

Kennebec County, Maine

County Commissioner's Meeting Minutes September 5th, 2023



Present:

Patsy Crockett, Commissioner, Chair
 George Jabar, 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
 Shay Freeman, DA Office Administrator
 Matthew Boucher, Register of Deeds

Sean Goodwin, Acting EMA Director
 Jason Decker, Deputy EMA Director
 Scott Ferguson, County Administrator
 Lisa Bryant, Finance Manager
 Audrey Fredericks, Finance Specialist
 Stephanie Schredder, Executive Assistant

Absent: Joe Pietroski, Commissioner, John Brenenstuhl, EMA Director, Laura Johnson, Deputy Probate Register, Gail Towns, Deputy Register of Deeds, Corey Goodchild, Asst. Jail Administrator, Cody Brown, Jail Maintenance Supervisor, Devon Parsons, IT Director

	Discussion	Action
Call to order	12:01pm	
Minutes	<ul style="list-style-type: none"> ➤ A motion was made by George Jabar, Commissioner, and seconded by Patsy Crockett, Commissioner Chair, to accept the minutes of August 15th and 29th, 2023. 	APPROVED 2-0
Human Resources	<p><u>Chris Brawn, Human Resources Director:</u></p> <ul style="list-style-type: none"> ➤ The NCEU contract was ratified with a section that contradicted Maine's Earned Paid Leave Law. I reached out to Bill Doyle, NCEU Union Representative, and sent over an MOU to correct the language and administrative process around sick time. Once he has signed, I will present that to the Commissioners to sign as well. ➤ We should be training Sexual Harassment prevention annually, and best practice is to repeat the training every three years. We would also like to include Ethics as an add-on topic. Through the workforce compact, we would like to train and record our employees inexpensively for use over the next couple of years. I have included a quote from CMA for \$6000, ½ of that paid for by the workforce compact. If you approve of the cost, I ask that you please sign the proposal included in the purple folder. 	

Kennebec County, Maine
 County Commissioner's Meeting
 Minutes September 5th, 2023



	Discussion	Action
	<ul style="list-style-type: none"> ➤ As you are aware, we have a lot of contradictory policies, and our handbook needs updating desperately. I have started on this several times over the last 18 months, with no success. My time and efforts end up being spent on more pressing matters across the county. So, I am requesting we outsource the development of a new employee handbook. Given all the challenges having conflicting or incomplete information brings, it is more important than ever to be clear and succinct in our personnel guidance. ➤ There is still no update from the FOP legal representation regarding the definition of a day. 	
<p>Treasurer</p> <p>Finance</p>	<p><u>Treasurer</u> Tom Doore, Treasurer:</p> <ul style="list-style-type: none"> ➤ Municipal taxes that have been paid since the last meeting: <ul style="list-style-type: none"> • Clinton • Oakland • Vienna • West Gardiner • Windsor ➤ General Fund Cash - \$2,600,000 ➤ ARPA - Of the \$14,200,000 remaining, \$10,000,000 is invested in Insured CDs placed with various banks through Kennebec Savings Bank, and the balance is invested in the Insured Cash Sweep account with Kennebec Savings Bank. ➤ Investment Fund - Close of business yesterday \$2,020,000 which is up \$8,000 since the last meeting. ➤ There are warrants requiring signatures. ➤ The total Warrant is \$657,359.00 ➤ Following are major expenditures: <ul style="list-style-type: none"> • Aramark - \$22,000 which is food for the inmates. • Augusta Adult and Community Ed - \$6,500 that's for educational services. • Central Maine Power - \$15,000 that's for electricity. • Merrill Investigations - \$10,000 that's Court security for three weeks. • Target Electric - \$24,000 and that's electric upgrade for the Sheriff's Office • Quirk Ford of Belfast - \$96,000 that's for two chargers and one Dodge Ram Pickup 	

Kennebec County, Maine
 County Commissioner's Meeting
 Minutes September 5th, 2023



