

Kennebec County, Maine

County Commissioner's Meeting

Minutes March 19th, 2024



Present:

Patsy Crockett, Commissioner, Chair
 Joe Pietroski, Commissioner
 George Jabar, Commissioner
 Chris Brawn, HR Director
 Tom Doore, Treasurer
 Ken Mason, Sheriff
 Al Morin, Chief Deputy
 Devon Parsons, IT Director

Meaghan Maloney, District Attorney
 Abigail St. Valle, Register of Probate
 Lisa Bryant, Finance Director
 Bryan Slaney, Jail Administrator
 Sean Goodwin, Acting EMA Director
 Audrey Fredericks, Finance Manager
 Shay Freeman, DA Office Administrator
 Corey Goodchild, Asst. Jail Administrator

Chris Read, Lieutenant
 Matthew Boucher, Register of Deeds
 KelLee Gray, HR Administrator
 Scott Ferguson, County Administrator
 Stephanie Schredder, Executive Assistant

Absent: Gail Towns, Deputy Register of Deeds, Dr. Timothy Pieh, MD-3 Medical Director, Frank Griffen, Deputy District Attorney Esq.

	Discussion	Action
Call to order	12:01pm	
Minutes	Joe Pietroski, Commissioner , made a motion to approve the minutes of March 5th, 2024 , with one correction and the motion was seconded by George Jabar, Commissioner , the motion carries.	Approved 3-0
Human Resources	<p><u>Chris Brawn, Human Resources Director:</u></p> <ul style="list-style-type: none"> ➤ Total Compensation statements requested by Commissioner Crockett are done thanks to KelLee Gray, Human Resources Administrator. They will be delivered to each department in individual envelopes by the end of March. ➤ There is still an opportunity to enroll in Supplemental and Dependent Life Insurance through the last business day in March. ➤ The new EMA Director and Finance Specialist will be starting next Monday. ➤ Interviews are still going on for Deeds and the Jail. ➤ Still gathering and putting together material for Peter Marchesi, County Attorney. ➤ LIUNA (Laborers International Union of North America) and Kennebec County negotiations began this week. 	
Treasurer	<p><u>Tom Doore, Treasurer:</u></p> <ul style="list-style-type: none"> ➤ General Fund Cash - \$1,400,931.49: All invested in the Insured Cash Sweep account with Kennebec Savings Bank. 	

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Finance	<ul style="list-style-type: none"> ➤ Investment Cash: \$15,000,000.00: All invested in the Intrafi account with Kennebec Savings Bank, earned \$65,773.98 interest in February. ➤ Investment Cash: \$2,069,931.38 all invested in Kennebec Savings Bank, earned \$6,796.82 interest in February. ➤ Total Warrant for signatures: \$323,487 Warrant #31 3/19/2024 <ul style="list-style-type: none"> • Aramark \$18,203 Meals • Central Maine Power \$9,481 Electricity • Greater Augusta Water \$7,730 Water/Sewer • KSB Mastercard (all cards) \$16,195 Various Charges • Maine Pretrial Services \$22,194 March 2024 • MCCA \$159,318 24-MCCARP-06 – Risk Pool • Merrill Investigations \$6,906 Security February and March • Siemens Industry \$33,000 HVAC Upgrade • Wex Bank \$13,091 Gas Purchases • Yankee Communications \$3,125 Top Opening Fridge – MD3 ➤ Opioid Settlement check for \$35,909 has been initiated and will arrive by check soon. <p>Lisa Bryant, Finance Director:</p> <ul style="list-style-type: none"> ➤ Getting departments to begin using the Edmunds software. ➤ There is a new Finance Specialist starting Monday. 	
Sheriff Corrections	<p>Ken Mason, Sheriff:</p> <ul style="list-style-type: none"> ➤ A new Deputy came in this morning, was sworn in, and still must go to Human Resources for paperwork. <ul style="list-style-type: none"> • This new Deputy will officially be on board April 1st to go to the FTO (Field Training Officer) program. • This puts the Sheriff's Office at full staff. • This person is from the Gardiner Police Department. Ken Mason, Sheriff, checked with the Gardiner Police Department to make sure this wouldn't stress the department and it will not. ➤ Stone Garden Grant <ul style="list-style-type: none"> • Ken Mason, Sheriff, asked the Commissioners if they would vote on continuing the grant so that he can sign and approve it. 	

