

Kennebec County, Maine

County Commissioner's Meeting Minutes July 18th, 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
 Al Morin, Deputy Sheriff
 Bryan Slaney, Jail Administrator
 Dan Brunelle, Facilities Director
 Shay Freeman, DA Office Administrator
 Matthew Boucher, Register of Deeds

Jason Decker, Deputy EMA Director
 Scott Ferguson, County Administrator
 Lisa Bryant, Finance Manager
 Audrey Fredericks, Finance Specialist
 Stephanie Schredder, Executive Assistant
 Bill Post, Waterville City Manager

Absent: Devon Parsons, IT Director, Meaghan Maloney, District Attorney, Esq., Cody Brown, Jail Maintenance Supervisor, Laura Johnson, Deputy Probate Register, Gail Towns, Deputy Register of Deeds, Corey Goodchild, Asst. Jail Administrator

	Discussion	Action
Call to order	11:59pm	
Minutes	A motion was made by Joe Pietroski, Commissioner and seconded by George Jabar, Commissioner , to accept the minutes of June 20th, 2023.	APPROVED 3-0
	A Motion was made by Joe Pietroski, Commissioner , and seconded by George Jabar, Commissioner , to accept the special meeting minutes of June 26 th , 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 currently programming the new wages in Edmunds for FY24 and other end of year items. The fiscal year end transition has been much smoother due to the conversion. ➤ A meeting is scheduled this week with the NCEU (National Correctional Employees Union) to discuss the proposed unratified union contract. ➤ The Jail has had a surge of resignations lately and Human Resources is unable to pinpoint a specific reason for all of them besides personal issues being prominent in the lives of Jail staff. 	

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	<ul style="list-style-type: none"> • Cynthia Ferguson, Finance Manager, stated that each department needs to assign a Program Manager/Financial Point of Contact responsible for administering the grant and submitting financial reports to Finance for review. Depending on the agency funding the grant, the Program Manager/Financial Point of Contact may be required to take training, as the Department of Justice requires. • John Brenenstuhl, EMA Director, was the first to utilize this form. <p><u>Finance:</u></p> <p>Cynthia Ferguson, Finance Director:</p> <ul style="list-style-type: none"> ➤ Today's warrants were processed in the new system. ➤ Tom Feeney, Sheriff's Office Manager, is working with Finance to use the new system for coding at a more detailed level. ➤ Finance received a \$20,000 insurance payment towards the water damages in courthouse. ➤ Audrey Fredericks, Finance Specialist, will be working with EMA (Emergency Management Agency) installing and recording asset tags to Kennebec County property for efficient tracking of inventory. ➤ Commissioners have mandated that purchase orders from departments are not processed if they have not been properly filled out, documented, and signed. ➤ Tom Doore, County Treasurer, stated that there is a consideration to alter the purchase order document to help with efficiency and ease of submission. <ul style="list-style-type: none"> • Departments can contact Finance if they need help or have any questions. ➤ On August 9th from 9am to 11am, BerryDunn will be doing a purchasing policy workshop for anyone within Kennebec County. Cindi Ferguson, Finance Director, invites the Commissioners to attend if they are interested. All Kennebec County Department Heads are encouraged to attend. The location has not been solidified but will most likely be held in the Commissioners Chambers or the Hill House Large Conference Room. ➤ The Finance Department cannot process invoices unless the proper documentation is submitted. Commissioners will not authorize payment if the procedures on the PO/Invoice flowchart have not been followed. 	
Sheriff/Corrections	Ken Mason, Kennebec County Sherriff:	

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	<ul style="list-style-type: none"> ➤ Calls for service have been steady. ➤ 30th of July is the Iron Man competition. <ul style="list-style-type: none"> • The Sheriff's Office safety boat will be on the river during the race. • Shay will be on a kayak as a rescue person. • Special detail rates will be charged for services during the event. ➤ Equitable sharing/Forfeiture: <ul style="list-style-type: none"> • A check for a \$10,000 forfeiture payment came in for the participation of the Kennebec County Sheriff's Office in an event that occurred in Franklin County. • The Kennebec County Sheriff's Office has received up to \$25,000 in forfeitures to supplement daily operations costs. • George Jabar, Commissioner, confirms that the amount of funding the Commissioners are being asked to accept is \$10,000, and Cindi Ferguson, Finance Director, stated that the report being presented to the Commissioners is an annual audit report for ESAC (Equitable Sharing Agreement and Certification) Federal Forfeitures that is to be reported back to the Department of Justice to inform the department of how much forfeiture funding has been received and how much has been spent on law enforcement out of those funds. This is a reporting requirement. • A motion was made by Joe Pietroski, Commissioner, for Patsy Crockett, Commissioner Chair, to accept and sign and accept the annual federal forfeiture ESAC report, and the motion was seconded by George Jabar, Commissioner. <p>Bryan Slaney, Jail Administrator:</p> <ul style="list-style-type: none"> ➤ There are 150 inside the facility. ➤ Biennial DOC (Department of Corrections) compliance inspection is scheduled for September 27 and 28th. There are 256 jail standards that will be examined for observance. ➤ There will be a male CARA class starting on August 26th. ➤ In regard to the large number of recent resignations, Captain Bryan Slaney, Jail Administrator, noticed that the mental health of the staff seems to be exceptionally affected lately and that might be one of the considering factors of the resignations. ➤ Ken Mason, Sheriff, stated that Ed Andersen, Chaplain, is available to help employees with their problems and there are on-site mental health professionals available for staff as well. 	<p>APPROVED 3-0</p>

