

Kennebec County, Maine

County Commissioner's Meeting Minutes March 7th, 2023



Present:

Patsy Crockett, Commissioner, Chair
 George Jabar, Commissioner
 Joe Pietroski, Commissioner
 Tom Doore, Treasurer
 Cindi Ferguson, Finance Director
 Chris Brawn, HR Director
 Art True, EMA Director

Dan Brunelle, Facilities Director
 Meaghan Maloney, District Attorney Esq
 Shay Freeman, DA Office Administrator
 Devon Parsons, IT Director
 Matthew Boucher, Register of Deeds
 Lisa Bryant, Finance Manager
 Ken Mason, Sheriff

Al Morin, Deputy Sheriff
 Laura Johnson, Deputy Register of Probate
 Scott Ferguson, County Administrator
 Stephanie Schredder, Executive Assistant
 Bob Gasper, Manchester Selectman

Absent: Jason Decker, EMA Deputy Director, Kathy Ayers, Probate Register, KelLee Gray, HR Administrator, Corey Goodchild, Asst. Jail Administrator, Bryan Slaney, Jail Administrator

	Discussion	Action
Call to order	12:01pm	
Minutes	A motion was made by George Jabar, Commissioner and seconded by Joe Pietroski, Commissioner , to accept the minutes of February 21 st , 2023.	3-0 APPROVED
Human Resources	<p><u>Chris Brawn, Human Resources Director:</u></p> <ul style="list-style-type: none"> ➤ The MOU between the District Attorney and the Sheriff regarding the Domestic Violence Investigators has been completed and is available to the Commissioners for signature. ➤ The forms 1095-C (required by the ACA) were finished and have been sent out to employees. ➤ The idea of a 4-day work week is being explored by Human Resources. Further research is needed, and the subject will be discussed further at a later date. ➤ Human Resources is working with the Jail to keep staff in compliance with the AOD (Attendance on Demand) system for documentation and programming vendors into the system so they can do the same. Deeds will be the next department to transition to the AOD system for timekeeping and payroll. ➤ The NCEU (National Correctional Employees Union) contract is currently in review and regularly 	

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	<p>scheduled meetings are being held to discuss further negotiations.</p> <ul style="list-style-type: none"> ➤ <u>Workforce Development Training Compact update:</u> <ul style="list-style-type: none"> • The Compact this year will reimburse Kennebec County for 50% of trainings up to \$1200/per employee. Human Resources has requested \$7,796 and been approved for \$1,308. ➤ KelLee Gray, Human Resources Administrator, has created an environment in which Chris Brawn, Human Resources Director, can focus much needed efforts on policy. <p><u>Inclement weather policy for approval</u></p> <ul style="list-style-type: none"> ➤ Chris Brawn, Human Resources Director, presented the policy to the Commissioners in their provided packets and asked them for their approval. 	TABLED
Treasurer	<p><u>Tom Doore, Treasurer:</u></p> <ul style="list-style-type: none"> ➤ <u>General Fund Cash</u> - \$6,500,000 is invested in the insured cash sweep account with Kennebec Savings Bank. ➤ <u>ARPA Recovery Fund Cash-</u> \$17,200,000 is invested in the insured cash sweep account with Kennebec Savings Bank. ➤ <u>Investment Fund</u> - Close of business yesterday \$1,980,000 hasn't changed much since last meeting. ➤ There are warrants requiring signatures. <ul style="list-style-type: none"> • The total warrant is \$531,062.09. Significant activity includes: <ul style="list-style-type: none"> ▪ \$26,500.00 for Aramark Jail Food ▪ \$24,200.00 for MMA Worker's Comp Audit ▪ \$34,600 for Maine Natural Gas ▪ \$143,700.00 MCCA Risk Pool Liability Insurance ▪ \$89,700.00 ARPA Radio Communications Upgrade for MSAD 11 ▪ \$20,500 for Carpet Tiles for 73 Winthrop Street ▪ \$20,700.00 for Target Electric – outlets, breakers, elevator ▪ \$34,400.00 for Town of Winslow Blue Pin Buyout ▪ \$136,762.09 for remaining expenditures <p><u>Cindi Ferguson, Finance Director:</u></p> <ul style="list-style-type: none"> • Explained Workers Compensation Audit rate changes: Information Technology's workers comp rate is higher classified as telephone workers who work in dangerous environments. 	
Finance		

