

# Kennebec County, Maine

## County Commissioner's Meeting

Minutes May 7<sup>th</sup>, 2024



**Present:**

Patsy Crockett, Commissioner, Chair  
 Joe Pietroski, Commissioner  
 Tom Doore, Treasurer  
 Ken Mason, Sheriff  
 Meaghan Maloney, District Attorney  
 Devon Parsons, IT Director  
 Abigail St. Valle, Register of Probate

Dan Brunelle, Facilities Director  
 Bryan Slaney, Jail Administrator  
 Angela Molino, EMA Director  
 Al Morin, Chief Deputy  
 Audrey Fredericks, Finance Manager  
 Shay Freeman, DA Office Administrator  
 Corey Goodchild, Asst. Jail Administrator

Cody Brown, Jail Facilities Technician  
 Scott Ferguson, County Administrator  
 Stephanie Schredder, Executive Assistant

**Absent:** George Jabar, Commissioner, Chris Brawn, HR Director, Lisa Bryant, Finance Director, KelLee Gray, HR Administrator, Matthew Boucher, Register of Deeds, Gail Towns, Deputy Register of Deeds, Dr. Timothy Pieh, MD-3 Medical Director, Frank Griffen, Deputy District Attorney Esq.

	Discussion	Action
<b>Call to order</b>	<b>12:00pm</b>	
<b>Minutes</b>	<p><b>Joe Pietroski, Commissioner</b>, made a motion to approve the minutes of <b>April 16<sup>th</sup>, 2024</b>, and the motion was seconded by <b>Patsy Crockett, Commissioner Chair</b>, the motion carries.</p> <p><b>Joe Pietroski, Commissioner</b>, made a motion to approve the special meeting minutes of <b>April 19<sup>th</sup>, 2024</b>, and the motion was seconded by <b>Patsy Crockett, Commissioner Chair</b>, the motion carries.</p>	<p>Approved 2-0</p> <p>Approved 2-0</p>
<b>Human Resources</b>	<p><b>Chris Brawn, Human Resources Director:</b></p> <ul style="list-style-type: none"> <li>➤ Not present.</li> </ul>	
<b>Treasurer</b>	<p><b>Tom Doore, Treasurer:</b></p> <ul style="list-style-type: none"> <li>➤ <b>General Fund Cash</b> - \$1,399,182: All invested in the Insured Cash Sweep account with Kennebec Savings Bank</li> <li>➤ <b>Investment Cash:</b> \$12,000,000: All invested in the Intrafi Money Market account with Kennebec Savings Bank</li> <li>➤ <b>Investment Cash:</b> \$2,072,361 invested in Kennebec Savings Bank, an increase of \$525 since the last meeting.</li> <li>➤ <b>Warrants for signatures:</b> Payroll 4/19/2024 W# 48 \$562,248 Payroll 5/3/2024 W# 50 \$595,623</li> </ul>	

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	AP Warrant# 51 \$791,718	
	BOYS & GIRLS CLUB <span style="color: red;">ARPA</span> 15,528	Aid to Nonprofit
	THE VOICES PROJECT INC <span style="color: red;">ARPA</span> 17,180	Mobilize Recovery
	TARGET ELECTRIC CORP <span style="color: red;">ARPA</span> 18,568	Court House Security Install
	Litchfield Fire & Rescue** 21,251	Litchfield Plane Crash – Insurance Reimb
	ARAMARK 28,537	Inmate Meals (3 Weeks)
	CORRECTIONAL PSYCHIATRIC SVCS 45,363	May Inmate Mental Health
	BERRY-DUNN LLC <span style="color: red;">ARPA</span> 46,488	Jan - Mar 2024 Fees
	MAINEPERS 104,092	EE & ER Retirement Contributions
	CORRECTIONAL PSYCHIATRIC SVCS 156,720	May Inmate Medical
	MMEHT 192,542	May Health/Dental/Vision/IPP/Life Ins
	** The Litchfield Fire & Rescue payment is a pass-through from the Insurance Company.	
<b>Finance</b>	<b>Audrey Fredericks, Finance Manager:</b>	
	<ul style="list-style-type: none"> <li>➤ Update on EECBG (Energy Efficiency and Conservation Block Grant) Program that <b>Patsy Crockett, Commissioner Chair</b>, called attention to.                             <ul style="list-style-type: none"> <li>• Pre-Award information sheet has been submitted.</li> <li>• Working with <b>Dan Brunelle, Facilities Director</b>, to complete the application and working on gathering the required backup material.</li> <li>• The project is the HVAC retrofit.</li> <li>• Application deadline was extended from May to Oct 31,2024.</li> <li>• It could mean a potential gain of \$75,000 if approved. Will keep you posted.</li> </ul> </li> <li>➤ <b>Audrey Fredericks, Finance Manager</b>, has completed a grant application course.</li> <li>➤ Finance is working with departments on requisition processes in Edmunds.                             <ul style="list-style-type: none"> <li>• Paperless/electronic processes make it easier for auditors and the audit process.</li> </ul> </li> </ul>	