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	<ul style="list-style-type: none"> ➤ Al Morin, Chief Deputy, stated that Officer John Savage, Jail Compliance Officer, has done an excellent job with compliance for the jail. 	
District Attorney	<p><u>DA's Office:</u> Shay Freeman, Department Head:</p> <ul style="list-style-type: none"> • Meaghan Maloney, District Attorney, not in attendance. • The DA Office is at full staff with two new Legal Secretaries. • The court blitz was a success, and we have two trials scheduled for this month. 	
Probate	<p><u>Probate:</u> Abigail St. Valle, Probate Register:</p> <ul style="list-style-type: none"> ➤ Completed 1st month as Probate Register. ➤ Best month of revenues in the history of the Kennebec County Probate Court at \$31,147. ➤ A Paralegal Position will be opening in August. ➤ The department is looking to add an ACH (Automated Clearing House) or POS (Point of Sale) system and a card reader. ➤ Looking forward, the department has been in talks to add interns next summer. 	
Information Technology	<p><u>Information Technology:</u> Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> • not in attendance. 	
Registry of Deeds	<p><u>Register of Deeds:</u> Matthew Boucher, Register of Deeds:</p> <ul style="list-style-type: none"> ➤ June revenue is \$103,296.77 down \$6,479 from June 2022 ➤ \$1,083,546 which is down \$264,293 from 2022. ➤ Deeds is fully staffed. ➤ Deeds will be switching to KSB (Kennebec Savings Bank) in September from Camden National Bank. ➤ Scott Ferguson, County Administrator, mentioned that he had a friend who did business at the Registry of Deeds, and they were very pleased with the service received from Deeds staff. 	
Emergency Management Agency	<p><u>Emergency Management Agency:</u> John Brenenstuhl, EMA Director:</p>	

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	<ul style="list-style-type: none"> ➤ There have been 54 flash flood warnings for July and the average is approximately 20 for the year. ➤ Hazard mitigation plan meetings are scheduled in different communities around Kennebec County in the coming month. ➤ The Emergency Physician Field Response Team MD-3 program is scheduled to start on Aug 15th; depending on the paperwork processing times. ➤ The EMA department participated in implementing HAZMAT training today with CMP at their new facility. ➤ Opened the GIS (Geographic Information Systems Technology) position for EMA, which has two years of funding from the Department of Homeland Security that has been already been awarded and unspent. <ul style="list-style-type: none"> • Joe Pietroski, Commissioner, asked for clarification on what a GIS position would do and what their purpose would be, and John Brenenstuhl, EMA Director, stated that the GIS position would be mapping out areas of emergencies and sending emergency alerts to and about locations via various applications and programs. • Inventory management would be part of that position. This would enable other Counties to share equipment in a time of need and for Kennebec County to have equipment returned within a timely manner after use. • John Brenenstuhl, EMA Director, is working on the EMPG (Emergency Management Performance Grant). There hasn't been any request for reimbursement for previous months' expenditures and this grant makes up 50% of the EMA budget. • The EMA budget is short on expenditures. • Joe Pietroski, Commissioner, asked if EMA has an event calendar and Scott Ferguson, County Administrator, pointed out that a sub-group has been created for "digital presence" within Kennebec County to reevaluate the website and to project presence of Kennebec County. GoGov is a current application that will be utilized within the scope of the Kennebec County Digital Presence sub-group. 	
Facilities	<p><u>Facilities Maintenance:</u></p> <p>Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ Facilities is finishing the construction on the Sheriff's Office at 73 Winthrop Street. ➤ Installing evidence lockers. ➤ The A/C in the Registry of Deeds is ready to be replaced. ➤ Will be working on a deck on the flat roof area of Hill House. ➤ Dan Brunelle, Facilities Director, will be taking trustees out every day next week to work on the patio blocks and working on the deck. 	

