

**Penobscot County Commissioners' Meeting Minutes August 20, 2025
10:00 AM Commissioners Daniel Tremble, Andre Cushing and David Marshall**

#2504

Roll Call -

Commissioner Tremble opened the meeting at 10:00 AM from the Probate Courtroom with Commissioner Marshall, Treasurer Mower, Administrator Adkins and Director Dyer present. Commissioner Cushing arrived at 10:04 AM.

Pledge of Allegiance – Treasure Mower led the pledge.

Approval of Meeting Minutes -

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

Public Comment – None

Deeds Update –

- Register Bulay presented a request for a records restoration project using surcharge funds. The cost for these books will be approximately \$130,000. The actual cost will depend on how many man hours it actually takes.
- Register Bulay reported on revenue. In July, \$177,000 was sent to the general fund; that's 60% more than July 2024.
- There are several new statues going into effect in the next several months.

UT Update –

Director Buswell and Deputy Morrison presented the following:

- Kat Redman and Chris Jandreau came before the Commissioner with an application for adult use cannabis for Deborah Jandreau. After discussion, Commissioner Marshall moved to approve the application as presented. Commissioner Tremble seconded the motion. A vote to approve passed 3-0.
- The TIF Committee recommendations were presented. No action taken until the TIF committee meets Monday to review the legal changes made.
- After discussion, Commissioner Tremble moved to approve a new road in the Greenfield Township to be named "Fernald Harris Drive". Commissioner Marshall seconded the motion. A vote to approve passed 3-0.
- After discussion, Commissioner Marshall moved to approve providing the used UT truck to our ACO. Commissioner Tremble seconded the motion. A vote to approve passed 3-0.

EMDC Update –

EMDC President / CEO Lee Umphrey reported on the Katahdin Economic Development contract renewal is due to expire December 31, 2025. Mr. Umphrey feels that this contract needs to be renewed because of the positive efforts for the last seven years. After discussion, the Commission will meet in a centrally located area with members of the Katahdin Region and TIF Committee members.

DA's Office –

Office Manager Kristine Higgins requested a purchase of a copier. After discussion, Commissioner Tremble moved to approve \$8,323.27 for a black and white copier from funding from the DA's capital account. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.

Finance Update –

Director Palmer presented the following:

- Review of the VOCA (Victim of Crimes Act) Grant for the DA's Office / VWA policy requirements. No action taken and will be further discussed at next week's workshop.
- The LAP / Language Access Policy (HR) was discussed.
- The Financial Control / Internal Procedures Policy was presented. No action taken at this time but will discuss during next week's Workshop.
- UT – TIF Funds CD investment was discussed. After discussion, Commissioner Tremble moved to approve moving \$500K into a 30-day CD at The First Bank and \$500K into a 30-day CD with Machias Savings Bank. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.

Facilities Update –

Director MacDonald presented the following:

- Reported on the annex electrical issue. Wiring needs to be replaced up to three circuits.
- Reports on the PCJ plumbing valve replacement. Mechanical Services will be providing a quote for a mixing valve in the jail. Administrator Adkins will have quotes vetted through him for a decision.
- A quote from Robison Painting for the EMA area was presented. After discussion, Director MacDonald will get an additional quote.
- A quote from Crosby's welding for the jail weld repairs was presented. After discussion, Director MacDonald, Administrator Adkins and the Jail Command will work on this project.
- A quote from Carmel Electric for our own set of cables for the manual transfer switch was presented. After discussion, Director MacDonald and Administrator Adkins will work on finding funding.
- Mechanical Services was asked if they would be able to monitor a chiller to identify the problem of the burned-out breakers.

Facilities Update – Continued:

- Discussion on when the generator is on and Versant can see our meter running.
- There have been multiple fire alarms setting off in the jail. The problem is that this is not shutting off our air handling equipment.
- Update on the Franklin Street Office Renovations RFP. The bid opening has been pushed back another two weeks.
- After review of the fencing proposal bids which were opened on August 6th the Commissioners decided to buy some storage sheds versus the fencing. Commissioner Tremble moved to authorize the purchase of an additional connex box and roofing materials. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.

