

# *Kennebec County, Maine*

## County Commissioner's Meeting Minutes November 15<sup>th</sup>, 2022



**Present:**

Patsy Crockett, Commissioner, Chair  
 Nancy Rines, Commissioner  
 George Jabar, Commissioner  
 Joe Pietroski, Future Commissioner  
 Ken Mason, Sheriff  
 Tom Doore, Treasurer

Art True, EMA Director  
 Dan Brunelle, Facilities Manager  
 Chris Brawn, HR Director  
 Cindi Ferguson CPA, Finance Director  
 Devon Parsons, IT Director  
 Lisa Bryant, Finance Manager

Devon Parsons, IT Director  
 Corey Goodchild, Asst. Jail Administrator  
 Bobby Adams, Maintenance Technician  
 Megan Dickey, HR Administrator  
 Scott Ferguson, County Administrator

**Absent:** Captain Bryan Slaney, Jail Administrator, DA Meaghan Maloney, Esq, Kathy Ayers, Register of Probate, Diane Wilson, Register of Deeds, Stephanie Schredder, EA

	<b>Discussion</b>	<b>Action</b>
<b>Call to order</b>	<b>12:02pm</b>	
<b>Minutes</b>	A motion is made by <b>Nancy Rines, Commissioner</b> , and seconded by <b>George Jabar, Commissioner</b> to accept the minutes of November 1 <sup>st</sup> , 2022.	Approved 3-0
<b>Recognitions</b>	<u><b>Corrections Life-Saving Award:</b></u> ➤ <b>Staff Sergeant Larry Peabody</b> presents life-saving awards to <b>Sergeant Eric Bajpai, Officer Dana Cormier, Sergeant Dylan Gagne, and Nurse Tori Kelly</b> for an incident in the Jail.	
<b>Human Resources</b>	<b>Chris Brawn, Human Resources Director:</b> ➤ Open enrollment for Kennebec County health insurance benefit starts today and remains open through to December 15 <sup>th</sup> . Summaries of Benefits and Coverage (SBCs) were sent to all Kennebec County staff yesterday, November 14 <sup>th</sup> 2022. Any Kennebec County Employee that would like to change their benefit enrollment can now do so by contacting Human Resources. ➤ Human Resources is currently working on a departmental Disaster Recovery and Continuity plan. ➤ Implementation of the time clock system is currently in process and the functional operation initiation date is scheduled in 2023 but will be available to designated staff for trial operation on	

