

# Kennebec County, Maine

## County Commissioner's Meeting Minutes October 17<sup>th</sup>, 2023



**Present:**

Patsy Crockett, Commissioner, Chair  
 George Jabar, Commissioner  
 Joe Pietroski, Commissioner  
 Tom Doore, Treasurer  
 Al Morin, Deputy Sheriff  
 Corey Goodchild, Asst. Jail Administrator

Devon Parsons, IT Director  
 Shay Freeman, DA Office Administrator  
 Sean Goodwin, Acting EMA Director  
 Matthew Boucher, Register of Deeds  
 Lisa Bryant, Finance Manager  
 Theo Marshall, Emergency Planner

Audrey Fredericks, Finance Specialist  
 Dr. Timothy Pieh, MD-3 Medical Director  
 Steven Whitney, Manager Consultant  
 Zeb Letourneau, Manager Consultant  
 Scott Ferguson, County Administrator  
 Stephanie Schredder, Executive Assistant

**Absent:** Cindi Ferguson, Finance Director, Meaghan Maloney, District Attorney, Esq, John Brenenstuhl, EMA Director, Laura Johnson, Deputy Probate Register, Gail Towns, Deputy Register of Deeds, Jason Decker, Deputy EMA Director, Chris Brawn, HR Director, Ken Mason, Sheriff, Dan Brunelle, Facilities Director, Bryan Slaney, Jail Administrator

	Discussion	Action
Call to order	11:59pm	
Minutes	➤ <b>Joe Pietroski, Commissioner</b> , made a motion to approve the minutes of October 3rd, 2023, with changes to page 4, and <b>George Jabar, Commissioner</b> , seconded the motion.	Approved with Changes 3-0
Promotion	<b><u>Jail:</u></b> <b><u>Chief Deputy Al Morin:</u></b> ➤ <b>Officer Blakely Brewer</b> was promoted to Corporal. ➤ <b>Officer William Johnson JR</b> was promoted to Corporal. ➤ <b>Corporal Aaron Carroll</b> was promoted to Sergeant. ➤ <b>Jess Quinn, Jail Administrative Assistant</b> , was recognized for her exceptional work and for standing in as the Jail Quartermaster.	
Human Resources	<b><u>KelLee Gray, Human Resources Administrator:</u></b> ➤ Workforce Development Program; 59 students, total reimbursable \$14,696, total reimbursed \$8,851 year-to-date for the calendar year. ➤ <b>KelLee Gray, Human Resources Administrator</b> , attended a Veteran Job Fair this week and a College Law Enforcement job fair in Bangor.	

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	<ul style="list-style-type: none"><li>➤ <b>Chris Brawn, Human Resources Director</b>, is on vacation, and <b>KelLee Gray, Human Resources Administrator</b>, has been very busy doing the normal day to day. Onboarded 8 employees so far this month and participated in multiple interviews.</li><li>➤ There is still no update from the FOP legal representation regarding the definition of a day.</li></ul>	
<b>Treasurer/</b>          <b>Finance</b>	<p><b><u>Treasurer</u></b> <b>Tom Doore, Treasurer:</b></p> <ul style="list-style-type: none"><li>➤ Municipal taxes were due September 1st. If not paid by October 31, interest will accrue. No municipalities have paid taxes since the last meeting.</li><li>➤ General Fund Cash - \$6,750,000</li><li>➤ ARPA - Of the \$13,625,000 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.</li><li>➤ Investment Fund - Close of business yesterday \$2,013,000 which is up \$4,000 since the last meeting.</li><li>➤ There are warrants requiring signatures.<ul style="list-style-type: none"><li>• Following are major expenditures:<ul style="list-style-type: none"><li>○ Willett Construction -\$180,000 Paving Sheriff, Jail, Hill House</li><li>○ Edmunds GovTech - \$26,000 -Finance System and hosting</li><li>○ BerryDunn - \$26,000 – Cyber Security Testing</li><li>○ Maine Pretrial - \$22,000 – October services</li><li>○ WEX Bank - \$15,000 – Gasoline Charges</li><li>○ TriTech Software - \$40,000 – Sheriff’s/Jail Software Contract</li></ul></li></ul></li></ul> <p><b><u>Finance:</u></b> <b>Lisa Bryant, Finance Manager:</b></p> <ul style="list-style-type: none"><li>➤ Finance is in the process of setting up Departmental permissions and securities in the Edmunds system. <b>Devon Parsons, IT Director</b>, has been a great help with this project. There is another meeting with Edmunds this afternoon.</li><li>➤ Kennebec Savings Bank held a day-long end user payment fraud symposium yesterday that was put on by the New England Automated Clearing House. The Finance Department learned</li></ul>	

