

Kennebec County, Maine

County Commissioner's Meeting Minutes December 20th, 2022



Present:

Patsy Crockett, Commissioner, Chair
 Nancy Rines, Commissioner
 George Jabar, Commissioner
 Joe Pietroski, Commissioner Elect
 Ken Mason, Sheriff

Tom Doore, Treasurer
 Cindi Ferguson CPA, Finance Director
 Art True, EMA Director
 Chris Brawn, HR Director
 Shay Freeman, DA Office Administrator

Kathy Ayers, Register of Probate
 Lisa Bryant, Finance Manager
 Megan Dickey, HR Administrator
 Scott Ferguson, County Administrator
 Stephanie Schredder, Executive Assistant

Absent: Diane Wilson, Register of Deeds, DA Meaghan Maloney, Esq, Dan Brunelle, Facilities Manager, Devon Parsons, IT Director, Bobby Adams, Maintenance Technician, Corey Goodchild, Asst. Jail Administrator, Bryan Slaney, Jail Administrator

	Discussion	Action
Call to order	12:00pm	
Minutes	A motion is made by Nancy Rines, Commissioner , and seconded by George Jabar, Commissioner , to accept the minutes of December 6th, 2022.	Approved 3-0
Signing of Deed	<p><u>73 Winthrop Street – Deed signatures and Payment</u></p> <ul style="list-style-type: none"> ➤ Darcy Shargo, Maine Primary Care Association (MPCA) CEO, Keith Gibson, MPCA CFO, and Paul Mills, Real Estate Attorney, were in attendance to sign and process the closing documentation for the purchase of 73 Winthrop Street. ➤ Scott Ferguson, Kennebec County Administrator, presented the documentation to the Commissioners for signature. ➤ All parties signed and witnessed by Karen Trussell, Notary and Finance Specialist, and payment was released to the Maine Primary Care Association for the purchase of 73 Winthrop Street, Augusta, Maine. 04330. 	
Human Resources	<p><u>Chris Brawn, Human Resources Director:</u></p> <ul style="list-style-type: none"> ➤ Megan Dickey, Previous Human Resources Administrator, had her last day with Human Resources on Friday, December 16th. <ul style="list-style-type: none"> • KelLee Gray, Future Human Resources Administrator, was hired to fill the Human Resources Administrator position and will be starting on January 3rd. KelLee comes from Waldo County and has 20 years of experience. ➤ Open benefit enrollment has ended. ➤ The implementation of the timeclock system is in process which should be done by the end of January. ➤ The Edmunds and GovTech systems are currently under implementation as well. 	

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	<ul style="list-style-type: none"> ➤ Chris Brawn, Human Resources Director, will be on vacation starting January 6th. 	
Treasurer	<p>Tom Doore, Treasurer:</p> <ul style="list-style-type: none"> ➤ <u>General Fund Cash</u> - \$10,076,000 is invested in the insured cash sweep account with Kennebec Savings Bank. ➤ <u>Recovery Fund Cash</u>- \$19,315,000 is invested in the insured cash sweep account with Kennebec Savings Bank. ➤ <u>Investment Fund</u> - Close of business yesterday \$1,989,000 up \$4,000 since last meeting. ➤ There are warrants requiring signatures. <ul style="list-style-type: none"> • The total warrant is \$881,834.15. <ul style="list-style-type: none"> ▪ \$437,524.00 for the ARPA 73 Winthrop Street. ▪ \$197,960.00 for the Jail Medical. ▪ \$27,221.37 for the Jail Food. ▪ \$21,547.17 for the Maine Pretrial Services. ▪ \$27,239 for the new heat pumps. ▪ \$21,552.00 for Corrections basic training. ▪ \$148,790.61 for other various expenses. 	
Finance	<p>Cindi Ferguson, Finance Director:</p> <ul style="list-style-type: none"> ➤ Registry of Deeds had \$77,000 in revenue which is much lower than average. ➤ RHR has started the Kennebec County financial audit for FY22 as of December 20th. <ul style="list-style-type: none"> • Internal control questionnaires were sent to department heads. 	
Sheriff/Corrections	Ken Mason, Sheriff: None.	
District Attorney	Meaghan Maloney, Esq., District Attorney and Shay Freeman, DA Office Administrator: None.	
Probate	Kathy Ayers, Probate Register: None.	
Information Technology	Devon Parsons, Information Technology Director: None.	
Registry of Deeds	Diane Wilson, Register: None.	
Emergency Management Agency	Art True, Emergency Management Agency Director: None.	
Facilities	Facilities Director Dan Brunelle: None.	
Administrator	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ Processed the purchase and sale agreement of 73 Winthrop Street. 	

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	<ul style="list-style-type: none"> • The planning board application was sent December 19th. The County is waiting to hear back from the Augusta City Planner. • Dan Brunelle, Facilities Director, enacted an additional inspection of the building to ensure thoroughness and space planning. ➤ Chief Civil Deputy, Harry McKenney, will be swearing in Kennebec County elected officials at the next Commissioners meeting on January 3rd. ➤ Shay Freeman, DA Office Administrator, is now the District Attorney's Department Head. ➤ The County held two caucus' to recruit Budget Committee Members. <ul style="list-style-type: none"> • Kathleen Cutler, Treasurer of Gardiner, is interested in volunteering for District 2. • Mike Perkins, Oakland Selectperson, and Nick Poole, Belgrade Town Treasurer, have both volunteered for District 3. • A budget calendar was sent to all members. ➤ ARPA: <ul style="list-style-type: none"> • The Lockwood Mills project agreement is close to completion. • Patsy Crockett, Commissioner Chair, inquired about the Waterville Manor Gardens project status and Scott Ferguson, County Administrator, stated that he would ask BerryDunn about it and get the information back to the Commissioners. ➤ When the first floor of the Hill House is cleared from the Sheriff's Office move to 73 Winthrop Street, Scott Ferguson, County Administrator, made a request to Commissioners to transfer all Commissioner records from the Registry of Deeds to be stored in the lower level of the Hill House. <ul style="list-style-type: none"> • There will be a meeting with two surveyors and Kofile to talk about Commissioners records preservation. ➤ A second NCEU (National Correctional Employees Union) session will be held on December 22nd to discuss the Jail contract. ➤ Scott Ferguson, County Administrator, will be reviewing the capital improvement plans from each department to later combine to develop a 10-year Capital Plan for Kennebec County; this will help with expense planning. ➤ Departments have submitted business continuity/ disaster recovery plans and Scott Ferguson, County Administrator, will review them within the near future. ➤ Flat screen televisions have been placed in both meeting rooms of Hill House for the purpose of remote meeting capabilities. 	

