

Kennebec County, Maine

County Commissioner's Meeting Minutes May 16th, 2023



Present:

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

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

Matthew Boucher, Register of Deeds
 Jason, Decker, Deputy EMA Director
 Scott Ferguson, County Administrator
 Stephanie Schredder, Executive Assistant

Absent: Al Morin, Deputy Sheriff, Bryan Slaney, Jail Administrator

	Discussion	Action
Call to order	12:04pm	
Minutes	A motion was made by Commissioner Pietroski , and seconded by, Commissioner Jabar , to accept the minutes of April 18th, 2023.	APPROVED 3-0
Human Resources	<p><u>Human Resources:</u> Chris Brawn, Human Resources Director</p> <ul style="list-style-type: none"> ➤ The NCEU (National Correctional Employees Union) contract has been negotiated and agreed upon. The final draft will be finalized and ready for signature later this week. ➤ Human Resources has begun interviewing candidates for the EMA director position. ➤ Workforce Compact Training: <ul style="list-style-type: none"> • Human Resources has requested \$7,628.75 in training reimbursement for 27 employees and received \$998.40 to date. • Joe Pietroski, Commissioner, asks Chris Brawn, Human Resources Director, to clarify the structural process of the workforce compact training program and Chris Brawn, Human Resources Director explains that Workforce Development has created a fund through the Alford Center that gives employers reimbursement for training, up to \$600 per employee. Many in the County have benefitted from this program and Kennebec County directly benefits from it as well. • Joe Pietroski, Commissioner, mentions that he is a part of the Workforce Development Committee and will share the positive feedback he has heard today. 	

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	<ul style="list-style-type: none"> • FY22 Budget Adjustments Requests: <ul style="list-style-type: none"> ○ Probate: Request to transfer \$28,000 from fund balance to 1070-4080 Professional Services. Kennebec County Probate is mandated to provide qualified representation in constitutional rights cases; In FY22, this resulted in increased professional fees. ○ Request for transfer of \$4,200 from 2040-3000 (Salary Adjustments) to: <ul style="list-style-type: none"> ▪ EMA-School Planner 1010-3103 \$1,200 ▪ Finance-Manager 1030-3103 \$3,000 ○ Joe Pietroski, Commissioner, makes a motion to approve the transfer of \$28,000 from fund balance to 1070-4080 Professional Services and the transfer of \$4,200 split to \$1,200 and \$3,000 to 1010-3101 and 1030-3103 and George Jabar, Commissioner, seconds the motion. • FY23 Budget Adjustment Requests: <ul style="list-style-type: none"> ○ Request to transfer \$12,500 from Reserve for Unfunded payroll to 1065-3000 for separation from service for the previous Kennebec County Registrar of Deeds. ○ Request to transfer \$54,075 from the Reserve for Unfunded payroll to 1020-3103 Administrative Assistant. Position was filled subsequent to preparation of FY23 budget. ○ George Jabar, Commissioner, made a motion to approve \$12,500 transfer of funds from Reserve for Unfunded Payroll to 1065-3000 for separation of service for register of deeds, and to transfer \$54,075 from the Reserve for Unfunded Payroll for the Administrative Assistant position which was filled after the preparation of the FY23 budget, and Joe Pietroski, Commissioner, seconded the motion. 	<p style="text-align: center;">APPROVED 3-0</p> <p style="text-align: center;">APPROVED 3-0</p>
<p>Sheriff/Corrections</p>	<p><u>Ken Mason, Kennebec County Sherriff:</u></p> <ul style="list-style-type: none"> • Attended the national law enforcement memorial this morning on State Street. • Under the Operation Stonegarden funding detail, deputies confiscated 865g of cocaine, 21g meth, 2g fentanyl, 1 pistol, and \$22,000, all of which were found at traffic stops. <ul style="list-style-type: none"> ○ <u>Joe Pietroski, Commissioner</u>, agrees that the presence of law enforcement is important and mentions that the lack of law enforcement in rural areas due to the withdrawal of the Maine State Police makes the need for rural patrol from the Kennebec County Sheriff's Office much greater and their presence in high-risk areas . • The KCSO has a deputy graduating next week from the Maine Criminal Justice Academy and another deputy joining the force soon. 	

