

Kennebec County, Maine

County Commissioner's Meeting

Minutes December 5th, 2023



Present:

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

Ken Mason, Sheriff
 Al Morin, Chief Deputy
 Bryan Slaney, Jail Administrator
 Devon Parsons, IT Director
 Abigail St. Valle, Register of Probate
 Matthew Boucher, Register of Deeds
 Frank Griffen, Deputy District Attorney

Corey Goodchild, Asst. Jail Administrator
 Shay Freeman, DA Office Administrator
 Sean Goodwin, Acting EMA Director
 Scott Ferguson, County Administrator
 Stephanie Schredder, Executive Assistant

Absent: Meaghan Maloney, District Attorney, Esq, John Brenenstuhel, EMA Director, Gail Towns, Deputy Register of Deeds, Jason Decker, Deputy EMA Director, Dr. Timothy Pieh, MD-3 Medical Director

	Discussion	Action
Call to order	11:59pm	
Minutes	<p>Joe Pietroski, Commissioner, made a motion to approve the minutes of November 21st, 2023, seconded by George Jabar, Commissioner, the motion carries.</p> <p>Joe Pietroski, Commissioner, made a motion to approve the minutes of November 29th, 2023, seconded by George Jabar, Commissioner, the motion carries.</p>	<p>Approved 3-0</p> <p>Approved 3-0</p>
Human Resources	<p>Chris Brawn, Human Resources Director:</p> <ul style="list-style-type: none"> ➤ Harassment Training is done. Matt Boucher, Register of Deeds, is working to edit the video recording for future employee training. ➤ The employee handbook has come back from the vendor as a first draft and is now in review. My hope is to have it finalized the first month or two of the year. ➤ The 2023 wage study for non-bargained employees is under review and should be available to the Kennebec County Commissioners in January. ➤ The Workforce Compact has been used by 102 employees. We have requested reimbursement of \$15,000 (this is less than last month due to a student adjustment for a prior class) and received \$10,000 in refunds. ➤ We are continuing to address personnel issues as they arise. ➤ Chris Brawn, Human Resources Director, will be out for the 2nd meeting in December (the week before Christmas). 	

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	<ul style="list-style-type: none"> • Joe Pietroski, Commissioner, made a motion to accept the grants as presented and George Jabar, commissioner, seconded the motion. ➤ A new officer will be starting on December 18th as a Deputy Sheriff and there is another recruit that needs to complete their training at the Maine Criminal Justice Academy. The training costs will be reimbursed to the officer once he is officially hired. The cost will be paid for out of the training line. ➤ The Sheriff's Office will be hiring another officer who needs to complete training at the Criminal Justice Academy. The Sheriff's Office will reimburse officer training costs out of the training finance lines. ➤ Ken Mason, Sheriff, informed the commissioners that the Kennebec County Sheriff's Office will be removing their radio equipment, back-up generator, and all other Kennebec Property from the Quaker Hill Tower in the Town of Sidney. WCSH6 and WLBZ2 who own the tower, have decided to begin charging the Sheriff's Office \$950.00 per month to use the tower as a rental. This expense is something not budgeted for, and there isn't any funding in the budget to pay for it. It's a shame that the corporate office at WCSH6 and WLBZ2 have chosen profit over public safety. <ul style="list-style-type: none"> • Sean Goodwin, Acting EMA Director, informed the Commissioners that EMA has equipment that will have to be removed from the tower as well. • Ken Mason, Sheriff, mentioned that Augusta Police Department uses this same tower for radio communications. • The Sheriff's Office had provided a generator, heat pump, and upkeep of the tower, and will now have to disassemble and remove all equipment, which will incur costs. • The generator that will be taken from the tower will be given to the Facilities Department. ➤ <u>Civil Audit:</u> <ul style="list-style-type: none"> • George Jabar, Commissioner, made a motion to authorize the Finance Director to get a quote from BerryDunn to do a Civil Department audit, and Joe Pietroski, Commissioner, seconded the motion. 	<p>Approved 3-0</p>
Corrections	<p>Bryan Slaney, Jail Administrator</p> <ul style="list-style-type: none"> ➤ The population inside the Jail is 137. ➤ There are 4 staff back from Use of Force training. The Jail sends 5-6 people for training a year. ➤ 4 staff attending FTO (Field Training Officer) training in Berwick, Maine. ➤ The AJA (American Jail Association) Winter conference is coming up in January. The location of the conference will be Washington DC. ➤ The new hot water tank is being installed at the Jail. 	<p>Approved 3-0</p>