	Discussion	Action
	<ul style="list-style-type: none"> • Correctional Psychiatric Services - \$362000 that's inmate medical, mental, and M.A.T and if you have any more questions, Captain Slaney can help you with those. <p>Finance:</p> <p>Cynthia Ferguson, Finance Director:</p> <ul style="list-style-type: none"> ➤ I'd like to thank my staff for their work on this warrant that was \$600,000. There were 100 checks on that warrant, and it was a lot of work for them because they go over the backup and with our change in systems they go over the coding ➤ Commissioners had approved \$75,000 in ARPA funds to be used for preparing our different processes, procedures, and updating for the Single Audit. I would prefer not to work more than the hours stated in my contract, Erika, who used to work for our Auditing firm submitted a proposal., I did follow the policies and procedures of the purchasing policy and I got quotes from three different individuals including our auditing firm. I am requesting that you approve accepting Erika's proposal. I know that Patsy, you had some changes in the wording, and I'll ask Erika to draw up a contract that includes those changes. ➤ Scott Ferguson, County Administrator, asked Cindi Ferguson, Finance Director, if she wants to talk about the audit RFP, and Cindi Ferguson, Finance Director, said that we received one response to the Audit RFP and that was from our own auditors with a \$20,000 increase, so I'll probably refloat the RFP to see if we can get anybody else to respond. <ul style="list-style-type: none"> • Patsy Crockett, Commissioner Chair, asked if we changed any of it or if it was the same RFP that was going out. • Cindi Ferguson, Finance Director, confirms that it is for the same services that have always been provided. There is no way we can cut back, it's a financial audit as well as a single audit but their prior year services included the single audit as well. • Patsy Crockett, Commissioner Chair, asks if she has been through a single audit. • Cindi Ferguson, Finance Director, said that we are going through it right now and FY22 we had a single audit, but we hadn't spent much. It was the premium pay and the scanner for the Jail so there wasn't much to audit. They're issuing that report for FY22. I just reviewed that this weekend and I sent a page of things that I would like addressed to them. I'm sure they will work on that and get it back to us. The FY23 audit is going to be a lot more involved because we have had so many more in expenditures. 	

Kennebec County, Maine
 County Commissioner's Meeting
 Minutes September 5th, 2023



	Discussion	Action
	<ul style="list-style-type: none"> • Scott Ferguson, County Administrator, stated that we might want to contact the firms that we are aware of and see if they are interested. We'll send them the RFP and make direct contact instead of just putting it out there. • Cindi Ferguson, Finance Director, said a firm in New Hampshire that also has offices in Maine, had inquired and I sent them our most recent issued financial report but they didn't submit, so I thought I would contact them. 	
<p>Sheriff/Corrections</p>	<p>Ken Mason, Kennebec County Sherriff:</p> <ul style="list-style-type: none"> ➤ Recently, the Kennebec County Sheriff's Office worked with the FAA (Federal Aviation Administration) and NTSB (National Transportation Safety Board) on a plane crash site in Litchfield. Ken Mason, Sheriff, thanked Al Morin, Chief Deputy, and the deputies who aided in the remedy and investigation of the crash site. ➤ Ken Mason, Sheriff, will plan to give Life Saving Awards to two deputies that diffused a difficult incident with an armed suicidal individual. ➤ Ken Mason, Sheriff, requests that the Commissioners approve receipt of \$6,444.75 from the Byrne JAG Grant in collaboration with Augusta Police Department. <ul style="list-style-type: none"> • Cindi Ferguson, Finance Director, stated that she does not have the Grant Summary Form but that the Sheriff answered the key questions in his email exchanges with the Finance department. • Patsy Crockett, Commissioner Chair, asked Cindi Ferguson, Finance Director, if she had all the paperwork that Finance needed, and Cindi Ferguson, Finance Director, assured the Commissioners that Finance had the materials needed to implement and maintain the grant information. • George Jabar, Commissioner, made a motion to approve the request for participating in the Byrne JAG Grant that is going to provide the Kennebec County Sheriff's funding. Patsy Crockett, Commissioner, seconded the motion. <p>Jail</p> <p>Captain Bryan Slaney, Jail Administrator:</p> <ul style="list-style-type: none"> ➤ The recent bill for CPS (Correctional Psychiatric Services) included charges for M.A.T. (Medically Assisted Treatment) services, medical programs, and mental health programs at the Jail for July, August, and September. These bills total up to \$350,000. 	<p>Approved 2-0</p>

