

**Penobscot County Commissioners' Workshop Minutes August 27, 2025 #2505**  
**10:00 AM Commissioners Daniel Tremble, Andre Cushing and David Marshall**

**Roll Call -**

Commission Chair Cushing opened the meeting at 10:00 AM from the Probate Courtroom with all Commissioners, Treasurer Mower, Administrator Adkins and Director Dyer present.

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

**Opioid Update –**

Grant Manager Dana presented the final draft of the 2025 Opioid Settlement Grant Application for review. Discussion and recommendation of changes were made per the Commissioners requests. The next Opioid Committee meeting is set for September 8<sup>th</sup>, and Grant Manager Dana will present the Commissioners recommendations. The reporting will be similar to how the Commissioners Funding for ARPA was reported.

**Public Comment** – Janet Drew, York Maine reported that she will be following to see how Penobscot County spends the opioid settlement monies. Ms. Drew would like monies going towards diversion programs versus building a new jail.

**UT Update –**

Director Buswell and Deputy Morrison presented the following:

- The TIF application and review of materials from legal were presented. There was a discussion on the changes that were made. The vote for this final application will take place next week.
- Maine Street Finance will be in attendance next week to review a TIF application and the renewal of the Maine Street Finance contract.

**Finance Update –**

Director Palmer presented the following:

- The VOCA (Victim of Crimes Act) Grant discussion presented for review was the language and finance policies with changes from last week's meeting.
- Administration would like checks signature lines changed from one signature to two.
- The next set of checks will have "VOID AFTER 90 DAYS" placed on the checks since there are quite a few "stale" checks.
- Discussion on a Deputy Treasurer position. The Finance Director typically holds that position. This will be voted on at next week's meeting.

**EMA –**

Director Fox presented the following request:

- To increase the hours of the EMA Finance Specialist position from 24 hours a week to 29 hours a week. This request was approved.

**HR Update**

Director Dyer presented the following:

- RFP / Insurance Broker for Penobscot County. Chair Cushing opened the six (6) bids from the following vendors that were submitted by the Thursday, August 21<sup>st</sup> deadline.
  - Cross Insurance submitted a bid of \$67,200
  - Lockton submitted a bid of \$100K for years 1-3 and \$115 for years 4-5
  - Alliant submitted a bid of NTE \$75K
  - Acadia Benefits (IMA Financial Group submitted a bid of \$60K for yrs 1-3, 5% increase for yrs 4-5 for inflation
  - Varney Benefits Advisors submitted a bid 'will accept standard commission rates'

These bids are taken under advisement for further review and a recommendation will be presented for approval next week.

- An Employee Performance Review Policy was discussed.

**Administrative –**

Administrator Adkins presented the following :

- Discussion on the parking situation. CA Adkins recommends fixing the old Y property to use as temporary parking to relieve some of the stress on Court Street and the bottom of the hill.
- Discussion on having a Municipal Leader Meeting to discuss the budget sometime in September
- The 2021 and 2022 County Audits were presented to the Commission.
- Discussion on the \$3M that needs to go into the 2026 County Budget

**Executive Session**--Commissioner Marshall made a motion to go into Executive Session at 12:02 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, and Sheriff Morton. Session ended at 12:19 PM

**Action Taken -** Commissioner Tremble moved to approve the settlement as presented. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.

Commissioner Tremble moved to adjourn the meeting at 12:20 PM. Commissioner Marshall seconded the motion. A vote to approve passed 3 -0.

**Certified By:**

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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

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Administrator, Scott Adkins