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	<ul style="list-style-type: none"> ➤ Scott Ferguson, County Administrator, asked about the hot water tank at jail, and Dan Brunelle, Facilities Director, stated that Augusta Fuel Company was going to give an estimate on labor only for installation if the County purchases the units separately. ➤ All the issues in the DA's office due to flooding have been fixed. ➤ MMA (Maine Municipal Association) insurance risk adjuster recently did an inspection of Kennebec County buildings and there were some minor things to fix. ➤ Scott Ferguson, County Administrator, asked for an update with Burt's Security project for key card access install? Dan Brunelle, Facilities Director, stated that the old wooden doors need replacement before Burt's can continue to install their systems. Devon Parsons, IT Director, will collaborate on this project as well. ➤ Facilities has hired a new Maintenance Tech, who started working on July 5th. 	
<p>Administrator</p>	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ Thanks Dan Brunelle, Facilities Director, and the Facilities team for all of their hard work. ➤ The EMA Ford F-350 was sold. Thanks to Bobby Adams, Maintenance Tech, and Dan Brunelle, Facilities Director, for ensuring that the vehicle was road worthy. ➤ The Maine County Administrators will be gathering for a meeting together, which will be hosted on August 23rd in Hill House. ➤ County Jail standards council asked to pull together information to create a supplemental initiative that will also need all Sheriff's Offices, Commissioners, and Jails to sign off. The initiative will go in budget system. ➤ Working on FY25 budget. ➤ Stephanie Schredder, Executive Assistant, is currently working on the budget committee calendar. ➤ NCEU (National Correctional Employees Union) is wrapping up tomorrow. ➤ Meeting with the Sheriff's Office and Jail to talk about the NCEU (National Correctional Employees Union) initiative. ➤ Thanks to Jessica Lowell, Journalist, for the excellent article on John Brenenstuhl, EMA Director, in the Kennebec Journal, starting his new appointment as EMA Director. ➤ Had some FOAA requests recently. ➤ Another request for an MOU was sent to the Maine State Judiciary and no response has been given yet. ➤ Thank you to the Kennebec County Finance Department for a smooth transition to the new Edmunds system. <ul style="list-style-type: none"> • This new system is detailed and highly functional. • This has given Kennebec County the ability to separate different fiscal aspects of county government within the system. 	

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	<ul style="list-style-type: none"> • Finance was able to close FY23 and open FY24 and the systems conversion was seamless. The way that Human Resources and Finance handled the conversion to the new system was excellent and they did an efficient and outstanding job. The Edmunds team gave phenomenal support as well. ➤ The audit RFP (Request for Proposals) draft is completed, under review, and will be forthcoming. ➤ Stephanie Schredder, Executive Assistant, is currently working the signage for Hill House after the move of the Sheriff Office to 73 Winthrop Street. ➤ State Claims Commission: Waterville highway project – DOT. <ul style="list-style-type: none"> • George Jabar, Commissioner, will respond to this notice and Scott Ferguson, County Administrator, states that there are more details of this notice in the report that he regularly provides to the Commissioners for their reference. All of the details of this project have not been established completely as of yet. 	
Old Business/ Follow Up Items	None at this time.	
Commissioner Comments	None at this time.	
Public Comments	<p><u>North River Company Lockwood Mill Project ARPA Grant</u></p> <ul style="list-style-type: none"> ➤ George Jabar, Commissioner, stated that he met with Scott Ferguson, County Administrator, Maine State Housing Authority, and Mariah Monks, North River Company Project Manager, to communicate details and progress of the Lockwood Mill project. <ul style="list-style-type: none"> • The proper channels of communication were established, and the Commissioners were enthusiastic to continue to support the ARPA grant awarded to the North River Company and the Lockwood Mill Project in Waterville which will create 64 affordable housing units. • George Jabar, Commissioner, thanked the dozens of guests that attended the Commissioner meeting in support of the Lockwood Mill Project. ➤ Mariah Monks, North River Co. Project Manager, thanked the Commissioners, and stated that this is a very important project for North River Company and thanked all of the people who showed up to the Commissioner meeting to show their support for the project. <ul style="list-style-type: none"> • The project is very close to being able to close but they cannot close without ARPA funding. • There is very much support from the community for this project. • Joe Pietroski, Commissioner, stated that he had many calls and correspondence to show support for this project from the surrounding communities. • Bill Post, Waterville City Manager, appreciated the support form Commissioners. 	

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	<ul style="list-style-type: none">• Patsy Crockett, Commissioner Chair, states to the attendees that Commissioner meetings are the 1st and 3rd Tuesdays of the month and that everyone is welcome anytime.	
Adjournment	<p>Regular meeting adjourned at 1:22pm</p> <p>Motion by George Jabar, Commissioner, to move to Executive Session in accordance with 1MRSA § 405-6-A to discuss a personnel issue. Joe Pietroski, Commissioner Chair, seconds the motion.</p> <p>Executive session at 1:22pm A Motion was made to approve payouts as presented by Human Resources and the Kennebec County Administrator. Ended 1:49pm</p>	

Respectfully Submitted: Stephanie Schredder, Executive Assistant



Kennebec County PO/Invoice Flow Process

For purchases over \$3,500 obtain County Admin approval PRIOR to purchasing, if required (see below). Forward to Administrator for signature

- Prepare Purchase Order (not required for utilities, heating fuel etc.)-**indicate account coding**-obtain required approvals
- Receive Invoice
- Match to Purchase Order
- Check for accuracy
- **Confirm receipt of product or service**
- If no PO- to Department Head for Signature
- When all steps are complete, forward to Finance for payment

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:

- 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.
- 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.
- 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, M RSA Title 5 ch. 155 §1825-B and §2.A