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	about cyber security, fund transfer fraud, checking fraud, scams, and social engineering. An overview will be put together and sent to the Departments to inform them of these subjects.	
<b>Sheriff/Corrections</b>	<p><b><u>Ken Mason, Kennebec County Sherriff: Not present.</u></b></p> <p><b><u>Jail</u></b></p> <p><b>Al Morin, Chief Deputy:</b></p> <ul style="list-style-type: none"> <li>➤ The population inside the Jail is currently 108. 13 inmates were transferred to the Department of Corrections in the last week because they received sentences.</li> <li>➤ Jail Staff is short by 2; one of the two is transferring to MRS (Maine Revenue Service).</li> <li>➤ Fall firearms training last week.</li> </ul>	
<b>District Attorney</b>	<p><b><u>DA's Office:</u></b></p> <p><b>Shay Freeman, District Attorney Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ The Courthouse is fully staffed.</li> <li>➤ The Courthouse hired a new legal secretary.</li> <li>➤ The Deputy District Attorney has resigned, and the Somerset County First Assistant will be replacing her. The former Deputy District Attorney will be the first District Defender. She has been with the DA office for over a decade. Her last day is November 2<sup>nd</sup>.</li> <li>➤ A former AAG (Assistant Attorney General) will come to fill the position of the open ADA (Assistant District Attorney).</li> <li>➤ There will be a Court Administrative week next week.</li> <li>➤ There will be trials this month. There is a 3-day trial happening currently.</li> </ul>	
<b>Probate</b>	<p><b><u>Probate:</u></b></p> <p><b>Abigail St. Valle, Probate Register:</b></p> <ul style="list-style-type: none"> <li>➤ Someone was hired to fill the open clerk position.</li> <li>➤ Revenues for September were \$23,655 after fees.</li> <li>➤ November 2<sup>nd</sup> will be the resignation date for the Deputy Register of Probate.</li> <li>➤ AV system has not been fixed yet. We are waiting for that and other updates for the courtroom.</li> </ul> <p><b>Patsy Crockett, Commissioner Chair</b>, mentioned that other projects would have to be completed before the AV system could be installed and <b>Abilgail St. Valle, Register of Probate</b>, acknowledged that she would wait for other projects to be completed.</p>	

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Information Technology	<p><b><u>Information Technology:</u></b>  <b>Devon Parsons, IT Director:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Devon Parsons, IT Director</b>, was on vacation all last week.</li> <li>➤ IT is working with the Kennebec County Restitution on the next batch of submissions to the State of Maine for the FY23 tax season.</li> </ul>	
Registry of Deeds	<p><b><u>Register of Deeds:</u></b>  <b>Matthew Boucher, Register of Deeds:</b></p> <ul style="list-style-type: none"> <li>➤ There is a smell coming from downstairs in the Deeds building, there will be a closer examination when Dan Brunelle, Facilities Director, gets back. Bob Adams, Facilities Technician, thinks it is coming from the humidifier machine vent or a clogged pipe.</li> <li>➤ There is planning being done for a Kennebec County Holiday Party in collaboration with <b>Stephanie Schredder, Executive Assistant</b>, and <b>Patsy Crockett, Commissioner Chair</b>, asks that the Sheriff be consulted before planning is solidified.</li> </ul>	
Emergency Management Agency	<p><b><u>Emergency Management Agency:</u></b>  <b>Sean Goodwin, Acting EMA Director, Dr. Timothy Pieh, MD-3 Medical Director, Theo Marshall, Emergency Planner:</b></p> <ul style="list-style-type: none"> <li>➤ MD-3 Program initiation kick-off:                     <ul style="list-style-type: none"> <li>• <b>Sean Goodwin, Acting EMA Director</b>, informed the Commissioners that the current ARPA funding will run out as of July 2024 and will not extend to the end of the originally planned ARPA funding period ending in December of 2026.                             <ul style="list-style-type: none"> <li>○ The original authorized award was \$345,000 and with a new projected cost analysis, it will cost a total of \$836,000 to initiate and run the program for the remainder of the ARPA funding period. Approval is needed by the commissioners to go over budget. If the additional amount is not granted, then the question of where funding will come from to continue the program.</li> <li>○ <b>Scott Ferguson, County Administrator</b>, produced and distributed an estimate of funding needed for the MD-3 program to show the Commissioners.</li> <li>○ To run the program, it is estimated at 300k annually.</li> <li>○ <b>Dr. Pieh, MD-3 Medical Director</b>, stated that he appreciates the chance to prove the value of the program and if the length of time that the program can run under ARPA</li> </ul> </li> </ul> </li> </ul>	

