

Kennebec County, Maine

County Commissioner's Meeting Minutes June 20th, 2023



Present:

Patsy Crockett, Commissioner, Chair
 Joe Pietroski, Commissioner
 Tom Doore, Treasurer
 Cindi Ferguson, Finance Director
 Chris Brawn, HR Director
 Ken Mason, Sheriff
 John Brenenstuhl, EMA Director

Al Morin, Deputy Sheriff
 Dan Brunelle, Facilities Director
 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
 Lisa Bryant, Finance Manager
 Audrey Fredericks, Finance Specialist
 Cody Brown, Jail Maintenance Supervisor
 Stephanie Schredder, Executive Assistant

Absent: Laura Johnson, Deputy Probate Register, Meaghan Maloney, District Attorney, Esq, Abigail St. Valle, Probate Register, George Jabar, Commissioner, KelLee Gray, HR Administrator

	Discussion	Action
Call to order	11:59am	
Minutes	<p>A motion was made by Commissioner Pietroski, and seconded by, Commissioner Crockett, to accept the minutes of June 6th, 2023.</p> <p>A motion was made by Commissioner Pietroski, and seconded by, Commissioner Crockett, to accept the special meeting minutes of June 5th, 2023.</p>	<p>APPROVED 2-0</p> <p>APPROVED 2-0</p>
New Business:		
Human Resources	<p><u>Human Resources:</u> Chris Brawn, Human Resources Director:</p> <ul style="list-style-type: none"> ➤ KelLee gray, Human Resources Administrator, is on vacation this week. ➤ As a benefit of the new system, pay increases that were approved through the budget process will automatically be updated in the payroll management system so the Commissioners will not need to sign any Payroll Change Notices for the new fiscal year. 	

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	<ul style="list-style-type: none"> ➤ Kennebec County has officially made Tier III through the workers' comp vendor which warranted a 10% discount on premiums. Thank you to Dan Brunelle, Facilities Director, and his team for maintaining and repairing buildings in Kennebec County that allowed for the Tier III status. The Workers Compensation Representative was impressed with the condition of the buildings and upkeep of facilities. ➤ July 4th falls on a Tuesday, and many municipalities are closing to the public or allowing for the use of vacation time on Monday, July 3rd. There are a few options for the Commissioners to decide from: <ul style="list-style-type: none"> 1.) Close completely and give it to Kennebec County Employees as a holiday. 2.) Close to the public and give employees the option to take a vacation day from their own allotted time. This allows employees that are more public facing to take their vacation time more freely without needing to consider coverage. Those that choose to not take vacation time can work with more focused efforts. Essential workers, such as EMA and the Sheriff's Office will be available on an as-needed basis regardless of vacation or closing to the public. 3.) Do nothing and treat it like any other day. <ul style="list-style-type: none"> ○ Scott Ferguson, County Administrator, stated that there isn't any budgetary impact to closing the county or giving employees a vacation day. ➤ A follow-up to Commissioner request for Total Compensation Statements: <ul style="list-style-type: none"> ○ With the new payroll system being implemented in January, half the year's information is in one system and the other half is in another system. Comp statements are usually done on a calendar year so Human Resources will plan to do them in January. The statements will be much more inclusive of all the benefits after the implementation of the new system. 	TABLED
<p>Treasurer</p>	<p><u>Treasurer</u> Tom Doore, Treasurer:</p> <ul style="list-style-type: none"> ➤ Kennebec County is currently 95% through the fiscal year 2023. ➤ General Fund Cash - \$2,250,000. ➤ ARPA Recovery Fund Cash- \$15,900,000 is invested in the insured cash sweep account with Kennebec Savings Bank. \$10,000,000 is invested in Insured CDs placed with various banks through Kennebec Savings Bank, the balance is invested in the Insured Cash Sweep account with Kennebec Savings Bank ➤ Investment Fund - Close of business yesterday \$2,013,000 which is down \$3,000 since the last meeting. ➤ The total warrant is \$350,000. Significant activity includes: <ul style="list-style-type: none"> • \$202,000 for Jail Medical • \$24,000 Jail Food • \$21,500 Maine Pretrial Services 	

