

Kennebec County, Maine

County Commissioner's Meeting Minutes October 3rd, 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
 Corey Goodchild, Asst. Jail Administrator
 Dan Brunelle, Facilities Director
 Devon Parsons, IT Director
 Shay Freeman, DA Office Administrator
 Sean Goodwin, Acting EMA Director

Matthew Boucher, Register of Deeds
 Scott Ferguson, County Administrator
 Lisa Bryant, Finance Manager
 Audrey Fredericks, Finance Specialist
 Stephanie Schredder, Executive Assistant

Absent: Meaghan Maloney, District Attorney, Esq, John Brenenstuh, EMA Director, Laura Johnson, Deputy Probate Register, Gail Towns, Deputy Register of Deeds, Jason Decker, Deputy EMA Director

	Discussion	Action
Call to order	11:59pm	
Minutes	<ul style="list-style-type: none"> ➤ George Jabar, Commissioner, made a motion to approve the minutes of September 5th, 2023, and Patsy Crockett, Commissioner Chair, seconded the motion. ➤ Joe Pietroski, Commissioner, made a motion to approve the minutes from September 19th, 2023, and George Jabar, Commissioner, seconded the motion. 	<p>Approved 3-0</p> <p>Approved 3-0</p>
Promotion	<p><u>Sheriff</u></p> <ul style="list-style-type: none"> ➤ Ken Mason, Sheriff, and Chris Read, Lieutenant, pinned a promotion on Josh Hardy, Deputy, to the title of Sergeant. 	
Human Resources	<p><u>Chris Brawn, Human Resources Director:</u></p> <ul style="list-style-type: none"> ➤ Human Resources has been working on setting up in-person trainings on Sexual Harassment prevention and ethics. The trainings will take place on November 1st and November 16th from 9am to 11am. ➤ Human Resources was able to get quotes for a rewrite of the employee handbook and review of administrative regulations. CMA (Career Management Associates) came in at \$3,200 for the project. This is under the threshold of the procurement process. I have included their engagement letter for signature. ➤ Human Resources received the signed MOU from the NCEU (National Correctional Employees Union) to correct the language and administrative process around sick time in the 	

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	<p>NCEU contract due to the contradiction of Maines Earned Paid Leave law. That has been included in your packet for signature. Patsy Crockett, Commissioner Chair, asked if everyone was now in agreement and Chris Brawn, Human Resources Director, confirmed that they were.</p> <ul style="list-style-type: none"> ➤ There is still no update from the FOP (Fraternal Order of Police) legal representation regarding the definition of a day. ➤ Scott Ferguson, County Administrator, has requested to be excluded from the lateral justification process. There is a question to the Commissioners if they would like to move forward using a different process. <ul style="list-style-type: none"> • Scott Ferguson, County Administrator, stated that he believes the process to be the decision between the Department Head and the person they are hiring. It is impossible to get the information needed to justify or make valid this process for the County Administrator. • The Commissioners do not agree, the process will remain the same. 	
<p>Treasurer/</p>	<p><u>Treasurer</u> Tom Doore, Treasurer:</p> <ul style="list-style-type: none"> ➤ Municipal taxes were due September 1. If not paid by October 31, interest will accrue. Municipalities that have not paid are: <ul style="list-style-type: none"> • Augusta • Fayette • Litchfield • Monmouth • Readfield • Sidney • Vassalboro ➤ General Fund Cash - \$7,300,000 ➤ ARPA - Of the \$13,900,000 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. 	