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	<ul style="list-style-type: none"> • George Jabar, Commissioner, made a motion to reaffirm the decision to accept the Stone Garden Grant, and Joe Pietroski, Commissioner, seconded the motion. ➤ MSA conference for the Sheriffs <ul style="list-style-type: none"> • Deputy Elijah Curtis will be given Deputy of the year award. • Deputy John Borque will be given an award for life saving for last year. <p>Bryan Slaney, Jail Administrator:</p> <ul style="list-style-type: none"> ➤ 128 inside the jail. ➤ The price to continue the mental health contract (expires on April 30th) to the end of the year would be \$405,393, which is in line with the proposed budget for FY25. That is the price for 8 months instead of the entire year. ➤ The new kitchen contract with the proposed new vendor was given to Peter Marchesi, County Attorney, who is reviewing the contract. The new vendor is due to take over services July 1, 2024, if the contract is approved by Commissioners after review. 	Approved 3-0
District Attorney	<p>DA's Office: Shay Freeman, DA Office Administrator,</p> <ul style="list-style-type: none"> ➤ The DA Office is fully staffed. ➤ Trial dates freed up and then filled. ➤ Union negotiations took place yesterday. ➤ Court cameras are being installed. ➤ More monitors will be installed at the security checkpoint. ➤ Court administrative week is coming up. The court will have time to shred old files according to statute and will be starting a new court management system. ➤ There was a discussion of an individual who was a security threat at the courthouse. The security response at the courthouse was excellent and the staff are thankful to have it in place. 	
Probate	<p>Probate: Abigail St. Valle, Probate Register:</p> <ul style="list-style-type: none"> ➤ \$26,098 in revenue for February. ➤ Vendors came in for the Courtroom AV system upgrade and Abigail St. Valle, Probate Register, did not like the system offered. It did not serve the purpose needed for effective records. Jason Blanchard, Assistant IT Director, and Mike Blue, Computer Technician, were present and agreed that the system did not work well for the environment. 	

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	<ul style="list-style-type: none"> • The vendor will be back tomorrow to review other options. 	
Information Technology	<p>Information Technology: Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ Consolidated Phone System Conversion: <ul style="list-style-type: none"> • Copper lines moved over for old phone system for fire alarms. • Consolidated all bills to one and honored the \$4,000 credit on this current bill for recording licenses. ➤ Target Electric is starting camera installation for the courthouse and is doing conduits today. ➤ A RING system is now installed on Hill House. ➤ Probate AV System: <ul style="list-style-type: none"> • The camera wasn't tracking people correctly. The vendor will come back on Thursday to reevaluate. 	
Registry of Deeds	<p>Register of Deeds: Matthew Boucher, Register of Deeds:</p> <ul style="list-style-type: none"> ➤ Total revenues for February 2024 are \$69,887. Revenues are up \$2,888 from last year at this time. ➤ Year-to-date, revenues are down \$39,000. ➤ Kofile quote has come back which included Property Alert and Cloud Search. The quote came in about \$20,000 more than the prior quote. ➤ The local news stated that the Registry of Deeds had the ability to give an alert when there is an attempt at Deed fraud. ➤ There will be a search for a new Deputy Register of Deeds. ➤ There have been interviews for the clerk position and Deeds has narrowed it down to two people out of 20 applications. ➤ There is a focus on cross-training employees. ➤ The office remodel is going great. ➤ There have been cost savings with surcharge funds. ➤ Scott Ferguson, County administrator, asked for the shelf-life of microfiche, and Matthew Boucher, Register of Deeds, stated that the shelf-life was approximately 30 years. ➤ Scott Ferguson, County Administrator, asked Matthew Boucher, Register of Deeds, if there were any legislative updates, and Matthew Boucher, Register of Deeds, stated that there were not. ➤ Fee increase: MRODA met with a state senator to help create a bill for the 2025 legislative session. 	

