

Penobscot County Commissioners' Meeting Minutes September 18, 2018 2206
9:30 AM Commissioners Peter Baldacci and Laura Sanborn – Present 69°

UT Update –

- Barbara Veilleux informed the Commissioners that George is working with Joey Reinzo this morning on a ditching project in Summit Township.
- Commissioner Sanborn made a motion to support Matt Polstein's proposal to rezone 26 acres of his property in T1R8. Mr. Polstein's will build an operations center that would house snowmobile/ATV rental along with an event center which would be used for weddings or private parties. Commissioner Baldacci seconded the motion. Motion approved 2-0.
- Barbara stated that LUPC has approved a development permit for Berger Horticultural Products (out of Quebec) for a peat prospecting project in Summit Bog. This is in preparation for the creation of a complete development and reclamation plan for the bog.
- Don Dudley reports that the condition of the bridge in Matagamon was worse than anticipated. This has caused a delay in the work on the dam. Don hopes that the work can begin this week.
- Barbara reports that the contractors are beginning to put up their winter salt and sand.
- Barbara reminded the Commissioners that the meeting with the LUPC representatives will be this Thursday at 6:00 p.m. in the Commissioners' Chambers. Public notices have been run in all three newspapers and signs have been placed in all populated areas.

Safety Update –

- Barbara presented the Commissioners with a quote for a door in the amount of \$3,457 from the County's Safety Committee. There has been a concern with unauthorized people coming into the second floor corridor/bathrooms and being found by employees in the morning. The Commissioners would like Cap to see if the existing door can be used. The Commissioners approved a grant request to be written to offset the cost of the door.

PRCC Update –

- Commissioner Sanborn made a motion for Jim Ryan to order the replacement floor tiles for the communications center from Red Thread. Commissioner Baldacci seconded the motion. Approved 2-0. Jim will be looking for bids on the installation of the tiles for the lowest cost.
- Commissioner Sanborn made a motion to approve \$1,200 for a consultant to build a Request for Proposal (RFP) for the new infrastructure of radio towers. Commissioner Baldacci seconded the motion. Approved 2-0.

Probate (Dept. 11) Budget Presentation –

- Bill reminded the Commissioners that adjustments need to be made on the budget in regards to Health Insurance costs.
- Register of Probate, Renee Stupak began by stating that her proposed revenue next year is budgeted to be \$180,000 (the same as last year).
- Changes in expenses were \$8,600 which are mostly payroll related.
- Administrator Bill Collins noted that witness fees were reduced to \$1000 from \$2000. Renee feels that this expense should be moved to the Guardian ad Litem line.
- Renee felt it safe to reduce the office equipment repairs and maintenance line to \$1000.
- Renee's budgeted travel expenditures and registration/training line items have been increased \$1,500 as a new Probate Judge will be coming in 2019 and attending a National training.
- Commissioner Baldacci states this budget and this was a good first run request.

Registry of Deeds (Dept. 10) Budget Presentation-

- Susan Bulay, Register of Deeds, presented her department's budget for the 2019 calendar year. This budget is relatively unchanged. The computer services line did go up \$5000. Susan states that her current contract expires in 2019 and she will need to go out to bid. Susan will increase her advertisement line to \$ 250 to accommodate the expense to be publicize.
- Susan increased the travel expense line for attending the PRIA convention. She only attends one of the two conventions each year. This will include increased costs for lodging and travel expenses.
- Susan feels that the bank charges and fees line can be eliminated. It is not necessary to leave open as it is not being used.
- Susan states that the Printing and Reproduction line is used for work done in Rhode Island for creation of microfilm of images. This company was late in billing. She has since paid an additional couple thousand dollars for these supplies.
- Susan is uncertain as to what the current escrow balance is for office equipment. She will follow up with Judy Alexander, Finance Director. Susan also plans on purchasing a couple chairs this year for her office which she has not escrowed for in the past.
- Susan states she is on track for revenue to be at \$1.1 M again this year and will budget the same amount for 2019.
- The Commissioners asked Susan to come back after she has met with Finance in regards to escrows. They finalize approval for the Dept. 10 Budget then.

Commissioners' (Dept. 6) Budget Presentation-

- Administrator Bill Collins presented the Commissioners department's budget for the 2019 calendar year. Bill stated that the 2019 budget overall experienced a 3.25% decrease in expenditures compared to the 2018. Bill noted the decrease was in large part to reducing costs for our HR position.

Administrative Update –

- Bill Collins has contacted municipal officials announcing the Commissioners Budget Committee Caucus to be held September 26th at 5:30.
- Bill will be meeting with Building Committee members Jim Ring and John Rouleau and Architect Rob Frank and City Engineers tomorrow in preparation for a meeting on Friday.
- Bill reminded the Commissioners that the Matagonon Lake Association will be here next week to thank the Commissioners for their support of the renovation of the Dam.
- Bill informed the Commissioners that MACAM will be writing a letter of support that Penobscot County receive the remaining \$ 289 K of undesignated jail funds to MCCA.
- Bill had been re-contacted by the DA's office in regards to the clerical specialists working four - ten hour days versus what the current schedule. The office still will be manned all five days. Commissioners said, No changes to the schedule at this time.
- Bill shared the applications for the PRCC Director and Human Resource positions.
- Bill noted a first report of injury that occurred in PRCC.
- Bill and the Sheriff have scheduled a meeting with ASFCME Corrections supervisors for October 15th at 1:00 pm.
- Bill received a phone call from Lincoln Town Manager, Rick Bronson last week. He is most concerned as to what are the plans for the old YMCA building and shutting down Court Street. Bill assured him that there are no plans to close Court Street.
- Bill informed the Commissioners of the special citizens with mental health challenges that come into our office. It is sometimes difficult to remove them. On one occasion last week Bangor PD has to be called in to assist with their removal.
- The FCC nationwide test of the Emergency Alerting System (EAS) and the Wireless Emergency Alerts (WEA) has been postponed until October 3rd.
- Commissioner Sanborn made a motion to temporarily increase the Bank of America county credit card credit line to \$ 15 K. Commissioner Baldacci seconded the motion. Motion passed 2-0.
- The DA's office presented an estimated invoice from the State in the amount of \$4,500 for witness airfare for a trial. The State will reimburse the County for actual cost.

Administrative Update – Continued:

- Commissioner Sanborn mentioned that Penobscot County Soil and Water Conservation dedicated all of last years' projects to Commissioner Davis.
- Payroll change notices : Billie Jo Stover, Eric C. Petterson III, Evgeni A. Aleksiev, Jeremiah Scott Smith, Tracie Wasson – Hired part-time; Leslie Chauvin and Jamie Kennedy – Promoted; Adam Smith, Cory Hamilton, Dustin Umlauf and Robin Gerry – Step Increase; Michael Jandreau - Payroll Change; Cap Ayer, George Buswell and Barbara Veilleux – Comp Time.
- Payroll Warrant to be approved for: \$ 243,742.85
- Accounts Payable Warrant to be approved for: \$ 97,816.78
- Unorganized Territory Warrant to be approved for: \$21,846.26

Public Comment – None

Executive Session---Commissioner Sanborn made a motion to go into Executive Session at 11:05 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 and Dan Tremble. Session ended at 11:47 a.m. No votes taken.

Meeting Adjourned-

Commissioner Sanborn moved to adjourn the meeting at 11:48 a.m. with no further business on the agenda. Commissioner Baldacci seconded the motion. Moved to approve 2-0.

Certified By:

Administrator, William Collins

Peter K. Baldacci, Chairman

Laura J. Sanborn, Commissioner