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	<ul style="list-style-type: none"> • ARPA payouts and warrant expenditures: <ul style="list-style-type: none"> ▪ Maine General Medical Center – Harm Reduction Program ▪ MSAD 11 – Radio Communications Upgrade • Requested for Commissioner approval and motion: <ul style="list-style-type: none"> ▪ A transfer of \$35,000 from fund balance reserve to fund a Blue Pin Buyout for a Deputy new hire from the town of Winslow. <ul style="list-style-type: none"> ○ Joe Pietroski, Commissioner, made a motion to approve the budget transfer and George Jabar, Commissioner, seconded the motion. ▪ An increase in the limit for the County Administrator’s required signature on purchase orders from \$1,000 to \$3,500. <ul style="list-style-type: none"> ○ Joe Pietroski, Commissioner, made a motion to accept the new specification and George Jabar, Commissioner, seconded the motion. ▪ Cindi Ferguson, Finance Director, <u>stressed the importance of all departments signing the bottom of purchase orders to indicate that the goods specified on the purchase order have been received.</u> Some Departments are not doing this. <ul style="list-style-type: none"> ○ Patsy Crockett, Commissioner Chair, asked if it would be helpful for departments to write a note at the bottom of the purchase order to indicate that something is different within the transaction specified, and Cindi Ferguson, Finance Director, stated that it would be helpful to add a note and that the Finance Department is always available for calls, e-mails, or questions in person if any department isn’t sure which steps to take for a transaction. <ul style="list-style-type: none"> ✓ <i>There already exists a “note” on all invoices that reads as follows: Please verify the accuracy of the product or service shown on the attached invoice. Your department issued the purchase order, you or your designee are therefore required to sign or initial this verification form indicating that the product or service has been provided to your satisfaction as agreed.</i> ✓ <i>Purchase Order Process Flow Below (already shared with Departments & Commissioners).</i> 	<p>3-0 APPROVED</p> <p>3-0 APPROVED</p>

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	<ul style="list-style-type: none"> ○ Proper signatures and paperwork are necessary for compliance. ○ Joe Pietroski, Commissioner, asked about advanced approval for purchases over \$3,500, and Cindi Ferguson, Finance Director, states that Department Heads can send an e-mail to the County Administrator for approval before the purchase is made to gain approval. 	
Sheriff/Corrections	<p><u>Sherriff:</u></p> <ul style="list-style-type: none"> ➤ The Kennebec County Sheriff's Office will be moving forward with rural patrol services for the entire county. ➤ A new deputy started with the Kennebec County Sheriff's Office yesterday. <p><u>JAIL</u></p> <ul style="list-style-type: none"> ➤ Population inside the Jail is 142. ➤ Yesterday was the CARA program graduation. <ul style="list-style-type: none"> • There were 10 graduates. • All attendees who take advantage of the CARA program need to be approved by District Attorney. 	
District Attorney	<p><u>Shay Freeman, DA Office Administrator:</u></p> <ul style="list-style-type: none"> ➤ The new security detail for the Kennebec County Courthouse started on Friday. <ul style="list-style-type: none"> • Policies are being developed to accompany the new detail. ➤ There are many trials scheduled for the near future and that will be keeping staff busy. <p><u>Diana Murphy, Restitution Clerk:</u></p> <ul style="list-style-type: none"> ➤ In December, Kennebec County requested \$3 million for Maine revenue taxes from offenders and with the help of Devon Parsons, Information Technology Director, another \$4 million was recently submitted and requested from MRS. ➤ Eight restitution bills were submitted for approval with the legislature in correspondence with Kathy Ayers, Probate Register, and Meaghan Maloney, District Attorney. Diana Murphy, Restitution Clerk, explains the details of each bill that was submitted. 	

