

# *Kennebec County, Maine*

## County Commissioner's Meeting Minutes August 16<sup>th</sup>, 2022



**Present:**

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

Chris Brawn, HR Director  
 Cindi Ferguson CPA, Finance Director  
 Lisa Bryant, Finance Manager  
 Kathy Ayers, Register of Probate  
 Devon Parsons, IT Director  
 Diane Wilson, Register of Deeds  
 Bryan Slaney, Captain

Kurt Karlsson, Programs Coordinator  
 Dylan Gagne, Sergeant  
 Lance Blackstone, Corporal  
 Bobby Adams, Maintenance Technician  
 Megan Dickey, HR Administrator  
 Scott Ferguson, County Administrator  
 Stephanie Schredder, EA

**Absent:** Corey Goodchild, Asst. Jail Administrator; DA Meaghan Maloney, Esq., Jason Decker, EMA Deputy Director, Al Morin, Chief Deputy Sheriff

	Discussion	Action
<b>Call to order</b>	<b>12:02pm</b>	
<b>Minutes</b>	Motion and second to accept the minutes of July 17 <sup>th</sup> , 2022	Approved 3-0
<b>Recognitions</b>	<p><b>Ken Mason, Sheriff and Bryan Slaney, Jail Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ Promotions:                             <ul style="list-style-type: none"> <li>○ Dylan Gagne-Promotion to Sergeant.</li> <li>○ Lance Blackstone-Promotion to Corporal.</li> </ul> </li> </ul>	
<b>Human Resources</b>	<p><b>Chris Brawn, HR Director:</b></p> <ul style="list-style-type: none"> <li>➤ Time clocks were installed in the Jail. We have employees clocking in to evaluate and test the process and to ensure that the system is accurately capturing time correctly.                             <ul style="list-style-type: none"> <li>▪ Human Resources and Finance will receive training next week on the administrative portion of the timeclock systems.</li> </ul> </li> <li>➤ Human Resources has sent out the MCCS Workforce Compact that allows for \$1,200/per employee to be used on workforce development training through December (\$600/per employee over the next two</li> </ul>	



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	<p>that once the contracts are signed and executed, they will have a better idea of what will be needed as far as funding goes.</p> <ul style="list-style-type: none"> <li>➤ Finance is working on the FY22 journal entries and will be finished soon.</li> <li>➤ The County is receiving payments for municipal tax bills.</li> <li>➤ FY21 audit report in Commissioner Meeting packet and auditor will be giving a presentation to Commissioners and County Staff.</li> </ul>	
<p><b>Sheriff/Corrections</b></p>	<p><b>Ken Mason, Sheriff:</b></p> <ul style="list-style-type: none"> <li>➤ Service calls have been normal for Summer.</li> <li>➤ <b>Commissioner Rines</b> asks about the special detail rate hike that was discussed at the last Town meeting in the Town of China.                             <ul style="list-style-type: none"> <li>○ <b>Ken Mason, Sheriff</b> states that he and <b>Commissioner Crockett</b> attended the most recent town meeting to present necessity of cost increase for special detail services.</li> <li>○ <b>Ken Mason, Sheriff</b> requests approval for a necessary \$5/hour increase in special detail compensation for Deputies to coincide with the \$65-\$85 rate increase for towns requesting the service. This increase would total \$55 per hour compensation for Deputies while working a special detail event.                                     <ul style="list-style-type: none"> <li>▪ <b>Commissioner Rines</b> asks how this will affect the current budget.</li> <li>▪ <b>Cynthia Ferguson, CPA, Finance Director:</b> these funds offset (revenue and expense) in the General Fund. While the cost to the Town has increased so has the revenue (\$85/ hour). The revenue and expense should offset each other; net zero. The extra \$5 raise would not come from the budget; it would come from the fees included in the increased \$85 rate for the overall special detail rate charged to the Town.</li> </ul> </li> </ul> </li> <li>➤ Motion to approve increase Deputy compensation rate by \$5 to total \$55 an hour for special detail.</li> </ul> <p><b>Bryan Slaney, Jail Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ The inside jail population is currently 133.</li> </ul>	<p>APPROVED 3-0</p>