Kennebec County, Maine

County Commissioner's Meeting Minutes September 5th, 2023



	Discussion	Action
	<ul style="list-style-type: none"> • Scott Ferguson, County Administrator, asked if it would be possible for them to bill an estimate and then reimburse through a true-up, and Captain Bryan Slaney, Jail Administrator, answered by mentioning that CPS isn't billing every month as they originally agreed to do. • Captain Bryan Slaney, Jail Administrator, had to remind CPS to bill for MAT services. <ul style="list-style-type: none"> ➤ The jail population is 162 inside the jail today which is high. There's 14 going to court this afternoon. ➤ The CARA graduation is on October 10th at 10am and it's in Courtroom 7. ➤ There is an EOC compliance inspection on September 27th and September 28th. There will be a resulting report that will be provided to the Commissioners when finalized. ➤ Tom Renckens, Jail Education Director, sent an e-mail of appreciation about the Kennebec County IT Department, and Captain Bryan Slaney, Jail Administrator, read the e-mail aloud for the Commissioners. 	
District Attorney	<p>DA's Office:</p> <p>Meaghan Maloney, District Attorney:</p> <ul style="list-style-type: none"> ➤ The District Attorney's office has reopened the Legal Secretary position. <ul style="list-style-type: none"> • Meaghan Maloney, district Attorney, expressed concern regarding the pay scale being offered for the Legal Secretary Position. • Staff are working together to cover the duties of the vacant position. ➤ The courthouse has someone that has been sleeping on the front porch of the building. <ul style="list-style-type: none"> • Law enforcement is aware and keeping track of the area. 	
Probate	<p>Probate:</p> <p>Abigail St. Valle, Probate Register:</p> <ul style="list-style-type: none"> ➤ Not present. 	
Information Technology	<p>Information Technology:</p> <p>Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ Not present. 	
Registry of Deeds	<p>Register of Deeds:</p> <p>Matthew Boucher, Register of Deeds:</p> <ul style="list-style-type: none"> ➤ Last month revenues were down \$8,753.10 compared to FY24, revenues were \$120,609.76 compared to last year at this time when revenues were \$129,362.85. 	

Kennebec County, Maine
 County Commissioner's Meeting
 Minutes September 5th, 2023



	Discussion	Action
	<ul style="list-style-type: none"> • For the year, we are down \$20,803.24. Which is being driven by document count. • This month, Deeds is up in transfer tax. ➤ Fee scheduling is currently being examined for towns within Kennebec County ➤ Security cameras were installed in the Deeds building. ➤ This is the busiest time of year for the Registry of Deeds. ➤ Deeds is still seeing an increase in copy fees. • Patsy Crockett, Commissioner Chair, asked if copy fees can be increased without consulting with the State of Maine, and Matthew Boucher, Register of Deeds, stated that the State of Maine has an official fee schedule in statute as to how much you are allowed to charge, and the maximum allowance is \$1.00 per copy or document. Deeds decided to charge Towns .50 cents a page for printing. Documents that are e-mailed or sent on disks cost \$1. The cost for ink and printing has gone up considerably in the last 20 years since the previous Register of Deeds took office. 	
<p>Emergency Management Agency</p>	<p><u>Emergency Management Agency:</u> Sean Goodwin, Acting EMA Director:</p> <ul style="list-style-type: none"> ➤ The MD3 vehicle preparation is almost complete. <ul style="list-style-type: none"> • The state inspection is this Thursday, September 6th. • Theo Marshall, EMA Emergency Planner, and Jason Decker, Deputy EMA Director, have been gathering the equipment for the MD3 program and physicians that will be working within the program. • Patsy Crockett, commissioner Chair, asked if there are doctors that have volunteered to be part of the program and Jason Decker, Deputy EMA Director, said that there are five emergency-room physicians that are actively involved and meet the criteria for the program. • Scott Ferguson, County Administrator, said that there are some risk management issues to look into and there will be MOUs with the physicians • Sean Goodwin, Acting EMA Director, stated that this is a pilot program for the State of Maine and it is the only program of its kind in the state. • Scott Ferguson, County Administrator, asked ofr confirmation that the program was covered by MEMA and Jason Decker, Deputy EMA Director, confirmed, Title 37B. 	

Kennebec County, Maine
 County Commissioner's Meeting
 Minutes September 5th, 2023