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Probate	<p><u>Laura Johnson, Asst. Probate Register:</u></p> <ul style="list-style-type: none"> ➤ Kathy Ayers, Probate Register, will be returning from vacation this week. ➤ Laura Johnson, Assistant Probate Register, thanks the Commissioners for providing the newly implemented security detail for the Kennebec County Courthouse. ➤ There will be interviews on Thursday for the open position available in Probate Court. 	
Information Technology	<p><u>Devon Parsons, Information Technology Director:</u></p> <ul style="list-style-type: none"> ➤ The Information Technology Department is working with Diana Murphy, Restitution Clerk, on restitution policy for legislation with the State of Maine. ➤ The conduit for 73 Winthrop Street has been installed in collaboration with Dan Brunelle, Facilities Director. There are still other items that need to be addressed when it comes to the remodel and outfitting of 73 Winthrop Street. 	
Registry of Deeds	<p><u>Matthew Boucher, Register of Deeds:</u></p> <ul style="list-style-type: none"> ➤ The month of February revenues for the Registry of Deeds are down by \$12,016.36 and YTD revenues are down \$181,354.98. ➤ The Registry of Deeds hired a new clerk that will be starting on March 14th. ➤ The Kennebec County Registry of Deeds Office will be hosting a meeting for the Registry of Deeds Association on Friday. 	
Emergency Management Agency	<p><u>Art True, Emergency Management Agency Director:</u></p> <ul style="list-style-type: none"> • See PSAP in Old Business. 	
Facilities	<p><u>Facilities Director Dan Brunelle:</u></p> <ul style="list-style-type: none"> ➤ Courthouse flood restoration efforts are successful, and everything is coming together on-time and under budget. <ul style="list-style-type: none"> • There will be flooring installed and repainting to be done in the Courthouse. ➤ 73 Winthrop Street: <ul style="list-style-type: none"> • Dan Brunelle, Facilities Director, is hiring labor as needed. • Dan Brunelle, Facilities Director, has taken over the position of General Contractor for the project to save on expenses for the labor and construction costs. • There has been a savings of \$13,000 on labor just for the flooring installation. • Ballistic panels and doors are normally \$30,000 to \$40,000, and Dan Brunelle, Facilities 	

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	<p style="text-align: center;">Director, was able to purchase these items direct from the factory for a total cost of \$12,000 with installation being done in-house instead of outsourced.</p>	
<p>Administrator</p>	<p><u>Scott Ferguson, County Administrator:</u></p> <ul style="list-style-type: none"> ➤ The FY24 Budget has been accepted by the Kennebec County Budget Committee and is awaiting approval from the Commissioners. ➤ A new security detail has been implemented at the Kennebec County Courthouse. ➤ Kennebec County is currently working with the Edmunds system to implement a financial module. ➤ The NCEU sent a counter proposal which will be reviewed. ➤ The Palmer Road in the Unorganized Territory of Unity has been deteriorating and is in need of repair. ➤ Scott Ferguson, County Administrator, is currently working in advance on the FY25 budget. ➤ The MRS (Maine Revenue Services) contract is ready to be approved and signed by the Commissioners. ➤ George Jabar, Commissioner, thanks Scott Ferguson, County Administrator, for a job well done on expediting the initiation of security processes at the Kennebec County Courthouse. ➤ A meeting to further discuss the security detail at courthouse will take place on Thursday of this week. 	
<p>Old Business/ Follow Up Items</p>	<p><u>Live Video Broadcast or Recordings for Commissioner Meetings</u></p> <ul style="list-style-type: none"> ➤ Joe Pietroski, Commissioner, would like to create a library of live-streaming and pre-recorded videos from the Commissioner meetings on the website. <ul style="list-style-type: none"> • The idea would be to enable the public to ask questions in real time while attending on zoom or electronically. ➤ Patsy Crockett, Commissioner Chair, suggests broadcasting first and interaction/electronic chatroom style questions down the road. ➤ George Jabar, Commissioner, mentions concerns with internet security and accessibility. <p><u>PSAP: Art True, EMA Director</u></p> <ul style="list-style-type: none"> ➤ Waterville has a temporary fix to provide emergency dispatch coverage to help the current issue of Somerset County withdrawing their dispatch coverage over several Kennebec County towns in District 3, but legislation has yet to pass to create a permanent solution. 	<p>TABLED</p>

