

Kennebec County, Maine

County Commissioner's Meeting

Minutes April 16th, 2024



Present:

Patsy Crockett, Commissioner, Chair
 Joe Pietroski, Commissioner
 George Jabar, Commissioner
 Chris Brawn, HR Director
 Tom Doore, Treasurer
 Ken Mason, Sheriff

Meaghan Maloney, District Attorney
 Devon Parsons, IT Director
 Abigail St. Valle, Register of Probate
 Lisa Bryant, Finance Director
 Bryan Slaney, Jail Administrator
 Angela Molino, EMA Director

Shay Freeman, DA Office Administrator
 Corey Goodchild, Asst. Jail Administrator
 Matthew Boucher, Register of Deeds
 KelLee Gray, HR Administrator
 Scott Ferguson, County Administrator

Absent: Al Morin, Chief Deputy, Gail Towns, Deputy Register of Deeds, Dr. Timothy Pieh, MD-3 Medical Director, Frank Griffen, Deputy District Attorney Esq., Audrey Fredericks, Finance Manager, Stephanie Schredder, Executive Assistant

	Discussion	Action
Call to order	12:01pm	
Minutes	<p>Joe Pietroski, Commissioner, made a motion to approve the minutes of March 19th, 2024, with one correction and the motion was seconded by George Jabar, Commissioner, the motion carries.</p> <p>Joe Pietroski, Commissioner, made a motion to approve the minutes of April 2nd, 2024, with one correction and the motion was 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"> ➤ Total Compensation statements have been delivered to each department. ➤ The open position at the Registry of Deeds was filled and will start Monday. ➤ We have posted again for the GIS position in EMA. ➤ Interviews are still going on at the Jail. There are currently 5 open positions (lost 2 over the weekend). ➤ Workforce Development: We've requested \$7,287 reimbursement which was 24 students and 10 classes. ➤ Still working on Personnel Policies, incorporating observations from Scott Ferguson, County Administrator, and KelLee Gray, Human Resource Administrator, in preparation for review by Peter Marchesi, County Lawyer. 	
Treasurer	<p>Tom Doore, Treasurer:</p> <ul style="list-style-type: none"> ➤ General Fund Cash - \$2,173,586.00: 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: \$13,000,000.00: All invested in the Intrafi Money Market account with Kennebec Savings Bank ➤ Investment Cash: \$2,091,850.00 all invested in Kennebec Savings Bank. ➤ Warrants for signatures: <ul style="list-style-type: none"> \$189,507.98 Warrant #47 4/16/2024 \$157,255.04 Warrant #48 4/16/2024 ARPA <u>W#47</u> Aramark \$19,273.00 Food Service Contract Augusta Adult & Comm. Edu. \$13,800.00 February/March Education Services Central Maine Power \$9,335.00 Maine Natural Gas \$17,000.00 Maine Pretrial \$22,194.00 Siemens Industry, Inc \$20,629.00 Wex Bank \$13,000.00 Wheeler & Arey \$13,000.00 <u>W#48</u> ARPA Town of Oakland \$153,488.00 ARPA MG Harm Reduction Program \$3,766.00 ARPA ➤ Lisa Bryant, Finance Director: <ul style="list-style-type: none"> • Sarah Tremblay, Finance Specialist, is currently training in her new position. • There is work being done on the FY25 budget. • FY23 audit is in process and Finance is trying to make sure it is done on time. 	
Sheriff	<p>Ken Mason, Sheriff:</p> <ul style="list-style-type: none"> ➤ A deputy is out on medical leave. ➤ There are 3 new deputies. ➤ Al Morin, Chief Deputy, is on vacation. ➤ The Civil Division Bookkeeper has resigned. <p>Bryan Slaney, Assistant Jail Administrator:</p> <ul style="list-style-type: none"> ➤ CPS (Correctional Psychiatric Services) Mental Health Extension agreement 	

