

Kennebec County, Maine

County Commissioner's Meeting Minutes August 1st, 2023



Present:

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

Al Morin, Deputy Sheriff
 Dan Brunelle, Facilities Director
 Devon Parsons, IT 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

Absent, George Jabar, Commissioner, Meaghan Maloney, District Attorney, Esq., John Brenenstuhl, EMA Director, Cody Brown, Jail Maintenance Supervisor, Laura Johnson, Deputy Probate Register, Gail Towns, Deputy Register of Deeds, Corey Goodchild, Asst. Jail Administrator, Bryan Slaney, Jail Administrator

	Discussion	Action
Call to order	11:59pm	
Minutes	<p>A motion was made by Joe Pietroski, Commissioner, to approve the minutes from June 20th, 2023, with changes and Patsy Crockett, Commissioner Chair, seconded the motion.</p> <p>A motion was made by Joe Pietroski, Commissioner, to approve the minutes from June 26th, 2023, with changes and Patsy Crockett, Commissioner Chair, seconded the motion.</p> <p>A motion was made by Joe Pietroski, Commissioner, and seconded by Patsy Crockett, Commissioner Chair, to accept the minutes of July 18th, 2023.</p>	<p>APPROVED 2-0</p> <p>APPROVED 2-0</p> <p>APPROVED 2-0</p>
Human Resources	<p><u>Human Resources:</u> Chris Brawn, Human Resources Director:</p> <ul style="list-style-type: none"> ➤ Human Resources met with the NCEU (National Corrections Employees Union) to discuss the contract. The Union are holding their informational meetings this week with a vote to follow. 	

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	<ul style="list-style-type: none"> ○ Joe Pietroski, Commissioner, asks to see comparisons in jail vendor spending between FY22 and FY23. ○ Patsy Crockett, Commissioner Chair, requests that Captain Bryan Slaney, Jail Administrator, or Ken Mason, Sheriff, inform the Commissioners if there is a way for them to get the figure for the true-up closer estimation on a more regular basis, and Al Morin, Chief Deputy, stated that he has been in contact with CPS about this subject and they informed him that it was difficult to approximate closely on a month by month basis because the amount of work that it takes to provide those figures is too cumbersome. Ken Mason, Sheriff, stated that he would work with Bryan Slaney, Jail Administrator, to explore possibilities of what could be done to predict costs every month. ○ Cindi Ferguson, Finance Director, stated that it is important that the Finance Department be able to predict the true-up amounts for May 2023 and June 2023 so that they can accrue that into FY23 so that FY24 doesn't absorb that cost. ○ Al Morin, Chief Deputy, explains that there are unexpected and unforeseen circumstantial costs associated with medical issues of inmates that cannot be predicted. And the HSA CPS staff working with the Jail currently, have saved the Jail tens of thousands of dollars. ○ Joe Pietroski, Commissioner, responds by saying that the subject of jail medical true-ups should be an ongoing discussion. <p><u>Finance:</u> Cynthia Ferguson, Finance Director:</p> <ul style="list-style-type: none"> ➤ The ARPA quarterly expenditure report has been filed with the Federal government. Expenditures have amounted to \$8 million of the \$23 million that Kennebec County was originally allotted for award distribution. ➤ Finance has filed the victims advocate quarterly report for the (DA) District Attorney's Office. ➤ Finance is also working with the State of Maine on the Prosecutorial Grant with the DA office, of which Kennebec County is responsible for a \$55,000 match in funding. ➤ Ken Mason, Sheriff, submitted a grant summary form for the Stone Garden Grant. The grant summary form submission was very helpful. This grant will combine collaboration with the Maine Border Patrol and/or Maine Warden Service. ➤ 	
Sheriff/Corrections	<p>Ken Mason, Kennebec County Sherriff:</p> <ul style="list-style-type: none"> ➤ A new deputy has been hired. ➤ There are 151 inmates. ➤ Patsy Crockett, Commissioner Chair, asked how many vacancies are in the Jail? 	

