

**Penobscot County Commissioners' Meeting Minutes October 1, 2025
10:00 AM Commissioners Daniel Tremble, Andre Cushing and David Marshall**

#2508

Roll Call -

Commissioner Cushing opened the meeting at 10:00 AM via Zoom with Commissioner Tremble, Treasurer Mower, and Administrator Adkins present in the Probate Courtroom. Commissioner Marshall arrived at 10:11 AM.

Pledge of Allegiance – Commissioner Tremble led the pledge.

Approval of Meeting Minutes -

Commissioner Marshall made a motion to approve the September 24th, 2025 Commissioner meeting minutes. Commissioner Tremble seconded the motion. A vote to approve passed 3-0. Signed.

Public Comment – None

Agenda modification as Item L for Executive Session at 11:39 AM under 1 M.R.S.A. § 405 (6) (A) / Personnel Matter

UT Update –

Director Buswell and Deputy Morrison revisited the UT Tour that is taking place on October 7th. Finance Director Palmer is replacing Treasurer Mower and will attend this tour. The evening meeting will be held at the Katahdin Higher Education Center in East Millinocket.

NWDB Update –

Executive Director Williamson presented the following board activities:

- Effective October 1, the Quest Grant ended
- Discussion on the FY25 WIOA programs
- Discussion on the federal government shutdown which will not directly impact us; there is an afternoon meeting with DOL for guidance
- Discussion on One-stop certification and assessments
- MDOL annual monitoring is taking place; Commission will be forwarded the final report
- Some policies will be updated during the next Board meeting
- ARPA funds received were discussed.
- Reported that Job Corp got re-funded and funds have been built into the PY26 budget

EMDC Update –

Senior Director of Business Workforce Services Susan Cerini presented the programs update.

- Discussion on the quest funding where individuals are still being served

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EMDC Update – Continued

- Statistics were discussed from July 2024 to June 2025; Penobscot County served 268 individuals.
- Discussion on work / school experiences
- Discussion on programs matchmaking employers with participants
- Discussion on supportive services to assisting with barriers such as transportation, childcare, tools, etc.

EMA Update –

Director Fox discussed the three bids for the Ford Interceptor that were opened at the September 24th meeting. After discussion, Commissioner Marshall moved to approve the recommendation of Town of Corinna Fire Department bid for \$2,500. Commissioner Tremble seconded the bid. A vote to approve passed 3-0.

Facilities Update –

Director MacDonald discussed the four bids for the Franklin Street Office Renovation Project that were opened at the September 24th meeting. After discussion, Commissioner Marshall moved to approve the recommendation of Director MacDonald and award the bid to Benchmark from Westbrook in the amount of \$470,234. Commissioner Tremble seconded the motion. A vote to approve passed 3-0.

Finance Update –

Director Palmer presented the VOCA Policies for review and approval. After discussion, Commissioner Tremble moved to approve the policies as presented. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.

Dept. 7 – Finance 2026 Budget Presentation

Director Palmer and Treasurer Mower presented the 2026 Budget for Dept. 7 / Finance. Overview includes:

- 2026 / Proposed Expenditures - \$ 518,193 Revenues - \$ 0

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

HR Update –

Director Dyer presented the following:

- Discussion on the Wellness Center Policy. Have not heard back from MCCA to approve our updated policy.

- After review of the Evaluation Policy and Document, Commissioner Tremble moved to approve the policy as presented. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.
- After review of the Supervisor Evaluation Policy, Commissioner Tremble moved to approve the policy as presented. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.
- After discussion on the HRIS program, Commissioner Tremble moved to approve purchase as presented. Commissioner Marshall seconded the motion. A vote to approve passed 3-0.

Dept. 2 – HR 2026 Budget Presentation

Director Dyer updated the 2026 Budget for Dept. 2 / HR. There have been some changes due to the broker fees and HRIS system. Updated overview includes:

- 2026 / Proposed Expenditures - \$ 393,388 Revenues - \$ 0

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

Administrative –

Administrator Adkins presented the following :

- Discussion on the Economic Development meeting to be held in Millinocket on October 7th . An agenda will be submitted.
- Review on the former Y Property located at 127 Hammond Street offer. Administrator Adkins will reach out to the broker with additional questions.
- Penobscot County was awarded the trophy at the MCCA convention for most County participation

Dept. 6 – County Commissioners 2026 Budget Presentation

Administrator Adkins presented the 2026 Budget for Dept. 6 / County Commissioners. Overview includes:

