

~Meeting Minutes~
Androscoggin County Commissioners
December 6, 2023
Regular Meeting 5:15 p.m.

I. MEETING CALLED TO ORDER - Chair Sally Christner at 5:16 P.M.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Commissioners: Chair Sally Christner, Brian Ames, Roland Poirier, Edouard Plourde, Garrett Mason. Tardy: Vice-Chair Terri Kelly. Absent: Andrew Lewis.
Other: Interim County Administrator/Sheriff Eric Samson, Treasurer Clarice Proctor, Sun Journal Steve Sherlock, Sandy Berube, I.T. Robert Levesque, BerryDunn/Zeb Letourneau.

IV. MINUTES

A. Meeting Dates: November 15, 2023 regular meeting minutes.
Motion: to approve with a waiver of the reading of the November 15, 2023 regular meeting minutes as presented.
Ames-Poirier 4-0-1
Abstained: Mason

V. WARRANTS

Motion: to approve all warrants as presented: AP Warrants JV1328, JV1329 & Payroll Warrants.
Plourde-Mason 5-0

At this time, Commissioners jumped to *VIII. New Business, A. ARPA Update.*

VI. REPORTS

A. MCCA-No report.
B. Central/Western Maine Workforce Board-Commissioner Kelly noted that she would be attending the December 28th meeting.
C. AVCOG Report-No report.
D. Treasurer's Report-No report.
E. Administrator's Report-Interim County Administrator/Sheriff Eric Samson updated Commissioners on ongoing events.

VII. COMMENTS FROM THE PUBLIC

VIII. NEW BUSINESS

A. ARPA Update (Presented by BerryDunn)
Zeb Letourneau explained the new information that came out from the Treasury (the Obligation Interim Final Rule) which clarifies what qualifies as an obligation.

* January 2022-One of the requirements was that municipalities, including the county, must obligate their funds by December 31, 2024. Prior to November 2023, most counties and cities defined obligation as the legislative branch (in this case, the Commissioners) voting to approve funding for certain project or initiative.

* November 2023 definition of obligation-An obligation is defined as entering in a contract for goods or services, or an order for goods or services, or some other type of agreement that requires a payment at the end of that agreement.

Note: The county must fully obligate their funds (the “ARPA Reserves”) by entering into contracts to spend those funds, and it has to be finalized and executed by December 31, 2024 (with the salary exception of the administration of the ARPA program which allows pre-estimates until April of 2024 and the extension of payments until December of 2026).

Commissioner Plourde noted that we have until the end of 2025 to obligate the funds and until the end of 2026 to expend the funds and asked where the review/accounting come in for how the funds were expended.

Zeb Letourneau responded that the county undergoes a yearly audit to review the funds that were obligated and expended. Next year, the focus will be on quarterly subrecipient monitoring to ensure those grantees are spending the funds in compliance with their grant agreements, expenditures will be reviewed, and quarterly reports will be submitted to the Treasury.

Commissioner Terri Kelly arrived at 5:33 p.m.

At this time, Commissioners jumped to *VIII. New Business, D. ARPA Website Bid Approval.*

B. ARPA Fund Request – Harriman/Center Street

Motion: to approve \$75,000 from the ARPA funds for the contracted services provided by Harriman Associates for the planning and development of 774 Center Street in Auburn, (in addition to the budgeted amount of \$35,000 in the professional services line. The approved contracted cost with Harriman Associates for services is \$109,665.)
Ames-Plourde 6-0

C. ARPA – EMA Vehicle Approval

Motion: to approve bid amount of \$56,398 (for the purchase of a 2024 GMC Sierra 2500HD for EMA with previously approve ARPA funds).
Ames-Kelly 6-0

At this time, Commissioners jumped to *VIII. New Business, E. Approve 2024 Commissioners’ Meeting Schedule*

D. ARPA – Website Bid Approval

Motion: to approve the website bid from Civic Plus at a cost of \$28,600.15 (total for the website creation with hosting for first year).

Ames-Kelly 6-0

At this time, Commissioners proceeded to *VI. Reports, A. Maine County Commissioners Association.*

E. Approve 2024 Commissioner Meeting Schedule

Commissioners questioned the necessity of having two meetings per month. After checking the Charter and the By-Laws, it was determined that one meeting per month was an option and that date could be every 3rd Wednesday of the month. Commissioners also opted to reserve the 1st Wednesday per month for possible workshops.

Also mentioned was the possibility of changing a workshop to a meeting and it was determined to be a viable option if notice was given in compliance with the Freedom of Access Law, 1 MRS §406.

Motion: for the year 2024, Commissioner meetings shall be on the third Wednesday of each month, and a workshop will be held on the first Wednesday of the month as needed, with the exception of July.

Poirier-Plourde 6-0

IX. DISCUSSION ITEMS - None.

X. FUTURE AGENDA ITEMS

- * Opioid Settlement - (Place on next agenda)
- * 774 Center Steet (ongoing)
- * Building Committee - (Place on next agenda)
- * Hire County Administrator - Revisit at beginning of next year.
- * Choose 2024 MCCA Representatives (Place on next agenda)
- * Strategic Planning Workshop - Commissioner Plourde will look into this and present his findings at the February 7th workshop.

XI. EXECUTIVE SESSION

**A. Executive Session Pursuant to Title 1 MRSA Section 405 (6) Subsection (A)
Discussion of Personnel Issues**

Motion: to enter into Executive Session Pursuant to Title 1 MRSA Section 405 (6) Subsection (A) Discussion of Personnel Issues.

Ames-Kelly 6-0

Motion: to enter into public session.

Mason-Ames 6-0

XII. ADJOURN

Commissioners adjourned at 7:12 p.m.

Interim County Administrator/Sheriff Eric Samson