

Kennebec County, Maine

County Commissioner's Meeting Minutes November 2, 2021



Present:

Patsy Crockett, Commissioner (Chair)
 Nancy Rines, Commissioner
 George Jabar, Commissioner
 Robert Devlin, County Administrator
 Ken Mason, Sheriff

Terry York, HR Manager
 Megan Dickey, Assistant HR Manager
 Tom Doore, Deputy Treasurer
 Cindi Ferguson CPA, Finance Director

Art True, EMA Deputy Director
 Dan Brunelle, Facilities Manager
 Diane Wilson, Deeds
 Devon Parsons, IT Director
 Scott Ferguson, County Administrator

Beverly Hatheway, Register of Deeds

Sean Goodwin, EMA Director

Shay Freeman, Office Manager, DA

Absent: District Attorney, Maeghan Maloney, Esq., Register of Probate; Kathy Ayers

	Discussion	Action
Call to order	12:00 pm	
Minutes	Motion and second to accept the minutes of October 19, 2021	3 in favor 0 opposed
County Administrator	<p>Scott Ferguson, County Administrator: A request was sent out to all department heads to meet with them and their staff to understand the work that is going on in their departments.</p> <p>Talked with IT about getting connectivity around the county- Finance has been given access to the I:\Executive Drive so that we can start keeping track of contracts and all the pertinent information we access to. It's a lot quicker to do it electronically.</p> <p>I met with the jail this morning (Bryan, Kurt, Corey and Jill) and had an informative discussion on their vision and issues they are facing.</p>	<p>All departments but Probate have been met with. When Kathy returns, Scott will meet with them.</p> <p>Plan in place. Finance has access and building the contract database will occur over time.</p>

	Discussion	Action
	<p>The Sheriff also came in for few minutes and se we talked about different jail issues and concerns.</p> <p>It was discussed that we should meet more frequently with the medical provider given that the last bill was up and to start looking for some performance measures and cost drivers. Other than personal services, medical is the next biggest cost for the jail.</p> <p>I'd like to start doing projections for the departments so we can figure out where they are going to end up at the end of the year so we can assess any potential risk areas because costs are going up. Fuel is going up, medical is going up, so the jail is probably the biggest issue budgetarily. It's good to be aware of any potential issues that we might be by year end.</p> <p>I asked Devon to find the email Bob sent me on the Spirit of America and will be working on getting that done.</p> <p>I went to Unity to look at the road, with Bob, and talked with Casella. That's quite an operation what they do up there if you've never seen it. It was interesting talking with them about the effects of COVID on their industry. and what they do up there. COVID impacted the garbage industry negatively, but they (composting/ soil) actually did well.</p> <p>As far as the road is concerned, Pike is still looking at something and we are waiting for that to finish up and we will be looking at an amendment.</p>	<p>The administrator and Jail will be meeting to review medical reports and determine an action plan going forward with the vendor.</p> <p>This will begin next week (11/15)</p> <p>Certificates are completed and will be ready for signature on the 16th.</p> <p>Casella is looking for another \$40K (approx.). Bob is going with Scott to talk with Clark James, Casella, on Thursday (11/11) to discuss this request and understand why it is being asked for.</p>
Human Resources	<p>Terry York, Human Resources Manager:</p> <p>Megan Dickey: Yesterday was the deadline for the Maine Pers application for the one-time limited enrollment and those were mailed in.</p>	Update

	Discussion	Action
	<p>We received the 2022 Health Insurance rates. Everything is staying the same except dental which increased 1%.</p> <p>Commissioner Jabar: How many applications were submitted for MPERS? Megan: 5</p> <p>Commissioner Jabar: To everyone involved in planning Bob's party and for everyone that attended, you did a great job, I think he appreciated it.</p>	<p>Update</p> <p>Update</p>
<p>Treasurer</p> <p>Finance</p>	<p>Tom Doore, Treasurer: 33% into FY 22 Budget. General Fund is \$12,200,000, Recovery Cash Fund \$11,740,000, Investment Fund down \$5,000 since last meeting at \$2,134,000. All Municipal taxes have been received. Sidney and Monmouth payments were received last week totaling approximately \$1,000,000. The total warrant is \$352,985.</p> <p>Cindi Ferguson CPA, Finance Director: Terry is in the process of updating Scott and Tom as signors on county accounts.</p> <p>Request a motion to place Scott, as the County Administrator, on the retirement plans and have Bob taken off.</p> <p>Request a motion to place Scott and Tom on the investment accounts and bank accounts as authorized signors. Tom is already on the bank accounts but needs to be added to the investment account.</p> <p>Finance submitted unclaimed property to the state last week. Citizens that left funds on deposit with Deeds were researched over several years and Deeds pulled over 200 accounts that could be submitted to Unclaimed Property. Now that these accounts are "off book" it will reduce the number of accounts that have to be dealt with.</p> <p>Kennebec Savings Bank gave a nice webinar on internet security, that Tracie and I took. That was good they gave a lot of great</p>	<p>Update</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done. None required.</p> <p>Completed, update only.</p>