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	<p>December 1<sup>st</sup>.</p> <ul style="list-style-type: none"> <li>➤ HR met with Jail Administration to streamline the hiring process by updating policies and standard operating procedures to create a more structured process.</li> <li>➤ <u>MCCS Workforce Compact Update</u>: Kennebec County employees have been approved for \$14,526 in funding for education and training opportunities with an additional \$1,590 in the queue waiting for approval.</li> <li>➤ Implementation of the Edmunds GovTech system continues.</li> <li>➤ The negotiations for the NCEU (National Correctional Employees Union) Contract is in full review.</li> </ul>	
<p><b>Treasurer</b></p>          <p><b>Finance</b></p>	<p><b>Tom Doore, Treasurer:</b></p> <ul style="list-style-type: none"> <li>➤ <u>General Fund Cash</u> - <b>\$11,890,000</b> -all invested in the <b>Insured Cash Sweep</b> account with <b>Kennebec Savings Bank</b></li> <li>➤ <u>Recovery Fund Cash</u>- <b>\$20,871,000</b> -all invested in the <b>Insured Cash Sweep</b> account with <b>Kennebec Savings Bank.</b></li> <li>➤ <u>Investment Fund</u> <ul style="list-style-type: none"> <li>• Close of business yesterday <b>\$1,960,000</b>, which is <b>up</b> about <b>\$12,000</b> since last meeting.</li> </ul> </li> <li>➤ There are warrants requiring signatures.</li> <li>➤ Kennebec County has received 100% of municipal tax warrants for FY23.</li> <li>➤ The total warrant is <b>\$410,619.</b> <ul style="list-style-type: none"> <li>• <b>\$21,547</b> for Maine Pretrial Services.</li> <li>• <b>\$48,815</b> for Homeland Security Generator.</li> <li>• <b>\$17,934</b> for the Jail food.</li> <li>• <b>\$124,363</b> for the remaining various County expenditures.</li> </ul> </li> </ul> <p><b>Cindi Ferguson, Finance Director:</b></p> <ul style="list-style-type: none"> <li>➤ BerryDunn has submitted two ARPA reimbursement requests that are currently under review to be available to the Commissioners for approval at the next Commissioner Meeting.                             <ul style="list-style-type: none"> <li>• Waterville Sewer is requesting reimbursement for \$66,000</li> <li>• Johnson Hall is requesting reimbursement for \$533,000</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ Preparation for auditors continues for the audit of FY22. The Audit is scheduled to begin after Thanksgiving. Because of the ARPA funding, there will be subject to a single audit and there will be questionnaires that each department within the County will need to complete. Once the questionnaires are received by the Finance Department, they will be distributed to each appropriate Department.</li> </ul>	
<p><b>Sheriff/Corrections</b></p>	<p><b>Ken Mason, Sheriff:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Ken Mason, Sheriff, presents Lieutenant Corey Goodchild, Assistant Jail Administrator.</b></li> </ul> <p><b>Lieutenant Corey Goodchild, Assistant Jail Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ The jail population is currently 141</li> <li>➤ December 5<sup>th</sup> new corrections course is beginning.</li> <li>➤ 2 new correctional positions have been filled and the Jail is awaiting background checks on two more positions that are to be filled shortly.</li> <li>➤ Beginning this month (November) the Jail restarted the attendance incentive program, which was paused due to a Covid outbreak in the Jail in October.</li> <li>➤ As of next week, the Kennebec County Jail will be housing several inmates from Penobscot County Jail while they undergo renovations.                             <ul style="list-style-type: none"> <li>• <b>Ken Mason, Sheriff</b>, explains that several Sheriff's Offices within Maine and the Maine Department of Corrections is aiding Penobscot County Jail while they make their necessary renovations and explains that Penobscot County Jail will be paying Kennebec County a boarding fee per diem per inmate.</li> <li>• <b>Scott Ferguson, County Administrator</b>, asks how long the Jail can expect to house the extra inmates and <b>Ken Mason, Sheriff</b>, states that the expected time will be 6 weeks.</li> </ul> </li> </ul>	
<p><b>District Attorney</b></p>	<p><b>Shay Freeman, District Attorney Office Manager:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Meaghan Maloney, District Attorney</b>, will be attending Executive Session.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ The District Attorney's office has an open position for a Domestic Violence Detective.</li> <li>➤ The 6<sup>th</sup> annual office Thanksgiving is coming up this week.</li> <li>➤ The DA's office is in the process of drafting a Disaster Recovery and Business Continuity program with the help of <b>Art True, EMA Director</b>.</li> <li>➤ Digitalizing records has made it possible to make room for Facilities Management to repair an area of the DA's office that needed attention.</li> </ul>	
<b>Probate</b>	<p><b>Kathy Ayers, Probate Register:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Not in attendance.</b></li> </ul>	
<b>Information Technology</b>	<p><b>Devon Parsons, Information Technology Director:</b></p> <ul style="list-style-type: none"> <li>➤ IT is close to completion of the IMC updates.</li> <li>➤ IT recently helped to move all equipment from the basement for the Sheriff's Office staff into the conference room on the first floor which went well.                             <ul style="list-style-type: none"> <li>• Patsy Crockett, Commissioner, thanks Devon Parsons, IT Director and his staff for all of their hard work.</li> </ul> </li> <li>➤ IT is currently working on the jail retention system with MTI (Montgomery Technologies Incorporated).</li> </ul>	
<b>Registry of Deeds</b>	<p><b>Diane Wilson, Register:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Not in attendance.</b></li> </ul>	
<b>Emergency Management Agency</b>	<p><b>Art True, Emergency Management Agency Director:</b></p> <ul style="list-style-type: none"> <li>➤ There have been several reports of active shooter around the State of Maine at schools which have been proven to be a hoax. Officials are trying to find the source.</li> <li>➤ Generator installation at the Deeds building is complete as of this morning and is fully operational.</li> <li>➤ The equipment request for the UAS (Unmanned Aircraft System) has been moved to stage 2 at the Federal level.</li> <li>➤ EMA submitted a request with the Homeland Security Grant program for a GIS (Graphical Information System) position and <b>Art True, EMA Director</b>, would like to ask the Commissioners</li> </ul>	