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	<ul style="list-style-type: none"> ○ Ken Mason, Sheriff, answered by telling her that the Jail is down by 8 or 10 employees and the Sheriff's Office is down by 1. ➤ Ken Mason, Sheriff, will be asking Commissioners for approval on a requested deputy school assignment detail for RSU 38. The contract was reviewed by the County Administrator and forwarded to the County Attorney for review. 	
District Attorney	<p><u>DA's Office:</u> Shay Freeman, Department Head:</p> <ul style="list-style-type: none"> ➤ DA is at the shooting range today with state police. ➤ This is currently administrative week at the court. ➤ Jury selection is next week. ➤ There was a Court staff meeting at 11 today. ➤ ALICE (Alert, Lockdown, Inform, Counter, Evacuate - active shooter training) for all staff today. 	
Probate	<p><u>Probate:</u> Abigail St. Valle, Probate Register:</p> <ul style="list-style-type: none"> ➤ The Probate Court will be changing the configuration of the service office. ➤ Probate will be gaining an employee soon after losing another. 	
Information Technology	<p><u>Information Technology:</u> Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ Devon Parsons, IT Director, has returned from time off. ➤ The IT (Information Technology) Department is still down one employee. ➤ IT is working with Consolidated Communications for the phone system conversion project. ➤ IT has been updating routers for security. ➤ BerryDunn did penetration testing of our network and IT is waiting for reports. ➤ IT is working with Dan Brunelle, Facilities Director, for security key card systems conversion. ➤ There will be a video demonstration for the Probate Courtroom soon. There are several vendors that will be assessing courtroom needs. 	
Registry of Deeds	<p><u>Register of Deeds:</u> Matthew Boucher, Register of Deeds:</p> <ul style="list-style-type: none"> ➤ This month, the Registry of Deeds was down \$12,050.24 compared to last year at this time. ➤ Copy fees are increasing. ➤ Deeds will be using the unwanted service counter from the Probate Office. 	

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	<ul style="list-style-type: none"> ➤ Deeds is working on implementing a card payment system to begin in September. There will be a service fee of 3%. 	
Emergency Management Agency	<p><u>Emergency Management Agency:</u> Jason Decker, Deputy EMA Director:</p> <ul style="list-style-type: none"> ➤ Iron Man and Oak Fest have been two events that EMA have been focusing on. ➤ There were 2,500 participants in the Iron Man competition. ➤ The MD3 program will tentatively launch on August 18th. There should be confirmation of approval today at some point. ➤ John Brenenstuhl, EMA Director, is working on several projects in collaboration with other departments within Kennebec County. ➤ By Friday of this week, the declaration of the submission of the May floods disaster into the FEMA platform will be complete in order to qualify for funding. ➤ Patsy Crockett, Commissioner Chair, asked if many places were going to get money for repairs for the flood damage, and Jason Decker, Deputy EMA Director, says that there are approximately four different places that needed funding and will most likely get 75% of what was requested. 	
Facilities	<p><u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ Dan Brunelle, Facilities Director, has been working with Jail Trustees to work on several projects to improve and repair the exterior areas of Hill House. ➤ Redid the concrete in flower beds in portico. ➤ Facilities is working on repairing the lift. 	
Administrator	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ Looked into Recovery funding. This appears to be the same contract from June 2022 where DHHS could not explain the Assurance of Compliance in Ryder I. ➤ Correspondence was received from Lockwood Mills that the negotiations/ closing with MSHA (Maine State Housing authority) is still ongoing. ➤ Preliminary estimates for the FY25 budget model are indicating a 26%, however this does not include any department input. ➤ Stephanie Schredder, Executive Assistant, has been updating and installing permanent signage in, on, and around the Hill House buildings. 	

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	<ul style="list-style-type: none"> ➤ Dan Brunelle, Facilities Director, and his team power washed and repainted the trellis on the Hill House. ➤ Trustee, John, is painting and patching up the two unfinished offices 2nd floor of Hill House. ➤ The NCEU (National Correctional Employees Union) will ratify the contract today hopefully. ➤ Dan Brunelle, Facilities Director, is getting estimates and posting a public notice to vendors to solicit bids for paving at the Hill House and 77 Winthrop St.. ➤ The Air conditioning at the Registry of Deeds has been repaired. ➤ Input from other Counties on Jail Standards Council for FY24 supplemental submission is ongoing. ➤ Scott Ferguson, County Administrator, is working with the Finance to analyze procurement card purchase details in light of the Mountain View Correctional Facility incident recently reported. 	
Old Business/ Follow Up Items	<p>Zeb Letourneau, Manager Consultant: BerryDunn has completed, or is working to complete the following deliverables:</p> <ul style="list-style-type: none"> ➤ To date, Kennebec County has received \$6,407,923.26 in external grant project expenditures. BerryDunn is currently reviewing 11 quarter-end expenditure reviews for \$620,719.37 in total. ➤ Executing grant agreements and covenants: <ul style="list-style-type: none"> ○ Lockwood Mill project update: North River's attorney reached out on 7/31/23 and communicated that he has reviewed the loan agreement and covenant for the project, and it is now undergoing a review by North River's partners. ➤ Kennebec County has \$491,985.09 left in ARPA reserves that have not been obligated. <ul style="list-style-type: none"> ○ 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. ➤ We are developing a presentation for County Departments on local and federal requirements for managing their grant, state, and local funds. ➤ Subrecipient monitoring work for the July 2023 quarterly report has finished. BerryDunn has received quarterly reports from every project and copies of the grantee project updates have been provided for the Commissioners review. An updated master funding list has also been provided and updated on the Kennebec.gov website. <ul style="list-style-type: none"> ○ The Boys and Girls club did not use all of their premium pay grant and returned \$1,353 in unspent funds back to Kennebec County. 	