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Corrections	<ul style="list-style-type: none"> • Active as of 4/30/2024 • The contract term is for 8 months. • The medical contract expires in December as well and there will be an RFP sent out for integrated services. • George Jabar, Commissioner, made a motion to sign and accept the CPS 8-month extension agreement, and Joe Pietroski, Commissioner, seconded the motion. ➤ Jail Food Service Contract <ul style="list-style-type: none"> • There were two respondents to the RFP (Request for Proposal) and Trinity Services Group, Inc. was selected. • The contract was reviewed by Peter Marchesi, County Lawyer. • George Jabar, Commissioner, made a motion to sign and accept the Trinity Services Group contract, and Joe Pietroski, Commissioner, seconded the motion. ➤ Keefe Commissary Contract <ul style="list-style-type: none"> • Peter Marchesi, County Lawyer, is currently reviewing this agreement. ➤ Siemens Contract <ul style="list-style-type: none"> • This will be brought up at the next meeting and is being reviewed by Peter Marchesi, County Lawyer. ➤ Sublocade injections were discussed for use at the Jail. <ul style="list-style-type: none"> • The Opioid Committee at MaineGeneral Medical Center is looking to partner with several jails for funding. • Bryan Slaney, Jail Administrator, requested authority to sign the letter from MaineGeneral to partner with them. <ul style="list-style-type: none"> ○ Joe Pietroski, Commissioner, made a motion to give authority to Bryan Slaney, Jail Administrator, to sign the Sublocade partner letter with MaineGeneral, and George Jabar, Commissioner, seconded the motion. ➤ Trane Service Contract <ul style="list-style-type: none"> • This agreement is being reviewed by Peter Marchesi, County Lawyer. ➤ There was an injury reported by a Correctional Officer who will be out for two weeks. ➤ Average Daily Population inside the Jail is 133. 	<p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p>

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District Attorney	<p>DA's Office:</p> <p>Maeghan Maloney, District Attorney:</p> <ul style="list-style-type: none"> ➤ The advocacy bill passed in the legislature. ➤ There is a speedy trail bill pending in the legislature and there is a concern for fiscal note funding. ➤ CAC bill. <p>Shay Freeman, DA Office Administrator:</p> <ul style="list-style-type: none"> ➤ The DA office is fully staffed. ➤ State of Maine Judiciary discussion ➤ There will be another meeting for the alarm system and unused space. 	
Probate	<p>Probate:</p> <p>Abigail St. Valle, Probate Register:</p> <ul style="list-style-type: none"> ➤ There is no update for the Probate A/V system. ➤ The court is in session today and tomorrow. ➤ An employee has resigned, and an adult guardianship position will be posted soon. ➤ Probate is looking into gaining an intern for the Summer. ➤ Hired a new Paralegal. 	
Information Technology	<p>Information Technology:</p> <p>Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ Staff attended a Siemens training workshop for big and small environment training and devices. ➤ An IMC update will happen 	
Registry of Deeds	<p>Register of Deeds:</p> <p>Matthew Boucher, Register of Deeds:</p> <ul style="list-style-type: none"> ➤ Revenue is slightly down. ➤ Deeds has a new employee starting next week. ➤ There was an MRODA (Maine Registry of Deeds Association) meeting. <ul style="list-style-type: none"> ➤ There will be a fee increase that may help increase revenue. ➤ Surcharge document preservation. <ul style="list-style-type: none"> ➤ Cost has increased. ➤ Documents will have to be sent out of New England for preservation. ➤ Gail Towns, Deputy Register of Deeds, will retire in May. 	