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	<p>is extended, then he would be able to provide more data to the public and Kennebec County to hopefully secure more funding to continue the program post ARPA funding.</p> <ul style="list-style-type: none"> <li>○ <b>Scott Ferguson, County Administrator</b>, said that if the program proves efficient and provides value to the community, it could possibly be funded by Towns within the County after the ARPA funding period.</li> <li>○ <b>Patsy Crockett, Commissioner Chair</b>, asked if municipalities within the County had been consulted for ARPA funding and <b>Dr. Pieh, MD-3 Medical Director</b>, said that they have not.</li> <li>○ <b>Joe Pietroski, Commissioner</b>, and <b>Patsy Crockett, Commissioner Chair</b>, ask if <b>Dr. Pieh, MD-3 Medical Director</b>, works with various ambulance companies aside from Delta, and <b>Dr. Pieh, MD-3 Medical Director</b>, confirmed that he does work as a Medical Director with several agencies in several different municipalities and that he has gone on-scene for different calls before but never in an organized and planned circumstance. There are already MOU's in place with all 8 transport agencies in the county for the MD-3 program.</li> <li>○ Special training is needed for doctors to work in this program and there are currently five designated physicians that are trained and established to work in this capacity.</li> <li>○ Delta Ambulance company will be doing the dispatch for the MD-3 program.</li> <li>○ Delta Ambulance has a temperature-stable garage to house the MD-3 emergency vehicle, and other than that, the program would be completely mobile.</li> <li>○ Delta can house 3 different places for the program during cold weather.</li> <li>○ This program will provide additional resources to save lives at a quicker and more efficient rate within the Kennebec County area.</li> <li>○ The Commissioners will move forward knowing that the funding is limited but may make a further decision to allot additional funding down the line.</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>• Not Present.</li> </ul>	
<b>Administrator</b>	<b>Scott Ferguson, County Administrator:</b>	

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	<ul style="list-style-type: none"> <li>➤ Met with DAFS (Department of Administrative and Financial Services) last week for jail supplemental; DAFS has asked the Counties to focus on unfunded state mandates, such as the MAT (Medically Assisted Treatment) program.</li> <li>➤ Unity Township will have an increase in taxes due to service cost increases for the renewed contracts. While the dollars are small, the percentage increase will be large.                             <ul style="list-style-type: none"> <li>• The Unity Fire Department increase is \$3,800.</li> <li>• Refuse/Garbage increased by \$1,500.</li> <li>• Plowing went up by \$1,000.</li> </ul> </li> <li>➤ The Capital Judicial Center sent an MOU regarding the Kennebec County Training room in the Courthouse that needs to be reviewed.</li> <li>➤ <b>Devon Parsons, IT Director</b>, and <b>Scott Ferguson, County Administrator</b>, discussed network security, and it will cost \$40,000 which will be included in the FY25 budget.</li> <li>➤ Quotes for Courthouse security cameras now total \$57,000.</li> <li>➤ The paving for all Kennebec County parking lots is now complete.</li> </ul>	
<p><b>Old Business/ Follow Up Items</b></p>	<p><b><u>ARPA - Update:</u></b>  <b>Zeb Letourneau, Manager Consultant and Steve Whitney, Manager Consultant:</b></p> <ul style="list-style-type: none"> <li>➤ To date, the County has received <b>\$6,722,844</b> in external grant project expenditures. BerryDunn is processing six expenditure reviews for <b>\$122,140</b> and one true-up request for <b>\$24,147</b>.</li> <li>➤ Executing Grant Agreements and covenants:                             <ul style="list-style-type: none"> <li>• The County has <b>\$293,759</b> left in ARPA reserves that have not been obligated.</li> </ul> </li> <li>➤ A funding status spreadsheet has been provided to the Commissioners.</li> </ul> <p><b><u>ARPA Projects in Development</u></b></p> <ol style="list-style-type: none"> <li>1. <b>North River Co: Waterville Affordable Housing Project</b> – BerryDunn received legal documentation from Lockwood Mill on October 9<sup>th</sup>. North River Company asked for a seven-day turnaround. The documentation had to go through a review with BerryDunn and then it was sent to the Kennebec County's Real Estate Attorneys for review. Kennebec County's Real Estate Attorneys provided their comments today and BerryDunn is reviewing those comments and will provide that information to <b>Scott Ferguson, County Administrator</b>, for a final review. There are some suggested edits that North River Company has recommended to Kennebec County and the Kennebec</li> </ol>	

