

# Kennebec County, Maine

## County Commissioner's Meeting Minutes July 19<sup>th</sup> , 2022



**Present:**

Patsy Crockett, Commissioner, Chair  
 Nancy Rines, Commissioner  
 George Jabar, Commissioner  
 Al Morin, Deputy Sheriff  
 Tom Doore, Treasurer  
 Art True, EMA Director  
 Dan Brunelle, Facilities Manager

Chris Brawn, HR Director  
 Lisa Bryant, Finance Manager  
 Kathy Ayers, Register of Probate  
 Devon Parsons, IT Director  
 Diane Wilson, Register of Deeds  
 Bryan Slaney, Captain  
 Corey Goodchild, Asst. Jail Administrator

Jason Decker, EMA Deputy Director  
 Lawrence Peabody, Staff Sergeant  
 Kurt Karlsson, Programs Coordinator  
 Bobby Adams, Maintenance Technician  
 Megan Dickey, HR Administrator  
 Scott Ferguson, County Administrator  
 Stephanie Schredder, EA

**Absent:** Cindi Ferguson CPA, Finance Director

	Discussion	Action
<b>Call to order</b>	<b>12:00pm</b>	
<b>Minutes</b>	<b>Motion and second to accept the minutes of June 21<sup>st</sup> , 2022</b>	3-0 approved with edits
<b>Recognitions</b>	<p><b>Sergeant Peabody:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Lifesaving Awards:</b> Sgt. Bajpai, Cpl. Gagne, Nurse Tori Gaulin and Nurse Tami Leal (absent).</li> </ul>	
<b>Human Resources</b>	<p><b>Director Brawn:</b></p> <ul style="list-style-type: none"> <li>➤ The FOP (Faternal Order of Police) contract has been completed and signed off by the union.</li> <li>➤ As part of the new system, time clocks will be installed in the jail tomorrow. There will be some testing done and a trial period for a few weeks while we make sure we are accurately capturing time.</li> <li>➤ We have registered and been approved for use of the MCCS (Maine Community College System) Workforce Compact that allows \$1200/per employee to be used on workforce development training through December (\$600/per employee over the next two years). Sponsored by Harold Alford Center.</li> <li>➤ We are working with Eide Bailly on the County's retirement plan and the potential for consolidation to simplify County plan offerings.</li> <li>➤ Both <b>HR Administrator Dickey</b> and <b>HR Director Brawn</b> will be on vacation August 2<sup>nd</sup> for the next meeting.</li> </ul>	



# Kennebec County, Maine

## County Commissioner's Meeting Minutes July 19<sup>th</sup> , 2022



	Discussion	Action
	<p>requirements. The County is concerned with the direction given by DHHS and their understanding of the contract terms.</p> <p><b>Captain Slaney:</b></p> <ul style="list-style-type: none"> <li>➤ The Jail population is currently at 135.</li> <li>➤ The Call-In (sick time) Gas Card incentive is working well; it has encouraged 2/3 staff perfect attendance for the last month with approximate savings of \$10,000 last month.</li> <li>➤ Retention bonuses have been given to 10 recently hired staff who are still currently employed (since May 2022) which is a very good sign.</li> <li>➤ Programming has increased because of positive staffing turnouts.</li> <li>➤ <b>Kurt Karlsson</b> has accepted the Programs Coordinator position. He has been employed by the County for 12 years.</li> <li>➤ CARA (Criminological Addiction Recovery Academy) class happening with 5 males; the female class starts 9/26.</li> </ul>	
<p><b>District Attorney</b></p>	<p><b>DA Maloney Esq.:</b></p> <ul style="list-style-type: none"> <li>➤ Special guest <b>Diana Murphy, Restitution:</b> <ul style="list-style-type: none"> <li>○ First person in the State of Maine to work with a Maine statute to figure out how to get tax return money from defendants who have not paid their restitution to victims by garnishing their tax returns working with Maine Revenue Service.</li> <li>○ <b>Diana Murphy</b> will be teaching other Counties these procedures and will be meeting with the State soon to explain the process.                             <ul style="list-style-type: none"> <li>● <b>Administrator Ferguson</b> requests to join the meeting with the State.</li> </ul> </li> <li>○ \$111,000 has been collected just in the past year with this process, plus \$23,000 coming while working with Maine Revenue Service.</li> <li>○ 253 defendants are now paid in full by collecting that \$111,000.</li> <li>○ <b>Ms. Murphy</b> and <b>IT Director Devon Parsons</b> will be teaching the rest of the State.</li> <li>○ <b>IT Director Devon Parsons</b> is/was an integral part of creating and implementing this process.</li> </ul> </li> <li>➤ <b>Director Parsons:</b></li> </ul>	