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Emergency Management Agency	<p><u>Emergency Management Agency:</u> Angela Molino, EMA Director:</p> <ul style="list-style-type: none"> ➤ Sean Goodwin, Previously Acting EMA Director, ended his appointment with Kennebec County as of April 12th. ➤ The new GIS position has been posted. ➤ Programs and program statuses are being reviewed. ➤ Angela Molino, EMA Director, is meeting with members of the community. ➤ EMA grants are being reviewed. ➤ Potential grant opportunities are being researched. ➤ Monitoring the storms and weather. <ul style="list-style-type: none"> ➤ April 3rd and 4th, EOC (Emergency Operation Center) was activated, and notifications were sent to towns. ➤ April 14th and 15th, there was a flood warning, and sandbags were given to Hallowell. 	
Facilities	<p><u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ G&E Roofing Contract <ul style="list-style-type: none"> ➤ George Jabar, Commissioner, made a motion to do the repairs needed to the roof with G&E Roofing, and Joe Pietroski, Commissioner, seconded the motion. ➤ Rooftop A/C units for 77 and 73 Winthrop Street need to be replaced and will cost \$13,000 per unit. AFC(Augusta Fuel Company) will do the work and Dan Brunelle, Facilities Director, would like to use ARPA funds. ➤ The Jail roof, Court heating, Court plumbing, and Court elevators (3) need replacement. The current estimate is \$100K. 	Approved 3-0
Administrator	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ Road Committee – was in on Saturday to let the road committee (Phil Garwood) have their annual meeting. ➤ Colonial Theater resubmitted information for ARPA funding. I had indicated there was no remaining funding. ➤ LD 2144 – Jail Funding – in, but not Public Law. ➤ Reviewing Enterprise Lease proposal. ➤ ARPA Scope Changes – GAUD and Maine Children’s Home. 	

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	<ul style="list-style-type: none"> ▪ The Commissioners would like BerryDunn to come in and discuss. ➤ BerryDunn Payroll Audit has begun. ➤ Working on budget issues and questions. 	
Old Business/ Follow Up Items	<ul style="list-style-type: none"> ➤ Vehicle Use Policy: <ul style="list-style-type: none"> • This was sent to Peter Marchesi, County Lawyer, for review. ➤ ZOLL Defibrillator: <ul style="list-style-type: none"> • The MOU is being reviewed by Peter Marchesi, County Lawyer. ➤ Civil Audit: <ul style="list-style-type: none"> • The decision was made to hold off on this audit until after the FY25 budget has been finalized. ➤ Spirit of America: <ul style="list-style-type: none"> • This will be discussed at the next Commissioner meeting when Stephanie Schredder, Executive Assistant, can be present. 	
New Business	<p><u>ARPA Updates:</u></p> <ul style="list-style-type: none"> ➤ Greater Augusta Utility District (GAUD) Scope Change: <ul style="list-style-type: none"> • Zeb Letourneau, Manager Consultant, will discuss this with Commissioners, at the next meeting. ➤ Maine Child Home Scope Change: <ul style="list-style-type: none"> • Zeb Letourneau, Manager Consultant, will discuss this with Commissioners at the next meeting. 	
Public Comments	<p>Theresa Haskell, Windsor Town Manager:</p> <ul style="list-style-type: none"> ➤ Has been on the Kennebec County Budget Committee for 13 years. ➤ Proposed budgetary increases to the Sheriff's Office. ➤ Explained how COVID affected towns, cities, and states. ➤ Asked questions about the budget regarding revenue. <p>Rebecca Hapgood, China Town Manager:</p> <ul style="list-style-type: none"> ➤ Thanked Department Heads. ➤ Suggested adding video footage of Commissioner meetings on the website for people to reference and watch. 	
Adjournment	<p>There was a motion at 1:40pm by George Jabar, Commissioner, to move to Executive Session to discuss personnel issues pursuant to 1MRSA § 405-6-E. Joe Pietroski, Commissioner, seconds the motion.</p> <p>Declaration to end Executive Session at 2:45 pm</p>	Approved 3-0

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	Motion by George Jabar, Commissioner to adjourn regular session at 2:45pm, and Joe Pietroski, Commissioner , seconded the motion.	Approved 3-0

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