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	<p>County Real Estate Attorney recommended that Kennebec County decline to accept those edits. <b>Scott Ferguson, County Administrator</b>, will do a final review. BerryDunn will be working on that this week and will provide North River Company with the final documentation by next week. They're hoping to close by October 31<sup>st</sup> because they have a new private funder that is requiring them to close by the end of the month or they will lose that private funding.</p> <ol style="list-style-type: none"> <li>2. <b>Mid Maine Homeless Shelter &amp; Services: Waterville Affordable Housing Project</b></li> <li>3. <b>Volunteers of America: Winthrop Affordable Housing project</b></li> </ol> <p>VOA (Volunteers of America) and Mid Maine Homeless Shelter are working on some of their legal documentation. BerryDunn asked them for a follow up the other week so that information can be provided to the Commissioners by the end of October. Both projects are working very hard to get everything in order and just had some changes in the property that they were looking at building the affordable housing on and they also received some funding from other grants for those projects but that additional funding tied them up with some other legal paperwork. VOA would like to bring in Developers Collaborative, which is a company that worked with Johnson Hall's project in the past. They help with the management and oversight of construction related work for various projects. Developers Collaborative has been very helpful and VOA and mid Maine homeless shelter are both interested in collaborating with Developers Collaborative, but they are required to adhere to some public procurement processes, so BerryDunn had to take some additional time to hire this company in a way that is compliant with both federal and local requirements.</p> <p><b><u>BerryDunn ARPA Quarterly Grantee Update:</u></b>  <b>Completed Projects:</b></p> <ul style="list-style-type: none"> <li>• Boys and Girls Club of Kennebec Valley:             <ul style="list-style-type: none"> <li>○ Children's Center support of Public Health Response</li> <li>○ Premium Pay for Essential Workers</li> </ul> </li> <li>• Children's Center:</li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Expansion</li> <li>○ Premium Pay</li> <li>● City of Gardiner Communications System Upgrade</li> <li>● Kennebec Valley Humane Society Negative Economic Impact Assistance to Support Nonprofit Operations</li> <li>● Kennebec Valley Council of Governments Solid Waste Initiative</li> <li>● Johnson Hall, Inc. Renovation</li> <li>● MaineGeneral Medical Center School Based Vaccination Clinics</li> <li>● RSU 11 d/b/a MSAD 11 Communications Upgrade</li> <li>● Waterville Sewage District Sanitary Sewer Materials</li> <li>● <u>Ongoing Project</u>: The Voices Project – <i>Mobilize Recovery</i>:               <ul style="list-style-type: none"> <li>○ The Voices project will come in to give a report on November 21<sup>st</sup>.</li> </ul> </li> <li>➤ BerryDunn is working on the quarterly report to the treasury.</li> <li>➤ <b>BerryDunn Internal Program Assessments</b>:               <ul style="list-style-type: none"> <li>● <u>First Responder Program</u>:                   <ul style="list-style-type: none"> <li>○ The Kennebec County Commissioners authorized \$2 million to fund “First Responder program” to train County residents to become certified Emergency Medical Services (EMS) providers via a Memorandum of Understanding (MOU) with the County's Emergency Management Agency (EMA). The application submitted by the EMA and approved by the Commissioners, states that EMA would conduct the following classes:                       <ul style="list-style-type: none"> <li>▪ Basic Emergency Medical Technicians (EMT)</li> <li>▪ Advanced EMT</li> <li>▪ Paramedic</li> <li>▪ Instructor Coordination</li> </ul> </li> <li>○ The intent of the First Responder program is to develop EMTs and paramedics more rapidly than the current EMS Training Centers such as Kennebec Valley Community College (KVCC).                       <ul style="list-style-type: none"> <li>● <b>Steve Whitney, Manager Consultant</b>, points out that the County cannot produce a complete program to train and certify EMT’s because it is not a</li> </ul> </li> </ul> </li> </ul> </li> </ul>	



