

# Kennebec County, Maine

## County Commissioner's Meeting Minutes November 7<sup>th</sup>, 2023



**Present:**

Patsy Crockett, Commissioner, Chair  
 George Jabar, Commissioner  
 Joe Pietroski, Commissioner  
 Chris Brawn, HR Director  
 Tom Doore, Treasurer  
 Lisa Bryant, Finance Manager

Ken Mason, Sheriff  
 Al Morin, Chief Deputy  
 Bryan Slaney, Jail Administrator  
 Devon Parsons, IT Director  
 Corey Goodchild, Asst. Jail Administrator  
 Shay Freeman, DA Office Administrator

Sean Goodwin, Acting EMA Director  
 Matthew Boucher, Register of Deeds  
 Dr. Timothy Pieh, MD-3 Medical Director  
 Steven Whitney, Manager Consultant  
 Scott Ferguson, County Administrator

**Absent:** Cindi Ferguson, Finance Director, Meaghan Maloney, District Attorney, Esq, John Brenenstuhl, EMA Director, Gail Towns, Deputy Register of Deeds, Jason Decker, Deputy EMA Director, Stephanie Schredder, Executive Assistant

	Discussion	Action
<b>Call to order</b>	<b>12:00pm</b>	
<b>Minutes</b>	<b>Joe Pietroski, Commissioner</b> , made a motion to approve the minutes of October 17, 2023, seconded by <b>George Jabar, Commissioner</b> , the motion carries.	Approved 3-0
<b>Recognition</b>	<b><u>Sheriff:</u></b> <b>Sheriff Ken Mason</b> presented Lifesaving Awards to Deputy Sean Dixon and Deputy Scott Dumas.	
<b>Human Resources</b>	<b><u>Chris Brawn, Human Resources Director:</u></b> ➤ The first of the two employee Harassment & Ethics training took place last Wednesday. ➤ Workforce Compact: 109 students participated. Total reimbursable request to date is \$15,500, with a total reimbursed \$8,851 from the program. ➤ The work on the handbook and administrative regulations is ongoing. ➤ Participating in the website vendor reviews. The presentation has very interesting capabilities. ➤ FOP legal counsel chose not to respond to the definition of a day. FOP is looking for a response from the county.	
<b>Treasurer</b>	<b>Tom Doore, Treasurer:</b> ➤ General Fund Cash – \$9,200,000	

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<b>Finance</b>	<ul style="list-style-type: none"> <li>➤ The ARPA Cash balance is currently \$12,500,000, \$10,000,000 is invested in Insured CDs placed with various banks through Kennebec Savings Bank, the balance is invested in the Insured Cash Sweep account with Kennebec Savings Bank</li> <li>➤ Kennebec Savings Bank is now offering the county a money market with full liquidity at the same rate as CDs. As the CDs mature, we will utilize the money market and reduce processing time.</li> <li>➤ The Investment Fund balance at the close of business yesterday was \$2,025,000 which is up \$12,000 since the last meeting.</li> </ul> <p><b>Finance:</b>  <b>Lisa Bryant, Finance Manager:</b></p> <ul style="list-style-type: none"> <li>➤ Kennebec Savings Bank has provided a new investment vehicle which will benefit the county greatly.</li> <li>➤ Unclaimed Property has been filed with the State.</li> <li>➤ The bank reconciliation process is much easier with the Edmunds system and is up to date.</li> <li>➤ Edmunds also provides better reports enabling us to get the reports we need.</li> </ul>	
<b>Sheriff</b>  <b>Corrections</b>	<p><b>Al Morin, Chief Deputy:</b></p> <ul style="list-style-type: none"> <li>➤ The Sheriff's Office is down two positions; however, the SO anticipates hiring one candidate from Augusta PD and may have another who may be interested.</li> <li>➤ There were three interviews for a CID position.</li> <li>➤ Things appear to be returning to normal in Lewiston.</li> </ul> <p><b>Bryan Slaney, Jail Administrator</b></p> <ul style="list-style-type: none"> <li>➤ The population at the jail today is 127.</li> <li>➤ There will be three Corrections Officers graduating at the academy today at 2pm.</li> <li>➤ Thanksgiving baskets will be put together for families in need. If anyone knows of a family in need, let Bryan or Jess Quinn know. They are still taking donations and anticipate delivering baskets a week from Monday.</li> </ul>	

