

**Penobscot County Commissioners' Meeting Minutes September 10, 2019 2254
9:00 AM Commissioners Peter Baldacci, Andre Cushing & Laura Sanborn 54°**

Approval of Minutes -

Commissioner Sanborn made a motion to approve August 27th and September 3, 2019 meeting minutes. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

UT Update –

- Barbara Veilleux presented a picture of the Greenfield Road in Summit Township. George has been experimenting with the new York rake that was purchased last year. He has used it to repair several washed out areas. Over time it will save us money since we won't have to hire a grader to come in to repair these washouts. George is able to get to these areas before they get worse.
- Commissioner Sanborn moved to approve the fire protection contract for Grand Falls Plantation with the Town of Burlington with no increase in fees. Commissioner Cushing seconded the motion. Motion approved 3-0. Signed.
- Barbara reported the Greenfield paving project is underway and should be completed this week.
- Barbara stated that Joe Reinzo will start the Myra Road gravel project once paving is complete. This will complete our large projects for this year.

Deeds Update –

- Register Susan Bulay reported that she was ready to recommend the 2020-2024 Records Management System RFP. Susan stated Browntech qualifies with what she requested:
 - It is an IBM based system, not Windows
 - Since they are our current vendor, there is no need to retrain staff
 - No licensing fees, since we're already paid up
 - Lowest price bid
- Commissioner Sanborn moved to approve Browntech continuing as the Records Management System vendor, not to exceed their quote of \$223,750. Commissioner Cushing seconded the motion. Motion approved 3-0.
- Susan stated that the first year may cost a little bit more than the subsequent years as we will need to purchase a new server. Commissioner Baldacci stated that when you do next year's budget, to include that cost.

EMA Update –

- EMA Director Michelle LaBree reported that the next six weeks will be very busy with tabletop exercises, trainings and a full scale exercise.

EMA Update – Continued

- Tonight is the Incident Command System 402 (ICS) training for senior executives at 5:30.
- Brad has been busy with the EMA training and exercise program. He has been invited to attend an exercise in Waldo County and has instructed ICS classes at the Air Guard Fire Station.
- EMA is hosting a Volunteer and Donations Management's Course this month. The Civil Support Team's WMD Exercise is this month as well. This is a two part event with one at Mansfield Stadium and the other at the ANG Fire Station.
- Commissioner Baldacci stated that there has been recent coverage on the news explaining evacuation routes signage that DOT has placed on the roads.

2020 EMA (Dept. 3) Budget Presentation –

- Department Head Michelle LaBree presented the EMA Department Budget request. EMA's budget has two minor changes.
- Michelle is requesting her postage line be reduced \$200 and add \$200 to the office expenses line. This is in anticipation of the training that will be held by her office including training manuals needed.
- The revenue projection is reduced from \$95,000 to \$92,987.50. The State has decided to flat fund the counties based upon the previous year's spending.
- Commissioner Sanborn made a motion to approve the EMA budget. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Treasurer's Update –

- Finance Director Judy Alexander reported that she has paid \$1 M down on the TAN. The balance owed is at \$2.2 M. Our cash position is at \$1.5 M in the bank right now.

Finance (Dept. 7) Budget Presentation –

- Finance Director Judy Alexander presented the Treasurers/Finance department's budget for the 2020 calendar year. Judy noted that the large increase in payroll and benefits is due to a request for a new 37.5 hour Administrative Assistant. She is requesting full-time versus a part-time. This position would be both clerical and financial in nature.
- Judy feels that there have been multiple process changes made over the last four years that require additional staffing. She has looked at ways to streamline processes and procedures but unfortunately feels this is the only solution.

Finance (Dept. 7) Budget Presentation – Continued:

- When asked if perhaps this position could be a shared position; Judy states that this has been tried and didn't work out. She feels that she could attract a better caliber candidate if she were to hire full time. When asked if there was any alternatives she would consider such as outsourcing. Judy responded this would be a tremendous expense.
- Commissioner Baldacci stated that this Dept. budget request will be tabled until further discussion can be held.