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District Attorney	<p>DA's Office: Shay Freeman, District Attorney Administrator and Frank Griffen, Deputy District Attorney:</p> <ul style="list-style-type: none"> ➤ The heating element in the courthouse is now fixed. ➤ The Legal Secretary position and Victim Witness Advocate position is being split into two separate positions to be posted ASAP. Legal Secretary is the hardest position to fill. ➤ There was a weeklong trial scheduled but it "pled out" so it is no longer scheduled. ➤ Frank Griffen, Deputy District Attorney, stated that he is working with Shay Freeman, District Attorney Administrator, to figure out his new role. 	
Probate	<p>Probate: Abigail St. Valle, Probate Register:</p> <ul style="list-style-type: none"> ➤ Preliminary revenues for November are \$25,000. ➤ At this time last year, there were 165 new cases compared to 840 new cases for this year. ➤ Last month, Probate had 88 new cases and 44 were ruled on by the Probate Judge. ➤ The Probate Court still has limited staff. ➤ Abigail St. Valle, Probate Register, would like to get the AV system updated soon because it is hard to hear the recordings from court proceedings. The order for the service and equipment has been submitted and the vendor will be installing soon. ➤ There will be more cross-training in the department to make work distribution more efficient. People in the department are siloed in their disciplines. ➤ There have been a few applicants for open positions and interviews will be done next week. 	
Information Technology	<p>Information Technology: Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ MTI (Montgomery Technology Incorporated) is planned to be here next week for the Jail and redoing the retention control system. ➤ Probate will get money allotted on this warrant to fund their AV system. ➤ The new phone system will start installation in the second week of January. ➤ Target Electric is working to install the security cameras in courthouse. ➤ Patsy Crockett, Commissioner Chair, requested that the Commissioners individual designated Kennebec County e-mails be listed on the website instead of the blanket email. Devon Parsons, IT Director, stated that individual emails do exist for kennebec.gov for the Commissioners and if they needed assistance to let him know. The website will be updated accordingly. 	

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Registry of Deeds	<p><u>Register of Deeds:</u> Matthew Boucher, Register of Deeds:</p> <ul style="list-style-type: none"> ➤ The month of November was up \$11,000. ➤ YTD revenues are \$499,000. ➤ Deeds will be posting a full-time job position. ➤ Facilities Maintenance is currently working on the heating systems in the Deeds and EMA building. ➤ The Kennebec County Holiday Party will take place on December 7th. 	
Emergency Management Agency	<p><u>Emergency Management Agency:</u> Sean Goodwin, Acting EMA Director:</p> <ul style="list-style-type: none"> ➤ The MD3 program will start on Monday. The vehicle for the program just got the refrigerator installed. <ul style="list-style-type: none"> • Two of the MD3 doctors are taking the EVOC (Emergency Vehicle Operation Course) course. ➤ The Town of Fayette asked EMA to buy into the Baldwin Hill DOT (Department of Transportation) tower, but EMA chose not to at the time of the request, and just recently, the tower was sold to the town of Fayette and Sean Goodwin, Acting EMA Director, would like permission from the Commissioners to do research on utilizing that tower. ➤ EMA is thinking of giving the excess CPR and EMT away to Kennebec County towns. ➤ <u>Homeland Security Grants:</u> <ul style="list-style-type: none"> • Required EHPP (environmental historical preservation paperwork) needs to be done when something might disturb the use of a building or environment. EMA tried to have the towns get those done but it didn't turn out well, so EMA will work on getting those done. It wouldn't be a problem to get this sort of thing done if both part-time employees move to full-time. 	
Facilities	<p><u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ Facilities Maintenance is working on heating in all of the buildings around Kennebec County. ➤ We found out that the Courthouse freeze-up last year was caused by a broken heating pipe which was draining the pressure for the heating system, so the heat didn't get through the whole building. ➤ Facilities have been fixing thermostats that are not working or obsolete and would like to get the systems updated. ➤ Augusta Fuel Company had to snake a clog in the Hill House recently. ➤ Three of the heating elements in Hill House have just recently been replaced. 	