ARPA / Project Update

Grant Manager Dana reported the following:

- Patten Library & Community Center discussion Jesse Moriarty reported that they are at 90% of their fundraising goal. It was decided to release \$100K (\$50K from TIF and \$50K from ARPA funds) now.
- Commissioners have been invited by the Penobscot Community Health and Counseling to the ground breaking of their project on Tuesday, September 16th. Time has yet to be determined. Commissioner Tremble and Treasurer Mower will be in attendance.

Administrative –

Administrator Adkins presented the following :

- Grant Manager Dana reported on Monday's Opioid Committee meeting. Jaime Beck will be the Chair with Grant Manager Dana the Scribe. At next weeks Workshop, the application will be presented for the Commission to review. After discussion, Commissioner Marshall moved to release \$400K in the first round. Commissioner Tremble seconded the motion. A vote to approve passed 3-0.
- Resolution from the Town of Veazie – Recognition
- Reminder Commission will meet with the Town of Hampden Monday, August 25 at 4:45 PM
- Reminder Commissioners Workshop held next Wednesday, August 27th at 10:00 AM in the Probate Courtroom

Approval of Warrants-

Payroll Warrant	08.08.25	\$ 342,631.62	08.15.25	\$ 356,239.56
A/P General Fund	08.13.25	\$ 330,968.24	08.20.25	\$ 464,586.22
A/P PRCC Bond	08.13.25	\$ N/A	08.20.25	\$ 10,235.00
A/P Unorg Terr	08.13.25	\$ 19,212.97	08.20.25	\$ 25,011.85
A/P UT TIF	08.13.25	\$ N/A	08.20.25	\$ N/A
A/P ARPA	08.13.25	\$ 15,566.49	08.20.25	\$ 21,471.82

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

Public Comment

Daniel LaPointe, Penobscot County resident played a 30 second bit from Jessica Saxton and provided the Commission information to be reviewed.

Executive Session---Commissioner Marshall made a motion to go into Executive Session at 12:30 PM under 1 M.R.S.A. § 405 (6) (A) / Personnel Matter. Commissioner Tremble seconded the motion. A vote to approve passed 3-0. Present were: Commissioners, Treasurer Mower, Administrator Adkins, HR Dir. Dyer & Probate Register Simmons. Session ended at 12:45 PM

Action Taken - Commissioner Marshall moved to approve internal promotion within department to include step increase. Commissioner Tremble seconded the motion. A vote to approve passed 3-0.

Executive Session---Commissioner Marshall made a motion to go into Executive Session at 12:50 PM 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 & Matthew Carter (Architects). Session ended at 13:15 PM

Action Taken -

Executive Session---Commissioner Marshall made a motion to go into Executive Session at 13:15 PM under 1 M.R.S.A. § 405 (6) (A) / Personnel Matter. Commissioner Tremble seconded the motion. A vote to approve passed 3-0. Present were: Commissioners, Treasurer Mower, & Administrator Adkins. Session ended at 14:10 PM

Payroll status changes signed for: Eugene Abramov, Madilyn Newcomb, Jeanne Orcutt, Donna Downing, Damien Goodwin, Dennis Farnham, Joshua Tatlock, Trevor Stanhope, Grace Demoranville, Declan Nelson, JaLynn Williams, Makayla Stevens, Olivia Alden, Allyse Bonenfant, Michelle Leathers, Cassidy Gray, Matthew Buck, Timothy Davis, Natasha Martin, Jordan Hammond, & Jennifer Sullivan.

Commissioner Marshall moved to adjourn the meeting at 14:11 PM. Commissioner Tremble seconded the motion. A vote to approve passed 3 -0.

Signature Page

Certified By:

Administrator, Scott Adkins

Andre E. Cushing, III, Chair

Daniel J Tremble, Commissioner

David S. Marshall, Commissioner