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<p>Finance</p>	<ul style="list-style-type: none"> ➤ Investment Fund - Close of business yesterday \$2,009,000 which is down \$5,000 since the last meeting. ➤ There are warrants requiring signatures. <ul style="list-style-type: none"> • Following are major expenditures: <ul style="list-style-type: none"> ○ Greater Augusta Utility District - \$175,000 Kennebec River Utility Crossing ○ The Voices Project - \$18,000 – Mobilized Recovery -Maine ○ AAA Police Supply - \$11,000 -Ammunition ○ Maine Municipal Association - \$23,700 – Workers Comp ○ MainePERS - \$105,700 – September Retirement Contributions ○ Maine Square - \$13,200 – September Retirement Contributions ○ Maine Municipal Employee Health Trust - \$175,000 – Monthly Premiums ○ VOYA - \$12,700 – September Retirement Contributions ○ Willett Family Construction, Inc. - \$25,000 – Paving 77 Winthrop Street <p><u>Finance:</u> Cynthia Ferguson, Finance Director:</p> <ul style="list-style-type: none"> ➤ Some departments are having difficulty getting the grant summary form in to finance when they would like to apply for a grant. ➤ It would help Finance with workflow if all the documentation required in the purchasing policy were included in with invoice package information. 	
<p>Sheriff/Corrections</p>	<p>Ken Mason, Kennebec County Sherriff:</p> <ul style="list-style-type: none"> ➤ The Sheriff's Office is down two employees due to retirement in MRS (Maine Revenue Service) and due to a medical issue. ➤ Ken Mason, Sheriff, asked for Commissioner permission for deputies to be able to purchase their old firearms once new ones are issued to the department, instead of putting them up for sale. <ul style="list-style-type: none"> • Ken Mason, Sheriff, will provide the proper legal documentation to Scott Ferguson, County Administrator for the transfer of ownership from Kennebec County to the individual deputy with the help of a licensed FFL (Federal Firearm Licensee) dealer. • George Jabar, Commissioner, asked how the transfer of ownership would work, and Ken Mason, Sheriff, stated that the value of the weapon would be assessed, and the transfer would be conducted in consideration of the assessment. 	

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	<ul style="list-style-type: none"> • Patsy Crockett, Commissioner, asked if there be a difference between the appraisal and the \$300 price tag for trade-in and Ken Mason, Sheriff, stated that there isn’t enough data to say for sure but if there were a difference, it would be minimal. • In other Counties, the transfer of ownership from the County to the deputy is common practice. • Joe Pietroski, Commissioner, asked if the new firearms have been purchased and Ken Mason, Sheriff, stated that they have not been purchased yet. • George Jabar, Commissioner, suggested the inclusion of a “hold harmless” agreement in the transfer of each firearm, and Scott Ferguson, County Administrator, assured the Commissioners that the transfer agreement would cover that aspect of the law. Peter Marchesi, County Law Council, had reviewed the agreement previously. • George Jabar, Commissioner, made a motion for the Kennebec County Sheriff to offer the service pistol to the deputy for trade-in value with the proper paperwork executed, Joe Pietroski, Commissioner, seconded the motion. <p>➤ Forfeiture Request:</p> <ul style="list-style-type: none"> • Ken Mason, Sheriff, requested the approval of forfeited firearms for sealed bid to certified FFL dealers. • The transfer of the firearms will be approved by Scott Ferguson, County Administrator. • George Jabar, Commissioner, made a motion to submit forfeited firearms up for bid, and Joe Pietroski, Commissioner, seconded the motion. <p><u>Jail</u> Captain Bryan Slaney, Jail Administrator:</p> <p>➤ The population inside the Jail is currently 147.</p> <p>➤ DOC (Department of Corrections) compliance inspection:</p> <ul style="list-style-type: none"> • There were 135 mandatory essential standards that need to be met and 6 of those do not apply to the Kennebec County Jail, so there are 129 standards that needed to be met and the Kennebec County Jail passed the inspection with 100% compliance. • Critical incidence and fire safety was exceeded. • 99 essential folders that were needed to pass, with 100% on those folders as well. • Medical and mental health programs, such as MAT (Medically Assisted Treatment) program, were exceeded on standards. 	<p style="text-align: center;">Approved 3-0</p>

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	<ul style="list-style-type: none"> • All workers felt safe in the facility. • Captain Bryan Slaney, Jail Administrator, will be congratulating staff in the next meeting. <p>➤ The Kennebec County Jail will now be working towards PREA (Prison Rape Elimination Act) certification which includes an additional 85 standards that are to be met for certification. The Jail is currently PREA compliant but not certified and all Jails within Maine are mandated to be certified by the end of 2025.</p> <p><u>Kennebec County Mail Delivery:</u></p> <p>➤ Joe Pietroski, Commissioner, stated that there were recent incidences in which the mail was delivered later than preferred due to inefficient mail delivery practices and would like to examine changing the way that mail is delivered in the County.</p> <ul style="list-style-type: none"> • Ken Mason, Sheriff, stated that the Civil department needs to receive mail very early and the mode of delivery is not important as long as the timing remains the same. • Matt Boucher, Register of Deeds, confirmed that the Registry of Deeds will always need to receive their mail as early as possible every day, but the mode of delivery would not be as important compared to the time of delivery. • It was determined that all mail being received by the department would be date stamped from this point forward. <p>➤ Patsy Crockett, Commissioner Chair, explained that the designated Commissioners email is not being received by any of the Commissioners and Devon Parsons, IT Director, stated that he would look into the issue.</p> <p>➤ <u>Vehicle Use Policy:</u></p> <ul style="list-style-type: none"> • The Commissioners ask Ken Mason, Sheriff, to work on his vehicle use policy and present it for review once it has been drafted. 	
District Attorney	<p><u>DA's Office:</u></p> <p>Shay Freeman, District Attorney Administrator:</p> <ul style="list-style-type: none"> ➤ There have been multiple interviews and offers and someone accepted the position. ➤ Meaghan Maloney, District Attorney, is interviewing attorneys for the open ADA position. There is a lack of people who want to be prosecutors. ➤ Electricians are doing lighting around the buildings. 	

