

**Penobscot County Commissioners' Meeting Minutes August 6, 2025  
10:00 AM Commissioners Daniel Tremble, Andre Cushing and David Marshall**

**#2503**

**Roll Call -**

Chair Cushing opened the meeting at 10:00 AM via Zoom with all Commissioners, Treasurer Mower, Administrator Adkins and Director Dyer present in the Probate Court.

**Pledge of Allegiance** – Commissioner Marshall led the pledge.

**Approval of Meeting Minutes -**

Commissioner Tremble made a motion to approve the July 23rd, 2025 meeting minutes. Commissioner Marshall seconded the motion. A vote to approve passed 3-0. Signed.

**Public Comment** – None

**Facilities Update –**

Director MacDonald presented the following:

- **RFP / Storage Area Fencing for the lower county parking lot.** Commissioner Tremble opened two bids from the following vendors that were submitted by the Monday, August 4<sup>th</sup>, 4 PM deadline.
  - Premier Fence submitted the following bids:
    - Option 1 - \$37,454
    - Option 2 - \$22,810.50
    - Option 3 - \$ 17,390
  - CA Newcomb and Sons submitted the following bids:
    - Option 1 - \$42,380 with gates
    - Option 2 - \$26,314 with gates
    - Option 3 - \$20,630 with gates
  - After discussion, Commissioner Tremble moved to take these bids under advisement. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.
- **RFP / HVAC Project for the County Courthouse** – RFP was opened on July 2<sup>nd</sup>. The only bidder was Mechanical Services with a bid of \$1,753,130.00. Grant Manager Dana reminded the Commission that there is an \$80K grant available and can be used as well. After discussion, Commissioner Tremble moved to approve this bid as presented. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.
- The Franklin Street Project is moving ahead with any questions due today.
- Potential vendors have walked through the 2<sup>nd</sup> floor Commissioners/DA's Office space.

EMA Update –

Director Fox presented the following:

- **Sale of EMA Vehicle** - Director Fox requested permission to go out for an RFP targeted specifically for Fire / EMS agencies. The EMA vehicle is equipped with emergency lights and additional equipment which must only be operated by an authorized agent of a Fire / EMS agency. After discussion, Commissioner Marshall moved to approve an RFP for the sale of current vehicle asset completely equipped to go out to bid. Commissioner Tremble seconded the motion. A vote to approve passed 3-0.

Katahdin Economic Development / EMDC Contract

The contract for the Katahdin Economic Development / EMDC Contract expires December 31, 2025. Commissioner Marshall requests that the TIF committee be part of the discussion process for the extension of this contract which will take place at the August 27<sup>th</sup>. Chair Cushing advised an authorized representative from EMDC (Eastern Maine Development Corporation) should be in attendance and participate in discussion. Commissioner Marshall publicly thanked Amy Collinsworth for her work for the last three years. CA Adkins will schedule the meeting for a later date.

Sheriff's Update –

Chief Knapp presented the following:

- **L/E Town Contracts** - Chief Knapp presented contracts for signing regarding the following: Bradley, Clifton, Eddington, Enfield, Howland, Kenduskeag, Levant, Orrington, Stetson and Winn. After discussion, Commissioner Marshall moved to approve these contracts as presented. Commissioner Tremble seconded the motion. A vote to approve passed 3-0. Signed.
- **Patrol Vehicle Purchase** - A request to purchase one (1) law enforcement vehicle within the parameters of the Sheriff Vehicle / Fund 3 / Escrow account. Due to some accounting adjustments required, a reconciled balance was not available at the time of the meeting. However, an agreed upon estimate put the figure higher than amount needed for the vehicle purchase. After discussion, Commissioner Marshall moved to approve the purchase of this vehicle as presented with Colonial Motors in Massachusetts . Commissioner Tremble seconded the motion. A vote to approve passed 3-0.
- **Civil Process Vehicle** - The County historically purchases these vehicles "off the lot" with low mileage. Due to this process, when the vehicle is found, it is available for sale at that point. Due to this process, CA Adkins recommended pre-approval for the Sheriff to work within the estimated \$51,000 current funding amount. After discussion, Commissioner Marshall moved to approve an acquisition of a new vehicle for the Civil Department to not exceed \$51K. Commissioner Tremble seconded the motion. A vote to approve passed 3-0.

Sheriff's Update (cont'd) -

- **ARPA / SRT (Special Response Team) Equipment** – Chief Knappe presented this request (not on meeting agenda) to the Commission. After discussion and verification of items to qualify for ARPA funding; Commissioner Marshall moved to approve \$24,634.54 updated equipment and software by using ARPA funding. Commissioner Tremble seconded the motion. A vote to approve passed 3-0.
- **Pre-Trial Services** – An updated pay scale for the program was presented to the Commission for approval. After discussion, Commissioner Tremble moved to approve the pay scale as presented. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.
- Law enforcement staffing was updated. They are fully staffed with one deputy on long-term military deployment and two deputies going to MCJA.
- Corrections staffing was updated. There are currently six openings. The head cook position was been posted.