# Kennebec County, Maine

## County Commissioner's Meeting Minutes July 19<sup>th</sup> , 2022



	Discussion	Action
	<ul style="list-style-type: none"> <li>○ <b>Director Parsons</b> assisted <b>Ms. Murphy</b> in understanding how to implement this process over a period of 3-6 months.</li> </ul>	
<b>Information Technology</b>	<p><b>Director Parsons:</b></p> <ul style="list-style-type: none"> <li>➤ Operations are good.</li> <li>➤ Camera surveillance system has been improved with additional storage and a system upgrade.</li> <li>➤ IT and Facilities Maintenance are addressing the cooling issues in the server room. Temperatures are higher than we would like to see.</li> </ul>	
<b>Registry of Deeds</b>	<p><b>Deeds Register Diane Wilson:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Register Wilson</b> distributes an informational handout.</li> <li>➤ With fiscal year ending, paid county \$1,347,000.</li> <li>➤ Down \$25,000 from last year.</li> </ul>	
<b>EMA</b>	<p><b>Art True, EMA Director:</b></p> <ul style="list-style-type: none"> <li>➤ Consultations with the Red Cross for heating, cooling, and shelter resources and information throughout the County for emergencies is being examined and analyzed.</li> <li>➤ Working on getting all signatures acquired from the Towns within the County for the Mitigation plans and once they are signed, they will be submitted to the State and the Federal Government.</li> <li>➤ Emergency Operations Plan is being reviewed.</li> <li>➤ There is a security issue with Buker School is being reviewed and a plan is being put in place to mitigate that risk.</li> <li>➤ Operations center and equipment for the following events:                             <ul style="list-style-type: none"> <li>○ OakFest</li> <li>○ Iron Man</li> <li>○ Triathalon</li> <li>○ China Days</li> </ul> </li> </ul>	

# Kennebec County, Maine

## County Commissioner's Meeting Minutes July 19<sup>th</sup> , 2022



	Discussion	Action
	<ul style="list-style-type: none"> <li>➤ EMA is still monitoring the prevalence of COVID-19 in the County and is aware of the possible intrusion of Monkeypox virus, although, it is not a threat or an issue at this time.</li> <li>➤ Request for appointment of Deputy Director: <b>Jason Decker</b> <ul style="list-style-type: none"> <li>○ <b>Mr. Decker</b> has 24 years of experience in emergency response and has been with EMA since 2015 as an Emergency Planner.</li> </ul> </li> <li>➤ Emergency Management Performance Grant annual budget match ensures that the old generator from Hill House is now connected to the Deeds building. Electronic signature and approval is needed from Commissioners.                     <ul style="list-style-type: none"> <li>○ <b>Commissioner Rines</b> and <b>Commissioner Crockett</b> ask if this is a known expenditure by the Finance Office.</li> <li>○ <b>Administrator Ferguson</b> confirms that the expenditure was previously written into the approved budget and that the approval is needed today is for the electronic signature process.</li> </ul> </li> <li>➤ <b>Kennebec County Unmanned Aerial Systems Policy:</b> <ul style="list-style-type: none"> <li>○ This policy was tailored off of the State Police policy.</li> <li>○ This policy represents the administrative piece of how the Unmanned Aerial System will be utilized by EMA and Kennebec County.</li> <li>○ The funding is secured for the system but this policy must be approved before the program can be enacted.</li> <li>○ <b>Administrator Ferguson</b> points out that this policy is necessary because of regulations in certain airspace zoning to comply with City, State, and Federal restrictions and limitations for drone usage.</li> </ul> </li> </ul>	<p style="text-align: center;">Approved 3-0</p> <p style="text-align: center;">Approved 3-0</p> <p style="text-align: center;">Approved 3-0</p>
<p><b>Facilities</b></p>	<p><b>Facilities Director Brunelle:</b></p> <ul style="list-style-type: none"> <li>➤ Introducing Maintenance Technician and Mechanic: <b>Bobby Adams.</b></li> <li>➤ The 7 chimneys located on Hill House, The Court, and the Jail need repair with an estimate of \$120,000 from a contractor when only one of seven are in use.                     <ul style="list-style-type: none"> <li>○ The historical society will only permit the destruction of the chimneys located on the back of the building and all others will need to be rebuilt.</li> </ul> </li> </ul>	