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	<ul style="list-style-type: none"> <li>➤ An inmate popped a sprinkler head over the weekend and there was a lot of water to clean up. Johnson Controls came to fix it on an emergency call. Water was shut off quickly but there will be a cost associated with that for cost of damage and emergency call.                             <ul style="list-style-type: none"> <li>• <b>Patsy Crockett, Commissioner Chair</b>, asked that <b>Malcolm Ulmer, MCCA Risk Management Director of Operations</b>, be contacted regarding this incident and to include <b>Lisa Bryant, Finance Director</b>, in the communication.</li> </ul> </li> <li>➤ Enterprise Lease Program                             <ul style="list-style-type: none"> <li>• <b>Ken Mason, Sheriff</b>, stated that the program cannot be initiated for this fiscal year and that <b>Scott Ferguson, County Administrator</b>, be involved in the discussion surrounding this issue.</li> <li>• <b>Scott Ferguson, County Administrator</b>, stated that this program would double the budget in 5 years. He had contacted other municipalities who had used the program, and the reviews were not good.</li> <li>• This item will be taken off the agenda.</li> <li>• There are 6 new vehicles included in the FY25 budget for deputies.</li> </ul> </li> </ul>	
<b>District Attorney</b>	<p><b>DA's Office:</b> <b>Shay Freeman, DA Office Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ Electricians are working on the installation of the security cameras.</li> <li>➤ Losing case management system for one day for a MEDATS (Maine District Attorney Technical Services) move on May 23<sup>rd</sup>.</li> <li>➤ There is jury selection this week.</li> <li>➤ <b>Diana Murphy, Restitution Clerk</b>, who created an income tax program in congruence with the State to collect restitution, has collected \$66,590 since January 2024. Some cases were as old as 1990.</li> <li>➤ <b>Maeghan Maloney, District Attorney</b>, stated that <b>Diana Murphy, Restitution Clerk</b>, had started the program, and is now helping other counties in Maine initiate the same program to collect restitution payments.</li> </ul>	
<b>Probate</b>	<p><b>Probate:</b> <b>Abigail St. Valle, Probate Register:</b></p> <ul style="list-style-type: none"> <li>➤ The courtroom AV system is installed and working.</li> <li>➤ The Court recorder system was last replaced in 2014 and Abigail St. Valle, Probate Register, would like to upgrade audio software using the surcharge account to update the program that houses all of the audio records. The total comes to about \$3,600.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Quotes will be obtained and brought to the Commissioners.</li> <li>• Probate has been working with IT on this project but has not spoken with <b>Scott Ferguson, County Administrator</b>, yet.</li> <li>➤ Probate would also like to move a screen in the courtroom for zoom meetings and will work with facilities.</li> <li>➤ One of the paralegals is retiring at the end of the month and there is one applicant for the position already.                             <ul style="list-style-type: none"> <li>• Last month there was roughly \$37,000 in revenue.</li> </ul> </li> <li>➤ <b>Abigail St. Valle, Probate Register</b>, explained surcharge fees and how they can be used for restoration and keeping of records.                             <ul style="list-style-type: none"> <li>• Other counties are talking about talking to the legislature about switching the databases because contract is coming to t close next year and getting a different service which may increase surcharge to keep up with raising costs.</li> <li>• There is a meeting next month to discuss fees and talk with the legislature to increase fee schedules which haven't been changed since 2011.</li> </ul> </li> </ul>	
<b>Information Technology</b>	<p><b><u>Information Technology:</u></b>  <b>Devon Parsons, IT Director:</b></p> <ul style="list-style-type: none"> <li>➤ Probate AV project is completed.</li> <li>➤ Courthouse camera project status                             <ul style="list-style-type: none"> <li>• 17 cameras went live last week. 24 in total.</li> </ul> </li> <li>➤ <b>Devon Parsons, IT Director</b>, graduated this weekend along with <b>Megan Dickey, Victim Witness Advocate</b>.</li> </ul>	
<b>Registry of Deeds</b>	<p><b><u>Register of Deeds:</u></b>  <b>Matthew Boucher, Register of Deeds:</b></p> <ul style="list-style-type: none"> <li>➤ Not present.</li> </ul>	
<b>Emergency Management Agency</b>	<p><b><u>Emergency Management Agency:</u></b>  <b>Angela Molino, EMA Director:</b></p> <ul style="list-style-type: none"> <li>➤ Homeland security grant program notification email went out to police, fire, and town managers.                             <ul style="list-style-type: none"> <li>• A few have applied.</li> <li>• The deadline for the county application process is May 15<sup>th</sup>.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ EMA staff attended the NOAA (National Oceanic and Atmospheric Association) hurricane aircraft event at Portland at the Jetport.</li> <li>➤ The GIS position was filled. Interviews were held yesterday, and the selected candidate start date is May 20<sup>th</sup>.</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>➤ Jail fencing was damaged and needed repair.</li> <li>➤ No propane was used this winter in the garage for heat due to the use of the waste oil for heat.</li> <li>➤ It is possible that the roof of courthouse will be done this year instead of next year depending on the vendor availability.</li> <li>➤ <b>Scott Ferguson, County Administrator</b>, stated that the ARPA can pay for the jail roof.</li> </ul>	
