

Kennebec County, Maine

County Commissioner's Meeting Minutes June 4th, 2022



Present:

Patsy Crockett, Commissioner, Chair
 Joe Pietroski, Commissioner
 Chris Brawn, HR Director
 Tom Doore, Treasurer
 Ken Mason, Sheriff
 Lisa Bryant, Finance Director
 Devon Parsons, IT Director

Al Morin, Chief Deputy
 Bryan Slaney, Jail Administrator
 Abigail St. Valle, Register of Probate
 Audrey Fredericks, Finance Manager
 Angela Molino, EMA Director
 Shay Freeman, DA Office Administrator
 Corey Goodchild, Asst. Jail Administrator

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

Absent: George Jabar, Commissioner, Meaghan Maloney, District Attorney, KelLee Gray, HR Administrator, Gail Towns, Deputy Register of Deeds, Dr. Timothy Pieh, MD-3 Medical Director, Frank Griffen, Deputy District Attorney Esq.

	Discussion	Action
Call to order	12:00pm	
Minutes	<p>Joe Pietroski, Commissioner, made a motion to approve the minutes of May 15th, 2024, with and the motion was seconded by Patsy Crockett, Commissioner Chair, the motion carries.</p>	Approved 2-0
	<p>Joe Pietroski, Commissioner, made a motion to approve the minutes of May 21st, 2024, with and the motion was seconded by Patsy Crockett, Commissioner Chair, the motion carries.</p>	Approved 2-0
Human Resources	<p>Chris Brawn, Human Resources Director:</p> <ul style="list-style-type: none"> ➤ In KelLee Gray, Human Resources Administrator's staffing report, we have 10 vacancies county wide. The new Civil Bookkeeper started yesterday, the EMA Planner position is being posted, and we are doing interviews for the Probate Paralegal position today. ➤ Interviews are continuously going on at the Jail. There are currently 7 open positions. ➤ Workforce Development: We've requested \$7,830 reimbursement (27 students and 12 classes) and we've received \$4,533 in reimbursements year to date. ➤ Personnel Policies are still with Peter Marchesi, County Attorney, for legal review. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes June 4th, 2022



	Discussion	Action																
	<ul style="list-style-type: none"> ➤ We are working now on a Deferred Comp (457 plan) open enrollment. This will be a “457 Fair” where all the vendors will be here on June 25th over lunch to meet with any interested employees. Contributions will start the first payroll in July. 																	
Treasurer	<p>Tom Doore, Treasurer:</p> <ul style="list-style-type: none"> ➤ General Fund Cash \$2,294,393. All invested in the Insured Cash Sweep account with Kennebec Savings Bank ➤ Investment Cash: \$11,000,000. All invested in the Intrafi Money Market account with Kennebec Savings Bank ➤ Investment Cash: \$2,087,543 invested in Kennebec Savings Bank, which is down \$751 from last meeting. ➤ Warrants for signatures: <ul style="list-style-type: none"> • Payroll as of 5/31/2024 \$485,300 • Payroll Deductions \$17,123 • AP \$770,998 • Other <table style="margin-left: 20px; border: none;"> <tr><td>Wheeler & Arey, p.a.</td><td style="text-align: right;">\$10,628</td></tr> <tr><td>Central Maine Power</td><td style="text-align: right;">\$15,914</td></tr> <tr><td>The Voices Project Inc.</td><td style="text-align: right;">\$17,211</td></tr> <tr><td>Aramark</td><td style="text-align: right;">\$20,507</td></tr> <tr><td>Gardiner Police Department</td><td style="text-align: right;">\$47,690</td></tr> <tr><td>MainePers</td><td style="text-align: right;">\$164,045</td></tr> <tr><td>MMEHT</td><td style="text-align: right;">\$202,236</td></tr> <tr><td>Kennebec Behavioral Health</td><td style="text-align: right;">\$250,000</td></tr> </table> 	Wheeler & Arey, p.a.	\$10,628	Central Maine Power	\$15,914	The Voices Project Inc.	\$17,211	Aramark	\$20,507	Gardiner Police Department	\$47,690	MainePers	\$164,045	MMEHT	\$202,236	Kennebec Behavioral Health	\$250,000	
Wheeler & Arey, p.a.	\$10,628																	
Central Maine Power	\$15,914																	
The Voices Project Inc.	\$17,211																	
Aramark	\$20,507																	
Gardiner Police Department	\$47,690																	
MainePers	\$164,045																	
MMEHT	\$202,236																	
Kennebec Behavioral Health	\$250,000																	
Finance	<p>Lisa Bryant, Finance Director:</p> <ul style="list-style-type: none"> ➤ The budget is being entered into Edmunds and Scott Ferguson, County Administrator, will review it before it is finalized. ➤ Joe Pietroski, Commissioner, mentioned how useful the reports are from Finance. 																	