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	<ul style="list-style-type: none"> ○ 10 projects have officially been completed, 9 of which have submitted close out reports. <p><u>ARPA Projects in Development</u></p> <ul style="list-style-type: none"> ➤ North River Co: Waterville Affordable Housing Project – 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 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. Kennebec County provided North River Co. with an ultimatum to kick-off the project by June 30, 2023, or the project funds may be reallocated. North River Co provided an update on 6/14/23 that they have sorted out the construction cost increases with MSHA and will refocus on finalizing the ARPA loan documentation. North River’s attorney reached out on 7/31/23 and communicated that he has reviewed the loan agreement and covenant for the project, and it is now undergoing a review by North River’s partners. <ul style="list-style-type: none"> ○ Scott Ferguson, County Administrator, asked where Maine State Housing was in their process with this project and Zeb Letourneau, Manager Consultant, stated that his understanding was that the subject is set to go to MSHA committee at the end of this month and will be hearing back shortly after that point. ➤ Mid Maine Homeless Shelter & Services: Waterville Affordable Housing Project ➤ Volunteers of America: Winthrop Affordable Housing project MMHSS and VOA have finalized their registrations in sam.gov, and the County can now execute their grant agreements. BerryDunn is working with Kennebec County’s real estate attorney to finalize the affordable housing grant agreements. BerryDunn reached out to both organizations on 6/12/23 to schedule check-ins for their projects. BerryDunn received a phone call response from VOA on 6/13/23 and received a project update that there have been delays in finalizing the land purchase on Kelton Rd, because the City of Augusta’s increased budget constraints resulted in pulling out from their commitment to pave the public access road and lot to connect to the main road. Developers Collaborative identified a new property, 57B Oxford St. in Augusta is the new site location. BerryDunn met with MMHSS on 6/29. The project design plans will be finalized soon, they expect the project kick-off to be scheduled sometime this fall. 	

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	<p>➤ Greater Augusta Utility District (GAUD) has invited the Commissioners to view their project progress sometime in the Fall, Zeb Letourneau, Manager Consultant, asked the Commissioners to submit their schedules and he will set up a tour between the two entities. October 7th is a possible date.</p> <p>Old Business Items:</p> <ul style="list-style-type: none"> ➤ Probate court wiring demonstrations begin next week. Assessments have already been done. ➤ NCEU (National Correctional Employees Union) contract will be decided today. ➤ State Claims Commission - Waterville highway project, MDOT # 24155.0 – District 2 ➤ <u>Kennebec County Vehicle Policy</u>: The Vehicle Policy has been drafted and is currently under review by Human Resources and the Finance Department. The policy will be available at the next Commissioner meeting for the Commissioners to review for approval. ➤ Spirit of America: A date will be set and Shay Freeman, DA Office Administrator, will ask Maeghan Maloney, District Attorney, to be the emcee for the Spirit of America Awards. ➤ The Wonderschool representative was having technical difficulties and was unable to join remotely, so they will be removed from the next agenda and the pool car purchase will be removed from the agenda as well. 	
Commissioner Comments	None at this time.	
Public Comments	None.	
Adjournment	<p>Regular meeting adjourned at 1:07pm</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> <p>Patsy Crockett, Commissioner Chair, declared adjournment of executive session at 2:23pm.</p> <p>The regular meeting was called to order at 2:23pm</p> <p>A Motion was made by Joe Pietroski, Commissioner, to hire a firm to conduct a payroll audit, and the motion was seconded by Patsy Crockett, Commissioner Chair.</p>	APPROVED 2-0

Respectfully Submitted: Stephanie Schredder, Executive Assistant