

Kennebec County, Maine

County Commissioner's Meeting Minutes April 19, 2022



Present:

| | | |
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| Patsy Crockett, Commissioner (Chair) | Corey Goodchild, Asst. Jail Admin. | Art True, EMA Deputy Director |
| Nancy Rines, Commissioner | Dan Brunelle, Facilities Manager | Bryan Slaney, Jail Administrator |
| George Jabar, Commissioner | Chris Brawn, HR Director | Kathy Ayers, Register of Probate |
| Scott Ferguson, County Administrator | Maeghan Maloney, Esq., DA | Tom Doore, Treasurer |
| Ken Mason, Sheriff | Cindi Ferguson CPA, Finance Director | Devon Parsons, IT Director |
| Al Morin, Chief Deputy | Sean Goodwin, EMA Director | Megan Dickey, HR Administrator |

Absent: Diane Wilson, Acting Registrar of Deeds

| | Discussion | Action |
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| Call to order | 12:03 PM | |
| Minutes | Motion and second to accept the minutes of April 5, 2022 | Approved 3-0 |
| Human Resources | <p>Chris Brawn, Human Resources Director:</p> <ul style="list-style-type: none"> ➤ Getting acclimated to the County: Who everyone is, and how things are currently done looking for areas of opportunities in process and procedures. ➤ Reviewing the Employee handbook and corresponding policies to ensure all are up-to-date and to create one-stop-shopping for personnel policies and procedures. ➤ Meeting with all our retirement plan vendors to gain a better understanding of all our 401a and (4) 457b plans. ➤ Getting up to speed on our current health plans and options for alternatives and/or additions. ➤ Fraternal Order of Police contract is in negotiations. ➤ We have a temp starting the first week of May to help us get all the paper scanned and organized. ➤ Interviews for the Executive Assistant position are this week. We are interviewing 6 candidates. ➤ Friday is the kickoff to the new HRMS/Payroll system implantation. | |
| Treasurer | <p>Tom Doore, Treasurer:</p> <ul style="list-style-type: none"> ➤ We are about 80% into FY 22 Budget. | |

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| Finance | <ul style="list-style-type: none"> ➤ General Fund is \$5,115,000 all invested in the Insured Cash Sweep account with Kennebec Savings Bank. Recovery Cash Fund \$11,008,000 all invested in the Insured Cash Sweep account with Kennebec Savings Bank. Our Investment Fund at the close of business yesterday had \$2,022,000 (face value of \$2,106,000) which is down about \$22,000 since last meeting; 3.72% ➤ \$1000-\$2,000 more than last year due to NACO & MCCA ➤ There will be one regular warrant and one restitution warrant requiring signatures. <p>Cindi Ferguson, CPA, Finance Director:</p> <ul style="list-style-type: none"> ➤ Lisa Bryant, Finance Manager started on Friday, April 15, 2022; welcome Lisa! ➤ Finance has been supporting the County Administrator, Scott Ferguson as he prepares the budget. | |
| Sheriff/Corrections: | <p>Sheriff Ken Mason:</p> <ul style="list-style-type: none"> ➤ Our K-9 Deputy is training with the dog, the K-9 knows what to do and the Deputy is learning and working with the K-9. ➤ INMAR has provided us with boxes, bags, and shipping labels for drug take back similar to what we would do but at no cost to the County. ➤ We still have two employees deployed at the southern border and they are doing well. Their deployment is 444 days. ➤ Calls to service have been reasonable. ➤ Soundguard just sent oujt 2021 grants ➤ Lieutenant Read: Boarder patrol has asked certain agency for helps. We have been operating on the 2019 grant money since then as it is for 3 years. We received \$80,000 shoe mark analyzer that tests drugs. Boarder patrol appreciates us helping and sharing information. ➤ Commissioner Rines: so you are using the money to pay for the detail? <ul style="list-style-type: none"> ○ Lieutenant Read: Yes. ➤ Jabar: Is this for specific details? <ul style="list-style-type: none"> ○ Lieutenant Read: Yes. ➤ Commissioner Jabar: So, if something is of interest of boarder patrol we share it with them? | |

