

Kennebec County, Maine

County Commissioner's Meeting Minutes April 18, 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

Absent: Stephanie Schredder, Executive Assistant

	Discussion	Action
Call to order	12:00pm	
Minutes	A motion was made by Commissioner Jabar , and seconded by, Commissioner Pietroski , to accept the minutes of March 21 st , 2023.	APPROVED 3-0
Human Resources	<p><u>Human Resources:</u> Chris Brawn, Human Resources Director</p> <ul style="list-style-type: none"> ➤ Human Resources is working with the Registry of Deeds management to implement the use of timekeeping via AOD (Attendance on Demand). Training will be provided to the staff in the near future. ➤ The Kennebec County Safety Committee has been re-established and there will be quarterly meetings scheduled. The committee is working with MMA (Maine Municipal Association) to receive a 10% discount on tier 3 workers' compensation costs. ➤ NCEU negotiations continue. ➤ Human Resources continues to work on Kennebec County policies and procedures. ➤ \$5,200 in reimbursement has been requested by 20 employees for the Workforce Training Compact. ➤ Remote Work Policy: <ul style="list-style-type: none"> • This policy was rewritten based on input from the commissioners in the last commissioner meeting. • Commissioner Chair Crockett, expresses her concern and thoughts surrounding circumstances in which an employee would need or want to work remotely and suggests several changes to be made to the policy. • Commissioner Jabar, makes a motion to accept the remote work policy with changes specified by the commissioners, and Commissioner Chair Crockett, seconded the motion. 	

Kennebec County, Maine

County Commissioner’s Meeting Minutes April 18, 2023



	Discussion	Action
		3-0 Approved with changes specified by Commissioners
Treasurer Finance	<p><u>Treasurer:</u> Tom Doore, Treasurer</p> <ul style="list-style-type: none"> ➤ Kennebec County is currently 80% through the fiscal year 2023. ➤ General Fund Cash - \$4,650,000 is invested in the insured cash sweep account with Kennebec Savings Bank. ➤ ARPA Recovery Fund Cash- \$17,120,000 is invested in the insured cash sweep account with Kennebec Savings Bank. ➤ Investment Fund - Close of business yesterday \$2,017,000 which is up \$10,000 since the last meeting. ➤ The total warrant is \$389,149. Significant activity includes: <ul style="list-style-type: none"> ▪ \$25,600.00 for Aramark Jail Food ▪ \$82,500 April Inmate Medical (Mental Health) ▪ \$21,500 Maine Pretrial ▪ \$156,700 CPS April Medical ▪ \$12,500 Securus Inmate Phone ▪ \$90,049 Other Spending <p><u>Finance:</u> Cindi Ferguson, Finance Director</p> <ul style="list-style-type: none"> ➤ There will be a review of ARPA reimbursement requests. Finance will be meeting with BerryDunn to clarify processes and analysis. There may be a supplemental warrant this or next week. <ul style="list-style-type: none"> • The current projects that are in the pipeline for ARPA reimbursement requests are the City of Gardiner, Waterville Sewer Project, unemployment costs for the Maine Childrens Center, and the Greater Augusta Utility District. 	
Sheriff/Corrections	<p><u>Sherriff</u></p> <ul style="list-style-type: none"> ➤ Lieutenant Christopher Read <ul style="list-style-type: none"> • There are two new hires and one in the pipeline. This will put the Kennebec County Sheriff’s office at full staff. • The Kennebec County Sheriff’s Office will be switching to new pistols (9MM Glock) to save on ammunition, have better accuracy, illuminated targeting, and more ballistic efficiency. This implementation will be gradual. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes April 18, 2023



	Discussion	Action
	<p><u>Jail:</u></p> <ul style="list-style-type: none"> ➤ Captain Bryan Slaney, Jail Administrator <ul style="list-style-type: none"> • The jail population is currently 138. • Electronic medical records: <ul style="list-style-type: none"> ○ The current electronic medical record system used at the jail is proprietary to the jail pharmacy provider. Captain Slaney proposed changing the pharmacy provider to create an annual savings of \$60k to \$70k. This would mean that the jail would have to purchase a separate medical record system which would initially cost approximately \$10k for the setup and transition. • Captain Slaney presented the commissioners with two Modern Pest Control contracts for drain fly treatment and general pest control. • There is an alternative sentencing program being held at the YMCA from May 5th through May 10th, and there are 40 individuals currently registered. • Commissioner Chair Crockett, asked if Captain Slaney was working on the AOD (Attendance on Demand) timekeeping system with Kennebec County Human Resources and he confirmed that the jail is working with KCHR to implement the AOD system. 	
District Attorney	<p><u>DA's Office:</u></p> <ul style="list-style-type: none"> ➤ Shay Freeman, Department Head <ul style="list-style-type: none"> • The metal detector at the entrance to the courthouse has been installed and is working well. • The security company providing service to the courthouse is doing an exceptional job. • There is a new opening for an ADA position. 	
Probate	<p><u>Probate:</u></p> <ul style="list-style-type: none"> ➤ Kathy Ayers, Probate Register <ul style="list-style-type: none"> • Register Ayers is retiring June 9th. Kathy will be missed as well as her legislative contributions and understanding of the legislative process. • Revenue is \$24K above projections. • The registrar legislative tracking schedule was distributed. 	
Information Technology	<p><u>Information Technology:</u></p> <ul style="list-style-type: none"> ➤ Devon Parsons, IT Director <ul style="list-style-type: none"> • Not present. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes April 18, 2023



