

**Penobscot County Commissioners' Meeting Minutes September 3, 2025
10:00 AM Commissioners Daniel Tremble, Andre Cushing and David Marshall**

#2506

Roll Call -

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

Pledge of Allegiance – Director Fox led the pledge.

Approval of Meeting Minutes -

Commissioner Marshall made a motion to approve the August 20th, 2025 meeting minutes. Commissioner Tremble seconded the motion. A vote to approve passed 3-0. Signed.

Public Comment – None

County Audit Review (2021 and 2022) –

Tim Poitras from Chester Kearney in Presque Isle reported on the following:

- Summarized a review of audits for years 2021 and 2022.
- Mr. Poitras commended Administrator Adkins great job of reconciling the books from the last three years and getting everything caught up. Mr. Poitras stated that reconciling is key and should be done monthly.
- There was discussion on the Jail funding gap issue. The County carrying an AR due to from the Jail which is non-collectable. This is negatively impacting our undesignated fund balance. There is a trend of jail funding going into the negative since 2022 where things went south.
- Discussion on the 2023 audit which is currently in process.
- Discussion on changing from calendar year to fiscal year.

UT Update –

Director Buswell and Deputy Morrison presented the following:

- Discussion on the purchase of a new office copier. After discussion, Commissioner Marshall moved to approve \$5,676.35 for a copier from funding from the UT's capital pave account. Commissioner Tremble seconded the motion. A vote to approve passed 3-0.
- Discussion on a tour of the UT to include the landfill. Dates that are being reviewed are October 8th, October 14th and October 16th.
- Dee Williams, Director of Maine Stream Finance brought the Commissioners the following request:
 - After discussion, Commissioner Marshall moved to approve Maine Stream Finance contract for services. Commissioner Tremble seconded the motion. A vote to approve passed 3-0.

- After discussion, Commissioner Marshall moved to approve the recommendation of the TIF committee to approve \$326,250 to Jo-Mary Riders Snowmobile Club. Commissioner Tremble seconded the motion. A vote to approve passed 3-0.
- Commissioner Marshall moved to approve the recommendations of the TIF Committee recommendations with exception on the Economic Development Division. Commissioner Tremble seconded the motion. A vote to approve passed 3-0.
- Director Buswell is looking for the Commissioners support on the development of a TIF Scholarship Program. Director Buswell would like to have a consultant put this program together.
- EPEC have received their license; they should start taking trash sometime in September.

Dept. 10 – Deeds 2026 Budget Presentation

Register Bulay presented the 2026 Budget for Dept. 10 / Registry of Deeds. Overview includes:

- 2026 / Proposed Expenditures - \$ 465,331 Revenues - \$1,100,000

No vote was taken ... Presentation was a first draft & review.

EMA Update –

Director Fox presented the following:

- After discussion, Commissioner Tremble moved to approve the part-time Finance Specialist position from 25 to 29 hours per week for the remainder of this year. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.

Dept. 03– EMA 2026 Budget Presentation

Director Fox presented the 2026 Budget for Dept. 3 / EMA Overview includes:

- 2026 / Proposed Expenditures - \$ 571,187 Revenues - \$192,745

No vote was taken ... Presentation was a first draft & review.

Facilities Update –

Director MacDonald presented the following:

- RFP / DA Clerical Space – Chair Cushing opened the bids. The following two (2) vendors submitted them by the Friday, August 29th 4:30 PM deadline.

Facilities Update – Continued:

Vendor	Quote
T & M Contractors	\$ 166,077
Phelan Construction	\$ 195,328

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

- The Franklin Street Renovation RFP has been extended for bids until September 19, the bid opening will be September 24.
- The Franklin Street / parking lot stairway access was discussed. There will be quite a few hoops to jump through order to make this happen. We need a licensed engineer to give a preliminary estimate and then determine whether or not it's financially viable.

Agenda Modification –

Commissioner Tremble moved to approve Sheriff on (new) Item I on the agenda. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.

Sheriff's Update –

Sheriff Morton presented the following:

- After discussion, Commissioner Tremble moved to approve the Passadumkeag and Greenbush law enforcement part time contracts to be signed by Administrator Adkins. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.
- Reported on the MDOC inspection results.

IT Update –

Director Tenney presented a demonstration of the new county website.

Dept. 15– IT 2026 Budget Presentation

Director Tenney presented the 2026 Budget for Dept. 15/ IT Overview includes:

- 2026 / Proposed Expenditures - \$ 1,071,597 Revenues - \$10,000

No vote was taken ... Presentation was a first draft & review.

HR Update –

Director Dyer presented the following:

- After discussion of the Wellness Center Policy, Commissioners would like to wait until further information on insurance requirements.

Dept. 02 – HR 2026 Budget Presentation

Director Dyer presented the 2026 Budget for Dept. 2 / HR Overview includes:

- 2026 / Proposed Expenditures - \$ 326,188 Revenues - \$0

No vote was taken ... Presentation was a first draft & review.

Administrative –

Administrator Adkins presented the following :

- Reminder of the MCCA Convention to be held September 17th through the 20th
- Reminder of PCHC Groundbreaking Ceremony to be held September 16
- Report of the meeting with the Town of Hampden on the new corrections facility was tabled until the September 24th meeting
- Update on the Municipal Leadership Meeting was tabled until the September 24th meeting

Approval of Warrants-

Payroll Warrant	08.22.25 \$ 347,769.52	08.29.25 \$ 351,357.62
A/P General Fund	08.27.25 \$ 731,140.73	09.03.25 \$ 218,254.38
A/P PRCC Bond	08.27.25 \$ N/A	09.03.25 \$ N/A
A/P Unorg Terr	08.27.25 \$ 5,3125.90	09.03.25 \$ 13,918.37
A/P UT TIF	08.27.25 \$ 28,112.00	09.03.25 \$ 500,000.00
A/P ARPA	08.27.25 \$ N/A	09.03.25 \$ N/A

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

Payroll status changes signed for: Caleb Thacker, Kellie Williams, Thomas Barrows, Connor Sullivan and Kendra Fowler

Commissioner Tremble moved to adjourn the meeting at 12:52 PM. Commissioner Marshall 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