

Kennebec County, Maine

County Commissioner's Meeting Minutes March 21st, 2023



Present:

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

Dan Brunelle, Facilities Director
 Meaghan Maloney, District Attorney Esq
 Bryan Slaney, Jail Administrator
 Corey Goodchild, Asst. Jail Administrator
 Shay Freeman, DA Office Administrator
 Devon Parsons, IT Director

Matthew Boucher, Register of Deeds
 Ken Mason, Sheriff
 Al Morin, Deputy Sheriff
 Scott Ferguson, County Administrator
 Stephanie Schredder, Executive Assistant

Absent: Jason Decker, EMA Deputy Director, Kathy Ayers, Probate Register, KelLee Gray, HR Administrator, Art True, EMA Director, Lisa Bryant, Finance Manager

	Discussion	Action
Call to order	12:03pm	
Minutes	A motion was made by George Jabar, Commissioner and seconded by Joe Pietroski, Commissioner , to accept the minutes of March 7 th , 2023.	APPROVED 3-0
Human Resources	<p><u>Chris Brawn, Human Resources Director:</u></p> <ul style="list-style-type: none"> ➤ The agreement regarding the Domestic Violence Investigators between the District Attorney and the Kennebec County Sheriff is complete and available to the Commissioners for review and signature. ➤ Time reporting accuracy for the timeclock systems at the Jail continues to be in process, and Human Resources is working with Jail Staff and Vendors to continue to utilize the available time reporting systems that have been established to maintain accurate records and payroll. ➤ Negotiations continue between Kennebec County and the NCEU (National Corrections Employees Union). ➤ Chris Brawn, Human Resources Director, began review of the Kennebec County Employee Handbook. ➤ <u>Inclement Weather Policy:</u> <ul style="list-style-type: none"> • George Jabar, Commissioner, made a motion to accept the Inclement Weather Policy and Joe Pietroski, Commissioner, seconded the motion. 	APPROVED 3-0

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	<p>➤ <u>Remote Work Policy:</u></p> <ul style="list-style-type: none"> • Patsy Crockett, Commissioner Chair, stated that she believes it best for all employees to work within the office if possible, and George Jabar, Commissioner, stated that a remote work policy would be advantageous in inclement weather and health emergencies, such as pandemics. • Chris Brawn, Human Resources Director, stated that having a policy in place will provide structure if there is ever a need to work remotely and someone isn't able to physically be in the office. • Scott Ferguson, County Administrator, mandates that prior approval from the Department Head would be necessary before the request continues to Human Resources for approval. • Chris Brawn, Human Resources Director, states that electronic signatures would be implemented for the approval process. • The Commissioners request that the policy be edited to include more participation by Human Resources for approval of remote work requests. 	TABLED
<p>Treasurer</p> <p>Finance</p>	<p><u>Tom Doore, Treasurer:</u></p> <ul style="list-style-type: none"> ➤ Kennebec County is currently 70% through the fiscal year 2023. ➤ <u>General Fund Cash</u> - \$6,200,000 is invested in the insured cash sweep account with Kennebec Savings Bank. ➤ <u>ARPA Recovery Fund Cash</u>- \$17,150,000 is invested in the insured cash sweep account with Kennebec Savings Bank. ➤ <u>Investment Fund</u> - Close of business yesterday \$2,007,000 which is up \$27,000 since the last meeting. <ul style="list-style-type: none"> • The total warrant is \$214,009. Significant activity includes: <ul style="list-style-type: none"> ▪ \$26,500.00 for Aramark Jail Food ▪ \$37,400 for Dragonfly Innovations Drone ▪ \$15,300 for CPR Medical Supplies ▪ \$7,900 for ARPA Funding for the Maine Children's Home ▪ \$11,700 for Securus Inmate Telephone ▪ \$16,500 for Target Electric Fiber Optic Cable Installation and Repairs ▪ \$98,709 for the Remaining Expenditures 	