# Kennebec County, Maine

## County Commissioner's Meeting Minutes July 19<sup>th</sup> , 2022



	Discussion	Action
	<ul style="list-style-type: none"> <li>○ <b>Director Brunelle</b> has the knowledge, skills, and abilities to rebuild the chimneys himself and proposes the repair himself. The cost for <b>Director Brunelle</b> to repair all chimneys would be \$20,000 for a 125ft industrial/construction lift and 2 months time.</li> <li>○ <b>Director Brunelle</b> consulted with <b>EMA Director True</b> pertaining to safety concerns on this sort of project and <b>Director True</b> consented to approval of the project's safety.</li> <li>○ There are other projects that can be done whilst renting the lift as well.</li> <li>➤ Hill house was pressure washed last week.               <ul style="list-style-type: none"> <li>○ <b>Commissioner Rines</b> mentions how clean the building looks.</li> </ul> </li> <li>➤ <b>Administrator Ferguson</b> appreciates the current care of the grounds at Hill House.</li> <li>➤ <b>Commissioner Rines</b> inquires about the portico construction on the side of Hill House.               <ul style="list-style-type: none"> <li>○ <b>Director Brunelle</b> explains the drainage issues confirmed by a consultation with professional engineers, past and future potential water damage issues, and the lack of stability of structure.</li> <li>○ <b>Commissioner Crockett</b> asks if the portico needs to change or if an addition to the back of Hill House can be managed and inquired if the portico was an original structure to the historical building or if it was built after the original structure.</li> <li>○ <b>Administrator Ferguson</b> agrees that an addition to the back of Hill House would be welcomed and mentions the need for more space for meeting rooms and the offices for Detectives.</li> </ul> </li> </ul>	
<b>Probate</b>	<p><b>Probate Register, Kathy Ayers:</b></p> <ul style="list-style-type: none"> <li>➤ Presents year-end financials:               <ul style="list-style-type: none"> <li>○ \$83,000 over projected revenues.</li> </ul> </li> <li>➤ There will be a hearing tomorrow to present a plaque to <b>Bruce Williams</b>; an attorney who has done 150 visitor cases for Probate Court.</li> </ul>	
<b>Administrator</b>	<p><b>Administrator Scott Ferguson:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Administrator Ferguson</b> confirms that the Commissioners have signed the FOP (Fraternal Order of Police) contract and the AACE MOU (Augusta Adult and Community Education Memorandum of Understanding) contract.</li> </ul>	