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	<ul style="list-style-type: none"> <li>➤ <b>Central Maine Family Counseling (Blue Willow) MOU:</b> Agreement between Kennebec County Jail, Blue Willow, and Maine Pretrial Services. <b>Captain Slaney</b> makes a request for the Commissioners approval/ signature.</li> <li>➤ <b>Kurt Karlsson, Program Director presents information regarding the CMFC (Blue Willow) MOU.</b> <ul style="list-style-type: none"> <li>○ This MOU would ensure that inmates of the CARA program would get a psychological prescreening to evaluate their needs before release from incarceration.</li> <li>○ <b>Ken Mason, Sheriff</b> states that the Jail has utilized Blue Willow's services previously and that this MOU is to ensure lawful administrative coverage of current services.</li> <li>○ <b>Commissioner Rines</b> asks to what capacity the MOU includes the Maine Pretrial Services and <b>Kurt Karlsson, Program Director</b> confirms that the MOU includes an agreement between CMFC Blue Willow Counseling and Kennebec County Jail that is supported by Maine Pretrial Services. CMFC Blue Willow assesses the CARA participant prior to release and reports to Maine Pretrial Service.</li> <li>○ <b>Scott Ferguson, County Administrator</b> asks if CMFC Blue Willow is within the scope of Maine Pretrial Services and <b>Ken Mason, Sheriff</b> states that CMFC Blue Willow is providing one service under an umbrella of services provided by Maine Pretrial Services who will oversee Blue Willow in their agreement. <b>Bryan Slaney, Jail Administrator</b> adds that Blue Willow is part of the Jail release plan and Maine Pretrial Services monitors the CARA participants once they are released from the facility. The CARA program was unable to operate for two years due to COVID and is now rebooting.</li> <li>○ Motion To Approve.</li> </ul> </li> </ul>	Approved 3-0
<b>District Attorney</b>	<b>Maeghan Maloney Esq. DA:</b> Not present.	
<b>Probate</b>	<b>Kathy Ayers, Register:</b> <ul style="list-style-type: none"> <li>➤ There is a shortage of attorneys for adult guardianship.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ The State will potentially raise the hourly rate for court-appointed attorneys to encourage recruitment.</li> <li>➤ Register Ayers and the Probate Judge are working on an alteration in procedure that might help alleviate the amplified need for attorneys.</li> </ul>	
<b>Information Technology</b>	<p><b>Devon Parsons, IT Director:</b></p> <ul style="list-style-type: none"> <li>➤ Kennebec County Sheriff's Office and Corrections file server was upgraded.</li> <li>➤ IT is working with Facilities to install wiring in DA offices.</li> <li>➤ IT is working with Facilities to solve power and generator items as needed to insure smooth daily operations.</li> <li>➤ The AC units in the server room has failed and after a cost analysis, <b>Devon Parsons, IT Director</b> discovered it would be more cost effective to replace the unit(s) rather than repair them. Director Parsons has contacted vendors for quotes to upgrade the system and is waiting to hear back on pricing.</li> <li>➤ The record heat without air conditioning can put stress on the servers.</li> <li>➤ <b>Dan Brunelle, Facilities Director</b> states that there was a suggestion by trained contracted professionals that Kennebec County repurpose one of the two units located in the server room and replace it with one 10-ton commercial A/C unit.</li> </ul>	
<b>Registry of Deeds</b>	<p><b>Diane Wilson, Register:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Diane Wilson, Register</b> distributes an informational handout.</li> <li>➤ The Summer season is active and property leans have increased.</li> <li>➤ Revenue is down \$24,000 from 2021.</li> </ul>	
<b>EMA</b>	<p><b>Art True, EMA Director:</b></p> <ul style="list-style-type: none"> <li>➤ EMA is working in collaboration with Maine General Medical Center on the Aerial Unmanned Systems Program.                             <ul style="list-style-type: none"> <li>○ There will be a meeting to discuss programming details on Monday.</li> </ul> </li> <li>➤ There were seven dry wells reported this year in Kennebec County, two of them were reported last month.</li> <li>➤ The EMS training program is off to an excellent beginning.</li> </ul>	

