

**Penobscot County Commissioners' Meeting Minutes May 20, 2025**  
**8:45 AM Commissioners Daniel Tremble, Andre Cushing and David Marshall**

**#2498**

**Roll Call -**

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

**Pledge of Allegiance** – Peter Pray led the pledge.

**Executive Session**---Commissioner Marshall made a motion to go into Executive Session at 8:45 AM under 1 M.R.S.A. § 405 (6) (A) Personnel. Commissioner Tremble seconded the motion. A vote to approve passed 3-0. Present were: Commissioners, Treasurer Mower, CA Adkins, Director Buswell, Deputy Morrison and Peter Pray. Session ended at 8:49 AM

**Meeting Reconvened at 9:00 AM**

**Action Taken** - Commissioner Marshall nominated Peter Pray as Penobscot County LUPC representative. Commissioner Tremble seconded the motion. A vote to approve passed 3-0.

**Approval of Meeting Minutes -**

Commissioner Marshall made a motion to approve the May 6<sup>th</sup>, 2025 meeting minutes. Commissioner Tremble seconded the motion. A vote to approve passed 3-0. Signed.

**Public Comment** – None

**UT Update** –

Director Buswell and Deputy Morrison presented the following:

- Central Maine Highland Fire and EMS District 1 Board of Directors President Bob Genest and Vice-President Jeff Arrants reported an update and thank the Commissioners for their support.
- After discussion, Commissioner Tremble moved to approve a 1-year Solid Waste Agreement with the Town of Sherman. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.
- After discussion, Commissioner Marshall moved to approve the FY26 UT Road Work Estimates. Commissioner Tremble seconded the motion. A vote to approve passed 3-0.
- A discussion on the Myra Road winter maintenance was reported where the Hancock County Commissioners moved to approve Hancock County to rebuild their 1-mile, but they need to work with the land owners to get a deeded 3 rod right-of-way first. They also hope to pave it once their end is rebuilt. Penobscot County has 5 miles of the Myra Road, and most of it is dirt road. Director Buswell does not recommend paving our end of Myra Road due to a low volume of users.

**DA's Update –**

ADA Lynds and Office Manager Higgins presented the following:

- Office Manager Higgins reported that the criminal forfeiture account balance is \$14,409.99. After the forfeiture presentations, Commissioner Tremble moved to approve \$1,776.30 to the DA's Office and \$1,360.00 to the Sheriff's Office. Commissioner Marshall seconded the motion. A vote to approve passed 3-0. Signed.
- ADA Lynds reported she testified in Augusta on Monday.
- Discussion on the DA's office space and review of the RFP to go out to bid .

**Sheriff's Office – Health Care Services - Bid Opening**

Commission Chair Cushing opened the bids for the Sheriff's Office. The following three vendors submitted their bid by the May 19<sup>th</sup>, noon deadline.

Vendor		
CPS Healthcare / MA	6 mos / 2025	\$946,969.92
	2026	\$1,967,803.49
	2027	\$2,044,547.83
	<b>Total \$\$</b>	<b>\$4,959,321.24</b>
Alternative Correctional Healthcare	6 mos / 2025	\$1,113,777.96
	2026	\$2,316,660.16
	2027	\$2,409,326.57
	<b>Total \$\$</b>	<b>\$5,839,764.69</b>
22 <sup>nd</sup> Century Technologies / VA	6 mos / 2025	\$2,273,214.00
	2026	\$5,143,745.84
	2027	\$5,298,058.21
	<b>Total \$\$</b>	<b>\$12,715,018.05</b>

Commissioner Tremble moved to take these bids under advisement. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.

**Sheriff's Office –**

Sheriff Morton presented the following:

- Funding discussion on the Justice and Mental Health Collaboration Program Grant which ends in September. Commissioner Tremble moved to approve up to \$60K from opioid funds to continue the program until January. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.
- After discussion on the ARPA Expenditures Capital Project Requests, Commissioner Tremble moved to approve the requests as presented for the Sheriff's Department after review from Grant Manager Dana and Administrator Adkins. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.

**Sheriff's Update – Continued:**

- Sheriff reported that representatives from the Town of Hermon came in for a tour of the jail yesterday.
- Discussion on a letter of support for the Sheriff that Commissioners are sending to ***Kennebec County Superior Justice Michaela Murphy*** regarding the Robbins Decision.