	Discussion	Action
	<p>examples of the way that you can be tricked into thinking something is wrong with your computer. They did recommend maybe training for employees on when you get an email on what things to watch out for and when you get things popping up on your computer. I can talk to Scott and Devon about that. When I did contract work for the state even as a contractor you were required to take certain training in that.</p> <p>Commissioner Rines: Where are we at on the audit? Cindi: As you know Erica came in at the last meeting and went over things and they are finalizing the draft. Cindi submitted the reports last week to get started on the 2021 audit. Chair Crockett: I thought she was very good, helpful, and extremely thorough. Cindi: I was very pleased with that; she is great to work for and she's really performing the audit and working with the people who that, so she is much more familiar with the meat and potatoes of what we are doing here. I'll let her know that you appreciate that.</p>	
Deeds	<p>Diane Wilson, Deputy Register of Deeds: Receipts are down a little bit from last October by \$6500, but year to date we are up \$7,300.</p> <p>Beverly: Only one bid came in and that was Kofile. I need a motion to accept the bid. The total bid is \$321,816. There is a minor change on the contract. Kofile is offering a free upload of 100 books, which will be added to the contract as the original contract didn't have it.</p> <p>Scott: The contract is for \$321,816. Digitization is an \$38,000. Kofile will upload the digitized files for free. Total cost being \$359,669.50. This will cover books 2-100. (#1 was already done.)</p> <p>Today we are only accepting the bid for \$321,816.</p>	<p>Update</p> <p>Scott: the bid today is just preserving the books. To digitize them would be the extra \$38,000. Beverly and I will look at the digitization and bring back a recommendation to the Commissioners.</p> <p>Beverly and Cindi will look at the surcharge account.</p>

	Discussion	Action
	<p>Commissioner Rines: What is left in that account and how will this leave it. Cindi: There is only \$370,000. Beverly: We should have \$500,000.</p>	<p>Motion by Commissioner Jabar and seconded by Commissioner Rines to accept the proposal for the preservation the books at Deeds for \$321,816. 3 in favor 0 opposed.</p> <p>Clarification was given to the Commissioners on the digitization aspect of the contract on November 3rd. It was decided to include the digitization in the contract which signed by Commissioner Crockett on November 9th and the fully executed contract was received on November 10th.</p>
District Attorney	<p>Maeghan Maloney Esq., District Attorney: Office Manager Shay Freeman for the DA's office: Meaghan is at the polls. Busy with the courts putting on 180 Pro se cases this week.</p> <p>Been in court all morning cleaning up cases for the court. More than half of the defendants failed to appear. Anything that is not resolved, then the court will set Monday for jury selections.</p>	Update
EMA	<p>Sean Goodwin, EMA Director: The Homeland Security money for 2021 has been approved at both federal and state level and we now need Commissioner's approval to spend \$138,000 which will be going out to various departments. We will have a list of who the money is going to for the Commissioners.</p> <p>We are still getting requests for COVID, PPE and testing supplies even though it has been it has been returned to the Maine CDC so now we are funneling those requests back to them. We do a little distribution of what we have in the garage but are saving some for Kennebec County.</p> <p>Vaccination sites and dates are being set up for children ages 5-11. All the schools in Augusta will have a clinic on site to do the vaccinations.</p>	<p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	Our mitigation plan, the one that deals with floods and flood insurance and is going thru our final read will go to MEMA and FEMA next week. Included is severe weather and global warming which doesn't affect Kennebec County that much.	Update
Facilities	Dan Brunelle, Facilities Manager: Meeting with contractors getting estimates.	Update
	To stop the water from going into the basement in the Hill House will be \$150,000 that will mean we will need an engineer and it will also need to go out to bid.	Update
	Getting estimates for the electrical upgrade at the courthouse from Target Electric. We really want to use Target Electric as they are so familiar with the building. To bring in a new electrician would be more costly. Probably won't need a bid as we are looking at doing the work in sections and not all at once.	
	There are three different projects.	
	Parking Lot: I got estimates for the parking lot from State Street to Green Street would be anywhere from \$72,000 to \$95,000.	Update
	Courthouse: The concrete at the other end where the water is coming into the courthouse basement a contractor came last week and I'm waiting for his proposal. Should be a small project.	Update
Continuing to work on the list with the department of labor.	Update	
The old weathervane that came off the jail is hanging in his shop on a water pipe. It is very large and heavy, and I don't know what to do with it. I can't throw it away, but I don't have much space, but it must be moved by December 15. There is no room in the garage.	Room is being made in the garage/ shed for the weathervane. There has been private interest in the weathervane as well as the Maine State Museum.	