<b>Administrator</b>	<p><b>Scott Ferguson, County Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ LIUNA negotiations are in process.</li> <li>➤ Met with BerryDunn last week regarding ARPA projects last week.</li> <li>➤ Working on April YTD projections for the end of the year.</li> <li>➤ County Corrections Professional Standards Council                             <ul style="list-style-type: none"> <li>• <b>Scott Ferguson, County Administrator</b>, asked to work on biennium requests to the state. Budgets are submitted to the state on Sept 1<sup>st</sup>.</li> </ul> </li> <li>➤ Human Resources is looking into 457 plan retirement options.</li> <li>➤ BerryDunn is working on payroll review. There may be 2<sup>nd</sup> interviews.</li> <li>➤ Auditors will be here next week for FY23.</li> <li>➤ Federal report has been submitted. There will be a copy to the Commissioners.                             <ul style="list-style-type: none"> <li>• This is a standard quarterly report.</li> </ul> </li> </ul>	
<b>Old Business/ Follow Up Items</b>	<ul style="list-style-type: none"> <li>➤ Kennebec County Vehicle Policy – Administration:                             <ul style="list-style-type: none"> <li>• <b>Peter Marchesi, County Lawyer</b>, has responded to Commissioners regarding the Vehicle Policy.</li> </ul> </li> <li>➤ Jail Medical Contract -not ready and not reviewed.</li> <li>➤ Trane Service Contract -not ready and not reviewed.</li> <li>➤ Probate AV Update is done and installed.</li> <li>➤ ZOLL Defibrillator MOU: <b>Peter Marchesi, County Lawyer</b>, is reviewing the MOU.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ Civil Audit – After FY25 Budget Finalized -not sure there is a requirement for this.</li> <li>➤ Spirit of America Awards – <b>Theresa Haskell, Winsor Town Manager</b>, spoke on behalf of <b>Rebecca Hapgood, China Town Manager</b>, who thought it \$2,500 was too much to budget for the Spirit of America Awards.</li> <li>➤ 73 and 77 Winthrop Street A/C Unit Funding Reallocation               <ul style="list-style-type: none"> <li>• <b>Dan Brunelle, Facilities Director</b>, stated that the cost to replace both units would be approximately \$40,000 for the entire project.</li> <li>• \$45,000 in repairs needed for HVAC this Summer, and that does not include Capital Plan Projects.</li> </ul> </li> </ul>	
New Business	<p><b><u>ARPA Updates:</u></b></p> <ul style="list-style-type: none"> <li>➤ BerryDunn has completed, or is working to complete the following deliverables:               <ul style="list-style-type: none"> <li>• To date, the County has received <b>\$8,137,507</b> in external grant project expenditures. BerryDunn processed four expenditure reviews that were approved by the Finance Dept. and sent to the County Administrator for the May 7<sup>th</sup> warrant, including:                   <ul style="list-style-type: none"> <li>○ MaineGeneral Harm Reduction Program: \$1,213</li> <li>○ Boys &amp; Girls Club Employee Training &amp; Development: \$1,310</li> <li>○ Boys &amp; Girls Club Competitive Pay: \$14,218</li> <li>○ Mobilize Recovery’s Voices Project: \$17,180</li> </ul> </li> <li>• The Augusta Affordable Housing grant agreement was signed by VOA’s President, and BerryDunn is coordinating with Stephanie to obtain <b>Patsy Crockett, Commissioner Chair’s</b>, signature and execute the grant.</li> <li>• BerryDunn received quarterly progress updates as well as project timeline updates from all the grantees. A copy of the grantee updates is included in the ARPA packet.</li> <li>• BerryDunn coordinated with <b>Lisa Bryant, Finance Director</b>, and <b>Scott Ferguson, County Administrator</b>, to complete and submit the quarterly Treasury Report due April 30, 2024, a copy of the report is in the ARPA packet.</li> <li>• BerryDunn updated the ARPA funding reduction worksheet, which is included in the ARPA packet.</li> </ul> </li> </ul> <p><b><u>ARPA Discussion Items:</u></b></p> <ul style="list-style-type: none"> <li>➤ The County ARPA funds are over-appropriated by <b>\$87,994</b>.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• The above amount does not include an estimate of \$8,400 in additional funds needed for the County Courthouse security camera installation. The project was allocated \$59,973 in ARPA funds, the new total cost would be \$68,373 to finish the camera installation.</li> <li>• BerryDunn is monitoring several projects that may require a final evaluation from the Commissioners on whether to continue funding.</li> </ul> <p>➤ Project scope change request from Greater Augusta Utility District (GAUD):</p> <ul style="list-style-type: none"> <li>• This is for the fiber project. GAUD expects that the project will cost \$435,939 which equals the 100k originally allocated for the fiber project plus an additional \$335,939 in potential unused funds from the river crossing project.                             <ul style="list-style-type: none"> <li>○ Diverting funds from one project to another project.</li> <li>○ \$100,000 was budgeted to purchase the fiber cable based on the original project application, however the actual cost of the fiber cable required for the project remains unknown.</li> <li>○ \$179,548 is the lowest trenching and paving estimate that was received by GAUD. GAUD requested that the City of Augusta consider a lower amount for trench pavement restoration, however this is currently the minimum estimate.</li> <li>○ The City of Augusta cannot provide any cost savings in that department-and this project benefits the city. BerryDunn does <b>not</b> recommend continuing with this project at this time and that the county reappropriate the funding for this project.</li> <li>○ GAUD expects to expense their work associated with installation of the fiber line.</li> <li>○ <b>Joe Pietroski, Commissioner</b>, made a motion to deny project scope change request made by GAUD, and <b>Patsy Crockett, Commissioner Chair</b>, seconded the motion.</li> </ul> </li> </ul> <p>➤ Project scope change request from <b>Children's Center Early Intervention</b>.</p> <ul style="list-style-type: none"> <li>• The organization has \$21,901 in unused grant funds after completion of their project. The Children's Center has requested to use the remaining funds to reimburse the Center for a renovation of the previously existing portion of the building, which is owned by Kennebec County. They are asking for reimbursement for renovating the side that Kennebec County owns of their buildings.</li> </ul>	<p>Denied 2-0</p>