**Treasury and Finance -**

Treasurer Mower and Director Palmer presented the following

- 1<sup>st</sup> Quarter – 2025 – Review of revenues and expenses.
- After discussion, Commissioner Tremble moved to approve moving over the 2024 carry forward requests to the 2025 capital account. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.
- Discussion on the Tax Anticipation Note (TAN) monies used up to date.
- Discussion on the TRIO software moving to Edmunds.

**(10:30 AM) 2024 Spirit of America Recognition Ceremony**

**Meeting Reconvened at 11:40 AM**

**Approval of Warrants-**

Payroll Warrant	<b>04.18.25</b>	\$ 329,610.45	<b>04.25.25</b>	\$ 332,935.62	<b>05.02.25</b>	\$ 375,749.16
A/P General Fund	<b>04.22.25</b>	\$ 69,164.02	<b>04.29.25</b>	\$ 872,248.26	<b>05.06.25</b>	\$ 336,518.26
A/P PRCC Bond	<b>04.22.25</b>	\$ 45,763.58	<b>04.29.25</b>	\$ 9,500.00	<b>05.06.25</b>	\$ N/A
A/P Unorg Terr	<b>04.22.25</b>	\$ 14,976.14	<b>04.29.25</b>	\$15,941.02	<b>05.06.25</b>	\$ 39,048.66
A/P UT TIF	<b>04.22.25</b>	\$ 50,000.00	<b>04.29.25</b>	\$ N/A	<b>05.06.25</b>	\$ 5,662.25
A/P ARPA	<b>04.22.25</b>	\$ 27,129.21	<b>04.29.25</b>	\$ 186,133.48	<b>05.06.25</b>	\$ 180,560.00

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

**Facilities Update –**

Director MacDonald presented the following:

- After discussion, Commissioner Tremble moved to approve the RFP for Building HVAC Project as presented with amended date per the administrator review. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.
- After discussion, Commissioner Tremble moved to approve the RFP for the Franklin Street Project as presented with an amended date and drawings attached. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.
- Discussion on the storage area in the back parking lot with more information to follow.

**HR Update –**

Director Dyer presented the following.

- Staffing Update – Seven vacancies with five new hires starting this week and next.
- Discussion on the Wellness Committee to hold two 50/50 raffles during the summer Health and Wellness Fair and the Benefits fair held in the fall. Discussion with the Sheriff stated that is not a violation for his staff to participate. The proceeds from these will benefit the Sunshine Club. After discussion, Commissioner Tremble moved to approve this 50/50 raffle discussion as presented. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.
- Discussion on a private paid FMLA option. After discussion, consensus that we will stay with our current State-run plan.
- After discussion on an intern in the Finance Department, Commissioner Tremble moved to approve up to \$10K for an unbudgeted position in Finance. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.

**Administrative Update –**

Administrator Adkins presented the following:

- Discussion on the RFP for Commercial Agent to Market / Former Y Property was presented. After discussion, Commissioner Tremble moved to approve sending this out to bid. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.
- Discussion on the BARN Lobstermania Sponsorship from Penobscot County. Commissioner Marshall moved to approve Gold sponsorship for \$2,500 from the Opioid funding. Commissioner Tremble seconded the motion. A vote to approve passed 3-0.
- Discussion on changes to the Commissioners meeting day starting in July. Due to changing the location of the meetings to the Probate Court, meetings will be held on Wednesday's at 10:00 AM. The July meetings will be as follows:
  - Wednesday, July 2<sup>nd</sup> – 11:00 AM
  - Wednesday, July 23<sup>rd</sup> – 10:00 AM

**Executive Session / 1 M.R.S.A. § 405 (6) (A) Personnel** - Commissioner Marshall made a motion to go into Executive Session at 12:28 PM; Commissioner Tremble seconded the motion and a vote to approve passed 3-0. Present were: Commissioners, Treasurer Mower, CA Adkins, HR Director Dyer and Director MacDonald Session ended at 12:42 PM.

**Action Taken** - Commissioner Tremble moved to approve Sheriff's recommendation as presented by Director Dyer. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.

**Executive Session / 1 M.R.S.A. § 405 (6) (C) Acquisition of Real Property** - Commissioner Marshall made a motion to go into Executive Session at 12:42 PM; Commissioner Tremble seconded the motion and a vote to approve passed 3-0. Present were: Commissioners, Treasurer Mower and CA Adkins. Session ended at 12:57 PM.

**Action Taken** - None

Payroll status changes signed for: Kylie Beam, Eric Bennett, Ashlee Goodwin, Dominic Allott, Claudia Ricker and Donna Robertson.

Commissioner Tremble moved to adjourn the meeting at 12:59 PM. 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