

# Kennebec County, Maine

## County Commissioner's Meeting Minutes August 15<sup>th</sup>, 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

Meaghan Maloney, District Attorney, Esq  
 Al Morin, Deputy Sheriff  
 Bryan Slaney, Jail Administrator  
 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:** John Brenenstuh, EMA Director, Laura Johnson, Deputy Probate Register, Gail Towns, Deputy Register of Deeds, Corey Goodchild, Asst. Jail Administrator, Cody Brown, Jail Maintenance Supervisor

	Discussion	Action
<b>Call to order</b>	<b>11:59pm</b>	
<b>Minutes</b>	A motion was made by <b>Joe Pietroski, Commissioner</b> , and seconded by <b>George Jabar, Commissioner</b> , to accept the minutes of August 1 <sup>st</sup> , 2023.	APPROVED 3-0
<b>Pinning Ceremony</b>	<b>Ken Mason, Sheriff</b> , and <b>Richard Beausoleil, Special Assistant to the Sheriff</b> , present a Sergeant pin to promote <b>Nivek Boosted, Sergeant</b> .	
<b>Human Resources</b>	<p><u><b>Human Resources:</b></u>  <b>Chris Brawn, Human Resources Director:</b></p> <ul style="list-style-type: none"> <li>➤ Human Resources met with the FOP (Fraternal Order of Police) to determine the definition of a day.                             <ul style="list-style-type: none"> <li>• <b>George Jabar, Commissioner</b>, asks for the definition of a day, and <b>Chris Brawn, Human Resources Director</b>, stated that it has not been resolved yet.</li> </ul> </li> <li>➤ Human Resources recently completed a wage study on a key position that was sent to Commissioners for review and discussion.</li> <li>➤ Kennebec County continues to have quite a bit of turnover at the jail, so resignations and recruitment have taken a larger than normal amount of time and focus for the Human Resources department.</li> </ul>	



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	<p><b>Manager Consultant</b>, and <b>Alan Goodwin, Manager Consultant</b>, for their services. There was a lot of positive feedback.</p> <ul style="list-style-type: none"> <li>➤ The Finance Department received a check for \$6,125 from the Workers Compensation Fund with Maine Municipal Association to reward Kennebec County for its good performance and loss prevention programs.</li> <li>➤ <b>Ken Mason, Sheriff</b>, submitted a grant summary form to Finance and discussed the details of the Stone Garden grant with Finance. <b>Cindi Ferguson, Finance Director</b>, stated that the Finance department reviews the Sheriff's grant, but it is up to the Sheriff's department to ensure that all the requirements of the grant are met.</li> </ul>	
<p><b>Sheriff/Corrections</b></p>	<p><b>Ken Mason, Kennebec County Sherriff:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Ken Mason, Sheriff</b>, requested approval from the Commissioners to accept two forfeiture requests in the amounts of \$5,667 and \$7,897. <ul style="list-style-type: none"> <li>• A motion was made by <b>Joe Pietroski, Commissioner</b>, to accept the two forfeiture requests made by the State of Maine vs. Michael Seegars at \$7,897.00 and the State of Maine vs. Scott E. York at \$5,667.00 and the motion was seconded by <b>George Jabar, Commissioner</b>.</li> <li>• <b>Joe Pietroski, Commissioner</b>, asks where the funds are placed once the forfeiture is granted, and <b>Ken Mason, Sheriff</b>, stated that the funding will purchase much-needed items for the Sheriff's office that were not originally budgeted.</li> <li>• <b>Joe Pietroski, Commissioner</b>, asked if reporting was done for these sorts of expenditures and <b>Ken Mason, Sheriff</b>, stated that <b>Tom Feeney, Sheriff's Office Manager</b>, and the Finance Department work together to track and create reports for these expenditures.</li> <li>• <b>George Jabar, Commissioner</b> asked what is done with the firearms that are confiscated, and <b>Ken Mason, Sheriff</b>, stated that FFL (Federal Firearms Licensee) dealers bid on them and purchase them. The revenue from the sale can be used to purchase firearms for the Sheriff's office unless there is a request by various involved parties to destroy the firearm without putting it up for bid. Sometimes there is a request that they be destroyed.</li> </ul> </li> <li>➤ <b>2022 Stone Garden Grant:</b> <ul style="list-style-type: none"> <li>• <b>Ken Mason, Sheriff</b>, worked with <b>Cindi Ferguson, Finance Director</b>, to develop the details of the grant processing and requested approval from Commissioners to continue enacting the grant process for the Stone Garden 2022 grant with MEMA and the Maine Warden Service.</li> <li>• <b>Ken Mason, Sheriff</b>, mentioned that there are allotted funds written into the grant to cover the administrative costs to service the grant.</li> <li>• A motion was made by <b>Joe Pietroski, Commissioner</b>, and seconded by <b>George Jabar, Commissioner</b>.</li> </ul> </li> </ul>	<p style="text-align: center;">APPROVED 3-0</p> <p style="text-align: center;">APPROVED 3-0</p>