HR Update –

Director Dyer presented the following:

- **HRIS (Human Resource Information System) Update** - The quote had an expiration of July 31, 2025 and after reviewing with the vendor, they may be able to postpone payment. It is requested that there be more time allowed as to not rush into a decision. This will be further discussed at our August 20<sup>th</sup> meeting.
- **RFP / Benefit Broker Services** - After discussion, Commissioner Marshall moved to approve an RFP for an Insurance Broker to go out to bid. Commissioner Tremble seconded the motion. A vote to approve passed 3-0.

Administrative –

Administrator Adkins presented the following :

- **Opioid Settlement / Purdue Sackler** - CA Adkins presented the Commission with an update from Attorney Shayna Sacks. The County needs to approve documents and sign indicating a willingness to participate in this portion of the settlement. Commissioner Marshall moved to approve the revised settlement. Commissioner Tremble seconded the motion. A vote to approve passed 3-0.
- **Commissioner Workshop** – After a brief discussion, the following date & time of the workshop was agreed upon. **August 27<sup>th</sup> at 10:00 AM in the Probate Court.**
- **Hampden Town Council Meeting** - After brief discussion, Administrator Adkins will contact the Hampden Town Manager to meet with council members August 25<sup>th</sup> at 4:30-4:45 PM in Executive Session.
- We will need to be out of the Court Room on October 15<sup>th</sup> no later than 12:30.

Administrative (cont'd) -

- **December 3<sup>rd</sup> / Commissioner Meeting** – Due to a conflict with the Probate Court schedule, this meeting will be held in the third-floor great room.
- **Opioid Committee** – CA Adkins informed the Commissioners of his time constraints due to budgetary items. A request to replace his voting membership on the Opioid Comm with Grant Manager Dana was recommended and presented. After discussion, Commissioner Marshall moved to approve replacing Administrator Adkins on the Committee with Grant Manager Dana. Commissioner Tremble seconded the motion. A vote to approve passed 3-0.

Approval of Warrants-

Payroll Warrant	<b>07.25.25</b> \$ 346,987.93	<b>08.01.25</b> \$ 355,394.21
A/P General Fund	<b>07.30.25</b> \$ 758,675.93 <i>*amended</i>	<b>08.06.25</b> \$ 53,523.94
A/P PRCC Bond	<b>07.30.25</b> \$ N/A	<b>08.06.25</b> \$ N/A
A/P Unorg Terr 25	<b>07.30.25</b> \$ 13,324.88	<b>08.06.25</b> \$ N/A
A/P Unorg Terr 26	<b>07.30.25</b> \$ 10,977.64	<b>08.06.25</b> \$ 30,082.12
A/P UT TIF 25	<b>07.30.25</b> \$ 5,415.52	<b>08.06.25</b> \$ N/A
A/P ARPA	<b>07.30.25</b> \$ 402.43	<b>08.06.25</b> \$ 347.48

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

**Executive Session**---Commissioner Marshall made a motion to go into Executive Session at 11:35 AM under 1 M.R.S.A. § 405 (6) (C) Acquisition of Real Property. Commissioner Tremble seconded the motion. A vote to approve passed 3-0. Present were: Commissioners, Treasurer Mower, Administrator Adkins, HR Dir. Dyer, Kristi Trafton (Legal), David Hughes (Real Estate), Matthew Carter & Joshua Tunick (Architects). Session ended at 12:51 PM

**Executive Session**---Commissioner Marshall made a motion to go into Executive Session at 12:51 AM under 1 M.R.S.A. § 405 (6) (D) / Contractual. Commissioner Tremble seconded the motion. A vote to approve passed 3-0. Present were: Commissioners, Treasurer Mower, Administrator Adkins & HR Dir. Dyer. Session ended at 12:56 PM

**Action Taken** - No action taken

Payroll status changes signed for: Ahrya Somers, Megan Squires, Francis Surdick, Kendrick McCarthy, Desmond Murray, Danielle Rideout, Lukas Copley, Ryan Buck, Amber Morneault, John Stevenson, Kenneth Hill, Lisa Dwinal, Andrew Hall, David Quinn, Peter Formanski, Jonathan Chasse, Cameron Fowler, Dawn Gower, Corey Ouellet, Brandi Alton, Sarah Smith and Bronwen Stafford.

Commissioner Tremble moved to adjourn the meeting at 12:57 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