	Discussion	Action
Registry of Deeds	<p><u>Register of Deeds:</u></p> <ul style="list-style-type: none"> ➤ Matthew Boucher, Register <ul style="list-style-type: none"> • There has been some movement of rooms within the 73 Winthrop Street building. • Year-to-date \$201K down from last year. Housing inventory is not doing well and is impacting Deeds revenue. • Deeds is fully staffed. 	
Emergency Management Agency	<p><u>Emergency Management Agency:</u></p> <ul style="list-style-type: none"> ➤ Art True, Director <ul style="list-style-type: none"> • The Homeland Security Grant process is changing in its funding formula. <ul style="list-style-type: none"> ○ There will not be any allotments as there have been in the past. There must be a project list, narrative, or justification of costs sent to the State for review and award distribution. ○ FEMA has pushed this new distribution method (competitive grant process). The State of Maine is pushing back on this new process and will continue to push back. ○ The Director from MEMA (Maine Emergency Management Agency) resigned during this process. The Deputy Director is now holding an interim leadership position at MEMA. ○ This will adversely impact rural communities. ○ The fiscal impacts of these changes are currently unknown. ○ Zeb Letourneau, BerryDunn Manager Consultant, stated that BerryDunn has a full-time grant writer on their staff and would be happy to review the grant application to help with proper submission requirements. 	
Facilities	<p><u>Facilities Maintenance:</u></p> <ul style="list-style-type: none"> ➤ Dan Brunelle, Facilities Director: <ul style="list-style-type: none"> • 73 Winthrop Street: <ul style="list-style-type: none"> ○ Surveillance cameras have been installed. ○ Painting and trim work has been done. ○ The remodel costs are currently under the initial budget of \$244K. • The Kennebec County Facilities Department is currently working through insurance adjuster costs and estimates from the courthouse flood damage. • Cody Brown, Jail Maintenance Supervisor, and Mike Gagnon, Maintenance Technician, are currently away for Training in Alabama. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes April 18, 2023



	Discussion	Action
	<ul style="list-style-type: none"> ○ Facilities Director Brunelle and Bobby Adams, Maintenance Technician, are working at the jail in their absence. They are currently building a cell wall. ➤ Commissioner Pietroski asked if there will be cameras installed at the courthouse Facilities Director Brunelle responded by informing the commissioners that the Kennebec County Facilities budget will not permit an expenditure like that. IT Director Parsons mentioned that the surveillance cameras are approximately \$1,700 each and require licensing, additional servers, and complicated installation procedures. 	
Administrator	<p><u>Scott Ferguson, County Administrator:</u></p> <ul style="list-style-type: none"> ➤ Energy Efficiency Conservation Block Grant <ul style="list-style-type: none"> • The award amount is approximately \$79K and has been filed with EECBG (Energy Efficiency and Conservation Block Grant). Receipt has been acknowledged. ➤ County Administrator Ferguson, , met with Longroad Energy to discuss maintaining Palmer Road in Unity Township during mud season. The road is currently in acceptable condition. ➤ County Administrator Ferguson submitted usage information to Maine Power Options to obtain quotes. 	
Old Business/ Follow Up Items	<p><u>ARPA:</u></p> <ul style="list-style-type: none"> ➤ Zeb Letourneau, BerryDunn Consultant Manager: <ul style="list-style-type: none"> • To date, Kennebec County has received just under \$4.5M in external grant project expenditures. • Consultant Manager Letourneau attended the National Grants Management Conference recently and learned about current findings for county single audits associated with ARPA funds. • The YMCA grant project has been formally executed. • There is \$709k currently held in ARPA Reserves. ➤ Subrecipient monitoring <ul style="list-style-type: none"> • Berry Dunn has completed desk reviews for all projects in February, and accountability calls for all projects that required one in March. We are now receiving Quarterly progress update reports from grantees. This information is compiled into the Treasury Report, which is due from Kennebec County by April 28th. ➤ The County has \$708,635 left in ARPA reserves that have not been obligated. As the year progresses, if there are projects that are not demonstrating progress towards milestones, goals, or objectives, there may be opportunities to reallocate those funds. Our team is monitoring project progress and will keep you updated. <p><u>Discussion Items:</u></p> <ul style="list-style-type: none"> ➤ Lockwood Mill response to the 60-day notice provided by the County. 	