	Discussion	Action
	<ul style="list-style-type: none"> ➤ Sean Goodwin, Acting EMA Director, mentioned that EMA Staff were taking trainings to further develop their skills. 	
Facilities	<p><u>Facilities Maintenance:</u></p> <p>Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ The deck on the back side of Hill House is halfway finished. <ul style="list-style-type: none"> • Facilities will treat the lumber on the decking next year. ➤ <u>Courthouse Security:</u> <ul style="list-style-type: none"> • The courthouse is a large granite building with thick walls, so running wiring for cameras or key fobs takes a lot of planning and a lot of work. Devon Parsons, IT Director, and Dan Brunelle, Facilities Director, are working on the logistics of the security equipment installation. • The Sheriff's Office will be first in the security installation order, and then the Registry of Deeds and EMA building. The Courthouse will be the last on the list for installation. • Dan Brunelle, Facilities Director, stated that the Courthouse security is a high priority but there are other projects that also need to be finished before Winter begins. The Courthouse will be done before Winter. ➤ A paving vendor has been selected to resurface the Kennebec County parking lots. <ul style="list-style-type: none"> • Wednesday, September 13th, the parking lot for the Registry of Deeds will be paved. • Wednesday, September 20th, the Jail delivery area and recreation yard will be paved. • Tuesday, October 3rd the parking lot behind Hill House ground down, regraded, and re-paved hopefully be finished by the end of the weekend. • Public works approved the County to use seven parking spots near the recycle bins just after you enter the gate on the left side to the left of the gas pumps and three spots after you enter the gate on the right side where they currently have large rack body trucks parked. They said that they can move those trucks if we need additional spots for the County EMA vehicles and larger utility vehicles. • Shay Freeman, DA Office Administrator, collaborated with Dan Brunelle, Facilities Director, court schedules and parking. ➤ Facilities will be certifying Bob Adams, Maintenance Technician, in fleet inspection which will save the county and employees within the county, time, and expenses. 	

Kennebec County, Maine
 County Commissioner's Meeting
 Minutes September 5th, 2023



	Discussion	Action
	<ul style="list-style-type: none"> ➤ Scott Ferguson, County Administrator, stated that we are saving up our oil reserves for the Winter heating. The used oil from vehicle maintenance can be used for heating as well. 	
<p>Administrator</p>	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ The Department Head meeting took place last week. ➤ MD3: <ul style="list-style-type: none"> • There was a meeting last week with Dr. Pieh and there will be another meeting again this week to further define and cover some of the contractual items specified by the State of Maine. ➤ There was a meeting between Patsy Crockett, Commissioner Chair, Scott Ferguson, County Administrator, and Courtney Gary-Allen, Augusta City Councilor, and Gordon Smith, Director of Maine Opioid Response, to discuss treatment centers in Kennebec and Washington Counties; In part WWWW of the biennial budget, where there will be a lot more to come regarding what the intent of that language was. Gordon Smith, Director of Maine Opioid Response, was also very pleased to have the meeting and to be made aware of the budgetary needs of the Kennebec County Jail for the next fiscal year. ➤ There was a meeting with Major Raymond Porter, Waldo County Corrections Administrator, to discuss Jail operations efficiency. There have been several counties that banded together to share the load of prisoners and designate each of the County facilities to house specific populations based on their needs and all of the resources available to each of the three counties. MOUs were created between each facility and County to be sure that operations ran smoothly and without complication. Scott Ferguson, County Administrator, said that he would like to talk with Ken Mason, Sheriff, about this concept and possibly work out this sort of agreement between Kennebec, Somerset County, and Franklin County. <ul style="list-style-type: none"> • This concept has been discussed with Bryan Slaney, Jail Administrator, and Corey Goodchild, Deputy Jail Administrator. • Scott Ferguson, County Administrator, stated that he may ask Major Raymond Porter, Waldo County Corrections Administrator, to come to a Kennebec County Commissioner Meeting to share his experience and ideas. ➤ A lot of time was spent last week with Finance and Human Resources on an EMA payroll reconciliation. 	

Kennebec County, Maine
 County Commissioner's Meeting
 Minutes September 5th, 2023



	Discussion	Action
	<ul style="list-style-type: none"> • "We are beginning construction prior to the financial closing so that we can meet our delivery schedule for the first units in December 2024. We have a fully negotiated signed contract with Cianbro (see attached) and are working on a limit notice to proceed letter (also attached) so that we can order long lead time items and can begin abatement and demo work. The construction prior to the financial closing is being self-funded by North River. • Because of the schedules and workload of Maine Housing and our other partners, the financial closing will now occur in October. We have been working diligently with our general contractor as well as our other funders and all parties are on board with an October financing closing. Because the construction is now starting, there should be no impact on the completion schedule." <ul style="list-style-type: none"> ➤ The County has \$496,728.45 left in ARPA reserves that have not been obligated. ➤ 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. <p><u>ARPA Discussion Items:</u></p> <ul style="list-style-type: none"> ➤ BerryDunn contract amendment for the assessment of the First Responder Program and requested assistance outside the scope of BerryDunn's original ARPA contract. ➤ Time allocated to answer any questions/concerns the County Commissioners may have about ARPA or BerryDunn's next steps. ➤ Projects in Development: <ol style="list-style-type: none"> 1. 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 	