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District Attorney	<p><b>DA's Office:</b>  <b>Shay Freeman, District Attorney Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ The MOU with the State Judiciary has been reviewed and edited. Scott sent the revised MOU to the judiciary for review.                             <ul style="list-style-type: none"> <li>• <b>Scott Ferguson, County Administrator</b>, mentioned that there is nothing in the MOU indicating the county is responsible for a lease payment and questioned why the county had been paying one in the prior years.</li> <li>• <b>Joe Pietroski, County Commissioner</b>, asked about the rooms in the courthouse and the Victim Witness Advocate room.                                     <ul style="list-style-type: none"> <li>▪ Shay explained that it is on the 3rd floor of the CJC. Their office is in the CJC because the court told us we could not use the catwalk to bring over any victims or witnesses (they won't even allow us to let LEO's across the catwalk) so instead of having them walk outside and around if/when they need to testify, the old administration and the CJC agreed to give the VWA's one office suite.</li> </ul> </li> </ul> </li> <li>➤ There will be jury selection for a domestic violence trial, and another court to set trial dates.</li> </ul>	
Probate	<p><b>Probate:</b>  <b>Abigail St. Valle, Probate Register:</b></p> <ul style="list-style-type: none"> <li>➤ The Deputy Register has resigned, and the current temporary acting Deputy Register of Probate is Stacy Wells who does not want to remain permanent.</li> <li>➤ Facilities and the Sheriff's office consulted with Probate, and they had determined that it bulletproof glass will be installed as a security measure around the judges courtroom bench.</li> <li>➤ A new paralegal started last week and there will be a job posting for another.</li> <li>➤ <b>Abigail St. Valle, Probate Register</b>, is taking over the minor guardianships and adoptions.</li> <li>➤ <b>Patsy Crockett, Commissioner Chair</b>, inquired about the AV system development and Abigail St. Valle, informed the Commissioners that the placement of the podium in the courtroom needed to be determined and the vendor had not reached out to schedule the work to be done.</li> <li>➤ Probate is working with Facilities to install a service window.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ <b>Joe Pietroski, Commissioner</b>, said he is concerned with safety in the court and thinks the courts should be closed. <b>Scott Ferguson, County Administrator</b>, pointed out that there is a guard at the front entrance to the court.</li> <li>➤ The majority of the windows in the Probate clerk's office are broken and need to be repaired.</li> <li>➤ The heating system in the Probate office needs repair.</li> </ul>	
<b>Information Technology</b>	<p><b>Information Technology:</b>  <b>Devon Parsons, IT Director:</b></p> <ul style="list-style-type: none"> <li>➤ Server room air conditioning units/ parts are in; waiting for Augusta Fuel Company to schedule the installation.</li> <li>➤ Consolidated Communications installation is going well and we are now working on internet connectivity. Next will be the pro-connect phone system.</li> <li>➤ Request of the Commissioners to authorize the Johnson Controls and Target work required to do and complete the camera work at the Court building. <b>Scott Ferguson, County Administrator</b> mentioned this was part of the TRC security review/ recommendation that was done over a year ago.</li> <li>➤ Motion by <b>Joe Pietroski, Commissioner</b> to approve the Courthouse camera project utilizing ARPA funding and for <b>Patsy Crockett, Commissioner Chair</b>, to sign; seconded by <b>George Jabar, Commissioner</b>.</li> </ul>	Approved 3-0
<b>Registry of Deeds</b>	<p><b>Register of Deeds:</b>  <b>Matthew Boucher, Register of Deeds:</b></p> <ul style="list-style-type: none"> <li>➤ Revenues for October totaled \$98,000, compared to last October when revenues were \$102,000. Revenues are down roughly 5%.</li> <li>➤ Revenues for the year are down by \$39,000.</li> <li>➤ One employee gave notice, and the job will be posted soon.</li> <li>➤ Facilities will be spraying insulation in the roof of Deeds and EMA and will be done soon.</li> <li>➤ There is possible plumbing work that will need to be done in the Deeds building.</li> </ul>	
<b>Emergency Management Agency</b>	<p><b>Emergency Management Agency:</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 update given by <b>Dr. Timothy Pieh</b> and <b>Acting EMA Director Sean Goodwin</b>. The program is close to go live.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ <b>Commissioner George Jabar</b> asked about crisis zones. <b>Dr. Pieh</b> indicated there were (Hot, Warm, Cold). The program is to assist paramedics with injuries beyond their training.</li> <li>➤ <b>Commissioner Chair Patsy Crockett</b> asked about life flights. <b>Sean Goodwin, Acting EMA Director, Dr. Timothy Pieh</b> indicated that there is a preplanned procedure. EMA lays the foundation and scales to the level of need. The Lewiston incident was mentioned and if the plan would stand up. It was mentioned that there is a statewide gathering of emergency officials who review crisis situations to discuss lessons learned and if there are any needs for changes to the plan.</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>➤ Probate Courtroom changes. There has been discussion regarding the type of changes needed for security reasons for the courtroom as well as other changes (technical and security).</li> <li>➤ Probate Offices. There was discussion on the type of service door that should be installed. The issue is the age of the existing doors and workspace.</li> <li>➤ Working with Johnson and Jordan on heating at the Probate Court to resolve issues.</li> <li>➤ Leaf cleanup is under way.</li> <li>➤ Deeds requires further insulation work.</li> <li>➤ Newly paved parking lot. Stone dust will be put on the edges so they don’t break up.</li> </ul>	
<b>Administrator</b>	<p><b>Scott Ferguson, County Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ The ARPA tracking sheet has been updated and configured differently to see actual spending and an assessment by BerryDunn on each projects ongoing feasibility.</li> <li>➤ Unity FY25 Budget submitted to the State on November 7<sup>th</sup> (due the 8<sup>th</sup>).</li> <li>➤ The 2<sup>nd</sup> Floor of the Hill House will be locked until further notice. We have had walk-ins that were questionable in nature having no county business to conduct. Given the Lewiston incident we are concerned about employee safety.</li> <li>➤ FY25 Budget Caucus. Several seats need to be filled. Caucus’ will be held in early December.</li> <li>➤ FY24 (State) Supplemental County Jail funding request (\$7.8M) submitted to the state on November 7<sup>th</sup> (due the 8<sup>th</sup>).</li> <li>➤ Hill House septic smell was a clogged pipe and not a crushed pipe from the paving.</li> </ul>	