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Minutes August 15<sup>th</sup>, 2023



	Discussion	Action
	<ul style="list-style-type: none"> <li>• <b>Ken Mason, Sheriff</b>, will bring the original grant documents to <b>Patsy Crockett, Commissioner Chair</b>, at a later date for signature and the entire signed copy will be given to the Finance.</li> <li>➤ <b><u>Memorandum Of Understanding (MOU) for Regional School Unit 38 (RSU 38) to station a School Resource Officer (SRO) within the district at various school sites.</u></b></li> <li>• <b>Ken Mason, Sheriff</b>, asked the Commissioners for approval and signature on the MOU for RSU38. This contract allots \$100,000 per year to compensate for the salary and benefits to the SRO assigned to the RSU.</li> <li>• <b>Peter Marchesi, Kennebec County Law Council</b>, has reviewed the agreement.</li> <li>• <b>George Jabar, Commissioner</b>, asked if this contract would determine that the specific deputy assigned would not be fulfilling regular duties as well and also inquired if the officer would have a Sheriff's cruiser stationed at the school. Ken Mason, Sheriff, confirmed that the deputy assigned to the RSU would have a replacement on patrol.</li> <li>• <b>Patsy Crockett, Commissioner Chair</b>, asked if the mileage between the schools would be considered and documented, and <b>Ken Mason, Sheriff</b>, stated that the mileage will be less than the deputy would be doing if her were on patrol and that the mileage would be hard to predict. The main station for this SRO would be Readfield middle and high school.</li> <li>• <b>George Jabar, Commissioner</b>, requested that the Sheriff's Office collect the mileage data for this year to utilize for projection for the next year.</li> <li>• <b>George Jabar, Commissioner</b>, made a motion to approve the MOU for an SRO stationed with RSU38, and <b>Joe Pietroski, Commissioner</b>, seconds the motion.</li> <li>➤ Seven firearms were seized at an arrest recently.</li> <li>➤ An award will be given to two deputies for an incident yesterday to help save someone who was suicidal and had a firearm.</li> </ul> <p><b><u>Jail</u></b> <b>Captain Bryan Slaney, Jail Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ <b><u>Johnson Controls Contract:</u></b> <ul style="list-style-type: none"> <li>• <b>Bryan Slaney, Jail Administrator</b>, and <b>Cody Brown, Jail Maintenance Supervisor</b>, asked the Commissioners to approve a renewal contract for Johnson Controls.</li> <li>• <b>George Jabar, Commissioner</b>, made a motion to approve the renewal of the Johnson Controls contract, and the motion was seconded by <b>Joe Pietroski, Commissioner</b>.</li> </ul> </li> <li>➤ Four correctional officers graduated from Maine Criminal Justice Academy yesterday.</li> </ul>	<p>APPROVED 3-0</p> <p>APPROVED 3-0</p>