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	<ul style="list-style-type: none"> ➤ Dan Brunelle, Facilities Director, recently replaced the outdoor lights around the Courthouse. ➤ Jury selection will be held on Thursday and Friday with approximately 250 people who will be attending. The Hill House parking lot will be paved on Friday so parking might be an issue. 	
Probate	<p>Probate: Abigail St. Valle, Probate Register:</p> <ul style="list-style-type: none"> ➤ There have been applicant interviews for open positions in Probate. ➤ Another applicant is coming in at the end of the week. ➤ There is some strain on other employees to cover the work of the open positions. ➤ Estates with certificate of value will be billed prior to arrival from now on. ➤ Reevaluation of estates are being examined and funds are being returned to the County if deemed appropriate in each circumstance. 	
Information Technology	<p>Information Technology: Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ The air conditioning unit in the server room is broken and there is a purchase order available for Commissioner signature from AFC (Augusta Fuel Company) to replace the air conditioning unit. <ul style="list-style-type: none"> • Cindi Ferguson, Finance Director, mentioned that Devon Parsons, IT Director, did an excellent job getting all of the necessary paperwork together to submit to Finance for the purchase. • George Jabar, Commissioner, made a motion to authorize Commissioner Chair to sign the proposal to approve he purchase and installation of the air conditioning unit from AFC to be charged to ARPA funding, and Joe Pietroski, Commissioner, seconded the motion. ➤ Working with Consolidated Communications on the phone system migration. ➤ Burts Security continues to work on all the County buildings for security access efforts. ➤ Central Maine Communications Project is in process. 	Approved 3-0
Registry of Deeds	<p>Register of Deeds: Matthew Boucher, Register of Deeds:</p> <ul style="list-style-type: none"> ➤ Revenue \$97,799.22 for 2023 compared to last year at \$112,443.19, down \$14,643.97 from last year. ➤ There aren't any mortgages coming through probably because of high rates and sales that are happening will be refinanced next year when rates go down. 	

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	<ul style="list-style-type: none"> ➤ The Deeds parking lot has been lined but there is no wheelchair access spot that needs to be addressed. ➤ There has been a lot of backfilling and correcting names in the index. ➤ Matt Boucher, Register of Deeds, has a meeting with Kofile tomorrow to talk about the Commissioner maps preservation. ➤ Discontinued roads are a hot topic right now. ➤ There is a need to preserve the commissioner books. 	
<p>Emergency Management Agency</p>	<p><u>Emergency Management Agency:</u> Sean Goodwin, Acting EMA Director:</p> <ul style="list-style-type: none"> ➤ Dr. Timothy Pieh, Chief Medical Officer, MD-3 Program: <ul style="list-style-type: none"> • This program is a physician response program that will support the EMS (Emergency Management Services) programs. This is not common in the rural areas of the United States. • There are 5 physicians that will be part of this program and 3 of the 4 physicians are board certified in EMS. • If there is a case where someone is critically ill or injured, the paramedics or EMTs can call a physician to the scene to help save lives instead of having to go to a hospital to get care. • Dr. Timothy Pieh, Chief Medical Officer, MD-3 Program, has been helping with this capacity of services for 15 years as a medical director. • This program is the 1st program of its kind in Northern New England. • Sean Goodwin, Acting EMA Director, mentioned that Kennebec County will need insurance for disaster response and medical malpractice. Scott Ferguson, County Administrator, and Dr. Timothy Pieh, Chief Medical Officer, MD-3 Program, agree to research insurance options and bring the information back to the Commissioners. • Standard operating guidelines for the program are being reviewed. • Maine EMS (Emergency Management Services) is giving certification to the program to operate. • There are small items that are needed to be purchased to outfit the MD3 program vehicle. • The question of where funding will come from for the program after ARPA funds have dissipated in 2026. 	