- 2026 / Proposed Expenditures - \$ 436,348 Revenues - \$146,500

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

Dept. 22 – Retiree Insurance 2026 Budget Presentation

Administrator Adkins presented the 2026 Budget for Dept. 22 / Retiree Insurance. Overview includes:

- 2026 / Proposed Expenditures - \$105,000 Revenues - \$ 0

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

Dept. 24 – Bridge 2026 Budget Presentation

Administrator Adkins presented the 2026 Budget for Dept. 24 / Bridge. Overview includes:

- 2026 / Proposed Expenditures - \$100 Revenues - \$ 0

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

Dept. 30 – EMDC 2026 Budget Presentation

Administrator Adkins presented the 2026 Budget for Dept. 30 / EMDC. Overview includes:

- 2026 / Proposed Expenditures - \$ 63,000 Revenues - \$ 0

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

Dept. 31 – Loans and Interest 2026 Budget Presentation

Director Palmer presented the 2026 Budget for Dept. 31 / Loans and Interest. Overview includes:

- 2026 / Proposed Expenditures - \$651,542 Revenues - \$ 0

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

Dept. 34 – Programs 2026 Budget Presentation

Administrator Adkins presented the 2026 Budget for Dept. 34 / Program Donations. Overview includes:

- 2026 / Proposed Expenditures - \$118,000 Revenues - \$ 0

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

Dept. 35 – Extension Services 2026 Budget Presentation

Administrator Adkins presented the 2026 Budget for Dept. 35 / Extension Services. Overview includes:

- 2026 / Proposed Expenditures - \$105,378 Revenues - \$ 0

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

Dept. 36 – Penquis 2026 Budget Presentation

Administrator Adkins presented the 2026 Budget for Dept. 36 / Penquis. Overview includes:

- 2026 / Proposed Expenditures - \$25,000 Revenues - \$ 0

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

Dept. 18 – MPERS 2026 Budget Presentation

Administrator Adkins presented the 2026 Budget for Dept. 18 / MPERS. Overview includes:

- 2026 / Proposed Expenditures - \$4,200 Revenues - \$ 0

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

Dept. 19 – Health and Safety 2026 Budget Presentation

Administrator Adkins presented the 2026 Budget for Dept. 19 / Health and Safety. Overview includes:

- 2026 / Proposed Expenditures - \$6,000 Revenues - \$ 0

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

Dept. 21 – Jail CAP 2026 Budget Presentation

Administrator Adkins presented the 2026 Budget for Dept. 21 / Jail CAP. Overview includes:

- 2026 / Proposed Expenditures - \$12,094,059 Revenues - \$ 0

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

Dept. 38 – Soil Conservation 2026 Budget Presentation

Administrator Adkins presented the 2026 Budget for Dept. 38 / Soil Conservation. Overview includes:

- 2026 / Proposed Expenditures - \$ 106,610 Revenues - \$ 0
No vote was taken ... Presentation was a first draft & review.

Dept. 39 – Labor Relations 2026 Budget Presentation

Administrator Adkins presented the 2026 Budget for Dept. 39 / Labor Relations. Overview includes:

- 2026 / Proposed Expenditures - \$ 3,000 Revenues - \$ 0

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

Dept. 40 – Wage Adjustment 2026 Budget Presentation

Administrator Adkins presented the 2026 Budget for Dept. 40 / Wage Adjustment. Overview includes:

- 2026 / Proposed Expenditures - \$ 5,000 Revenues - \$ 0

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

Approval of Warrants-

Payroll Warrant	09.26.25	<i>\$342,934.60</i>
A/P General Fund	10.01.25	<i>\$ 840,604.07</i>
A/P PRCC Bond	10.01.25	<i>\$ 22,142.04</i>
A/P Unorg Terr	10.01.25	<i>\$ 14,727.91</i>
A/P UT TIF	10.01.25	<i>\$ N/A</i>
A/P ARPA	09.10.25	<i>\$ 15,840.30</i>

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

Payroll status changes signed for: Jennifer Snow, Karl Sund, Catherine Sullivan, and JaLynn Williams.

Commissioner Marshall made a motion to go into Executive Session at 11:39 AM 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: Commissioner Cushing via Zoom, Commissioners Marshall and Tremble, Treasurer Mower, CA Adkins, and Director Dyer. Session ended at 12:05 PM

Action Taken - None

Commissioner Marshall moved to adjourn the meeting at 12:06 PM. Commissioner Tremble seconded the motion. A vote to approve passed 3 -0.

Certified By:

Administrator, Scott Adkins

Andre E. Cushing, III, Chair

Daniel J. Tremble, Commissioner

David S. Marshall, Commissioner