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	<b>Discussion</b>	<b>Action</b>
	<ul style="list-style-type: none"> <li>➤ CPS (Correctional Psychiatric Services) just returned unused medication to Kennebec County to total \$27,000 as a credit for medication that will be utilized in the Jail reconciliation, which is scheduled for August 23<sup>rd</sup> at 10am. Anyone wishing to attend the reconciliation is invited.</li> <li>➤ There was an inmate who needed end-of-life care and <b>Captain Bryan Slaney, Jail Administrator</b>, reached out to the State of Maine and the Maine State Prison agreed to take the inmate and they will be covering his medical costs which was a large financial burden taken away from the Jail.</li> </ul>	
<b>District Attorney</b>	<p><b><u>DA's Office:</u></b> <b>Meaghan Maloney, District Attorney:</b></p> <ul style="list-style-type: none"> <li>➤ There is no longer a backlog of court cases in Kennebec County after the court "blitz".</li> <li>➤ The court administrative week was scheduled after the blitz to catch up on paperwork.</li> <li>➤ <b>Meaghan Maloney, District Attorney</b>, pointed out that she saw an advertisement at McDonald's for a starting salary of \$21/hour and step-16 legal secretaries in the DA office make \$16/hour.</li> </ul>	
<b>Probate</b>	<p><b><u>Probate:</u></b> <b>Abigail St. Valle, Probate Register:</b></p> <ul style="list-style-type: none"> <li>➤ Revenue for July 2023 was \$20,967.</li> <li>➤ Probate is short-staffed.                             <ul style="list-style-type: none"> <li>• Interviewing soon for open positions.</li> </ul> </li> <li>➤ Meeting with vendors for the past couple of weeks to retrofit the electrical and video equipment for the courtroom.</li> </ul>	
<b>Information Technology</b>	<p><b><u>Information Technology:</u></b> <b>Devon Parsons, IT Director:</b></p> <ul style="list-style-type: none"> <li>➤ IT is working with Consolidated for the Kennebec County phone system implementation and migration.</li> <li>➤ IT is working with <b>Dan Brunelle, Facilities Director</b>, on the installation of the Burt's Security key card system installation.</li> <li>➤ Coordinating the server room air conditioning upgrades. There will be possible conduit work that needs to be done.</li> <li>➤ There was an analysis done to the probate courtroom for Central Maine Communications. The quote will be sent to probate.</li> <li>➤ IT is still awaiting the analysis from Consolidated Communications for comparison on the Probate courtroom project.</li> <li>➤ The IT department is at full staff with one staff member working remotely.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ <b>Scott Ferguson, County Administrator</b>, requested that <b>Devon Parsons, IT Director</b>, send all quotes for the Probate courtroom.</li> </ul>	
<b>Registry of Deeds</b>	<p><b><u>Register of Deeds:</u></b> <b>Matthew Boucher, Register of Deeds:</b></p> <ul style="list-style-type: none"> <li>➤ Revenues are up 10% from last year.</li> <li>➤ The Shaw's complex in Augusta sold and has contributed to the revenue increase.</li> <li>➤ The Fed is projecting that they will be dropping interest rates next year.</li> <li>➤ <b>Scott Ferguson, County Administrator</b>, asked <b>Matthew Boucher, Register of Deeds</b>, if he records statistical data to compare residential versus commercial revenues and <b>Matthew Boucher, Register of Deeds</b>, responds by assuring that he will be sure to create a report for that comparison.</li> </ul>	
<b>Emergency Management Agency</b>	<p><b><u>Emergency Management Agency:</u></b> <b>Jason Decker, Deputy EMA Director:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Jason Decker, EMA Deputy Director</b>, just got back from vacation.</li> <li>➤ MD3 is on schedule for next week.                             <ul style="list-style-type: none"> <li>• The State of Maine needs to do an inspection and assessment on September 7<sup>th</sup> for the vehicle that will be used for the MD3 program to confirm that it meets certification regulations.</li> </ul> </li> <li>➤ EMA is planning for the Windsor Fair to provide an emergency and safety station for fairgoers.</li> <li>➤ Working with MEMA and FEMA on storm damage assistance and community outreach.                             <ul style="list-style-type: none"> <li>• EMA will be going to Fayette to speak with them about the storm-damaged road repairs. The town spent their entire budget on recovery efforts after the storm.</li> </ul> </li> <li>➤ On August 23<sup>rd</sup> there will be a third hazard mitigation outreach meeting to communicate with FEMA. Most attendees will be emergency community members from different municipalities around Kennebec County.</li> <li>➤ <b>Scott Ferguson, County Administrator</b>, asked if all of the supplies for the MD3 program had been purchased, and <b>Jason Decker, Deputy EMA Director</b>, stated that the program still needs several items and has received quotes for their purchases, but they have not yet been purchased.</li> </ul>	