# Kennebec County, Maine

## County Commissioner's Meeting Minutes July 19<sup>th</sup> , 2022



	Discussion	Action
	<ul style="list-style-type: none"> <li>➤ <b>Director Brunelle's</b> report in the earlier part of the meeting represents the amount of maintenance and repair that the Administration and Departments are enacting to sustain the facilities and historical integrity of the County buildings and grounds.                             <ul style="list-style-type: none"> <li>○ The retaining wall on court street is falling and need to fixed.</li> </ul> </li> <li>➤ <b>Administrator Ferguson</b> has requested that <b>Director Parsons</b> and his staff monitor and maintain departmental technology to assure that all equipment is current within all County offices and upgrade as needed to avoid conflicts with hardware and software.</li> <li>➤ There are policy and personnel discussions that will be addressed in the Executive Session.</li> <li>➤ <b>Administrator Ferguson</b> drove up to Reynolds Road twice recently and discovered that there was a computer problem at the plant that halted asphalt production-there was a dispute on the footage of road between entities and the issue is still being researched to determine where the actual issue had occurred and was developed. The current stopping point is approximately 400ft short of the Town border line.                             <ul style="list-style-type: none"> <li>○ To pave the remaining 400ft, an estimated \$17,000 is needed to finish the road to the town line and was quoted by Pike Industries. Pike Industries is aware that there was an issue in question so the quoted cost is solely for materials to complete the project.</li> <li>○ <b>Administrator Ferguson</b> recommends spending the quoted \$17,000 to finish the project funded by ARPA.</li> <li>○ <b>Commissioner Rines</b> inquires about culverts for the road.</li> <li>○ <b>Administrator Ferguson</b> states that the culverts are all in but not all of them are paved.</li> <li>○ <b>Commissioner Jabar</b> states that he has a large amount of appreciation for Casella Waste Systems which used to be called Hawkridge and agrees that it makes sense to spend the \$17,000 to complete Reynolds Road.</li> <li>○ <b>Administrator Ferguson</b> points out that Casella has placed gravel along the new road to firm up/support the road edge. They will also mow the roadside to maintain it at no cost to the County.</li> <li>○ <b>Administrator Ferguson</b> recognized <b>Clark James, Director of Logistics Casella Waste Systems</b>, who has been a very helpful with the Reynolds Rd. project at no cost to the County.</li> </ul> </li> </ul>	<p>Approved 3-0</p>

# Kennebec County, Maine

## County Commissioner's Meeting Minutes July 19<sup>th</sup> , 2022



	Discussion	Action
<p><b>Old Business/ Follow Up Items</b></p>	<p><b>BerryDunn ARPA Update:</b>  <b>Zeb Letourneau, Manager and Sophie Cohen, Consultant:</b></p> <ul style="list-style-type: none"> <li>➤ Explains and goes into detail about updates on current work and audit processes for ARPA grants.                             <ul style="list-style-type: none"> <li>○ Finalizing deliverables with grantees and the monitoring processes.</li> <li>○ Subrecipient handbook is being developed.</li> <li>○ Will be doing auditing (both physically and administrative).</li> <li>○ Finalized the handbook and SOP (Standard Operating Procedures) by next week.</li> <li>○ Working on an expenditure report with <b>Director Ferguson</b> for submission.</li> <li>○ Taking part in creation of reimbursement procedures and an SOP and documentation to streamline and standardize the approach for reimbursement of funding.</li> <li>○ Grant agreements are going out next week to Grantees.</li> <li>○ Every group has to have UEI (Unique Entity ID) registration number; <b>Mr. Letourneau</b> and <b>Ms. Cohen</b> will be guiding grantees to get through the UEI ID processes.</li> <li>○ Facilitated 16 meetings with 11 grantees-3 more meetings this week-met with 19 grantees all together. Do not have to meet with all but like to give the option-larger grantees would like to meet.</li> <li>○ 22 funding schedules from Grantees out of 26 have been received.</li> <li>○ An AHP (Affordable Housing Project) - Lockwood Mills project in Waterville: BerryDunn is making assurances to protect the County's interest so that their investment comes with no risk in larger projects such as this. Maine Housing Authority had Lockwood Mills sign a covenant for the project to be maintained for 45 years.</li> <li>○ The EMT training in Kennebec County is another large project funded by ARPA. <b>Mr. Letourneau</b> explains the safeguards in place to maintain the interests of Kennebec County while also maintaining the integrity of the program.</li> <li>○ <b>Mr. Letourneau</b> explains the reimbursement based approach as one of the safeguards for the County's interests.</li> </ul> </li> </ul> <p><b>Long Road Energy - Matt Kearns, Chief Development Officer</b></p>	