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| | <ul style="list-style-type: none"> ○ Sheriff Ken Mason: We share all of it with them. ➤ Commissioner Rines: what is it you are signing? <ul style="list-style-type: none"> ○ Sheriff Ken Mason: The grant funding money. ➤ Commissioner Rines: I feel that the Commissioners should be signing off on these things. <ul style="list-style-type: none"> ○ Sheriff Ken Mason: I don't disagree but there is no place for your signatures and it is electronic. Once <p>Captain Bryan Slaney:</p> <ul style="list-style-type: none"> ➤ Jail population is at 137. ➤ Meeting with Chris Brawn and Megan Dickey to work on staffing brainstorming. Staffing changes frequently up and down so we are working to see what we can do to help with that. ➤ Commissioner Rines: Would it be a good idea to do a survey with staff to address the changes? <ul style="list-style-type: none"> ○ Captain Bryan Slaney: Terry did one and the results were on pay, scheduling, overtime, and communication. I think it would be a benefit to do another one. One of the things we are trying to figure out for employees is some type of wellness program like a gym available for staff. I have been working with Megan Dickey on wellness programs for staff that would give discounts on our health insurance premiums. | |
| District Attorney | <p>Maeghan Maloney Esq., District Attorney:</p> <ul style="list-style-type: none"> ➤ We unfortunately had a judge test positive for Covid and is quarantining for 14 days so we are having a larger and larger backlog. ➤ Commissioner Jabar: So you keep getting further behind? <ul style="list-style-type: none"> ○ Maeghan Maloney Esq., District Attorney: Yes due to the lack of court time. Hopefully the court will get some more resources. The lastest person we offered a job to as a Legal Secretary accepted the position and she has so much experience in the field it is great that we were able to get her and we are so excited. | |
| Information Technology | <p>Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ IT operations are going well. | |

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| | <ul style="list-style-type: none"> ➤ Helped setup the new Finance Manage and helped Cindi with her office move. ➤ Setup the new Executive File server and got everyone converted over to the new file server. Only minor issues with the new setup for the users as we expected. Easy to fix for us. ➤ Now working on the Corrections and Sheriff File server but due to the amount of users and data, this is going to be a longer process. Not hard to do, just time consuming. ➤ Working with Dan to coordinate the installation of a new underground fiber optic cable going to the Jail for future upgrades and expansion. | |
| Deeds | <p>Diane Wilson, Registrar of Deeds Absent but sent report to Megan Dickey:</p> <ul style="list-style-type: none"> ➤ Deeds is extremely busy today after the long weekend. ➤ No new numbers to report due to it being in the middle of the month. ➤ Year to date is still looking good. | |
| EMA | <p>Sean Goodwin, EMA Director:</p> <ul style="list-style-type: none"> ➤ We have been busy with projects going on, some for EMA, some are Deeds projects, and we know Dan is busy, so we don't mind helping. ➤ We have been working with Dan Brunelle on lists of things going on including parking lot fixes. ➤ We were invited out to a dam out in Monmouth. Under the dam itself has some issues. The good news everyone is working on it. ➤ Commissioner Rines: Does the dam go down to Cobboosee? <ul style="list-style-type: none"> ○ Sean Goodwin: It does. ➤ Commissioner Rines: Are there dams below that? <ul style="list-style-type: none"> ○ Sean Goodwin: Yes. ○ Scott Ferguson: I want to thank EMA for all their help with moving some things as well. | |
| Facilities | <p>Dan Brunelle, Facilities Manager:</p> <ul style="list-style-type: none"> ➤ Water softener is not completely set up. The vendor has to fine tune/ calibrate the equipment. ➤ The roof at the jail needs to be done. We did meet with a roofing company. They feel we would be better served with an alternative to slate due to the cost of slate and the retention. The cost for slate is \$550,000 and the cost for this alternative is about \$200,000 less than the slate. | |