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<b>Administrator</b>	<p><b>Scott Ferguson, County Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ The Boys and Girls Club of Kennebec Valley video representing the expenditures of ARPA funding has been posted on the Kennebec County website.</li> <li>➤ The Sheriff's Department Detectives have been moved out of the basement with the help of IT, Facilities, and the Sheriff's Office staff. Mold mitigation will be done in the basement at a future date. The top floors of Hill House will now be tested for mold as well.</li> <li>➤ There will be a public meeting on December 6th at the regularly scheduled Commissioners meeting to discuss the bench being gifted to the Probate department.</li> <li>➤ <b>George Jabar, Commissioner</b>, makes a motion to grant permission to <b>Scott Ferguson, County Administrator</b>, to search and inquire regarding properties for the relocation of the Sheriff's Department and report back findings to the Commissioners for a decision, and <b>Patsy Crockett, Commissioner Chair</b>, seconds the motion.</li> </ul>	Approved 3-0
<b>Old Business/ Follow Up Items</b>	<p><b>ARPA Update: Berry Dunn Representatives, Zeb Letourneau, Manager Consultant, and Steve Whitney, BerryDunn Senior Manager Consultant:</b></p> <ul style="list-style-type: none"> <li>➤ 34 executed projects with 5 remaining; 4 of those 5 are affordable housing projects. The fifth project that is remaining is with the YMCA who is examining potential alterations to their original application.</li> <li>➤ In the previous quarter, BerryDunn reviewed 24 project reports. There have been calls, site visits, and accountability calls with ARPA Grantees to monitor progress with deliverables.</li> <li>➤ BerryDunn is working to facilitate an open communication between North River Company and the Kennebec County Real Estate Attorney to execute the Lockwood project by the end of November. <ul style="list-style-type: none"> <li>• <b>Nancy Rines, Commissioner</b>, inquires as to why a real estate attorney is needed for the North River Project and <b>Zeb Letourneau, Manager Consultant</b>, explains that the North River Project was approved by Commissioners to receive a loan in place of a grant to fund the project and because of the legalities of a large-scale loan process, it would require professional legal counsel.</li> <li>• BerryDunn requested that money be used from the entirety of the loan for the North River Lockwood project to pay for the research and development of funding the loan. <b>Nancy Rines, Commissioner</b>, confirms that North River Company should be funding the research and development for the loan.</li> </ul> </li> </ul>	



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	<ul style="list-style-type: none"> <li>• <b>Steve Whitney, Senior Manager Consultant</b>, assures the Commissioners that Maine State Housing Authority will act as a safety net to ensure that the project is completed if the transaction between Kennebec County and North River company should have any issues.</li> <li>➤ <u>Volunteers of America Affordable Housing Project:</u></li> <li>• On June 6<sup>th</sup>, 2022, the Commissioners approved Volunteers of America’s grant application for an affordable housing project in Winthrop to receive \$1.35 million in County ARPA funds. In July, the original vacant property that would have been the location for the affordable housing project fell through. The County provided Volunteers of America (VOA) with three months (August – October) to find an alternate location and submit a new application. VOA provided the County with periodic updates on their progress over the past three months and submitted an updated application in late October. BerryDunn has reviewed the updated application and summarized the key similarities and differences between the two. Originally, the project was located in Winthrop and would provide 23 housing units to those experiencing housing insecurity through the acquisition and renovation of a vacant multi-unit and adjacent single-family home. The updated project location is now in Augusta and would provide 6 housing units to those experiencing housing insecurity, with the potential to include 4 more units if further funding is awarded to VOA by a third-party. These units would be the first phase of a new development that will be built on a 12-acre lot on Kelton Road, set to be acquired in February 2023. Construction of the development is planned to start In July 2023, and would be finished the following June. August 2024 is the targeted date to open the affordable units to the public. Like the previous application, these units would only house individuals at or below 120% of AMI in Kennebec County. In addition to the those facing housing security, the targeted population would also consist of Veterans and families. The total cost of this project is \$1,790,000. VOA has planned to utilize \$1,350,000 in County ARPA funds, and \$440,000 that the organization was awarded in Maine Continuum of Care funds and Maine State Housing Authority matching funds.</li> </ul> <p><b>Options for the Commissions to Consider:</b></p> <ol style="list-style-type: none"> <li>1. Formally reject the updated application that was submitted by VOA on 10/31.</li> </ol>	

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	<p>2. Formally approve the updated application that was submitted by VOA on 10/31.</p> <p>3. Reopen project applications for affordable housing projects for one month. If other projects are submitted, the County should re-evaluate which project presents the best opportunity for affordable housing.</p> <p>Note: The application reopening would end on December 15. Therefore, the Commissioners would vote on which project to approve at the <b>December 20<sup>th</sup></b> or <b>January 3<sup>rd</sup></b> Commissioners meeting.</p> <ul style="list-style-type: none"> <li>• <b>Scott Ferguson, County Administrator</b>, asks for confirmation that the property will not be finalized until February 2023 and will have units available for habitation in August of 2024.</li> <li>• <b>George Jabar, Commissioner</b>, inquires about the cut in units from 23 originally planned units in Winthrop to 6 in Augusta for the same amount of funding and <b>Zeb Letourneau, Manager Consultant</b>, states that the units in Winthrop were going to be renovated in an existing older building and there were complications due to the age of the building. The facility in Augusta will be new construction, which will initially cost more, but will not have the maintenance and structural issues in the future that the original building might have due to age. Furthermore, the VOA has additional plans to develop the property in Augusta to build up to 30 future units at a later date with Maine State Housing Authority funding.</li> <li>• <b>Zeb Letourneau, Manager Consultant</b>, assures the Commissioners that the cost per unit for this newly proposed property follows the fair construction rate for affordable housing by the Federal government specifically assigned to the Augusta area.</li> <li>• <b>Brian Sites, Volunteers of America Vice President of Business Development and Rich Hooks Wayman, Volunteers of America President</b>: <ul style="list-style-type: none"> <li>○ <b>Brian Sites, VOA VP</b>, explains that the amount of work that was needed for the original building in Winthrop was going to be cost prohibitive and it would have required them to reduce the originally planned 23 units down to 14 units.</li> <li>○ Land and available units are currently in short supply all over the State of Maine, so the VOA partnered up with KVCAP (Kennebec Valley Community Action Program) in order to make it possible to purchase the piece of land in Augusta as part of the VOA affordable housing</li> </ul> </li> </ul>	