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	<ul style="list-style-type: none"> ○ George Jabar, Commissioner, suggests that Kennebec County towns and cities be kept in the know about the program and that the program should keep track of the budgetary expenditures. • There will be one physician on duty at a time to accept calls and Delta Ambulance will make the decision when a call comes in whether or not a physician is needed on the scene of the incident. <ul style="list-style-type: none"> ○ George Jabar, Commissioner, stated that when the program is ready for launch, Scott Ferguson, County Administrator, will BerryDunn confirm eligibility for ARPA funding and then the Kennebec County Commissioners will approve funding with program. ➤ <u>Maine Emergency Management Agency Performance Grant</u> <ul style="list-style-type: none"> • FEMA is now doing site visits to assess storm damage cost to towns. • Kennebec County EMA will be joining each site visit. ➤ The Town of Rome was loaned a generator by EMA and soon they will qualify for FEMA to give them funding for their own generator. ➤ Kennebec County Town officials will be meeting with EMA on OCT 25th at 10am to come in to figure out how to fill out paperwork correctly. ➤ <u>EMPG (Emergency Planning Grant) funding for Emergency Planning grants:</u> <ul style="list-style-type: none"> • This grant pays for a majority of the salaries in EMA and the total amount that has been awarded is \$166,275.15. John Brenenstuh, EMA Director, had submitted all of the necessary paperwork to Finance for approval of the grant award and to meet the County requirements for submission. • Cindi Ferguson, Finance Director, stated that Peter Marchesi, County Law Council, should take a look at the grant before complete acceptance of funding and Sean Goodwin, Acting EMA Director, responded by promising to send the grant paperwork to Peter. 	
Facilities	<p><u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ The rooftop air conditioning unit of the Sheriff's Office has had the freon refilled three times and needs to be replaced. <ul style="list-style-type: none"> • This can be fixed in the Spring of next year. • Estimates for replacements are being generated. 	

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	<ul style="list-style-type: none"> ➤ The tire on the tractor blew in the parking lot but has since been fixed. ➤ There is new lighting outside of the Courthouse and outside of Hill House. ➤ Working with IT on the security in the Courthouse and the garage. ➤ The Registry of Deeds and EMA are done with the security installation with Burt's Security. ➤ The windows of Hill House need to be replaced. Dan Brunelle, Facilities Director, is in the process of getting ideas for cost replacement for possible ARPA funding. Scott Ferguson, County Administrator, has discussed this issue with Facilities. ➤ Dan Brunelle, Facilities Director, requested approval for the purchase of a tire changing machine and a balancing machine for the garage. <ul style="list-style-type: none"> • Patsy Crockett, Commissioner Chair, asked that the Commissioners find out how much money is available in ARPA funding that has not been allocated. ➤ Pike industries had a breakdown for their grader and now they are starting the paving for Hill House on Friday. <ul style="list-style-type: none"> • Coming back Friday to paint handicap space for deeds. ➤ Hill House Parking lot will be closed off on Friday for repaving. <ul style="list-style-type: none"> • Kennebec savings and other area businesses are letting Kennebec County employees park at their businesses. 	
<p>Administrator</p>	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ There was a Department Head meeting last week. ➤ BerryDunn did penetration testing of the Kennebec County network and after a discussion and analysis of the results, Devon Parsons, IT Director, will be putting together a list of things that will be needed to further protect the network and quotes to go with it. ➤ Chris Brawn, Human Resources Director, said that there aren't any updates from FOP/ L-327 attorneys on several issues brought to the administration's attention. ➤ Matt Boucher, Register of Deeds, is going to take responsibility of the Commissioners record room and will be discussing this in the near future with the Commissioners. ➤ Spirit of America Awards Ceremony went well. Scott Ferguson, County Administrator, suggested moving the ceremony to the summer months for more daylight in the evenings. ➤ Met with County Corrections Professional Standards Council and sent over the supplemental request to DAFS (Department of Administrative and Financial Services) for county jail 	

