

~Meeting Minutes~
Androscoggin County Commissioners
September 20, 2023
Regular Meeting 5:15 p.m.

I. MEETING CALLED TO ORDER – by Vice-Chair Terri Kelly at 5:15 P.M.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Commissioners: Vice-Chair Terri Kelly, Brian Ames, Andrew Lewis, Roland Poirier, Edouard Plourde. Tardy: Garrett Mason. Absent: Chair Sally Christner.

Other: Administrator Clarice Proctor, Sheriff Eric Samson, Chief Deputy William Gagne, Budget Committee Paula Masselli, Sandy Berube, Sun Journal Steve Sherlock, BerryDunn Project Manager Zeb Letourneau, BerryDunn Senior Manager Steven Whitney, Trinity Jubilee Executive Director Erin Reed.

IV. MINUTES

A. Meeting Dates: September 6, 2023, regular meeting minutes and the September 13, 2023 public hearing minutes.

Motion: to approve with a waiver of the reading of the September 6, 2023 regular meeting minutes as presented.

Ames-Lewis 5-0

Motion: to approve with a waiver of the reading of the September 13, 2023 public hearing minutes as presented.

Lewis-Ames 4-0-1

Abstained: Plourde

V. WARRANTS

Motion: to approve all warrants as presented: AP Warrants JV1279, JV1282, JV1283, JV1284 & Payroll Warrants.

Ames-Plourde 5-0

VI. REPORTS

A. MCCA-No report.

B. Central/Western Maine Workforce Board-No report.

C. AVCOG Report-No report.

Commissioner Mason arrived.

D. Treasurer's Report-Administrator Proctor gave an update regarding financial matters.

Motion: to approve the Treasurer's report.

Ames-Mason 5-0-1

Abstained: Poirier

E. Administrator's Report-Administrator Proctor gave an update on current activities.

VII. COMMENTS FROM THE PUBLIC-None.

VIII. NEW BUSINESS

A. Discussion on Jubilee Center Expenses with BerryDunn

BerryDunn Project Manager Zeb Letourneau explained that the language in the grant agreement that was executed by Commissioners states that Commissioners would fund matched costs for construction costs for the Trinity Jubilee Center. When reviewing the expenses for the Trinity Jubilee center, it was noticed that approximately \$107,000 was for the fundraising capital campaign.

BerryDunn identified the following four recommendations:

1. The County must only match construction costs, per the grant agreement and Uniform Guidance (CFR 200.442). Both the terms of the grant agreement and Uniform Guidance do not allow federal funds to be used towards capital campaign costs.
2. The County provide the funds in one lump sum payout to ensure that all necessary funds are raised for the achievement of the project including all construction costs. This also ensures that no County funds would be used to fund capital campaign efforts.
3. The County implement a fundraising deadline of August 2024, or earlier. The construction work was already scheduled to start in April of 2023 and end in 6-9 months afterwards. This would provide the County with 4 months to reallocate any funds to other ARPA projects.
4. The County consider whether or not to allow a partial payout if Trinity cannot raise all the funds needed to complete the project. If TJC provides a partial payout and closes out the project, there is higher risk that the project may still fail, or the ARPA funds could be used towards unallowable costs like fundraising. However, the project will be considered closed out by the County at that point, so there is no Federal requirement that the County monitors what the ARPA dollars are used towards.

BerryDunn Senior Manager Steven Whitney pointed out that the Jubilee Center has been going forward with their fund raising with a September 2024 deadline, so the August 2024 deadline may need to be adjusted.

Commissioner Lewis asked if all four combined were the recommendation or if Commissioners should choose one of the four.

Zeb Letourneau recommended all four combined but then noted that option 2 may not be as applicable since they have since learned that Trinity Jubilee is able and willing to

segregate the costs. As long as the Commissioners know that the ARPA funds are clearly segregated and not used for the capital campaign option 2 is not an issue anymore.

Steven Whitney explained that another reason for the lump sum payment is to ensure that Trinity is going to raise all the money that they need in order to succeed. If Commissioners give them money as they go along and they never quite get there, the money is “out the door” and Commissioners will not be able to get that back. Giving Trinity the money at the end ensures they have raised enough money to succeed.

Erin Reed stated that they did not see that being an issue. The only issue they thought of was if they wanted to put a deposit down and they didn't have enough they may ask for a partial payment but otherwise, a lump sum is fine.

When asked whether Erin would prefer a lump sum or to pay as we go, Erin chose (pay) “as we go.”

Steven Whitney suggested if Commissioners choose *pay as we go*, that they give the payment as reimbursements of expenses incurred. He continued to explain that there's a lot more overhead if you give them (Trinity) advance payments because then someone is going to have to verify that the money was actually used for what you were giving them the advance payment for.

Zeb Letourneau said BerryDunn could make those checks as they go along. They will review the bill to make sure it's for allowable costs only, forward that to the County, then it will be approved by the Commissioners and sent out.

Erin Reed asked if they could include any costs that were not fundraising.

Zeb Letourneau replied in affirmation-all those pre-development costs are allowable under ARPA. Although the grant says construction costs, he thinks pre-development costs would be in that lens, although ultimately, it's up to the Commissioners.

Commissioner Mason said that he would just treat it as a construction loan. Trinity would bring in their construction bills and it would be done as described.

Commissioner Poirier asked if they would be giving them half of the costs on the invoices.

Steven Whitney reminded Commissioners that they are giving Trinity 50 cents on the dollar. Therefore, for every dollar worth of construction costs, they give them 50 cents.

Motion: to implement a county fundraising deadline (for Trinity Jubilee) for September 30, 2024

Ames-Lewis 6-0

B. Approval to go out to RFP for the TAN

Motion: to approve going out to RFP for the (Tax Anticipation Note) TAN.

Mason-Ames 6-0

C. ARPA – Approval of Traffic Enforcement Patrol Equipment

Motion: to approve ARPA funding in the amount of \$74,450 for Traffic Enforcement Patrol Equipment.

Ames-Mason 6-0

IX. DISCUSSION ITEMS-None.

X. FUTURE AGENDA ITEMS

- * Opioid settlement
- * Strategic Planning Workshop (Plourde)
- * 774 Center Steet (ongoing)
- * Review Center Street lease agreements
- * Appoint Treasurer
- * Building Committee

XI. ADJOURN

Motion: to adjourn at 5:53 p.m.

Ames-Kelly 7-0

Clarice Proctor, County Administrator