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	<p>project and KVCAP will be building an additional 40 affordable housing units on this property with their own funding.</p> <ul style="list-style-type: none"> <li>○ <b>Patsy Crockett, Commissioner</b>, asks where the land for the project in Augusta is located and <b>Brian Sites, VOA VP</b>, states that the land is located adjacent to Augusta Mental Health Institute.</li> <li>○ <b>Nancy Rines, Commissioner</b>, inquires about the shortage in funding for housing assistance that she had seen in the media and <b>Brian Sites, VOA VP</b>, states that those articles were referencing Covid response housing assistance and that the VOA is involved in a housing voucher program that is much more stable and the resources are plentiful for those that qualify. <b>Patsy Crockett, Commissioner Chair</b>, asks where someone might be able to attain a voucher if they were in needs and <b>Brian Sites, VOA VP</b>, responds by saying that an individual living in one of the VOA housing projects would apply directly to VOA for housing assistance.</li> <li>○ <b>George Jabar, Commissioner</b>, makes a motion to approve the Volunteers of America change of scope for their ARPA grant project, and <b>Patsy Crockett, Commissioner Chair</b>, second the motion.</li> </ul> <ul style="list-style-type: none"> <li>➤ Reviewed and submitted a 500k reimbursement request for the Johnson Hall Project which should be seen on the warrant at the next Commissioners Meeting.</li> <li>➤ BerryDunn is currently reviewing 3 more reimbursement requests that will be available for approval for the December 6<sup>th</sup> Commissioners Meeting.</li> <li>➤ <u>Substance Abuse and Recovery Project ARPA Applications</u>: <b>Zeb Letourneau, Manager Consultant</b>, presents the 4 applications and scoring sheets for each to the Commissioners and summarizes each project.               <ol style="list-style-type: none"> <li>1. Healthy Communities of the Capital Area</li> <li>2. MainGeneral Community Care</li> <li>3. Maine General Medical Center</li> <li>4. The Voices Project</li> </ol> </li> <li>● <b>Zeb Letourneau, Manager Consultant</b>, presents the idea to the Commissioners that if they</li> </ul>	<p>Approved 3-0</p>

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	<p>would like to distribute the funds to more than one project that would be a viable plan of action as well.</p> <ul style="list-style-type: none"> <li>• <b>Patsy Crockett, Commissioner Chair</b>, asks how much each applicant would be able to achieve if they were granted only a portion of the funding that they had originally requested and <b>Zeb Letourneau, Manager Consultant</b>, says that he would have to confirm with the applicants but would assume that they would be able to provide the same deliverables originally promised but at a reduced rate.</li> <li>• <b>Koren Dyer, State of Maine Intensive Case Manager</b>, addresses the Commissioners to Provide further information on the Community Care Program that the Kennebec County Jail and Maine General collaborate on and how it works. <ul style="list-style-type: none"> <li>• <b>Nancy Rines, Commissioner</b>, makes a motion to award the following ARPA funding to the following applicants: <ol style="list-style-type: none"> <li>1. The Voices Project for \$ 408,891</li> <li>2. MaineGeneral Community Care \$40,000</li> <li>3. MaineGeneral Medical Center - \$173,032</li> </ol> <b>George Jabar, Commissioner</b>, seconds the motion. </li> </ul> </li> </ul>	Approved 3-0
<b>New Business</b>	➤ None.	
<b>Public Comments</b>	➤ None.	
<b>Adjournment</b>	<b>Regular meeting adjourned at: 1:47pm</b>	Approved 3-0
<b>Executive Session</b>	<b>Move to Executive Session at 1:55pm</b>	Approved 3-0
<b>Adjournment</b>	<b>Executive Session adjourned at 3:00pm</b>	Approved 3-0

Respectfully Submitted: Stephanie Schredder, Executive Assistant