

**Penobscot County Commissioners' Meeting Minutes October 23, 2018** 2211  
**9:00 AM Commissioners Peter Baldacci and Laura Sanborn – Present** 35°  
**Andre Cushing - Absent**

**Approval of Minutes -**

Commissioner Sanborn made a motion to approve October 2<sup>nd</sup> and October 9<sup>th</sup>, 2018 meeting minutes. Commissioner Baldacci seconded the motion. Vote to approve passed 2-0.

**EMA (Dept. 3) Budget Presentation –**

- Department Head Michelle Tanguay presented the EMA Department Budget for the 2019 year. Michelle commented that the bulk increase to EMA's budget is in payroll and benefits (new hire and family insurance plan as well as adding a child to Michelle's plan). There was a minor increase to office equipment maintenance where a new maintenance agreement is in place.
- Michelle reduced the revenue projection from \$105,700 to \$95,000. The EMG grant funds 50% of what we spend. We rarely spend 100% of our budget.
- Commissioner Sanborn motioned to approve the EMA budget. Commissioner Baldacci seconded the motion. Vote to approve passed 2-0.

**DA (Dept. 5) Budget Presentation –**

- ADA Marianne Lynch and Administrative Assistant Kristine Higgins presented the DA (Dept. 5) department budget for the 2019 year. The DA's reduced their budget by 1.65% to (\$960,034) compared to last year.
- Penobscot County will be the first county in the State to go electronic filing in October 2019. Justware may be replaced by a computer program called Odyssey. The Odyssey system will be purchased by a grant with an additional grant written to hopefully cover the overtime.
- Marianne would like to keep in escrow the motor vehicle account (\$8,000) as well as the Computer Equipment line in escrow (\$20,745). Kristine states that when the computers get updated the DA's office plans to purchase thirty.
- Commissioner Sanborn motioned to approve with a few line item reductions. Commissioner Baldacci seconded the motion. Vote to approve passed 2-0.

**DA Update –**

- Bill Collins asked the Commissioners to amend from last week an approval of forfeiture funds. ME vs Garcia from \$675.00 to \$690.00
- Commissioner Sanborn moved to approve the amended amount. Commissioner Baldacci seconded the motion. Vote to approve passed 2-0.

**PRCC (Dept. 4) Budget Presentation –**

- Chris Lavoie and Chief Higgins from the board of directors presented PRCC (Dept. 4) department budget for the 2019 year. Chris noted the 8.82% increase in the PRCC budget (\$3,242,269) from the previous year's budget.
- Chris states that the major increases from the payroll and payroll benefit expenditures. There are increases with the Deputy Director line that will cover an entire year, add a senior operator position as an evening supervisor, and to increase the overtime line to appropriate cover vacation and sick leave.
- Commissioner Sanborn motioned to approve PRCC budget. Commissioner Baldacci seconded the motion. Vote to approve passed 2-0.

**IT (Dept. 15) Budget Presentation –**

- Cliff Warren presented IT (Dept. 15) department budget for the 2019 year. Cliff noted the 4.48% increase (\$28,631) in the IT budget (\$667,530) from the previous year's budget.
- Cliff states the big increase comes from the Spilman contract which is no longer flat funded.
- Commissioner Sanborn motioned to approve with amendments on certain lines the IT budget. Commissioner Baldacci seconded the motion. Vote to approve passed 2-0.

**Sheriff (Dept. 12) Budget Update –**

- Sheriff Morton and LT Keith Hotaling referred back to the questions from the previous budget presentation.
  - Parts and maintenance line amount lowered \$5,000 (\$160,000). Sheriff feels that the new SUV's have less maintenance than the Crown Victoria's.
  - After re-accessing feel comfortable lowering the Equipment line for motor vehicles \$22,000 (\$216,000) which will purchase 7 vehicles.
- Commissioner Sanborn motioned to approve with amendments on certain lines the Sheriff budget. Commissioner Baldacci seconded the motion. Vote to approve passed 2-0.

**Civil (Dept. 13) Budget Update –**

- Sheriff Morton and LT Keith Hotaling referred back to the questions from the previous budget presentation.

**Civil (Dept. 13) Budget Update – Continued:**

- Sheriff states that at last presentation an area that did not get attention was the statute and reference line. (\$120)
- This was used as a trial last year to see if it was helpful to the civil deputies. Because it was a success, Sheriff is requesting to increase the line to purchase a license subscription fee of approximately \$2,500.
- Sheriff has reduced the motor vehicles line from \$15,000 to \$10,000.
- Commissioner Sanborn motioned to approve with amendments the civil budget. Commissioner Baldacci seconded the motion. Vote to approve passed 2-0.
- Commissioner Sanborn moved to approve the purchase of a new civil for a Hyundai Tucson. Commissioner Baldacci seconded the motion. Vote to approve passed 2-0.