<b>Facilities</b>	<p><b><u>Facilities Maintenance:</u></b> <b>Dan Brunelle, Facilities Director:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Patsy Crockett, Commissioner Chair</b>, thanks <b>Dan Brunelle, Facilities Director</b>, for repainting the front door of Hill House.</li> <li>➤ During a project being done in the basement of Hill House, rotting wood was found and repaired. <b>Dan Brunelle, Facilities Director</b>, provided pictures to the Commissioners.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ The paver stones that are being removed from the portico are crumbling from age and weathering. It is suggested to the Commissioners that the best course of action would be to set up pavement and stamp the pavement to look like pavers to prevent future weathering issues and to control the direction of water drainage when it rains.</li> <li>➤ A second layer of roofing will be installed on the back roof of Hill House to provide extra protection against the elements at no cost.               <ul style="list-style-type: none"> <li>• <b>George Jabar, Commissioner</b>, asked if water will be redirected to the parking lot from the portico area after the newly installed paving and redirection of drainage water and <b>Dan Brunelle, Facilities Director</b>, confirmed that was the original plan. <b>George Jabar, Commissioner</b>, asked if the parking lot would need to be redirected for the drainage and <b>Dan Brunelle, Facilities Director</b>, confirmed that the parking lot will not need to be redirected but it will be repaved in an upcoming project that has gone to public notice for bid.</li> <li>• <b>Joe Pietroski, Commissioner</b>, asked about the courthouse door project and the response was that the doors would be a Winter project. The path through the doors for the smart wire takes a lot of planning.</li> </ul> </li> <li>➤ Last week, the Facilities staff rebuilt the lift and fixed the items that needed attention. The lift will be used to install camera security systems and the first buildings will be Registry of Deeds and EMA (Emergency Management Agency).               <ul style="list-style-type: none"> <li>• <b>Joe Pietroski, Commissioner</b>, asked if the security installation projects are being funded by ARPA, and <b>Dan Brunelle, Facilities Director</b>, affirmed that he will not be using ARPA funding for this project.</li> </ul> </li> </ul>	
<b>Administrator</b>	<b>Scott Ferguson, County Administrator:</b> <ul style="list-style-type: none"> <li>➤ There will be a meeting on August 30<sup>th</sup> with <b>Gordon Smith, Maine State Director of Opioid Response</b>, and <b>Courtney Gary-Allen, Director of the Maine Recovery Advocacy Project</b>, to discuss LD1719 regarding recovery and treatment centers for Kennebec and Washington Counties.</li> <li>➤ Eminent Domaine remains in stasis from the previous Commissioner meeting.</li> <li>➤ The vehicle policy has been presented to the Commissioners and is awaiting review.</li> <li>➤ The budget for FY25 is being developed and is currently at a 26% increase.</li> <li>➤ The FY25 budget calendar is in process and awaiting decisions from the Commissioners as to where they would like to hold the caucus for districts 1 and 3.</li> <li>➤ <b>Scott Ferguson, County Administrator</b>, took a trip to meet with Raymond Porter, Waldo County Jail Administrator to discuss the CRAS (Corrections Reporting of Actuals System).</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ The County Correction Professional Standards Council FY24 Supplemental totals \$13.5M. The approach will be to input this directly into the budget system instead of being submitted as a bill or through committee.</li> <li>➤ <b>Dan Brunelle, Facilities Director</b>, has many projects going for Kennebec County which was mentioned previously.</li> </ul>	APPROVED 3-0
<b>Old Business/ Follow Up Items</b>	<p><b><u>BerryDunn: Zeb Letourneau, Manager Consultant:</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>Contract Amendment:</b> <ul style="list-style-type: none"> <li>• BerryDunn has completed, or is working to complete the following deliverables:</li> <li>• To date, the County has received <b>\$6,407,923.26</b> in external grant project expenditures. BerryDunn has reviewed 10 quarter-end expenditure reviews for <b>\$599,023.21</b> in total. BerryDunn is still processing one expenditure review for \$20,387.32.</li> </ul> </li> <li>➤ <b>Executing Grant Agreements and covenants:</b> <ul style="list-style-type: none"> <li>• There is a table highlighting progress and a status update on the remaining open projects in the report provided to the Commissioners.                             <ul style="list-style-type: none"> <li>○ Lockwood Mill project update: North River's attorney reached out on 8/10/23 and communicated that the project is now expected to close in September. The attorney notified BerryDunn that the change in timeline was also communicated to <b>Scott Ferguson, County Administrator</b>.</li> </ul> </li> <li>• The County has <b>\$496,728.45</b> left in ARPA reserves that have not been obligated compared to the last Commissioner meeting at which the balance was \$491,000.</li> <li>• The City of Gardiner communications project has returned \$3,390.36 in unspent grant funds that went back to reserves.</li> <li>• 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. The BerryDunn team is monitoring project progress and will keep you updated.</li> <li>• BerryDunn is developing a memo on the status of the First Responders Training Program and recommendations for the project.</li> </ul> </li> </ul> <p><b><u>Discussion Items:</u></b></p> <ul style="list-style-type: none"> <li>➤ Boys and Girls Club request for employee bonus expenditure:             <ul style="list-style-type: none"> <li>• The original request was for a competitive pay grant and now they have asked to allot some of the already granted ARPA funding to special bonuses for employees that endured during the pandemic. BerryDunn</li> </ul> </li> </ul>	