	Discussion	Action
	<p>Scott: It's made to be outside so can we store it behind the garage.</p> <p>Dan: I can store it outside to get by the 15th.</p> <p>Commissioners would like to see it put back up.</p>	The location would have to be assessed for structural integrity.
Information Technology	<p>Devon Parsons, IT Director: The jail export program for Aramark is not working and has been submitted to IMC and they are putting it up the chain to their engineers as they can't make it work either.</p> <p>The electricians were here this morning and updated the breaker system at the and fixed the reverse lines. They do not want to do a full test until after the first of the year as they are so booked.</p> <p>Commissioner Rines: What about Aramark?</p> <p>Devon: When someone comes into the jail, they have to input information about the inmates manually and it is becoming arduous.</p>	<p>Update</p> <p>Update</p>
Probate	Kathy Ayers, Register of Probate: Absent	
Sheriff/Corrections:	<p>Sheriff Ken Mason: Jail Pop is 122. The two deputies up at the academy, Dep. Van Wyk and Dep. Lynch are doing very well. When they come back, we will still be down as Dep. Johnson is deployed to the southern border for a little more than a year.</p> <p>Capt. Slaney: Things are going well at the Correctional Facility. We are working with our mental health provider to get CARA up and running again in a safe manner.</p> <p>We are still one of the only facilities in the state that has not had a COVID outbreak. Staff have questions regarding the federal mandate; however, we don't have any answers right now.</p> <p>Scott: What I really want to do is to meet with department heads to understand what the exposure is; how many have not been vaccinated and what the effects of requiring vaccinations would</p>	<p>Update</p> <p>Update</p> <p>The plan is near completion for review by the Commissioners.</p>

	Discussion	Action
	<p>be to each department. Once we have a good understanding of that I am going to work with Terry to bring a proposal to the Commissioners so they can decide on an appropriate course of action as right now there is no definitive recommendations at what should be done. We will develop a plan and bring it to the Commissioners I will also share it with department heads so they know what's going on and we can talk about it.</p> <p>Commissioner Rines: I think the major position of the Commissioner's is that we will follow the CDC guidelines.</p>	The policy will adhere to Maine CDC guidelines.
Project Updates	None	
Old Business/ Follow Up Items	<ol style="list-style-type: none"> 1) Signature For Approval of County Warrants 2) New Hire and Termination Change of Status Forms For Approval 3) 03-25) Motion and second to Adopt The Kennebec County Education Assistance Policy 4) Incentive for Those Employees Who Are Already Vaccinated and For Those Who Get Vaccinated. 5) Spirit of America 	<p>Signed</p> <p>Signed</p> <p>Tabled</p> <p>Tabled</p> <p>Administrator working on the awards. 2021 certificates are done. In discussions with Bruce Flaherty, he would like 2020 done as well. It will be worked on.</p>
New Business	<ol style="list-style-type: none"> 1) 03-38: Motion to: <ol style="list-style-type: none"> a. Appoint T. Scott Ferguson as County Administrator b. Authorize T. Scott Ferguson as a Signor on Kennebec County's: <ol style="list-style-type: none"> i. Banking and Investment Accounts ii. As Plan Administrator for the 457 Plans and the 401(a) Retirement Plan 2) 03-39: Motion to Sign the Contract with Finance Director Cynthia Ferguson, CPA 3) 03-40: Motion to Accept the Proposal for Trash Collection for Unity Township from Sullivan's Waste Disposal & 	<p>3 in favor 0 opposed.</p> <p>3 in favor 0 opposed.</p> <p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p>

	Discussion	Action
	Recycling Services, Inc. in the amount of \$5,400; Contract Term of January 1, 2022 through December 31, 2022.	
Executive Session	Motion by Commissioner Rines seconded by Commissioner Jabar to go into Executive Session in accordance with 1 MRSA §405-6-A to discuss personnel. Into Executive Session at 12:55 pm. Out of Executive Session at 1:15 pm.	3 in favor 0 opposed No action taken following Executive Session
Miscellaneous		
Adjournment	Adjourned at 1:16 pm	3 in favor 0 opposed

Respectfully Submitted,

Terry York,

Assistant Administrator