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	<p>certified EMS Training Center. The Kennebec County program cannot produce a cheaper or faster program to produce EMTs or Paramedics in comparison to any of the ten certified training centers within Maine that includes, but is not limited to, KVCC.</p> <ul style="list-style-type: none"> <li>○ Status of the First Responder Program:           <ul style="list-style-type: none"> <li>▪ Two Basic EMT classes have been conducted.</li> <li>▪ No future Basic EMT, Advanced EMT, or Paramedic classes are currently scheduled.</li> <li>▪ No instructors are willing to teach the course at this time at either the Basic, Advanced or Paramedic level.</li> <li>▪ EMA has worked with KVCC to prepare and conduct the two Basic EMT classes.</li> <li>▪ EMA has purchased equipment for, and conducted, numerous Cardiopulmonary Resuscitation (CPR) classes. Approval from the Commissioners for these purchases and classes is necessary for the program to be in compliance with ARPA (American Rescue Plan Act) grant requirements.</li> </ul> </li> <li>○ Basic EMT Class Status:           <ul style="list-style-type: none"> <li>▪ Students are only eligible to be licensed as EMTs if the Basic EMT classes they attend are conducted by a certified Training Center like KVCC (Kennebec Valley Community College). KVCC conducted the 1st class at their campus and provided the instructors. They oversaw the 2nd class; EMA supplied the instructor, but KVCC will reimburse the County for the costs of the instructor.</li> </ul> </li> <li>○ The EMT classes are provided by KVCC at no cost to the students -they have grant funding to pay for all of the costs associated with EMT training. Going forward KVCC is only interested in conducting EMT classes on their campus using their instructors and they do not need funding from the County to do this. Maybe the County can help attract additional instructors, and that seems like it would be the only avenue in which the County could help increase the supply of EMT's and Paramedics given the current structure.</li> <li>○ Paramedic Class Status:</li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ No paramedic classes have been conducted. Students are only eligible to be licensed as Paramedics if the Paramedic classes they attend are conducted by a certified Training Center like KVCC. Going forward KVCC is only interested in conducting Paramedic classes on their campus using their instructors and they do not need funding from the County to do this. If the County can recruit instructors for the Paramedic classes, then KVCC can increase the number of students they can train.</li> <li>○ CPR Classes:                             <ul style="list-style-type: none"> <li>▪ EMA hoped that the CPR classes would act as a way to recruit people to take the EMT and paramedic courses. Also, the CPR classes were initiated because some Basic EMT classes contain CPR classes and others do not.</li> <li>▪ Given that going forward KVCC is only willing to conduct classes at their campus using their instructors, there does not appear to be a need to continue providing these CPR classes.</li> </ul> </li> <li>○ The Commissioners should decide if there is a need to conduct CPR classes independent of KVCC's EMT/Paramedic training.</li> </ul>	
<b>New Business</b>	<ul style="list-style-type: none"> <li>➤ Motion by <b>George Jabar, Commissioner</b>, to sign the Unity Fire Suppression Contract for Unity Plantation, and the motion was seconded by <b>Joe Pietroski, commissioner</b>.</li> <li>➤ Motion by <b>George Jabar, Commissioner</b>, to appoint Michael Mitchell and Pamela Thompson to the (KVCAP) Kennebec Valley Community Action Program Board of Directors for three years, and <b>Joe Pietroski, Commissioner</b>, seconded the motion.</li> </ul>	<p>Approved 3-0</p> <p>Approved 3-0</p>
<b>Commissioner Comments</b>		
<b>Public Comments</b>	None.	
<b>Adjournment</b>	<p>Regular meeting adjourned at 1:26pm</p> <p>There was a motion by <b>Patsy Crockett, Commissioner Chair</b>, to move to Executive Session to consult with the County Attorney regarding the County's legal responsibilities pursuant to 1MRSA § 405-6-E. <b>George Jabar, Commissioner</b>, seconds the motion.</p> <p>Adjournment of Executive session at 2:04pm</p>	Approved 3-0

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	<b>Discussion</b>	<b>Action</b>
	Regular meeting adjourned at 2:05pm	

Respectfully Submitted: Stephanie Schredder, Executive Assistant