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	<ul style="list-style-type: none"> • The Kennebec County Sheriff's Office has moved to 73 Winthrop Street in Augusta. There was no down time for the Sheriff's Office during the move. Ken Mason, Kennebec County Sheriff, thanked Dan Brunelle, Facilities Director, and the Facilities Team, the Finance Office, and Scott Ferguson, County Administrator, for helping the move and remodel of the building go smoothly. <p>Jail:</p> <ul style="list-style-type: none"> ➤ Lieutenant Corey Goodchild, Assistant Jail Administrator: <ul style="list-style-type: none"> • The Jail population is currently 156. • There are three correctional officers that will graduate from the Maine Criminal Justice Academy on June 6th at 1pm. • Lieutenant Corey Goodchild, Assistant Jail Administrator, presents the CPS (Correctional Psychiatric Services) contract to the commissioners for approval and signature. <ul style="list-style-type: none"> ○ George Jabar, Commissioner, makes a motion to accept and sign the CPS contract and Joe Pietroski, Commissioner, seconds the motion. ○ Joe Pietroski, Commissioner, asks if other county jails are offering the extent of services that Kennebec County is now offering in reference to the CPS contract and Lieutenant Corey Goodchild, Assistant Jail Administrator, stated that Kennebec County Jail is ahead of the curve and would like to set an example for other counties in our programs provided. • The jail is three people short of a full staff. 	APPROVED 3-0
District Attorney	<p>DA's Office:</p> <ul style="list-style-type: none"> ➤ Shay Freeman, Department Head: <ul style="list-style-type: none"> • The district attorney's office met with Tamara Rueda, Maine Clerk of Courts. • Active case numbers are currently high. A "blitz" has been initiated to get through the cases that have built up during the pandemic. • A new ADA (Assistant District Attorney) was sworn in today. • The district attorney's office is at full staff. • There will be a law student starting an internship with the DA's office this summer. 	
Probate	<p>Probate:</p> <ul style="list-style-type: none"> ➤ Kathy Ayers, Probate Register: 	

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	<ul style="list-style-type: none"> • George Jabar, Commissioner, asks when Kathy Ayers, Probate Register, will be retiring, and she replies with June 9th, 2023. • Probate is \$41,000 over projected revenue. • There is a shortage of willing legal guardians. • Joe Pietroski, Commissioner, suggests advertising and reaching out for legal guardians on Facebook. 	
Information Technology	<p>Information Technology:</p> <ul style="list-style-type: none"> ➤ Devon Parsons, IT Director: <ul style="list-style-type: none"> • IT has been working on the move of the Sheriff's Office from Hill House to 73 Winthrop Street in Augusta. • Bert's Security has completed the electronic entry and camera systems for the Sheriff's Office. • There is a condolence card circulating for David Hawke's wife. David Hawke was the former Director of Information Technology for Kennebec County who just recently passed away. He was an integral part of setting up the • Scott Ferguson, County Administrator, asked if there were any connections to Kennebec County existing at Mr. Hawkes home, and Devon Parsons, IT Director, assured that there weren't any connections to the Kennebec County IT systems at Mr. Hawkes home. • Joe Pietroski, Commissioner, asked for an update on the security systems installation for the Kennebec County Courthouse and Devon Parsons, IT Director, stated that the installation was in the queue. 	
Registry of Deeds	<p>Register of Deeds:</p> <ul style="list-style-type: none"> ➤ Matthew Boucher, Register: <ul style="list-style-type: none"> • Revenues are down approximately \$37,294.67 from last year at this time. • There is a lack of housing inventory on the market right now. 	
Emergency Management Agency	<p>Emergency Management Agency:</p> <ul style="list-style-type: none"> ➤ Jason Decker, Deputy EMA Director: <ul style="list-style-type: none"> • MD3 begins July 1st. <ul style="list-style-type: none"> ○ Physicians for the project are working on their standard operating procedures. ○ The designated vehicle for this project is currently being outfitted and prepared for service. • The second EMT basic class has been completed. There were 35-40 people that completed the course and a majority of them reside in Kennebec County. • The CPR classes that EMA has organized have trained just under 500 people total. • There is an active search for an EMA director and there are 5 interviews set up for this week. 	