Kennebec County, Maine
 County Commissioner's Meeting
 Minutes September 5th, 2023



	Discussion	Action
	<p>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. North River's attorney reached out on 8/24/23 to communicate that the project is expected to close in October because of delays in closing with the State.</p> <p>2. Mid Maine Homeless Shelter & Services: Waterville Affordable Housing Project</p> <p>3. Volunteers of America: Winthrop Affordable Housing project</p> <ul style="list-style-type: none"> • MMHSS and VOA have finalized their registrations in sam.gov, and the County can now execute their grant agreements. We are 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. The project design plans will be finalized soon, MMHSS expects the project kick-off to be scheduled sometime this fall. <p>➤ Brian Sites, Vice President of Business Development for Volunteers of America:</p> <ul style="list-style-type: none"> • A Scope change last year moved the VOA project from Winthrop to Augusta and there were a reduced number of units. • The VOA was able to get more funding through the Maine Continuum of Care and Maine Housing which will now be enough for 10 units of supportive housing. • This is affordable housing that will provide services for individuals that will be living there. • The VOA now has a new partner on board, the Developers Collaborative. We have a Purchase and Sale agreement for a piece of property on 57 Oxford Street, which will not only site of these ten units, but potentially another 11 or 12. 	

Kennebec County, Maine
 County Commissioner’s Meeting
 Minutes September 5th, 2023



	Discussion	Action
	<ul style="list-style-type: none"> • The VOA is feeling good about having Developers Collaborative on board as a sort of consultant investor because they have done a lot of these projects in the past. We have all of the funding secured and closing on the property in October. • We have to do an environmental review by HUD, and we have to get to breaking ground and get this thing moving by next Spring. • Zeb Letourneau, Manager Consultant, stated that due to the change in location it requires a scope change to be approved by the Commissioners because it is a change in scope from the original grant application. • The scope change would specify the location change and the increase in units from 6 units to 10 units. • Patsy Crockett, Commissioner Chair, asked if the Housing Authority approved the scope change and Brian Sites, VOA VP of Business Development, informed the Commissioners that the Housing Authority didn’t need to approve this because it is a Continuum of Care funding package. • As part of that it is important to move quickly on this so what the VOA is looking for is a disbursement from the ARPA funding to cover the land purchase, the first payment to Developers Collaborative, and some of the legal and architectural expenses. The total request would be \$262,500 of the \$1.35 million originally awarded and we can provide the Commissioners with any documentation needed. • The VOA is estimating \$7,500 in legal fees and another \$10,000 in architectural costs for the first phase of predevelopment. • Zeb Letourneau, Manager Consultant, stated that all of the items mentioned are allowable under ARPA and from a Kennebec County perspective, all that needs to be done would be to execute the grant agreement and a covenant on the land acquisition by the end of the month and then we would be able to provide that funding as long as the Commissioners consent. • Brian Sites, VOA VP of Business Development, said that we would like to have the funding at closing and that the property would be transferred to the VOA at closing. So, the funding would be available at the end of September. BerryDunn would ensure that the costs were adequately used and if not, the rest of the grant would be the County’s decision whether they wanted to move along with that or not. 	

Kennebec County, Maine
 County Commissioner's Meeting
 Minutes September 5th, 2023



	Discussion	Action
	<ul style="list-style-type: none"> • Patsy Crockett, Commissioner Chair, asked how much the VOA was looking for approval today and Brian Sites, VOA VP of Business Development, responded by stating \$262,500. • Zeb Letourneau, Manager Consultant, stated that they need a vote on the location change from Kelton Road to 57B Oxford Street and the change in unit size from 6 units to 10 units. • George Jabar, Commissioner, made a motion to approve the change of address and the change in number of units from 6 to 10 and Patsy Crockett, Commissioner Chair, seconds the motion. 	Approved 2-0
Commissioner Comments	None.	
Public Comments	None.	
Adjournment	<p>A motion was made by Geroqe Jabar, Commissioner, to adjourn and seconded by Patsy Crockett, Commissioner Chair, at 1:08pm</p> <p>Regular meeting adjourned at 1:08pm</p>	Approved 2-0

Respectfully Submitted: Stephanie Schredder, Executive Assistant