Commissioners' (Dept. 6) Budget Presentation –

- Administrator Bill Collins presented the Commissioners' department's budget for the 2020 calendar year. Overall this budget is a 28.29% reduction. The total 2020 proposed budget is \$345,663.
- Bill noted that you will see a decrease in payroll/payroll benefits due to the position of HR Director taken out of this budget. Administrative Assistant position will be split between the Commissioners and HR budgets.
- Lodging, registration & enrollment fees, and reading & reference material lines have been reduced with a small increase to office equipment and repair line.
- Commissioner Sanborn motioned to approve the Commissioners budget for the 2020 year with the changes noted. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Administration Update –

- Bill provided dates to host the Spirit of America Awards in October. The Commissioners will look at their calendars to decide upon an agreed date.
- Commissioner Sanborn will be participating in the State Claims Commissioner hearing this Thursday.
- November 6th the County will hold a morning and afternoon active shooter classes in which all employees are recommended to attend.
- The C/O line unit still has not scheduled a vote date.
- There will be further discussion on information that the State Police are looking to make changes to their zone coverage.
- Commissioner Sanborn moved to approve to add the following names to the Statewide Optional Arrest Powers, Pursuant to Title 30A – Subsection 405 approved in December 2012: Sheriff, Troy Morton, Detective Noel Santiago and Chief Deputy William Birch. The

Administration Update – Continued:

following names will be removed: Sheriff Glen Ross and Detective Andy Whitehouse. Commissioner Cushing seconded the motion. Motion approved. 3-0.

- It was reported that at the Aroostook County Commissioners meeting last night they voted to continue to contract with Penobscot County 9-1-1.
- PRCC Director Chris Lavoie received a resignation letter from one of his long time employees Donna Webber.
- Commissioner Sanborn moved to approve the PREA Grant application with support from the Commissioners. Commissioner Cushing seconded the motion. Motion approved 3-0. Signed.
- Erika Honey reported that the Probate Office has hired a Deputy Registrar of Probate and Clerical Specialist. They both have legal backgrounds and should be a good fit for this department. They will both start Monday, September 16th.
- Commissioner Sanborn shared that Lt. Hotaling said we are housing 193 with 49 boarded out. We are having a difficult time trying to find facilities to take these additional inmates. Commissioner Baldacci stated that we need to work on alternative sentencing program here in Penobscot County.
- Cap Ayer commented that the paving in the post office parking lot starts September 18th.
- WBRC and STV started their bi-monthly meetings. The first meetings were concentrating on Intake and Operations.
- Payroll Change Notices signed for: Cydnee Atwater, William Auger, Anastasia Davis, Laura Doak, Eric Hathaway, Jeffery Hunter, Dorine Rackliff and Andreas Schaefer – Hired Full-Time; Joseph Quinn – Resignation; Loueen Lovely – Retirement; Tyler Cadet, Isiah Davis, Toni Davis, Jacob Hammond, McKenzie Madden and Sara Rogers – Payroll Changes; Bradley Fitzgerald – Comp Time
- Payroll Warrant to be approved for: \$225,389.10
- Accounts Payable Warrant to be approved for: \$228,421.44
- UT A/P Warrant to be approved for: NONE
- UT TIF Warrant to be approved for: NONE

Public Comment –

There was discussion about Dorothea Dix Mental Health Facility that can house 100 patients but is currently at 26.

Public Comment – Continued:

Larry Dansinger, citizen of Bangor, believes that if he we had a stakeholders meeting the County might be able to look at different options. People wouldn't necessarily need to be treated at jail and they could go elsewhere.

Commissioner Cushing asked if Mr. Dansinger has talked to anyone from the State that may be of assistance. Larry stated he has not, but feels that the County Commissioners should be working on lowering the jail count.

Executive Session---Commissioner Sanborn made a motion to go into Executive Session at 10:08 a.m., under 1 M.R.S.A. § 405 (6) (D) Contract Matter. Commissioner Cushing seconded the motion. Motion approve 3-0. Present were: Bill Collins, John Hiatt, Sheriff Morton, Lt. Hotaling, Judy Alexander, and Chief Birch. Session ended at 11:17 a.m. Commissioner Cushing made a motion to support the County Administrator to sign a five year Law Enforcement Contract with the Town of Hermon. Commissioner Sanborn seconded the motion. Vote to approve passed 3 – 0.

Meeting Adjourned-

Commissioner Cushing moved to adjourn the meeting at 11:20 a.m. with no further business on the agenda. Commissioner Sanborn seconded the motion. Moved to approve passed 3-0

Certified By:

Administrator, William Collins

Peter K. Baldacci, Chairman

Laura J. Sanborn, Commissioner

Andre E. Cushing, III, Commissioner