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<p>Finance</p>	<ul style="list-style-type: none"> • \$17,000 Merrill Security • \$13,000 Burt's Security • \$9,000 Dell Computers <ul style="list-style-type: none"> ○ Patsy Crockett, Commissioner Chair, asked if all of the Certificates of Deposit were invested in Kennebec Savings bank, and Cindi Ferguson, Finance Director, explained that Kennebec Savings Bank acts as a large pool investment and they manage the CD's that are then distributed to several other institutions. Each institution that retains a CD investment from Kennebec County through Kennebec Savings Bank holds the maximum monetary limit for FDIC insurance coverage. <p>Finance: Cindi Ferguson, Finance Director:</p> <ul style="list-style-type: none"> ➤ Request for approval for budget payout transfers that were approved at the last Commissioner meeting: <ul style="list-style-type: none"> • 26k from the salary adjustment line • 4.5k from reserve account • Joe Pietroski, Commissioner, makes a motion to approve the budget payouts for \$26,000 from the salary adjustment line and \$4,500 from the reserve account, and Patsy Crockett, Commissioner Chair, seconds the motion. ➤ Joe Pietroski, Commissioner, asks if Kennebec County is allocating money from the investment account towards the budget for FY24, and Scott Ferguson, County Administrator, answers by letting the Commissioners know that it will not be known if any action will be needed until FY23 year end. <ul style="list-style-type: none"> • Tom Doore, Treasurer, states that \$600,000 in the investment account is set aside just in case the County has the need for it. • Scott Ferguson, County administrator, pointed out that the County also appropriated money for the future budget in FY24 from the opioid lawsuit award which will clear out the balance of the award. 	<p style="text-align: center;">APPROVED 2-0</p>
<p>Sheriff/Corrections</p>	<p>Ken Mason, Kennebec County Sherriff:</p> <ul style="list-style-type: none"> ➤ Nothing to report at this time. <p>Jail: Captain Bryan Slaney, Jail Administrator:</p> <ul style="list-style-type: none"> ➤ 150 population inside the Jail. 	

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	<ul style="list-style-type: none"> ➤ Amendment #7 to the Aramark contract is submitted for the approval of the Commissioners. The Jail is currently working on a kitchen RFP to replace this agreement, but the Aramark Amendment #7 will provide another year of service until the RFP can be finalized and another vendor can be vetted and solidified. ➤ There is a Maine Pretrial contract available for renewal and approval by Commissioners to extend services for another year with a 3% increase. ➤ Joe Pietroski, Commissioner, asks about the staffing at the jail and Captain Bryan Slaney, Jail Administrator, answered by informing the Commissioners that the Jail currently has 48 staff and are expecting an additional 3 staff to begin work soon. 	
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"> ➤ Meaghan Maloney, District Attorney, is in court today and is unable to attend the Commissioner meeting. ➤ There are trials scheduled for July that were pushed out of regular scheduling due to the backlog of criminal cases. ➤ One employee is retiring on June 30th. ➤ Scott Ferguson, County Administrator, thanks Captain Bryan Slaney, Jail Administrator, and Shay Freeman, DA Office Administrator, for dealing with an incident earlier this week when an inmate needed special attention. 	
Probate	<p><u>Probate:</u></p> <ul style="list-style-type: none"> ➤ Not present. 	
Information Technology	<p><u>Information Technology:</u></p> <p>Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ IT is currently working with Dan Brunelle, Facilities Director, and Burt's Security for key card access at the Registry of Deeds. The project should be done by the end of this week. ➤ The Consolidated Communications contract is available for Commissioner approval and will replace MITEL phone system that Kennebec County has been using since 2012. <ul style="list-style-type: none"> • The Consolidated Communications office is down the street from Hill House on State Street and they already control the hard lines that come to these buildings. • This agreement includes internet service. 	