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	operations fund which is about \$13.4 million. There will be meeting with DAFS to discuss the Supplemental submission on October 10 th .	
Old Business/ Follow Up Items		
New Business	<p><u>BerryDunn: EMA ARPA Evaluations:</u> Steve Whitney, Manager Consultant:</p> <ul style="list-style-type: none"> ➤ A good amount of funding for this program has been spent on CPR equipment and CPR courses which were not in the original MOU agreement or the original ARPA application. <ul style="list-style-type: none"> • Commissioners will need to vote to retroactively approve these purchases in order to comply with the original agreement and ARPA regulations. • The main goal of this program was to be able to train and certify EMTs and Paramedics in a shorter amount of time than the local community colleges, and after research done by BerryDunn, it was found that the curriculum required to certify participants would prevent the program from completion at an earlier date compared to the same programs offered at any other training center. • It would be possible for Kennebec County to show support by providing scholarships to those interested in attending programs given at any of the available training centers instead of providing training within the EMA department. • There doesn't seem to be a need to duplicate the program at the County level if it is already available at several training centers in Central Maine. • Kennebec County does not currently have a qualified instructor to train for an EMT course and EMA has not been actively recruiting new instructors because they weren't sure if the program was going to continue since BerryDunn was now evaluating the need for this program. The department is now waiting for guidance from the Commissioners as to whether they should begin recruitment for instructors for the EMT program. <ul style="list-style-type: none"> • George Jabar, Commissioner, asked if the EMT programs are also offered at the training centers, and Steve Whitney, Manager Consultant, said yes. • It was discovered that the Education Director at Maine EMS was not informed of this program and had not given approval for this program to be enacted. <ul style="list-style-type: none"> ○ If Kennebec County decides to continue with this program, Maine EMS will have to be informed and asked for approval to be sure that requirements are met. 	

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	<ul style="list-style-type: none"> • A total of 38 people have taken the CPR certification course and 36 have passed. KVCC informed BerryDunn that of the 36 people, only 7 have gone on to take the EMT program at the college and have passed. <ul style="list-style-type: none"> ○ There is a question of the remaining 29 people who passed and if they signed the participation agreement committing them to completing an EMT program and serving the County for a designated amount of time. There hasn't been any formal tracking for this part of the program. ○ The two participants who did not pass the class owe the County \$1,500 and it doesn't appear that there has been any tracking or collection by the program but further research needs to be done by BerryDunn. • Sean Goodwin, Acting EMA Director, confirms that the original intent of the program was to produce certified and licensed EMTs and Paramedics in an expedited amount of time. The majority of those competing EMT and Paramedic training now continue on to complete a 2-year degree in emergency medicine, and the idea behind the County program would be to help those who are interested to complete the EMT or Paramedic training and not carry the requirement to complete a 2-year program in emergency medicine. <ul style="list-style-type: none"> ○ There is a shortage of instructors to teach these classes for the community colleges and for the County's program as well. • The Commissioners will need to make a decision to continue the program in any capacity or if they would like to reallocate funding. 	
<p>Commissioner Comments</p>	<ul style="list-style-type: none"> ➤ George Jabar, Commissioner, makes a motion that authorizes the signature of the Commissioner Chair for the MOU agreement to accept the NCEU correction of sick time earned pay leave and Joe Pietroski, Commissioner, seconded the motion. ➤ George Jabar, Commissioner, made a motion that authorizes the Commissioner Chair to enter into a contract with CMA (Career Management Associates) on an hourly rate to work with Human Resources for policy development, and Joe Pietroski, Commissioner, seconded the motion. ➤ George Jabar, Commissioner, made a motion to authorize the Commissioner Chair to transfer ownership of a locked service revolver from Kennebec County to the retired Deputy Greg Lambert for \$1, and Joe Pietroski, Commissioner, seconded the motion. 	<p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p>

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	<ul style="list-style-type: none"> ➤ George Jabar, Commissioner, made a motion to authorize the use of ARPA funds to purchase a tire changer and balancer for the Kennebec County garage, and Joe Pietroski, Commissioner, seconded the motion. ➤ George Jabar, Commissioner, made a motion to approve the contract for snow plowing for Unity Plantation, and Joe Pietroski, Commissioner, seconded the motion. A sole source justification will be provided to the Finance department by Stephanie Schredder, Executive Assistant. ➤ Patsy Crockett, Commissioner, stated to Scott Ferguson, County Administrator, that there are a few projects that are requesting ARPA funding, and the Commissioners would like to confirm the amount of the reserves that are currently available for ARPA funding. ➤ Cindi Ferguson, Finance Director, asked for permission to use RHR consulting for the single audits that Kennebec County will be needing to participate in. There is an increase in pricing for the RHR services. They are willing to reduce their price by \$5,000. An amended proposal will be supplied to the Commissioners at a later date for approval. 	<p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p>
Public Comments	None.	
Adjournment	<p>A motion was made by Joe Pietroski, Commissioner, to adjourn and seconded by George Jabar, Commissioner, at 2:15pm</p> <p>Regular meeting adjourned at 2:15pm</p>	Approved 3-0

Respectfully Submitted: Stephanie Schredder, Executive Assistant