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	<p><u>Cindi Ferguson, Finance Director:</u></p> <ul style="list-style-type: none"> ➤ The fund balances that are reported in each Commissioners meeting include cash and investments that cover more than just the General Fund, such as the CARA program funding, etc. ➤ The drone supplied by Dragonfly Innovations will be reimbursed by Federal Grants and the Securus inmate telephone funding will generate a return on expenditure through the Inmate Benefit Fund. Captain Bryan Slaney, Jail Administrator, will be organizing a meeting between Securus and Kennebec County to further clarify the payment and revenue system pertaining to telephone services for the inmate population at the Jail. ➤ Finance worked with Kennebec Savings Bank to deposit \$5 million of money to invest in a Certificate of Deposit within the Insured Cash Sweep to earn additional financial interest for the county. 	
<p>Sheriff/Corrections</p>	<p><u>Sherriff:</u></p> <ul style="list-style-type: none"> ➤ George Jabar, Commissioner, made a motion to authorize the Commissioner Chairperson signature on the three service contracts between the Maine State Police Computer Crimes Unit and Kennebec County Sheriff's Office and Joe Pietroski, Commissioner, seconded the motion. ➤ George Jabar, Commissioner, made a motion to authorize the signature of the Agreement between Kennebec County and Maine Pretrial Services, and Joe Pietroski, Commissioner, seconded the motion. ➤ George Jabar, Commissioner, made a motion to authorize the Commissioner Chair signature on the agreement between Kennebec County and ENSO Recovery, LLC, and Joe Pietroski, Commissioner, seconds the motion. ➤ The Kennebec County Sheriff's Office recently swore in a new Deputy and will be gaining another Deputy when they return from the Criminal Justice Academy. <p><u>Jail:</u></p> <p><u>Captain Bryan Slaney, Jail Administrator:</u></p> <ul style="list-style-type: none"> ➤ Population inside the Jail is 147. <ul style="list-style-type: none"> • There are currently 47 corrections staff with one interview scheduled for this morning. <p><u>Lieutenant Corey Goodchild, Assistant Jail Administrator:</u></p>	<p>3-0 APPROVED</p> <p>3-0 APPROVED</p> <p>3-0 APPROVED</p>

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	<ul style="list-style-type: none"> ➤ The District Attorney helped the Jail expedite the release of a medically compromised inmate to a medical facility and out of the custody of Kennebec County last Thursday. <ul style="list-style-type: none"> • There is a very good relationship between the District Attorney's office and the Jail. • Joe Pietroski, Commissioner, asked how many inmates are in the jail that are currently waiting for a trial date and how long the typical length of time is to wait for a trial, and Captain Bryan Slaney, Jail Administrator, stated that that number can change but the Jail and the District Attorney's Office keep in contact on a regular basis to make sure that all inmates waiting for trial dates are processed within a reasonable amount of time. ➤ Patsy Crockett, Commissioner, asked if the Jail carries Narcan and Captain Bryan Slaney, Jail administrator, stated that all corrections staff carry Narcan on their belts and that each floor in the Jail also has a Narcan station. 	
District Attorney	<p><u>Shay Freeman, DA Office Administrator:</u></p> <ul style="list-style-type: none"> ➤ There are four trials and a grand jury scheduled for this week. ➤ <u>Update on courthouse renovations:</u> <ul style="list-style-type: none"> • There are new tiles, drywall, and painting being done today. New furniture will be delivered and soon Devon will work on the installation of power lines. ➤ Court administration week is scheduled for next week in which court does not open until noon every day of that week. There are 3 court administration weeks per year. ➤ Shay Freeman, DA Office Administrator, scheduled a meeting with the criminal clerks for a meet and greet and brainstorming session. ➤ Patsy Crockett, Commissioner Chair, asked about the new security detail at the Courthouse and Shay Freeman, DA Office Administrator, said that having the security in place has been a relief and policies for safety and security in the Courthouse are being developed in collaboration with Devon Parsons, Information Technology Director, and Scott Ferguson, County Administrator, asked to schedule a meeting with the DA's Office and IT to discuss security planning. 	
Probate	<p><u>Kathy Ayers, Assistant Probate Register:</u></p> <ul style="list-style-type: none"> ➤ Not present. 	

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Information Technology	<p><u>Devon Parsons, Information Technology Director:</u></p> <ul style="list-style-type: none"> ➤ The Information Technology Department is currently setting up system access for the new KSO Patrol Deputy. ➤ Fiber-optic cable installation and the keyless entry security system installation have progressed for 73 Winthrop Street and the Courthouse. 	
Registry of Deeds	<p><u>Matthew Boucher, Register of Deeds:</u></p> <ul style="list-style-type: none"> ➤ Customers are growing for the Spring season. ➤ The new employee is working out well. ➤ Found old atlases from the 1800's in the basement and are looking into preservation efforts. ➤ Scott Ferguson, Administrator, mentioned that the County should have a map room in the hill house that is temperature controlled for document preservation and to scan all of the historical documents if possible. 	
Emergency Management Agency	<p><u>Art True, Emergency Management Agency Director:</u></p> <ul style="list-style-type: none"> • Not present 	
Facilities	<p><u>Facilities Director Dan Brunelle:</u></p> <ul style="list-style-type: none"> ➤ The remodel and preparation of 73 Winthrop Street is on time and under budget. The estimated move-in date for the Sheriff's Office will be the end of April or early May. Dan Brunelle, Facilities Director, has been able to save the County approximately \$20,000 in budgeted expenditures. <ul style="list-style-type: none"> • Ballistic door and windows savings cost was \$12,000 which was \$40-\$50k less than original estimate. • There were savings of \$12,000 in expenditures on evidence lockers. ➤ Officer John Matthews, Community Service Officer, and the Trustees are doing an excellent job amending the water damage in the District Attorney's offices and they should be ready for occupancy next week. 	
Administrator	<p><u>Scott Ferguson, County Administrator:</u></p> <ul style="list-style-type: none"> ➤ There is a current implementation of analysis on all non-contractual invoices and expenditures. ➤ Scott Ferguson, County Administrator, and Kennebec County Finance Department are currently working to analyze overtime expenditures and claims for all employees. 	