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Old Business/ Follow Up Items	<p><b>ARPA - Update:</b>  <b>Steve Whitney, Manager Consultant BerryDunn:</b>  <b>Emergency First Responder Training ARPA Program:</b></p> <p>➤ Scott forwarded the report to Peter Marchesi and Peter Marchesi felt he should not comment, and it should be up to the Commissioners. <b>Commissioner George Jabar</b> asked if the results of the program are consistent with how the program was presented to the Commissioners for approval. <b>Steve Whitney, BerryDunn</b>, indicated that the program was predominantly CPR training, and that CPR was not mentioned in the original application or in the MOU authorizing the program. <b>Steve Whitney, BerryDunn</b> suggested amending the original MOU to accommodate the CPR that was being done and to reallocate the remaining funds as the program as it exists is not meeting the original intent of the application/ MOU. He also mentioned that the ability to train EMTs quicker and cheaper was not attainable. KVCC teaches the course for free and there are specific requirements that need to be met by students. The Commissioners were unaware that KVCC did this for free when the program was requested to be approved. <b>Steve Whitney, BerryDunn</b> recommended working with KVCC to get instructors and students into their program. <b>Commissioner George Jabar</b> asked <b>Sean Goodwin Acting EMA Director</b> if he agreed with BerryDunn's assessment of the Emergency First Responder Training program as presented in the application and MOU. <b>Mr. Goodwin</b> indicated that while CPR is a good thing, the program was not meeting the objectives as in the MOU. He suggested that the equipment could be loaned out or given to emergency services (fire companies) for use. <b>Commissioner George Jabar</b> asked if KVCC was willing to go off campus for First Responder Training; <b>Steve Whitney, BerryDunn</b>, mentioned that they were not. There was concern on the ability of the program to meet the ARPA spending requirements and the proper use of the funding was the concern of the Commissioners in the allotted timeframes. <b>Steve Whitney, BerryDunn</b> did not think that the program as it is currently being run could meet the stated goals and was not sure to fix it at this point was worth the time and effort. He also indicated that it would be better to reallocate the funding to something that would be a sure thing. <b>Patsy Crockett, Commissioner Chair</b>, stated that she did not want to lose the money back to the Federal Government. As Berry Dunn stated we</p>	<p>Approved 3-0</p>