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	<ul style="list-style-type: none"> <li>○ EMA is projecting that there will be fifty to seventy new EMT's by the end of the year and in 2023 they are expecting twenty new EMT's, twenty Medics, and twenty Basics.</li> <li>○ <b>Commissioner Rines</b> asks if the trainees will be coming back to work with Kennebec County after their certifications and training and <b>Art True, EMA Director</b> states that the Basics are being trained under another grant program so there is no guarantee that they will remain with Kennebec County but that leaves room for the advanced EMT's being trained under ARPA funds.</li> <li>➤ <b>Art True, EMA Director</b> confirms that EMA is aware of the presence of Monkeypox in Maine and is monitoring the effect of the disease which is not a current concern to much of the population.</li> <li>○ <b>Commissioner Crockett</b> questions the presence and longevity of the traffic cones in front of the Armory.</li> <li>○ <b>Art True, EMA Director</b> informs the Commissioners that the Augusta Public Works and the National Guard are in control of the traffic cones, and he is unaware of their intent.</li> </ul>	
<p><b>Facilities</b></p>	<p><b>Facilities Director Brunelle:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Commissioner Crockett</b> complimented <b>Dan Brunelle, Facilities Director</b> on how nicely the exterior of the County buildings look.</li> <li>➤ Facilities gained approval to purchase a lift for working on the roof structure, the chimneys, and various other duties as needed.                         <ul style="list-style-type: none"> <li>○ <b>Commissioner Rines</b> asked for the price of the lift and <b>Dan Brunelle, Facilities Director</b> informed her that the price was \$15,000 which was less than renting a lift for two months which would have totaled \$20,000.</li> <li>○ <b>Commissioner Crockett</b> inquires as to where the lift will be stored and <b>Dan Brunelle, Facilities Director</b> states that there is plenty of room for storage next to the Facilities garage.</li> <li>○ There is a small window in which we can fix the chimneys and <b>Dan Brunelle, Facilities Director</b> is planning to complete the work during this season with the help of the newly purchased lift.</li> </ul> </li> <li>➤ <b>Dan Brunelle, Facilities Director</b> states that Facilities has finished the concrete work at the Deeds building, along with re-leveling the lawn, adding new soil, and seeding near the Courthouse.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ This week, Facilities has been working on the small courtroom offices by removing the old judge's bench and now all the desks are at floor level and are currently repairing the wall behind the old judge's bench that was removed.</li> </ul>	
<p><b>Administrator</b></p>	<p><b>Scott Ferguson, County Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ Thank you to Sheriff and Trustees for doing the gardening and yard work.</li> <li>➤ In the MCCA meeting there was a delegation sent to talk with the Maine State Police about their withdrawal from rural community patrol and coverage. Administrator Ferguson identified some inaccuracies in the explanations for withdrawal made by the State Police and informed the appropriate parties involved to suggest a review of the justifications.</li> <li>➤ Risk Management has sent an annual assessment and asked for current inventory. <b>Scott Ferguson, County Administrator</b> was able to respond with the appropriate information today and thanks <b>Sergeant Estes</b> for providing the needed information.</li> <li>➤ A FY23 progress and expenditure update was provided to the Commissioners to make them aware of the current budgetary status and expenditures for the current fiscal year.               <ul style="list-style-type: none"> <li>○ After reviewing the provided information, <b>Commissioner Rines</b> asks for clarification of pivot tables.</li> <li>○ <b>Scott Ferguson, County Administrator</b> explains the function of a pivot table in Microsoft Excel for sorting and searching information on a spreadsheet.</li> <li>○ <b>Scott Ferguson, County Administrator</b> states that when FY22 closes, he will create a pivot table on that final budget statement for ease of informational analysis and access as well.</li> <li>○ <b>Commissioner Rines</b> mentions that she thought the final budget had already been signed.</li> <li>○ <b>Cynthia Ferguson, CPA, Finance Director</b> states that the final warrant had been signed and there will not be any further FY22 warrants, yet FY22 had not been officially closed and that there were more steps to be taken once the FY22 was officially closed.</li> </ul> </li> <li>➤ The Capital Judicial Center has inquired with Kennebec County regarding unpaid bills dating back two years for rented space in their facilities and <b>Scott Ferguson, County Administrator</b> is currently looking for the contract and has asked to attain a copy of the bill/s that were sent to the previous County Administrator.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ The backup generator for the Jail and Hill House was malfunctioning last week but the issue had been identified and repaired and is now functioning at a normal capacity thanks to <b>Dan Brunelle, Facilities Director</b> and <b>Devon Parsons, IT Director</b>.</li> <li>➤ Currently and on an ongoing basis, the County works with BerryDunn on the ARPA grants. Just recently, BerryDunn has sent out contracts to the organizations that received funding.</li> <li>➤ Reynolds Road completion is on track. <b>Clark James</b> has been a tremendously helpful neighbor and has aided the project at many junctures. The Reynolds Road project should be completed by the Fall of 2022.</li> </ul>	
<b>Old Business/ Follow Up Items</b>	<ul style="list-style-type: none"> <li>➤ ARPA Update: While the policy was updated the CDC has subsequently changed its guidelines. We will be looking at the policy again to update it.</li> </ul>	
<b>New Business</b>	<ul style="list-style-type: none"> <li>➤ <b>Central Maine Family Counseling (Blue Willow) MOU- (See Sheriff/Corrections briefing)</b></li> <li>➤ <b>Childhood Cancer Awareness Month proclamation request-MOTION to approve.</b> <ul style="list-style-type: none"> <li>○ <b>Commissioner Chair Crockett</b> proclaims September to be Childhood Cancer Awareness Month.</li> </ul> </li> </ul>	<p>Approved 3-0</p> <p>Approved 3-0</p>
<b>Miscellaneous</b>	Nothing currently.	
<b>Public Comments</b>	<p><b>Associate Director Linda Riley for The Children's Center:</b></p> <ul style="list-style-type: none"> <li>➤ The ARPA funds awarded to The Children's Center have meant a great deal to the organization and the Director is attending the Commissioner's Meeting to extend her gratitude. <ul style="list-style-type: none"> <li>○ When COVID emerged in 2020, serving their target population became much more difficult.</li> <li>○ The Children's Center is now able to reestablish the structural integrity of the facility and make other much needed improvements.</li> <li>○ More inclusion experiences will be a possibility for children at the Center with ARPA funds.</li> <li>○ Help working families and provide early intervention for special needs children.</li> <li>○ Invitation to graduation handed to Commissioners.</li> </ul> </li> </ul>	



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<b>Adjournment</b>	<b>Regular meeting adjourned at 1:07pm</b>	
<b>Executive Session</b>	Motion and Approval to move to Executive Session 1:11pm – Personnel Matters Motion to approve Harmony Dillaway settlement as agreed.	APPROVED 3-0 APPROVED 3-0
<b>Adjournment</b>	Motion and Approval to end Executive Session: adjourned at 3:00 pm	APPROVED 3-0

Respectfully Submitted: Stephanie Schredder, Executive Assistant