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	<ul style="list-style-type: none"><li>• <b>Joe Pietroski, Commissioner</b>, does not support this Children's Center Early Intervention scope change request and <b>Patsy Crockett, Commissioner</b>, supports the scope change. The subject will be discussed at the next Commissioner meeting for a vote from <b>George Jabar, Commissioner</b>.</li><li>• <b>John Beekman, Fayette Selectperson</b>, asked if ARPA money can be used for projects that were not completed, and <b>Zeb Letourneau, Manager Consultant</b>, stated that the funds can be used for anything as long as they meet the expenditure requirements.</li></ul> <p>➤ Project scope change request from <b>Maine Children's Home</b>.</p> <ul style="list-style-type: none"><li>• MCH has requested to re-appropriate \$14,336 to cover repairs in their counseling space and in a space that provides parenting education, training, and emotional support for young parents. These funds were originally allocated to pay for the salary costs associated with a child and family therapist. However, MCH's clinical provider left the organization in February 2024 and the position was not filled until April 2024, so the funds are unused.</li><li>• <b>Zeb Letourneau, Manager Consultant</b>, said that this still aligns with the goals and objectives of the grant. If not passed, they will come back and ask for an extension.</li><li>• <b>Joe Pietroski, Commissioner</b>, motioned to deny the scope change request from the Maine Children's Homen for Little Wanderers, and <b>Patsy Crockett, Commissioner Chair</b>, seconded the motion.</li></ul> <p>➤ Received quarterly updates from all projects. All projects will be assessed by BerryDunn for any feasibility concerns and will bring those up to the county.</p> <ul style="list-style-type: none"><li>• There are concerns with a couple of projects.<ul style="list-style-type: none"><li>○ YMCA: There are concerns about their ability to achieve some of their objectives.</li></ul></li></ul> <p>➤ VOA agreement:</p> <ul style="list-style-type: none"><li>• Commissioner signature is needed to execute the grant agreement by the end of the day today. Construction work will start this summer. <b>Patsy Crockett, Commissioner</b>, signed the document and <b>Abigail St. Valle, Probate Register</b>, acted as a notary.</li></ul> <p>➤ Augusta Roof Replacement:</p> <ul style="list-style-type: none"><li>• There is a plan to issue an RFP by the end of May and expective completion by the end of 2025. BerryDunn has concerns about this project, but they have shown strong progress.</li></ul> <p>➤ <b>Scott Ferguson, County Administrator</b>, requested that <b>Zeb Letourneau, Manager Consultant</b>, attend the next meeting to answer questions about projects.</p> <ul style="list-style-type: none"><li>• There will be time allocated to answer any questions/concerns the County Commissioners may have about ARPA or BerryDunn's next steps.</li></ul>	<p>Tabled 1-1</p> <p>Denied 2-0</p>