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	<p>need to move quickly to reallocate the funds so as not to lose them; there is about 13 months for the funds to be spent. It needs to be done now so they can meet their goals.</p> <ul style="list-style-type: none"> <li>➤ Motion by <b>Commissioner George Jabar</b> to discontinue the Emergency First Responder Training ARPA Program based on the analysis conducted by BerryDunn, seconded by <b>Commissioner Joe Pietroski</b>, no further discussion.</li> </ul>	
<b>New Business</b>	<ul style="list-style-type: none"> <li>➤ BerryDunn – October 3rd, 2023, minutes revision – done.</li> <li>➤ Courthouse Security Camera Project Quotes – discussed during department readout.</li> <li>➤ Opioid Settlement Allocation – <b>Scott Ferguson, County Administrator</b> indicated the current use (Medication Assisted Treatment) for SUD (Substance Use Disorder) at the county jail. The Commissioners have made no further decision on future use as funding is indeterminant at this point.</li> <li>➤ Unity Township – Snow Plowing MOU - Motion by <b>Commissioner George Jabar</b> to approve the contact and for <b>Commissioner Chair Patsy Crockett</b> to sign, seconded by <b>Commissioner Joe Pietroski</b>, no further discussion.</li> <li>➤ FY24 Kennebec County Municipal Tax Distribution Schedule - <b>Scott Ferguson, County Administrator</b> informed the Commissioners that Monmouth and Sidney have yet to pay. The Commissioners asked for a letter be sent to these towns including the late payment penalty.</li> <li>➤ EMA FEMA Grant – Homeland Security Grant – Electronic Permission to Sign - Motion by <b>Joe Pietroski</b> to have <b>Sean Goodwin, Acting EMA Director</b> electronically sign the EMA FEMA grant application. Seconded by <b>Commissioner Chair Patsy Crockett</b>. A question was asked if this is the usual/ annual grant from FEMA; answer was yes. No further discussion.</li> <li>➤ UMaine Cooperative Extension Lease Agreement - <b>Scott Ferguson, County Administrator</b> indicated that the state was reviewing the certificate of insurance requirements at this time.</li> </ul>	<p>Approved 3-0</p> <p>Approved 3-0</p>
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>➤ <b>Kalya Sikora, Director of Augusta Adult &amp; Community Education</b> (at the jail), talked about her role with Agusta Adult &amp; Community Education Program and their work at the Kennebec County Jail.</li> </ul>	
<b>Adjournment</b>	Regular meeting adjourned at 2:02pm	Approved 3-0

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	<b>Discussion</b>	<b>Action</b>
<b>Executive Session</b>	None.	

Respectfully Submitted: Stephanie Schredder, Executive Assistant