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| | <ul style="list-style-type: none"> ➤ The chimneys have been added over years so they are not considered historical so it's about \$60,000-\$70,000 just to make it look historical but serve no purpose. There is one on the Hill House building that should probably be kept but the others could be removed. ➤ Chairwoman Crockett: Do you need to go in front of the Augusta Historical Society in order to make any changes. <ul style="list-style-type: none"> ○ Dan Brunelle: We would need to follow the rules on that. ➤ Commissioner Rines: Could you look at the picture hanging to check? <ul style="list-style-type: none"> ○ Dan Brunelle: It depends on how far back the historical society goes (i.e. the original design or 100 years back, etc.). ➤ Landscaping is going to be starting soon. Unfortunately, Officer Matthews doesn't have any trustees that can help outside right now due to Covid so it will be a little harder to get that done along with everything else. | |
| Probate | <p>Kathy Ayers, Register of Probate:</p> <ul style="list-style-type: none"> ➤ We have already met our yearly revenue. ➤ The State Judge will come with a Court Marshall, a law clerk, and a scheduling employee that will do all the scheduling. We would be sharing a judge with Somerset County. We will still take on the cases and the reporting. ➤ Commissioner Jabar: What is the fiscal note on this? <ul style="list-style-type: none"> ○ Kathy Ayers: FY23 = \$3.8M, FY24 = \$7.4M, FY25 = \$7.5M ➤ Chairwoman Crockett: Is she expected to sign it? <ul style="list-style-type: none"> ○ Kathy Ayers: I am not sure. | |
| Administrator: | <p>Administrator Ferguson:</p> <ul style="list-style-type: none"> ➤ Just received March numbers so I will work on YTD projections. ➤ Finalizing Local 327 contract in the next few days. ➤ Met with Judiciary on Court Room 7. Maeghan Maloney and Dan Brunelle were there to discuss its use as a training room for the Odyssey system. I asked for MOU so we all have an understanding. | |

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| | <ul style="list-style-type: none"> ➤ Cindi Ferguson and I met with BerryDunn yesterday for an ARPA update. They are doing good work so far scoring the applications and have developed an applicant contract for ARPA funds disbursement. ➤ I met with Steve Daly, Waterville City Manager, and discussed issues in Waterville, Colby's investment in downtown, toured the Colby Field House, several parks, and lastly the Lockwood project. They are doing vision planning for where they want to be and building relationships with the private sector and other municipalities. ➤ Budget Committee: I feel the budget meeting went well Wednesday. We were able to get through all the department budgets. This week we will focus more on where do we want the tax rate to fall. ➤ We need to be aware of any Departments that are obligating the County to Federal Grants. This is of concern where the County may be required to provide a "match" to the grant, which may not be budgeted. This could cause a department to run into a budgetary deficit. ➤ We are getting a ton of reporting requests due right now. | |
| Old Business/ Follow Up Items | <ul style="list-style-type: none"> ➤ ARPA Update – previously discussed ➤ Covid Policy Update – a summary of changes was discussed and provided in the package. | Tabled Approved 3-0 |
| Warrants | Warrants | Signatures required |
| Change of Status | Payroll Change Notices | Signatures required |
| New Business | <ul style="list-style-type: none"> ➤ Corrections Recognition – Sheriff Mason – Corrections Officer Gagne promotion to Corporal. Corporal Gagne was pinned by Officer Willey and Sergeant Bajpai. Congratulations to Corpal Gagne! ➤ Lisa Bryant, Finance Manager, was welcomed to her second day with the County. We are glad she is on board. ➤ FY23 Budget Committee Update. | |
| Miscellaneous | Nothing at this time | |
| Public Comments | ➤ No comments from the Public | |
| Executive Session | ➤ No executive session | |
| Adjournment | Adjourned at 1:05 PM | 3 in favor 0 opposed |
| Motions | ➤ | |

Respectfully Submitted: Megan Dickey, Human Resources Administrator