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<p>Emergency Management Agency</p>	<p><u>Emergency Management Agency:</u> Sean Goodwin, Acting EMA Director:</p> <ul style="list-style-type: none"> ➤ Jason Decker, Deputy Director, submitted EMPG (Emergency Management Performance Grant) reimbursements to total \$67,000. ➤ The EMA office is being remodeled. ➤ The FEMA center in Farmingdale is closing on Wednesday and then moving back to Manchester at the end of the month. <ul style="list-style-type: none"> • The period to make claims ends this month. ➤ Starting on Towns fire mitigation plans which is a two-year project. ➤ MD3: <ul style="list-style-type: none"> • Patsy Crockett, commissioner Chair, asked if they are getting lots of calls and Sean Goodwin, Acting EMA Director, stated that they are getting more calls than they can cover at times. • The new EMA Director will begin Monday. The Commissioners thank Sean Goodwin, Acting EMA Director, for his service. 	
<p>Facilities</p>	<p><u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ There are two roof estimates for Hill House. <ul style="list-style-type: none"> • \$117,000 and \$15,000, and that includes all flashing on chimneys. Dan Brunelle, Facilities Director, recommended going with Fowlers Roofing to the Commissioners. ➤ There were some questions and inquiries about following the Davis Bacon rules. ➤ They can fit us in the next week or two, before their busy season. ➤ The roof has leaks now because of all the shingles we lost during the windstorm. ➤ Scott Ferguson, County Administrator, asked if there were any sheeting concerns and Dan Brunelle, Facilities Director, stated that there were not. ➤ All access to the top of the building will be through the attic space. Dan Brunelle, Facilities Director, plans to have that reopened. ➤ The chimneys will be capped. ➤ George Jabar, Commissioner, made a motion to accept the bid to do the roof as recommended by the Facilities Director, and Joe Pietroski, Commissioner, seconded the motion. ➤ Targe Electric is working in the courthouse. The county is using their own lift to install the cameras on the external of the building. 	<p>Approved 3-0</p>

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	<ul style="list-style-type: none"> ➤ Anderson windows will be replacing all the windows in Hill House and the job will take 2 weeks beginning in July. ➤ Joe Pietroski, Commissioner, asked about the door in Probate that needs to be replaced, and Dan Brunelle, Facilities Director, agreed that they need to be replaced and he recommends high-security French doors which would cost approximately \$5,000 to \$6,000. ➤ The boiler room door needs to be replaced as well. An estimate for that door will cost approximately \$12,000. You cannot place a key fob access on the old/current door. 	
Administrator	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ Budget: <ul style="list-style-type: none"> • Processing budget requests that were made in the last Budget Committee meeting. • Received calls about budget increase from three towns and from the press at Kennebec Journal. • Scott Ferguson, County Administrator, offered to train the press on how the budget process works. • There was an approximation of the overall raise per year on tax bills for residents. • The County needs to be competitive in pay to retain employees. ➤ There will be a meeting with Angela Molino, EMA Director, who will be starting on Monday. ➤ BerryDunn is in communication with VOA (Voices of America) and has been put on notice for the obligations. <ul style="list-style-type: none"> • IT will be contacted by Stephanie Schredder, Executive Assistant, to post a statement under the ARPA section of the website to read, "All funding has been Appropriated and we are not accepting applications." ➤ LD-2214 Supplemental bill: <ul style="list-style-type: none"> • Scott Ferguson, County Administrator, is waiting to hear from the DAFS (Department of Administrative and Financial Services). • The Criminal Justice report-back made no recommendations other than what was already in the supplemental. ➤ There was a meeting with Local 327 yesterday. 	
Old Business/ Follow Up Items	<ul style="list-style-type: none"> ➤ Kennebec County Vehicle Policy: <ul style="list-style-type: none"> • This draft policy is still with Peter Marchesi, County Attorney, for review. Scott Ferguson, County Administrator, will follow up. ➤ Jail Medical Contract: 	