Kennebec County, Maine

County Commissioner’s Meeting Minutes April 18, 2023



	Discussion	Action
	<ul style="list-style-type: none"> • The Lockwood Mill project is requesting an extension to their notice to perform in response to the letter sent by the county. There are complexities in administrating this project and BerryDunn recommends setting the end of June as a hard deadline to perform. • Commissioner Chair Crockett, asked if North River project is having an impact on the Lockwood project and Consultant Manager Letourneau could not give a definitive answer. • Finance Director Ferguson asked if Maine State Housing Authority had closed their portion of the loan process for the Lockwood Mill project funding and Zeb Letourneau, BerryDunn Manager Consultant, confirms that MSHA has an anticipated loan closing date in June. • Commissioner Pietroski, stated concerns regarding cost increases and the possible need for more money for the project and was unsure that the letter would change anything between now and the end of June. <p>➤ Manor Gardens period of performance:</p> <ul style="list-style-type: none"> • The Treasury issued guidance that the monitoring for affordable housing projects does not end when ARPA ends, it ends when the 20-year affordability covenant has been fulfilled. For the County’s other three affordable housing projects, the State is also investing money and will conduct the required monitoring. However, Manor Gardens is the only County ARPA project that is not receiving Maine Housing Authority funding. • The federal government is adding a new ARPA requirement impacting the project. Monitoring (performance) ends when the covenant ends. The State will be doing the monitoring afterward. • Zeb Letourneau, BerryDunn Manager Consultant proposes an MOU with the Waterville Housing Authority that will ensure they monitor Waterville Manor Gardens on behalf of the county. BerryDunn will make sure that the three affordable housing units remain affordable. • Commissioner Pietroski asked if there were language in the legal documentation for this project agreement to protect the interests of the county and County Administrator Ferguson stated that he would consult with the Kennebec County real estate attorney to ensure the language is strong and appropriate. <p><u>ARPA Projects in Development</u></p> <p>➤ North River Co: Waterville Affordable Housing Project</p> <ul style="list-style-type: none"> • BerryDunn provided the North River team with drafts of the legal documentation to review and approve on 12/19/2022. BerryDunn followed up on 2/2/2023. North River Co’s legal counsel contacted 	

Kennebec County, Maine

County Commissioner's Meeting Minutes April 18, 2023



	Discussion	Action
	<p>BerryDunn on 3/2/23 via phone and communicated that the project is still in the planning phase and North River is still in negotiations with Maine Housing.</p> <ul style="list-style-type: none"> ➤ Mid Maine Homeless Shelter & Services: Waterville Affordable Housing Project ➤ Volunteers of America: Winthrop Affordable Housing project <ul style="list-style-type: none"> • MMHSS and VOA have finalized their registrations in sam.gov, and the County can now execute their grant agreements. We are working with the County's real estate attorney to finalize the affordable housing grant agreements. ➤ Waterville Manor Gardens: Waterville Affordable Housing Project <ul style="list-style-type: none"> • This project will be executed ASAP. Manor Gardens' covenant has been drafted, and BerryDunn is working with the County and grantee to finalize the legal documents and obtain signatures. 	
<p>New Business</p>	<p><u>Jail</u></p> <ul style="list-style-type: none"> ➤ Electronic Medical Records <ul style="list-style-type: none"> • A motion was made in support of Patsy Crockett, Commissioner Chair, to sign the contract by George Jabar, Commissioner, and seconded by Joe Pietroski, Commissioner. • This was discussed in the department review. ➤ Modern Pest Control: Commercial Service Agreement and EcoCare Agreement <ul style="list-style-type: none"> • Motion Commissioner Jabar, second Commissioner Pietroski for Commissioner Chair Crockett to sign the contract. • This was discussed in the department review. ➤ Unity Township PSAP Agreement (requires signature) <ul style="list-style-type: none"> • Motion Commissioner Jabar, second Commissioner Pietroski for Commissioner Chair Crockett to sign the contract. ➤ EMA - Homeland Security Grant <ul style="list-style-type: none"> • This was discussed in department review. ➤ Energy Efficiency Conservation Block Grant <ul style="list-style-type: none"> • County Administrator Ferguson has submitted a pre-award application. ➤ Register of Probate Retirement <ul style="list-style-type: none"> • Commissioner Chair Crockett requests that County Administrator Ferguson write a letter to the Kennebec County Democratic Committee to notify them of the retirement of Register Ayers and to begin the replacement process with the Governor's Office. ➤ Maine Municipal Association Workers Compensation Safety Incentive 	<p>3-0 Approved</p> <p>3-0 Approved</p> <p>3-0 Approved</p>

Kennebec County, Maine

County Commissioner's Meeting Minutes April 18, 2023



	Discussion	Action
	<ul style="list-style-type: none">• Commissioner Jabar, made a motion to accept initiation of the MMA workers compensation safety incentive program presented by Human Resources Director Brawn and Commissioner Pietroski seconded the motion.	3-0 Approved
Public Comments	None.	
Adjournment	<p>Regular meeting adjourned at 1:16pm.</p> <p>Into Executive Session</p> <p>Motion by Commissioner Jabar to move to Executive Session in accordance with 1MRSA § 405-6-A to discuss a personnel issue. Commissioner Chair Crockett seconds the motion. Executive Session begins at 1:17pm.</p> <p>Executive session ended at 1:29pm - No Motions</p>	3-0 Approved

Respectfully Submitted: Stephanie Schredder, Executive Assistant