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	<ul style="list-style-type: none"> ➤ Scott Ferguson, County Administrator, suggested to the Commissioners that it might be a good idea to consider changing Hill House piping to PEX piping. <ul style="list-style-type: none"> • Scott Ferguson, County Administrator, stated that the capitol plan will be revised for the upcoming budget. • Dan Brunelle, Facilities Director, will prioritize the projects. 	
Administrator	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ The Budget Committee caucus' will be taking place this week. ➤ Budgets were sent out to Kennebec County Department Heads this week on Monday. These budgets were focusing on contractual commodities and FFE (fixtures, furniture, and equipment). ➤ Scott Ferguson, County Administrator, is working with the Kennebec County Jail on a training course for personal budgeting for new recruits. ➤ Regarding the FOAA request that the county responded to recently; Scott Ferguson, County Administrator, is now getting emails from his peer group that stated they were receiving the same requests from the Maine Trust for Local News. ➤ Casella (the waste management company in Unity Township) has been invited to the annual Unity soiree on January 18th. ➤ On Friday, Chris Brawn, Human Resources Director, and Scott Ferguson, County Administrator, attended an MMA (Maine Municipal Association) joint exchange between Maine and New Hampshire. There was a lot of focus on a 4-day work week. ➤ 24 supplemental requests regarding the unfunded State mandates were sent to the Department of Corrections on November 7th and there hasn't been any response yet. ➤ There hasn't been any response from the Judiciary on the MOU that was sent to them from Kennebec County. ➤ Scott Ferguson, County Administrator, asked the Commissioners for permission to find a vehicle for the County Pool Car that fits within the already established and approved threshold. ➤ There will be a County Administrators meeting in Wiscasset. 	
Old Business/ Follow Up Items	<ul style="list-style-type: none"> ➤ <u>Vehicle Policy:</u> <ul style="list-style-type: none"> • The Commissioners are waiting to receive the Sheriff's Office vehicle policy. • The two vehicle policies will be reviewed independently. ➤ <u>MCCA (Maine County Commissioners Association) Board of Directors yearly election:</u> 	

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	<ul style="list-style-type: none"> • George Jabar, Commissioner, is the initial representative, Joe Pietroski, Commissioner, is the secondary alternate representative, and Patsy Crockett, Commissioner, will act as a third alternate for the risk pool. Scott Ferguson, County Administrator, will act as the fourth alternate. ➤ <u>Unity Waste:</u> <ul style="list-style-type: none"> • George Jabar, Commissioner, made a motion to approve the signature of the Casella/Pine Tree Waste removal agreement for Unity Plantation for 2024, and Joe Pietroski, Commissioner, seconded the motion. • Scott Ferguson, County Administrator, confirmed that the Town of Unity and Unity Plantation have different Vendors for trash removal and different schedules for the removal of trash as well. The Town of Unity uses Gregory's Disposal and Kennebec County would like to use Casella/Pine Tree Waste for trash removal in Unity Township. ➤ <u>Merrills Security RFP Response:</u> <ul style="list-style-type: none"> • Joe Pietroski, Commissioner, made a motion to move to the contractual stage of Merrill's for courthouse security, and George Jabar, Commissioner, seconded the motion. ➤ George Jabar, Commissioner, made a motion for the Commissioner Chair to sign the separation agreement for John Brenenstuhl, EMA Director, and Joe Pietroski, Commissioner, seconded the motion. 	<p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p>
New Business	➤ None.	
Public Comments	➤ None.	
Adjournment	<p>There was a motion by Patsy Crockett, Commissioner Chair, to move to Executive Session to discuss personnel issues pursuant to 1MRSA § 405-6-E. George Jabar, Commissioner, seconds the motion.</p> <p>Declaration to end Executive Session at 1:18PM</p> <p>Motion by Patsy Crockett, Commissioner Chair to adjourn regular session at 1:18pm, and George Jabar, Commissioner, seconded the motion.</p>	<p>Approved 3-0</p> <p>Approved 3-0</p>

Respectfully Submitted: **Stephanie Schredder, Executive Assistant**