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	<ul style="list-style-type: none"> ➤ Scott Ferguson, County Administrator, pointed out that there will only be one vendor across Kennebec County for all communications operations, whereas, currently, there are three vendors for all communications operations. These services will include all Kennebec County buildings. ➤ Joe Pietroski, Commissioner, asked how the internet service will change, and Devon Parsons, IT Director, stated that the only thing that would change for the internet services would be the IP addresses. ➤ Cindi Ferguson, Finance Director, thanked IT for helping with the recent office moves in Hill House. ➤ Joe Pietroski, Commissioner, asked about the progress of the wiring system in the Probate Court, and Devon Parsons, IT Director, stated that there are two different vendors that are in the process of creating quotes and assessing the exact needs of the department. 	
Registry of Deeds	<p>Register of Deeds: Matthew Boucher, Register of Deeds:</p> <ul style="list-style-type: none"> ➤ Water has been restored to the break room at 77 Winthrop Street. ➤ The Kofile contract is up next year and Matthew Boucher, Register of Deeds, is consulting with several companies to solicit quotes and service inquiries. ➤ The Registry of Deeds is in the process of migrating investment accounts to Kennebec Savings Bank. ➤ The Registry of Deeds has recently implemented the new timecard system and it's going well. ➤ Joe Pietroski, Commissioner, asked when there would be more legislation drafted from the department for deed fraud and fee schedules, and Matthew Boucher, Register of Deeds, said that he had been working on legislation to obtain more funding for Kennebec County. ➤ Patsy Crockett, Commissioner Chair, asked if Matthew Boucher, Register of Deeds, is currently working with the Maine Association of Deeds and he confirmed that he was currently working with the Association of Deeds on several legislative aspects. 	
Emergency Management Agency	<p>Emergency Management Agency: John Brenenstuhl, EMA Director:</p> <ul style="list-style-type: none"> ➤ There have been a lot of initial meetings to brief the new EMA director on all subject matters. ➤ A meeting was held with the organizers of the Ironman event for planning services and safety preparedness for 2,000 athletes that will attend the event to be held on July 30th, 2023. <ul style="list-style-type: none"> • The Kennebec River section of the race was rated number 1 nationwide for the event's favorite swim site. ➤ A HAZMAT team meeting was held at the EMA offices to reorganize the group after a hiatus during covid-19. 	

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	<ul style="list-style-type: none"> ➤ The Central Maine Regional Fire Chiefs meeting will be held next week and John Brenenstuhl, EMA Director, has been invited to attend and speak about lithium-ion battery hazards which are a growing problem that is extremely volatile and dangerous. ➤ The EMA department spent some time recently training with the Kennebec County drones to certify the whole team to be able to fly the drones safely. John Brenenstuhl, EMA Director, is a licensed flight instructor and he is able to certify the EMA staff in drone flight and operation. ➤ There was a flood watch for several areas of Kennebec County over the weekend. ➤ Joe Pietroski, Commissioner, encouraged John Brenenstuhl, EMA Director, to attend events to spread community participation in emergency preparedness and EMA collaboration for all municipalities within Kennebec County. 	
Facilities	<p><u>Facilities Maintenance:</u></p> <p>Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ Finishing the electrical wiring for EMA and Deeds at 77 Winthrop Street. ➤ Facilities Maintenance will be finishing installing the evidence locker this week at the Sheriff's Office. ➤ Offices in Hill House are being patched and painted in preparation for the second half of staff office moves. ➤ Insulation for 77 Winthrop Street will be installed before Winter 2023. ➤ There were 3 applicants for the Facilities position, and one was selected, Scott Ferguson, County Administrator, will meet with the candidate and they will start the week of July 4th. ➤ There will be a collaborative effort between Facilities and Finance to transfer departmental funds to offset labor costs for vehicle maintenance and repair. 	
Administrator	<p><u>Scott Ferguson, County Administrator:</u></p> <ul style="list-style-type: none"> ➤ Thanks to Dan Brunelle, Facilities Director, and his team for all the work they are doing. ➤ ARPA: <ul style="list-style-type: none"> • The Lockwood Mills project administrators had sent correspondence indicating that they will not meet the specified deadline that Kennebec County had originally set in their grant agreement. Scott Ferguson, County Administrator, asked the Commissioners if they would like to extend the due date, and presented the options of either organizing a conference meeting with Zeb Letourneau, Manager Consultant, or the county could repost the funds for open grant requests to give the opportunity to another housing project. 	