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	<p>➤ Bob Gasper, Manchester Selectperson, informs listeners of the history of emergency dispatch in Kennebec County and refers to a letter written on the subject by Bob Devlin, Former Kennebec County Administrator. He mentions that West Gardiner, Farmingdale, Pittson, and Randolph are all covered by a PSAP in Lincoln County and rhetorically asks what would happen if Lincoln County needed to cut coverage to those Kennebec County municipalities.</p> <p>➤ Scott Ferguson, County Administrator, expressed concern that the State of Maine might mandate legislation deterring the progress of the establishment of a county PSAP that could change the entire trajectory of coverage and the ability to provide service to the municipalities in need.</p> <p><u>ARPA Update with Zeb Letourneau, BerryDunn Manager Consultant:</u></p> <p>➤ Next meeting.</p> <p><u>ARPA Funding Request – Belgrade Dam</u></p> <p>➤ Dick Greenan, Belgrade Dams Committee Member:</p> <ul style="list-style-type: none"> • Oakland, Rome, Belgrade, Sidney, and Mount Vernon are all part of the Belgrade Dams Committee. • The Belgrade Village dam is falling apart and needs to be fixed. The concrete crumbles to the touch and is deteriorating at an alarming rate. • The location of this specific dam is positioned between the transition from Great Pond into Long Pond. • The Belgrade Dam Committee will need an additional \$100,000 to complete the construction needed for this project. • Scott Ferguson, County Commissioner, wondered if the State of Maine would be willing to contribute and Dick Greenan, Belgrade Dam Committee Member, stated that FEMA, MEMA, Army Corps of Engineers, and Maine Department of Transportation all classified the dam as private and not municipal, therefore it wouldn't be eligible for funding. • All towns that are affected by the dam are not willing to pay the amount of money that it will take to repair the dam. • George Jabar, Commissioner, stated that it is unfortunate that there is not enough ARPA funding in reserves to fund this sort of project. • Scott Ferguson, County Administrator, asked if the Belgrade Dams Committee had 	

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	<p>considered debt service or bond council and Dick Greenan, Belgrade Dams Committee member, asked if there were a specific person that he could contact. Scott Ferguson, County Administrator, said he would look into it.</p> <ul style="list-style-type: none"> • Scott Ferguson, County Administrator, and George Jabar, Commissioner, both mention that if there are current ARPA Grantees that cannot meet requirements and funding becomes available, the County would contact the Belgrade Dams Committee. 	
<p>New Business</p>	<p><u>FY24 Budget Adoption:</u></p> <ul style="list-style-type: none"> ➤ George Jabar, Commissioner, motioned to accept the FY24 budget as presented by the Budget Committee as presented by the Commissioners, and Joe Pietroski, Commissioner, Seconds the motion. <p><u>Sheriff – MRS (Maine Revenue Services) MOU Contract:</u></p> <ul style="list-style-type: none"> ➤ The cost for the MRS contract will be \$2.5 million which includes funding for 5 staff persons from the Kennebec County Sheriff's Office to provide the service of collections for the State of Maine. The Kennebec County Attorney reviewed the contract and confirmed legitimacy. ➤ The contract dates are April 1st, 2023, to September 30th, 2026, and the total cost will be \$2,512,760.00. ➤ Joe Pietroski, Commissioner, asked about an inflationary increase and was concerned with administrative fees and Christopher Read, Lieutenant, assures the Commissioners that the contract accounts for and will cover possible increases if needed. ➤ George Jabar, Commissioner, made a motion to approve the MOU, and Joe Pietroski, Commissioner, seconds the motion. <p><u>Inclement Weather Policy:</u></p> <p><u>Legislature update:</u></p> <ul style="list-style-type: none"> ➤ Joe Pietroski, Commissioner, presents several bills of note: <ul style="list-style-type: none"> • <u>LD4</u>: There was a public hearing last Thursday. The public hearing was meant to discuss the MAT (Medically Assisted Treatment) requirement that was addressed. There will be a meeting soon between County Commissioner leadership and legislative leadership to chat about this at some point. 	<p>3-0 APPROVED</p> <p>3-0 APPROVED</p> <p>TABLED</p>