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	<ul style="list-style-type: none"> • Theodore Marshall, EMA Planner, is currently in Kent's Hill working to develop emergency operations for the facility. • Kennebec County EMA qualified preliminarily for FEMA disaster relief grant at \$733,000 for flood damage. • A town hall meeting took place last week and Joe Pietroski, Commissioner, attended. There will be another meeting scheduled in early September. <ul style="list-style-type: none"> ○ Joe Pietroski, Commissioner, suggested finding a method of advertisement to help attendance grow for the town hall meetings • There will be a meeting with local emergency managers to start with THIRA (Threat Hazard Identification and Risk Assessment) process for hazard mitigation planning across the counties and municipalities of Maine. 	
Facilities	<p><u>Facilities Maintenance:</u></p> <ul style="list-style-type: none"> ➤ Dan Brunelle, Facilities Director: <ul style="list-style-type: none"> • There are many projects in process at 73 Winthrop Street and 77 Winthrop Street. <ul style="list-style-type: none"> ○ Insulation will be installed today. ○ The oil barrel dried up unexpectedly and a solution is being pursued. • Facilities is waiting for official quotes for courthouse security installation and once those quotes have been finalized, they will be presented to the Commissioners for approval. • The District Attorney's office has officially submitted their insurance claim to the insurance company for the flood damage that happened in late Winter. • Dan Brunelle, Facilities Director, states that Bob Adams, Maintenance Tech, is doing an excellent job and is constantly being approached by other organizations with employment offers. Dan Brunelle, Facilities Director, mentions that it would be advantageous for Kennebec County to extend a further incentive to retain employees in demand. <ul style="list-style-type: none"> ○ A formal request for a competitive raise will be configured to present to Commissioners for approval. 	
Administrator	<p><u>Scott Ferguson, County Administrator:</u></p> <ul style="list-style-type: none"> ➤ Security card ID badges access will be initiated and installed for entry to all buildings within Kennebec County. ➤ There will be a meeting tomorrow for room assignments on first floor of Hill House now that the Kennebec County Sheriff's Office has moved to 73 Winthrop Street. 	

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	<ul style="list-style-type: none"> ➤ Approval and signatures are needed on the BerryDunn testing letter of authorization. ➤ Opioid plaintiff questionnaire signatures are needed from Commissioners. ➤ The Commissioners have received correspondence from a high school in Oxford, Maine students inquiring about what it is like to work in Kennebec County. ➤ There was a meeting with BerryDunn and EMA to be sure that ARPA grants within EMA are on track. ➤ There is a tentative agreement with NCEU and all parties are awaiting a final draft of the contract from Human Resources for signature. ➤ The wood floor in the large meeting room on the first floor of Hill House was damaged and will need repair. The county is awaiting quotes to fix the damage. ➤ Energy quote estimate for Kennebec County was given at 9.8 cents per KW hour which is a good rate compared to other counties within Maine. <ul style="list-style-type: none"> • ARPA UPDATE: <ul style="list-style-type: none"> ▪ Zeb Letourneau, BerryDunn Manager Consultant, was not able to attend the meeting today, but sent a report. ▪ To date, the County has received \$4,522,877.12 in external grant project expenditures. ▪ BerryDunn has delivered legal documentation to Paul Mills, Kennebec County Real Estate Attorney, to execute grant agreements and covenants for the Lockwood Project and the Waterville Manor Gardens Project. ▪ The County has \$708,933 left in ARPA reserves that have not been obligated. ▪ BerryDunn is doing an in-depth analysis of EMA expenditure of ARPA funding. ➤ Scott Ferguson, County Administrator, will be talking with the state about tax standpoints for Longroad Energy in the Unorganized Territory of Unity Township regarding road maintenance on Palmer Road. ➤ Scott Ferguson, County Administrator, has joined the County Jail Standards Council. <ul style="list-style-type: none"> • Working on data from 2010 to 2022 for reporting in the council. ➤ Congratulated Dan Brunelle, Facilities Director, and all of the Kennebec County Facilities Staff for taking care of so many integral projects. ➤ In the next meeting there will be a few items to talk about(executive session) ➤ George Jabar, Commissioner, makes a motion to authorize the signature of the BerryDunn testing letter and the Opioid Settlement letter, and Joe Pietroski, Commissioner, seconded the motion. 	<p>APPROVED 3-0</p>
<p>Old Business/ Follow Up Items</p>		

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Commissioner Comments	<p><u>Joe Pietroski, Commissioner-</u></p> <ul style="list-style-type: none"> ➤ Joe Pietroski, Commissioner requested that there be a separate category on the agenda for commissioner comments. <ul style="list-style-type: none"> • Kennebec County community roundtable is a useful initiative. <ul style="list-style-type: none"> ○ Individuals should have access to programs and meetings like these as well. ○ Advertisement should be developed more to spread the word. • Joe Pietroski, Commissioner, gives a brief update on the Workforce Development program structure. • An Appropriations meeting will take place tomorrow morning at the State level and is a good opportunity for all counties to speak their concerns or requests that will also come before the Criminal Justice Committee. 	
Public Comments	None.	
Adjournment	Regular meeting adjourned at 1:29pm	

Respectfully Submitted: Stephanie Schredder, Executive Assistant