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<ul style="list-style-type: none"> • Patsy Crockett, Commissioner Chair, stated that she and Joe Pietroski, Commissioner, would consult with George Jabar, Commissioner, who could not make it to this meeting, and get back to Scott Ferguson, County Administrator, on how to proceed. ➤ NCEU (National Correctional Employees Union): <ul style="list-style-type: none"> • A few adjustments were made to the NCEU agreement, and it will be signed soon after review and agreement of all parties. ➤ A Request for Proposal (RFP) for financial audit services is currently being drafted. ➤ Scott Ferguson, County Administrator, suggested the Commissioners think about getting a company to create and maintain the Kennebec County Website. ➤ The EMA 2006 F350 truck sold at auction for \$7,600 via Auctions International. ➤ EMA/Deeds renovations are almost done. ➤ An RFP for Jail food services is being drafted. ➤ Steve Gordon, Cumberland County Commissioner and Jail Standards Commission Member, sent correspondence to review public law 732, which is still a work in process. ➤ The Town of Wayne has moved their town office to North Wayne fire station. ➤ PFAS (polyfluoroalkyl substances): <ul style="list-style-type: none"> • Scott Ferguson, County Commissioner, is concerned that Casella (a business located in Kennebec County in the Unorganized Territory of Unity Township) will not be able to maintain sale of their product because of PFA regulation and contamination. If Casella left Maine, then the tax revenue for Unity Township would decrease greatly. ➤ There will be a discussion surrounding MEDATS (Maine District Attorney Technical Services) to understand and analyze billing processes. ➤ Scott Ferguson, County Administrator, will be meeting with John Brenenstuhl, EMA Director, to discuss ARPA projects and grants that were awarded to EMA and managed by the previous Director of EMA. ➤ There will be a meeting to discuss Maine Pretrial billing components. ➤ A meeting is scheduled regarding ARPA grants and funding projects with BerryDunn in the near future. ➤ Cindi Ferguson, Finance Director, mentions that the audit representative who was working with the County on their audit for FY22 has resigned and is unsure how the remainder of the audit will play out due to the absence of the case manager that had been used for this entire audit. ➤ Review of pending Items: <ul style="list-style-type: none"> • July 3rd • Probate Courtroom Electrical Wiring 	<p>TABLED</p>

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	<ul style="list-style-type: none"> • NCEU contract. • Franklin County Vehicle Policy – Must be reviewed and tailored to Kennebec County. • Spirit of America: a proposal will be re-sent to Commissioners. • John Beekman, Kennebec County Budget Committee Member, sent an e-mail to the Commissioners and the Kennebec County Administrator with ideas for budget process revision. <p>➤ Patsy Crockett, Commissioner Chair, and John Brenenstuhl, EMA Director, explored the idea of collaborating with the Sheriff's Office to use the drones for law enforcement purposes.</p>	
Old Business/ Follow Up Items	<p>➤ <u>Motions:</u></p> <ul style="list-style-type: none"> • <u>Aramark Jail Food Contract:</u> <ul style="list-style-type: none"> ○ Joe Pietroski, Commissioner, makes a motion for the Commissioner Chair to sign the Aramark Amendment #7 contract, and Patsy Crockett, Commissioner Chair, seconds the motion. • <u>Maine pretrial Services:</u> <ul style="list-style-type: none"> ○ Joe Pietroski, Commissioner, made a motion for the Commissioner Chair to sign the Maine Pretrial Services Contract, and Patsy Crockett, Commissioner Chair, seconded the motion. • <u>Consolidated Communications Contract:</u> <ul style="list-style-type: none"> ○ Joe Pietroski, Commissioner, made a motion for the Commissioner Chair to sign the Consolidated Communications Service Contract, and Patsy Crockett, Commissioner Chair, seconded the motion. • <u>Monday, July 3rd:</u> <ul style="list-style-type: none"> ○ Joe Pietroski, Commissioner, makes a motion for employees of Kennebec County to have the ability to use a vacation day on Monday, July 3rd and Patsy Crockett, Commissioner Chair, seconded the motion. 	<p style="text-align: center;">APPROVED 2-0</p> <p style="text-align: center;">APPROVED 2-0</p> <p style="text-align: center;">APPROVED 2-0</p> <p style="text-align: center;">APPROVED 2-0</p>
Commissioner Comments	None currently.	
Public Comments	None currently.	
Adjournment	<p>Regular meeting adjourned at 1:21pm</p> <p>Motion by Joe Pietroski, 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>	

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	<p>Executive session began at 1:21pm Executive session ended 2:57pm</p> <p>Regular Session started at 2:57pm</p> <p>A Motion was made by Joe Pietroski, Commissioner, and seconded by Patsy Crockett, Commissioner Chair, to approve payouts as presented by Human Resources and the Kennebec County Administrator.</p> <p>A motion was made by Joe Pietroski, Commissioner to adjourn the regular meeting and seconded by Patsy Crockett, Commissioner Chair.</p> <p>Regular meeting adjourned at 3:01pm</p>	<p>APPROVED 2-0</p> <p>APPROVED 2-0</p>

Respectfully Submitted: Stephanie Schredder, Executive Assistant