Kennebec County, Maine

County Commissioner's Meeting Minutes June 4th, 2022



	Discussion	Action
Sheriff/Corrections	<p>Ken Mason, Sheriff:</p> <ul style="list-style-type: none"> ➤ Ken Mason, Sheriff, <ul style="list-style-type: none"> ○ Introduced Amy Foss, Civil Bookkeeper. ○ The Sheriff's office is at full staff ○ There is one deputy out. ➤ Ken Mason, Sheriff, will have more information regarding the request for the (SRO) School Resource Officer for Gardiner. <ul style="list-style-type: none"> ● Joe Pietroski, Commissioner, asked if other municipalities are in need of School Resource Officers and Ken Mason, Sheriff, stated that he is only aware of towns in Kennebec County. ● Joe Pietroski, Commissioner, suggested that the State needed to give more assistance to counties to provide these sorts of services. ● Ken Mason, Sheriff, will be talking with the school board on Thursday regarding the SRO position for Gardiner. ● Scott Ferguson, County Administrator, recommended moving the SRO positions out of the general fund to be able to fill these positions easier. ● Chris Read, Lieutenant, stated that the revenue that comes from the SRO contract should pay for a deputy position to keep the Sheriff's office at full staff. ➤ The JAG (Justice Assistance Grant) agreement will soon be sent to Peter Marchesi, County Lawyer, the commissioners, and Scott Ferguson, County Administrator, for review. <p>Bryan Slaney, Assistant Jail Administrator:</p> <ul style="list-style-type: none"> ➤ The Trane chiller contract was reviewed by Peter Marchesi, County Lawyer, and signed by Patsy Crockett, Commissioner Chair. ➤ Siemens HVAC agreement: <ul style="list-style-type: none"> ● Bryan Slaney, Jail Administrator, said that he does not recommend the slush fund option and stated that the county needs to let Siemens know if they want that option. ➤ Axon agreement: <ul style="list-style-type: none"> ● Peter Marchesi, County Lawyer, stated that there were some concerns with the language about training and staff certification. This agreement will be tabled until the next meeting. ➤ The jail population is at 141. 	Tabled

Kennebec County, Maine

County Commissioner's Meeting Minutes June 4th, 2022



	Discussion	Action
	<ul style="list-style-type: none"> ➤ There is a CARA (Criminogenic Addiction and Recovery Academy) graduation Monday, June 10th at 10am Courtroom #7. There are 12 females graduating. ➤ There are 4 potential new hires this month. 	
District Attorney	<p><u>DA's Office:</u> Shay Freeman, DA Office Administrator:</p> <ul style="list-style-type: none"> ➤ The DA won a class-A trial. ➤ Another class-A trial will be coming up. ➤ Docket call and jury selection this week. ➤ There is a new phone on the security checkpoint desk. ➤ Lots of cameras are being installed. ➤ IT will have access to all security cameras. ➤ Dan Brunelle, Facilities Director, will work on signage for security. ➤ Scott Ferguson, County Administrator, was served a summons for a fall that occurred at the courthouse. 	
Probate	<p><u>Probate:</u> Abigail St. Valle, Probate Register:</p> <ul style="list-style-type: none"> ➤ Revenue for May 2024 was \$24,000. ➤ YTD revenue totals are \$266,000 which means Probate will meet the goal of \$280,000 for the fiscal year. ➤ There are 3 interviews this week for the open position. ➤ Security cameras are almost done. ➤ The elevator to the courthouse from the handicap entrance is down and someone had trouble getting to Probate. ➤ The incline and length of the ramp for handicap compliance standards would be difficult to install because of regulations. <ul style="list-style-type: none"> • Dan Brunelle, Facilities Director, said the front door of the courthouse will be replaced and that may help. • Patsy Crockett, Commissioner Chair, suggested providing a map of the courthouse entrances and hallways for the public when they need to attend court. ➤ Abigail St. Valle, Probate Register, stated that she would contact the state judicial marshals to give them her number in case there is another issue with access. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes June 4th, 2022



