reappoint. Once some questions have been answered, we will bring back our recommendation of reappointing LUPC Representative Peter Pray.
- Chip Jones, UT Fiscal Administrator discussed funding with Director Buswell. Mr. Jones will be meeting all County Commissioners with plans for quarterly meetings with UT Directors. Commissioner Cushing stated that the MCCA meeting in July may be a good time to meet all County Commissioners.
- Director Buswell presented Eagle Point Energy Center (EPEC) letter of intent. After discussion, Commissioner Marshall moved to approve Director Buswell to sign a letter of intent on behalf of Penobscot County. Commissioner Tremble seconded the motion. A vote to approve passed 3-0.
- The scheduled April 1<sup>st</sup> TIF meeting with Commission has been postponed to the May 6<sup>th</sup> meeting.

**Probate Update –**

Register Simmons reported the following:

- Discussion on LD 505 which refers to “Update Processes and Fees in the Probate Court System”
- Discussion on the proposed amendment to the Maine rules of Probate procedures are amended to delete the rules currently in place. (Rules 92.1 through 92.12, governing electronic filing). These changes are due to take place will add additional workloads to our office staff. Reported about LD 966 which is keeping certain case/docket information confidential, etc.
- Penobscot County is the 3<sup>rd</sup> busiest Probate Court in the State. Register Simmons reported docket numbers since January and staffing updates. The office is streamlining processes for efficiency as Court cases are booked out to the middle of July. There was discussion on budgeting an additional day for the Judge to come in to hear cases.

**HR Update –**

Director Dyer presented the following HR initiatives and strategic enhancements:

- HRIS (Human Resource Information System) onsite visit
- Training Program Updates
- Recruitment Strategies
- Employee Retention Initiatives
- Digital Onboarding Process
- Digitization of Employee Files

**Administrative Update –**

Administrator Adkins presented the following:

- There will be additional discussion for the Opioid Committee at the next meeting
- After discussion, Commissioner Marshall moved to approve the County Parking Policy as presented. Commissioner Tremble seconded the motion. Moved to approve passed 3-0.
- The Spirit of America event that was scheduled for April, has been re-scheduled to May 20<sup>th</sup>.
- Amy Collinsworth reported on the Katahdin Region Development Board.
- Brenda Palmer was introduced as the new finance director.

**Approval of Warrants-**

Payroll Warrant	<b>03.14.25</b>	<i>\$336,917.56</i>	<b>03.21.25</b>	<i>\$323,838.94</i>
A/P General Fund	<b>03.18.25</b>	<i>\$286,334.11</i>	<b>03.25.25</b>	<i>\$852,466.07</i>
A/P PRCC Bond	<b>03.18.25</b>	<i>\$ N/A</i>	<b>03.25.25</b>	<i>\$ 17,811.02</i>
A/P Unorg Terr	<b>03.18.25</b>	<i>\$185,811.58</i>	<b>03.25.25</b>	<i>\$ 3,010.20</i>
A/P UT TIF	<b>03.18.25</b>	<i>\$156.00</i>	<b>03.25.25</b>	<i>\$6,200.00</i>
A/P ARPA	<b>03.18.25</b>	<i>\$6,723.05</i>	<b>03.25.25</b>	<i>\$ 407,892.04</i>

Commissioner Tremble made a motion to approve the warrants per Item J on the agenda. Commissioner Marshall seconded the motion. A vote to approve passed 3-0. Signed.

Payroll status changes signed for: Emilee Pinkham, Thomas Barrows, Ryan Martin, Beston Simpson, Oshane Reid, Jacob House, and Brandon Anctil.

Commissioner Tremble moved to adjourn the meeting at 10:26 AM. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.

**Certified By:**

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Administrator, Scott Adkins

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Andre E. Cushing, III, Chair

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Daniel J Tremble, Commissioner

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David S. Marshall, Commissioner