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	<ul style="list-style-type: none"> • Scott Ferguson, County Administrator, has not seen these documents. ➤ Jail Mental Health Contract: <ul style="list-style-type: none"> • Bryan Slaney, Jail Administrator, covered this in his department report. ➤ Jail Kitchen RFP: <ul style="list-style-type: none"> • Scott Ferguson, County Administrator, has not seen these documents and would like to review them. • ARAMARK is currently doing commissary and it appears that the new contract is trying to move that out which would leave Finance accounting and reporting on commissary. ➤ Probate AV Update: <ul style="list-style-type: none"> • This was addressed in the Probate department update. ➤ ZOLL Defibrillator MOU: <ul style="list-style-type: none"> • Theo Marshall, Emergency Planner, sent the agreement to Peter Marchesi, County Attorney, to review. ➤ Roofing Estimates: <ul style="list-style-type: none"> • This was addressed in the Facilities department report. ➤ Quote for Audits: <ul style="list-style-type: none"> • Scott Ferguson, County Administrator, had previously sent a breakdown of these to the Commissioners. The Commissioners had signed these previously. • County Audit - \$20,000 • Single Audit -\$5,000 • Any Additional Programs Audit - \$3,000 • Unity Plantation Audit - \$4,000 • Fixed Assets Audit - \$150 an hour 	
<p>New Business</p>	<p>All Addressed in departmental reports:</p> <ul style="list-style-type: none"> ➤ Opioid Funding: <ul style="list-style-type: none"> • The County had appropriated a certain amount to balance last year's budget. • Currently the County has \$117,000 that is not obligated. We will not know if that will change until June 30th. ➤ Spirit of America <ul style="list-style-type: none"> • Belgrade awarded their citizens last weekend and honored three people with trophies. 	

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	<ul style="list-style-type: none"> • Patsy Crockett, Commissioner Chair, asked if they gave one award for groups of people. Scott Ferguson, County Administrator, stated that they did. ➤ Large Budget Items: <ul style="list-style-type: none"> • Salaries overall are increasing by 17%. • Benefits are increasing by \$644,000 in addition to last year. • Workers' compensation increase. • MPFMLA (Maine Paid Family and Medical Leave Act) 0.5% of each employee salary. • Health Trust: On an incremental basis - \$257,000 increase <ul style="list-style-type: none"> ○ POS-A plan will be eliminated. This will bring our costs down because the POS-C plan costs considerably less. • Jail medical, mental health, dental, and MAT are all costing the County more than last year at \$1 million. • There might also be another \$600,000 in true ups with the Jail that might not be in this budget. • MD3-\$230,000 • If the Commissioners choose to entertain a bond, then Scott Ferguson, County Administrator, suggested figuring out what the payments would be and removing the capital lines out because that would leave enough to be paid by the bond but have enough in there for the principle and interest payments. • Security services are a large expense. • Vehicle replacements went up \$105,000. • Legal Services are a large expense. • After adding all these major items, the cost is \$4.6 million. General Budget Discussion: <ul style="list-style-type: none"> ➤ There has been a revenue decrease year after year. ➤ Scott Ferguson, County Administrator, asked Lisa Bryant, Finance Director, for a number she would be comfortable with for appropriating the fund balance. ➤ Scott Ferguson, County Administrator, stated that the Jail overtime is at \$830,000 and it was determined that it would take 18 new positions to reduce that. 6 more positions were given by the Budget 	

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	<p>Committee to the Jail, so we will observe the affect on the overtime with those 6 positions. The positions will not be open until FY25 starting July 1st. This would total 10 vacancies in the Jail.</p> <ul style="list-style-type: none"> ➤ There is \$100,000 that has not been spent that was originally allotted to vehicle spending. <ul style="list-style-type: none"> • Scott Ferguson, County Administrator, suggested a Vehicle Capital Reserve account. • There was a discussion about the need for purchasing 6 vehicles for each year. ➤ Scott Ferguson, County Administrator, stated that if the Commissioners do not want to do debt service, then there needs to be an alternative plan in place. <p>Tom Doore, County treasurer:</p> <ul style="list-style-type: none"> ➤ Windsor historical society has requested that Dr. Timothy Pieh, MD3 Medical Director, come and speak to them about MD3 and give a presentation to the towns and encourage them to talk to other towns and people who would produce income to support the program. <ul style="list-style-type: none"> • There is a suggestion to give MD3 presentations to other groups, like Calumet, Elk Lodge, etc. • Scott Ferguson, County Administrator, stated how impressive it was that doctors are moving here to participate in the program. 	
Public Comments	None.	
Adjournment	<p>There was a motion by George Jabar, Commissioner Chair, to move to Executive Session to discuss personnel issues pursuant to 1MRSA § 405-6-E. Joe Pietroski, Commissioner, seconded the motion.</p> <p>Declaration to end Executive Session at 2:38 pm</p> <p>Motion by Patsy Crockett, Commissioner Chair, to adjourn regular session at 1:32pm, and George Jabar, Commissioner, seconded the motion.</p>	Approved 3-0

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