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	<p>deemed it as an allowable expenditure, but it was not originally specified in the original application, so they wanted to be sure this was an approved expenditure.</p> <ul style="list-style-type: none"> <li>• <b>Patsy Crockett, Commissioner Chair</b>, appreciates the Boys and Girls Club asking permission.</li> <li>• <b>Joe Pietroski, Commissioner</b>, asked if they were asking for extra money outside of what they were allotted originally and why they couldn't just raise the salaries of the employees to retain them, and <b>Scott Ferguson, County Administrator</b>, pointed out that once the ARPA funding is expended, the organization will still have to pay the salaries at whatever rate they are and that may be difficult for them if they raise their salaries, which are more permanent than a bonus which comes from ARPA funding that was previously allotted not additional funding.</li> <li>• <b>George Jabar, Commissioner</b>, stated that he is in favor of bonuses for employee retention and appreciation and that he had done the same thing in the office for his practice.</li> <li>• <b>Patsy Crockett, Commissioner</b>, makes a motion for the Boys and Girls Club of Gardiner to give bonuses to employees from the currently allotted ARPA funds, and <b>George Jabar, Commissioner</b>, seconded the motion.</li> </ul> <p>➤ <b><u>BerryDunn Contract Change Request:</u></b></p> <ul style="list-style-type: none"> <li>• The amount of work that is required for BerryDunn to produce their agreed-upon responsibilities and deliverables to the County has increased over what was originally forecasted and the presented contract amendment is requesting an increase in payment for the current period out of the allotted funding.</li> <li>• <b>Joe Pietroski, Commissioner</b>, made a motion to accept the request to increase payment to BerryDunn for this period of service out of the allocated funding of the original contract as presented, and <b>George Jabar, Commissioner</b>, seconded the motion.</li> <li>• <b>Zeb Letourneau, Manager Consultant</b>, asked the Commissioners if they have any questions regarding ARPA projects and <b>Patsy Crockett, Commissioner</b>, asked how BerryDunn feels about the Lockwood project closing their loan with Maine State Housing in September, and <b>Zeb Letourneau, Manager Consultant</b>, stated that the delay is understandable and it is excellent communication that Lockwood is conveying to keep the County in the loop and updated about how things are moving along.</li> </ul> <p>➤ <b><u>North River Co: Waterville Affordable Housing Project:</u></b></p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>APPROVED 3-0</p> <p>APPROVED: 3-0</p>