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	<ul style="list-style-type: none"> • <u>Bill 543</u>: This bill is meant to reimburse counties for maintenance and cleaning supplies. This is for the Courthouse only. • <u>Bill 548</u>: This bill amends the duties of the County Sheriffs. Ken Mason, Sheriff, states that this is a clarification of roles between Commissioners and County Sheriff's. Most of the County Sheriff's support this bill. • Penobscot County is presenting two bills to request funding for rural patrol and would like to separate inmates that need special services to another specialized center. ➤ There will be a meeting at the MCCA (Maine County Commissioners Association) tomorrow. Rebecca Graham, MMA Legislative Committee member, and Penobscot County Sheriff will talk to the Board of Commissioners to discuss what should be done collectively to solve several issues. ➤ Patsy Crockett, Commissioner Chair, asked Ken Mason, Sheriff, if he was aware of the new opioid bill that had just passed and Ken Mason, Sheriff, stated that he will be looking into the details of the new legislation and consulting with other County's regarding the MAT programming and requirements legislated by the State of Maine. 	
Public Comments	<p><u>PSAP (Public Safety Answering Point)</u></p> <ul style="list-style-type: none"> ➤ Bob Gasper, Manchester Selectperson: <ul style="list-style-type: none"> • Somerset County will be eliminating several Kennebec County towns from their PSAP coverage based in Somerset. District 3 in Kennebec County is the most affected by the withdrawal of service by Somerset County. He also stated that several the municipalities in question will be covered by supplemental service from the Androscoggin County PSAP and call centers located in Winthrop, although, Winthrop is short-staffed so they may not be able to cover all of the incoming calls. All calls that overflow from Winthrop will be rerouted to the Androscoggin PSAP. • Cindi Ferguson, Finance Director, asked who absorbs the cost for the PSAP creation and coverage, and Bob Gasper, Manchester Selectperson, stated that the surcharge on phone bills of residents and the individual municipalities pay for the emergency services out of their own budgets. • Joe Pietroski, Commissioner, asked if there will be a map to inform residents of where patients will be taken if they have an emergency, and Bob Gasper, Manchester Selectperson, stated 	

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	<p>that the 911 bureau would update their maps according to the call centers and their designated service areas.</p> <p>➤ William Bonney, Waterville Chief of Police:</p> <ul style="list-style-type: none">• Waterville has their own dispatch facilities and was receiving 70% of transferred calls within the specified area from Somerset County while Kennebec County still had service from their PSAP, so when service discontinues, most calls will just go directly to Waterville dispatch without first going through Somerset County PSAP.• There needs to be a fair and equal rate structure to both the citizens of Waterville and the customers that would be utilizing this system when the emergency calls go directly to Waterville instead of going through the Somerset dispatch.• Joe Pietroski, Commissioner, stated that he is in full support of these suggested changes with the Waterville emergency dispatch and will support legislation to help this idea to pass.	
Adjournment	Regular meeting adjourned at 1:49pm.	

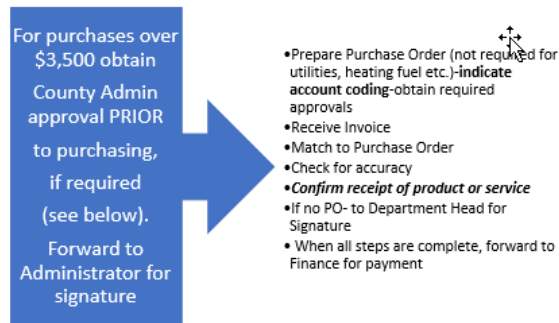
Respectfully Submitted: Stephanie Schredder, Executive Assistant

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Kennebec County PO/Invoice Flow Process



ALL invoice packages are to be signed by the Requestor and the Department Head. If purchase is over \$3,500 it Requires Requester, Department Head, AND Administrator signature (on the PO).

*"The intent of approving purchase orders of \$3,500 or more is to obtain additional budgetary oversight. Purchase orders of \$3,500 or more should be approved by the County Administrator **prior** to the ordering of the good or service. All purchases that are of a contractual nature or related to ongoing operational expenditures may be approved under a blanket purchase order."*

Purchasing and Bidding Policy Excerpt:

- a. Procurement by micro-purchases (Under \$3,500). Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (CFR §200.320 Micro-purchase, \$10,000). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.
- b. Procurement by small purchase procedures (\$3,500 to \$50,000). Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$50,000 in the aggregate. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
- c. Procurement by competitive bids (Over \$50,000). Bids are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price if specified by a grant or contract document. If awarding to an entity other than the lowest bidder, appropriate supporting documentation is required and prior approval is required from the County Administrator. The sealed bid method is the preferred method for procuring construction if the conditions in paragraph (c)(1) of this section apply. In some cases, the bid process may be waived for purchases through the state procurement system, MRSAs Title 5 [ch. 155 §1825-B](#) and [§2A](#).