**Jail (Dept. 09) Budget Update –**

- Sheriff Morton and LT Keith Hotaling referred back to the questions from the previous budget presentation.
  - Sheriff feels comfortable lowering the additional compensation line to \$15,000
  - Medical, surgical and dental services. The \$1,100,000 is a rough estimate for 24 hour nursing care. Sheriff feels that perhaps with 24 hour nursing care, corners will be able to be cut in other services by not transporting inmates to the hospital.
  - Sheriff feels that counseling services needs to have the \$50,000 increase for 30% more counseling work as well as more psychiatry available. This does not provide 24 hour service, but currently the clinicians are dealing with crises only without having the time to attend to the other inmates.
  - Sheriff refers to the medicine line is ready to be exceeded because of the medical needs in the jail.
- Commissioner Sanborn motioned to approve with amendments on certain lines the Jail budget. Commissioner Baldacci seconded the motion. Vote to approve passed 2-0.

**Executive Session**---Commissioner Sanborn made a motion to go into Executive Session at 10:30 a.m., under 1 M.R.S.A. § 405 (6) (E) Contract Matter. Commissioner Baldacci seconded the motion. Vote to approve 2-0. Present were: Bill Collins, Dan Tremble, Brian Thibeau, Harry Sanborn, Jim Ring, Judy Alexander, LT Hotaling, Sheriff Morton Rob Frank, David Ziskind and Darko Hreljanovic. Session ended at 11:20. No votes taken.

**Public Comment –**

Doug Dunbar, citizen of Hermon wanted to thank the Sheriff for advocating for 24 hour nursing and more monies for counseling in the jail. Doug also feels it imperative that more training is necessary for correction officers.

**Administrative Update –**

- ADA Devon Demarco provided a copy of the order for Mr. Wade Rackliff who failed to appear in court on October 4<sup>th</sup>. The hearing is set December 15<sup>th</sup>.
- Bill reminded the Commissioners that he will be negotiation with FOP this Friday and AFSCME next Wednesday.
- Barbara Veilleux and George Buswell are on the road today. They wanted the Commissioners to know that all the contractors have put up their sand. Barbara and George are also having a special meeting with Joey Reinzo due to a discrepancy of the amount of gravel placed on the Summit Road.
- MCCA Executive Director Charlie Pray was here yesterday. He wants to work with MACCAM in regards to Jail legislation funding.
- Bill told the Commissioners that he has been asked to be on the MCCA budget committee.
- Double Tree in Portland has double billed multiple accounts for the convention. Bill is requesting that everyone check their credit cards to make sure you're not personally billed.
- Bill shared a letter sent out from Registry of Deeds, Registrar Susan Bulay.
- The Maine Human Rights Complaint received has been referred to the risk pool for legal counsel.
- A second floor safety door will be partially funded by an MMA grant for \$ 2,000.
- HR Director Position has been posted online, to the MMA website and on BDN. It closes on November 9<sup>th</sup>.
- Legislative telephone call now scheduled for Thursdays at 11:00
- PRCC found out that the carpet guy mistakenly measured wrong and the carpet will only cover 1/3 of the room. The quote is for an additional \$7,912 more not including installation.
- The new parking passes have arrived. He will be sending out a letter to the County Employees that the cost is \$5 for two years.
- Bill wanted the Commissioners to be aware that both Christmas and New Year's fall on Tuesday's this year. We need to decide if we will be scheduling a meeting.
- Bill received official notification from the Post Office that the overhead door needs to be fixed. Cap reports that it has already been repaired.

**Administrative Update – Continued:**

- Payroll change notices: George Buswell and Terry Sullivan – Comp Time
- Payroll Warrant to be approved for: \$ 239,258.61
- Accounts Payable Warrant to be approved for: \$1,498,909.42
- Unorganized Territory Warrant to be approved for: -NONE-

**Executive Session**---Commissioner Sanborn made a motion to go into Executive Session at 11:35 a.m., under 1 M.R.S.A. § 405 (6) (A) Personnel Matter. Commissioner Baldacci seconded the motion. Vote to approve 2-0. Present were: Bill Collins, Dan Tremble and Chris Lavoie. Session ended at 11:47 a.m. with No votes taken.

**Meeting Adjourned-**

Commissioner Sanborn moved to adjourn the meeting at 11:51 a.m. with no further business on the agenda. Commissioner Baldacci seconded the motion. Moved to approve 2-0.

**Certified By:**

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Administrator, William Collins

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Peter K. Baldacci, Chairman

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Laura J. Sanborn, Commissioner

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-ABSENT-  
Andre E. Cushing, III, Commissioner