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Public Comments	<p><b>William Doyle, NCEU Representative</b></p> <ul style="list-style-type: none"> <li>➤ Mentioned Public service recognition week, National Nurses' Week, and Correctional Officer Appreciation Week.</li> <li>➤ Advocated for pay raises for the NCEU Employees.                             <ul style="list-style-type: none"> <li>• <b>Patsy Crockett, Commissioner Chair</b>, mentioned the consideration of contractual step changes written into the contract for the NCEU employees.</li> <li>• Suggested passing the budget as it currently stands.</li> </ul> </li> <li>➤ <b>Theresa Haskell, Windsor Town Manager</b>, mentioned finding savings to help the budget get where it needs to be.</li> <li>➤ <b>Jon Beekman, Fayette Selectperson</b>, inquired about the current differential that <b>Scott Ferguson, County Administrator</b>, had come up with after the last budget committee meeting and <b>Scott Ferguson, County Administrator</b>, stated the approximate change in the budget and added a reminder that the budget had not been passed so nothing is set in stone.</li> </ul>	
Adjournment	<p>There was a motion at 1:35pm by <b>Joe Pietroski, Commissioner</b>, to move to Executive Session to discuss personnel issues pursuant to 1MRSA § 405-6-E. <b>Patsy Crockett, Commissioner</b>, seconded the motion.</p> <p>Declaration to end Executive Session at 3:04 pm</p>	Approved 2-0
	<p>Motion by <b>Joe Pietroski, Commissioner</b> to adjourn regular session at 3:09pm, and <b>Patsy Crockett, Commissioner</b>, seconded the motion.</p>	Approved 2-0

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