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	Discussion	Action
	<p>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 Company 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. North River's attorney reached out on 8/10/23 and communicated that the project is now expected to close in September. The attorney notified BerryDunn that the change in timeline was also communicated to the County Administrator.</p> <p>➤ <b>VOA (Volunteers of America) and MMHS (Mid Maine Homeless Shelter):</b></p> <ul style="list-style-type: none"> <li>• These organizations have finalized their registrations in sam.gov, and the County can now execute their grant agreements. BerryDunn is working with the County's real estate attorney to finalize the affordable housing grant agreements. We reached out to both organizations on 6/12/23 to schedule check-ins for their projects. We 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. Brian Sites called the last week of June and left a voicemail that Developers Collaborative identified a new property, 57B Oxford St. in Augusta is the new site location. VOA is now in the process of finalizing and executing a contract with Developers Collaborative. BerryDunn met with MMHSS on 6/29/23. The project design plans will be finalized soon, MMHSS expects the project kick-off to be scheduled sometime this fall.</li> </ul> <p><b><u>Old Business</u></b></p> <p>➤ Probate court vendor visits were previously discussed in the IT update.</p> <p>➤ <b><u>NCEU contract:</u></b> Motion by <b>George Jabar, Commissioner</b>, for <b>Patsy Crockett, Commissioner Chair</b>, to sign the NCEU (National Corrections Employee Union) contract, and the motion was seconded by <b>Joe Pietroski, Commissioner</b>.</p> <p>➤ <b><u>Spirit of America:</u></b> An email was sent to <b>Patsy Crockett, Commissioner Chair</b>, to establish details of the ceremony which will be held in September.</p> <p>➤ <b><u>Unity Plantation ACO(Animal Control Officer):</u></b> A motion was made by <b>Joe Pietroski, Commissioner</b>, to accept and sign the 2023-2024 ACO agreement, and the motion was seconded by <b>George Jabar, Commissioner</b>.</p>	<p>APPROVED: 3-0</p> <p>APPROVED: 3-0</p>

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	<b>Discussion</b>	<b>Action</b>
	<p>➤ <b>Tax bill extension for the Town of Clinton:</b> The Commissioners were not in favor of granting an extension to the Town of Clinton to extend the due date of their tax bill due to Kennebec County. An extension for tax payment with <b>NOT</b> be granted.</p>	APPROVED: 3-0
<b>Commissioner Comments</b>	None.	
<b>Public Comments</b>	None.	
<b>Adjournment</b>	<p><b>Regular meeting adjourned at 1:32pm</b></p> <p>Motion by <b>Joe Pietroski, Commissioner</b>, to move to Executive Session in accordance with 1MRSA § 405-6-A to discuss a personnel issue. <b>Patsy Crockett, Commissioner Chair</b>, seconds the motion.</p> <p><b>Patsy Crockett, Commissioner Chair</b>, declared adjournment of Executive session at <b>2:23pm</b></p>	APPROVED: 3-0

Respectfully Submitted: Stephanie Schredder, Executive Assistant