# Kennebec County, Maine

## County Commissioner's Meeting Minutes July 19<sup>th</sup> , 2022



	Discussion	Action
	<ul style="list-style-type: none"> <li>➤ Project Update – Our DEP (Department of Environmental Protection) permit will be complete by the end of July and start construction almost immediately afterwards.                             <ul style="list-style-type: none"> <li>○ August 1<sup>st</sup> is the agreed date for the contractors begin with site preparation.</li> </ul> </li> <li>➤ Inquired about interest in the previously discussed TIF (Tax Incremental Financing) and offered \$10K toward attorney costs.                             <ul style="list-style-type: none"> <li>○ <b>Commissioner Jabar</b> states that he is not ready to make a decision and is waiting to hear back from another County on their experience with TIFs (Tax Incremental Financing).</li> <li>○ <b>Commissioner Crockett</b> agrees and says that she would like to wait and talk with other Counties that may have taken advantage of a TIF to learn their experience.</li> <li>○ <b>Commissioner Rines</b> agrees with <b>Commissioner Jabar</b> and <b>Commissioner Crockett</b>.</li> </ul> </li> </ul>	
<p><b>New Business</b></p>	<p><b>EMA:</b> (See EMA Departmental Report on page 4)</p> <p><b>Fraternal Order of Police:</b></p> <ul style="list-style-type: none"> <li>➤ Contract signing.</li> </ul> <p><b>MRG (Maine Rail Group), INC. :</b></p> <ul style="list-style-type: none"> <li>➤ <b>Director Jack Sutton, Director Richard Rudolph, and Director Bob Holland</b> present a map representation of the rail plan and alternate routes to Bangor for the Commissioners to view.</li> <li>➤ MRG is looking for a letter of support/recommendation requested from Commissioners for submission to the State:                             <ul style="list-style-type: none"> <li>○ MRG is a non-profit volunteer group with interest in bringing back active commuter/ passenger rail service to Augusta, Waterville, and Bangor.</li> <li>○ Important consideration would be that if Rails-to-Trails Conservancy established rail trails along the existing rail lines then the train system would no longer be a possibility.</li> <li>○ <b>Director Sutton</b> points out several different economic, environmental, and accessibility benefits to the region.</li> <li>○ <b>Director Sutton, Director Rudolph, and Director Holland</b> explain the legislature has funded a study to assess the need for the rail service and has to be submitted to the State and Federal government to achieve funding and approval.</li> </ul> </li> </ul>	<p>3-0 Approved</p>

# Kennebec County, Maine

## County Commissioner's Meeting Minutes July 19<sup>th</sup> , 2022



	<b>Discussion</b>	<b>Action</b>
	<ul style="list-style-type: none"> <li>○ <b>Director Holland</b> states that they have been in contact with the bus lines in the region and they are giving their full support of the project.</li> <li>➤ <b>Commissioner Chair Crockett</b> states that she is personally in support of the project but the Commissioners cannot make an endorsement as there are two sides to this issue. The Commissioners would need to hear from the Rail-to-Trail Conservancy group to have a fairly balanced discussion on the subject.</li> <li>➤ <b>Commissioner Jabar</b> states that he agrees that the project is exciting.</li> </ul>	
<b>Miscellaneous</b>	Nothing at this time	
<b>Public Comments</b>	<p><b>CEO Ingrid Stanchfield of Kennebec Valley Boys and Girls Club:</b></p> <ul style="list-style-type: none"> <li>➤ <b>CEO Stanchfield</b> shows appreciation to the Commissioners for ARPA funding and distributes invitations for Great Futures Start Open House.</li> <li>➤ Commissioners thank <b>CEO Stanchfield</b> for everything she does to serve the community.</li> </ul>	
<b>Adjournment</b>	<b>Regular meeting adjourned at 1:54 pm</b>	
<b>Executive Session</b>	<b>Executive Session 1:59pm – Personnel Matters</b>	
<b>Adjournment</b>	<b>Executive Session adjourned at 3:00 pm</b>	

Respectfully Submitted: Stephanie Schredder, Executive Assistant