	Discussion	Action
Information Technology	<p><u>Information Technology:</u> Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ Devon Parsons, IT Director, was on vacation last week ➤ Target Electric is finishing up installation of security cameras at the courthouse. ➤ Burt's Security continues to install the Key FOB system and will be doing the front door of the courthouse today. 	
Registry of Deeds	<p><u>Register of Deeds:</u> Matthew Boucher, Register of Deeds:</p> <ul style="list-style-type: none"> ➤ Revenues were down by \$6,000 last month compared to last year. ➤ Last month's total was \$83,000 compared to \$90,000 year prior. ➤ Year-to-date down \$48,000 ➤ The new employees are working out well. ➤ The land records management contract will be tabled until next meeting. 	Tabled
EMA	<p><u>Emergency Management Agency:</u> Angela Molino, EMA Director:</p> <ul style="list-style-type: none"> ➤ New employee is working out well as the GIS planner. <ul style="list-style-type: none"> • LEPC (Local Emergency Planning Committees) documentation and looking into 911 program. ➤ There will be one part-time EMA Planner position that will be posted next week. ➤ Zoll Defibrillator: <ul style="list-style-type: none"> • Angela Molino, EMA Director, discussed the difference between an MOU and an agreement for the defibrillator and stated that she would be more comfortable with an MOU so that Kennebec County would still maintain ownership of the equipment. • Angela Molino, EMA Director, will consult with Zeb Letourneau, BerryDunn Manager Consultant, to discuss ARPA compliance before any sort of agreement is produced. ➤ Joe Pietroski, Commissioner, asked if the equipment could go to an ambulance service and Angela Molino, EMA Director, stated that she would investigate it and get back to the Commissioners. ➤ Joe Pietroski, Commissioner, mentioned how well-attended the EMA community meetings were. ➤ The HSGP (Homeland Security Grant Program) application was submitted May 31st 	

Kennebec County, Maine

County Commissioner's Meeting Minutes June 4th, 2022



	Discussion	Action
	<ul style="list-style-type: none"> • There are 8 projects in total • When the grant is awarded, Angela Molino, EMA Director, will send that list out to everybody else. • The process of submission was explained. 	
<p>Facilities</p>	<p>Facilities Maintenance: Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ June 6th will start on Hill House roofing. ➤ The middle of July will be when the windows in Hill House will be replaced. ➤ Scott Ferguson, County Administrator, asked about dumpster placement when the roofing and windows will be done and Dan Brunelle, Facilities Director, assured that the lawn would be protected, and that debris would be controlled. ➤ The Augusta Historical Preservation Society will be given a presentation June 18th for the work to be done on the roof to gain permission for the project. ➤ There was a question of funding the Jail roof and Scott Ferguson, County Administrator, stated that we will know more at the end of June. ➤ Other projects that are coming up will be the thermostat upgrade and air conditioning upgrades on 77 and 73 Winthrop Street. 	
<p>Administrator</p>	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ Tax warrants have been sent to all municipalities via e-mal and via USPS. ➤ There was a FOIA (Freedom of Information Act) inquiry about hazardous materials and Longroad Energy. <ul style="list-style-type: none"> • Scott Ferguson, County Administrator, will be doing a site visit to see how they are disposing of hazardous materials. ➤ Working on a budget template for Lisa Bryant, Finance Director. ➤ Working on Financial Policies with Eide Bailly. ➤ Looking into LD1204 to improve health benefits for incarcerated residents. Bryan Slaney, Jail Administrator, is keeping track of this. ➤ Working with other counties for all biennial budget submission for jails. ➤ May year-to-date financials went out to departments. ➤ Scott Ferguson, County Administrator, is off on Thursday and Friday. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes June 4th, 2022



	Discussion	Action
	<ul style="list-style-type: none"> • VOA- Said that they will be finding a construction agent and will be starting construction at the end of the summer. <ul style="list-style-type: none"> ○ BerryDunn will be following up. Zeb Letourneau, Manager Consultant, stated that VOA is expected to complete all milestones on time. Scott Ferguson, County Administrator, expressed concern with timely funding drawdown, and Zeb Letourneau, Manager Consultant, stated that VOA is taking a reimbursement-based approach which is in compliance with state and ARPA guidelines. Scott would like to know which projects won't make it by the 18th commissioner meeting ➤ The City of Augusta is in attendance to provide a status update on the Augusta Civic Center Roof and Webster Center Renovation projects. • Kieth Luke, Augusta Economic Development Director, and Dan Mastrogiorgio, Augusta Facilities Director, gave an update on the Augusta Webster Center ARPA project and the Augusta Civic Center ARPA Project to assure the Commissioners that the projects are on track to meet federal deadlines and funding requirements. ➤ The VOICES project is doing a great job in expenditure analysis. ➤ 43 ARPA projects have been fully executed thus far. 	
Public Comments	None.	
Adjournment	Motion by Joe Pietroski, Commissioner , to adjourn regular session at 1:51pm, and Patsy Crockett, Commissioner Chair , seconded the motion.	Approved 2-0

Respectfully Submitted: Stephanie Schredder, Executive Assistant