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	<ul style="list-style-type: none"> ➤ A request was sent to Correctional Psychiatric Services (CPS) to analyze statistics for prescriptions given to inmates at the Jail, but an answer has yet to be received. ➤ Stephanie Schredder, Executive Assistant to the County Administrator, is working on overtime tracking reports for the County Administrator's analysis. ➤ Scott Ferguson, County Administrator, stated that he will be working towards storing vehicle specific County Wex gas cards inside the vehicles to which they are designated. <ul style="list-style-type: none"> • Mileage hasn't been getting reported properly and Ken Mason, Sheriff requests for the list of transactions to refer to and Scott Ferguson, County Administrator, stated that Christopher Read, Lieutenant had a list that Ken Mason, Sheriff would be able to refer to. ➤ Negotiations for NCEU (National Correctional Employees Union) continue and Scott Ferguson, Kennebec County Administrator, will work with the Union and the Kennebec County Attorney to find common ground and agreement. ➤ A request needs to be made to Longroad energy to remedy the damage sustained Palmer Road. ➤ Cindy Ferguson, Finance Director, and Scott Ferguson, County Administrator, will be on vacation starting next week until April 12th. 	
<p>Old Business/ Follow Up Items</p>	<p><u>ARPA Update with Zeb Letourneau, BerryDunn Manager Consultant:</u></p> <ul style="list-style-type: none"> ➤ <u>Status Update:</u> <ul style="list-style-type: none"> • BerryDunn has completed, or is working to complete the following deliverables: • To date, the County has received \$4,169,059.91 in external grant project expenditures. ➤ <u>Executing Grant Agreements and covenants:</u> <ul style="list-style-type: none"> • YMCA, MMHSS, VOA, and Manor Gardens are all close to ready to execute grant agreements and covenants. YMCA's grant agreement will be ready for signatures by the end of the week. • Accountability calls for Spring 2023 have been scheduled throughout March. • The County has \$708,635 left in ARPA reserves that have not been obligated. • Johnson Hall site visit for the Commissioners will be April 4th. ➤ <u>Waterville Manor Gardens:</u> <ul style="list-style-type: none"> • A County risk has been identified with the Manor Gardens affordable housing project. Zeb Letourneau, Manager Consultant, explains that Manor Gardens has an initial primary loan with 	

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	<p>Machias Savings bank and if they were ever to default on that loan, the three units that the County's ARPA funds are implementing would no longer be required to remain affordable housing unless Machias Savings Bank were to sign an affordable housing covenant. The potential risk would be if a covenant is presented to Machias Savings Bank and they reject signing the agreement, it could risk the entire project all together. George Jabar, Commissioner, makes a motion to continue the project as originally planned without a covenant from Machias Savings Bank, and Joe Pietroski, Commissioner, seconds the motion.</p> <p>➤ North River Company: Lockwood Mill:</p> <ul style="list-style-type: none"> • The Lockwood Mill Project is not currently demonstrating progress towards the originally agreed upon goals, and BerryDunn suggests that the Commissioners consider sending a warning notice that funds will be reallocated at a specified date if no progress is made. • Scott Ferguson, County Administrator, asked if this project unravels, then who would take on the cost of the attorney fees that have already been accrued, and Zeb Letourneau, Manager Consultant, stated that the County would have to pay those fees. • Zeb Letourneau, Manager Consultant, stated that if money was reabsorbed by the county from the Lockwood project, there are several other projects to which the funding could be reallocated. • The Commissioners ask to submit a 60-day notice to North River Company to meet deadlines and inform the County of funding and project completion timelines. 	<p>APPROVED 3-0</p>
<p>New Business</p>	<p><u>Devon Parsons, Information Technology Director:</u></p> <p>➤ The Augusta RCC (Regional Communications Center) has informed Kennebec County that if they do not upgrade their computer-aided dispatch (CAD) and records management systems (RMS) to Spillman from IMC, then they will no longer provide emergency dispatch services to Kennebec County.</p> <ul style="list-style-type: none"> • Data could not be transferred from IMC to Spillman. • An upgrade for IMC would cost approximately \$500,000. 	

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	<ul style="list-style-type: none">• George Jabar, Commissioner, asked if there could be a meeting set up with the Department of Public Safety and would like to get an official letter stating that service will be discontinued if a transition to Spillman is not made by Kennebec County.	
Public Comments	None.	
Adjournment	<p>Regular meeting adjourned at 1:26pm.</p> <p>Motion by George Jabar, Commissioner, to move to Executive Session in accordance with 1MRSA § 405-6-A to discuss a personnel issue. Patsy Crockett, Commissioner Chair, seconds the motion.</p> <p>Executive session at 1:42pm No Motions</p>	

Respectfully Submitted: Stephanie Schredder, Executive Assistant