

Kennebec County, Maine

County Commissioner's Meeting Minutes June 18th, 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

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. Stephanie Schredder, Executive Assistant

	Discussion	Action
Call to order	12:00pm	
Minutes	Joe Pietroski, Commissioner , made a motion to approve the minutes of June 4, 2024 . The motion was seconded by Patsy Crockett, Commissioner Chair , the motion carries.	Approved 2-0
Human Resources	<p><u>Chris Brawn, Human Resources Director:</u></p> <ul style="list-style-type: none"> ➤ The staffing report KelLee sent shows we currently have 9 vacancies across the County as of Friday. Jason Decker, EMA Deputy Director, did give his notice. His last day is Friday. ➤ Seven New Hires started yesterday at the Jail. Which means we are one Correctional Officer away from the Jail being fully staffed. ➤ The Deferred Comp (457 plans) vendor visit is scheduled for the 25th of the month. ➤ When Chris Brawn, Human Resources Director, started, she set the County up with a service available through the Department of Public Safety to run background checks on new hires. They recently requested an audit of our records, so HR has been working on that. ➤ The Bureau of Human Resources at the State is conducting a salary study of public sector positions, so we've been working with them to get the information requested. ➤ HR was notified late last week that the Health Trust is eliminating the POS A plan. We heard this was coming but there is now work to be done to move all employees to the next plan. More to come on that, but we do want to offer a third plan to employees. With the elimination of one, we have an opportunity to do add another. 	

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	<ul style="list-style-type: none"> ➤ HR is following the PFML (Paid Family Medical Leave) rulemaking, so we comply as that comes closer to starting. ➤ Personnel Policies are still with Peter Marchesi, County Lawyer, for legal review. ➤ Joe Pietroski, Commissioner, made a motion to close County offices on July 5th, and the motion was seconded by Patsy Crockett, Commissioner Chair. 	Approved 2-0
Treasurer/ Finance	<p>Tom Doore, Treasurer:</p> <ul style="list-style-type: none"> ➤ General Fund Cash \$922,472: 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: \$2,100,609 invested in Kennebec Savings Bank up \$8,634 from last meeting. <p>Warrants for signatures:</p> <ul style="list-style-type: none"> ➤ Payroll 6/14/2024 - \$582,345 ➤ Warrant# 57 - \$17,121 ➤ Warrant #58 - \$426,716 <ul style="list-style-type: none"> • Aramark \$39,879 • Berry-Dunn \$10,584 • Correctional Psychiatric Services \$251,038 • Greater Augusta Utility \$7,730 • Merrill Investigations \$6,378 • Maine Natural Gas \$6,378 • Maine Pretrial Services \$22,194 • Target Electric \$8,400 • Wex Bank \$16,193 <p>Lisa Bryant, Finance Director:</p> <ul style="list-style-type: none"> ➤ Finance is working on the end of the fiscal year and also working on an audit with RHR. ➤ Working with RHR to close the FY23 audit. ➤ Working on FY25 and changing descriptions for consistency. ➤ Aramark contract closeout and Keefe contract startup for the Jail. 	
Sheriff/Corrections	<p>Ken Mason, Sheriff:</p> <ul style="list-style-type: none"> ➤ Things are going well. ➤ There was a fatality in Windsor. 	

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	<ul style="list-style-type: none"> ➤ The Judiciary has restricted access to county employees. 	
Probate	<p>Probate: Abigail St. Valle, Probate Register:</p> <ul style="list-style-type: none"> ➤ The Adult Guardianship Paralegal is retiring but is coming back part-time to train the new hire for four weeks. ➤ There was a motion by Joe Pietroski, Commissioner, to move Probate funding in the amount of \$1,000 to aid in training needs, and the motion was seconded by Patsy Crockett, Commissioner Chair. ➤ The department is working on cross-training employees and creating standard operation procedures for petitions to increase service response time. ➤ Court is running smoothly. 	Approved 2-0
Information Technology	<p>Information Technology: Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ Courthouse camera and monitor installation is wrapping up. ➤ Working on next year's contracts. 	
Registry of Deeds	<p>Register of Deeds: Matthew Boucher, Register of Deeds:</p> <ul style="list-style-type: none"> ➤ GovOS (e-Submission) <ul style="list-style-type: none"> • Matthew Boucher, Register of Deeds, explains direct submission of documentation and the usefulness of the software and would like to discuss an MOU with Scott Ferguson, County Administrator. ➤ Patsy Crockett, Commissioner Chair wants time to review the packet. This will be on the agenda for the next Commissioner meeting. ➤ Joe Pietroski, Commissioner commented on the benefit of this program to local municipalities. ➤ The current Deputy Register of Deeds retires Friday. ➤ Currently on budget. ➤ Patsy Crockett, Commissioner Chair wanted to know if we have a new person. Scott Ferguson, County Administrator, explained that the position has to be vacant before it can be filled. We can post the job and interview in the meantime. 	
EMA	<p>Emergency Management Agency: Angela Molino, EMA Director:</p> <ul style="list-style-type: none"> ➤ Not Present. 	
Facilities	<p>Facilities Maintenance: Dan Brunelle, Facilities Director:</p>	

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	<ul style="list-style-type: none"> ➤ Deeds fence needs to be repaired (Kennebec County does not own it). ➤ Hill House has pine trees that need to be taken down. ➤ Meeting with the Historical Society on the composite slate roofing tonight. 	
Administrator	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ Longroad Energy project is done in Unity Plantation. ➤ Friday is a County Administrators meeting. ➤ Probate elevator and signage are in process. ➤ Opioid funding needs a plan for distribution if any. ➤ Scott Ferguson, County Administrator, will be out of the office next week but will be accessible via email and phone. ➤ Animal Control Officer for Unity Plantation MOU. <ul style="list-style-type: none"> • Joe Pietroski, Commissioner, made a motion to accept the MOU for the new Animal Control Officer for Unity Plantation, and Patsy Crockett, Commissioner Chair, seconded the motion. 	Approved 2-0
Old Business/ Follow Up Items	<p><u>ARPA Update</u> Zeb Letourneau, Manager Consultant</p> <ul style="list-style-type: none"> ➤ See attached document. ➤ Kennebec County Vehicle Policy <ul style="list-style-type: none"> • Sheriff Ken Mason, the review of the policy has not been completed by Peter Marchesi, County Lawyer. ➤ ZOLL Defibrillator MOU – EMA <ul style="list-style-type: none"> • No update. ➤ Gardiner School Resource Officer (SRO) – Sheriff <ul style="list-style-type: none"> • Approved (see Sheriff's Office update). This will remain on the agenda for the next meeting. ➤ Axon Agreement – Jail <ul style="list-style-type: none"> • Approved (see Jail update). ➤ Land Records Management Contract – Deeds <ul style="list-style-type: none"> • No further information or updates. 	

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New Business	<ul style="list-style-type: none"> ➤ Unity Township Animal Control Officer MOU <ul style="list-style-type: none"> • Joe Pietroski, Commissioner, made a motion to accept the Unity Township Animal Control agreement, and Patsy Crockett, Commissioner Chair, seconded the motion. ➤ Funding Transfer Request – Probate <ul style="list-style-type: none"> • Previously Addressed (see Probate department update) ➤ eSubmission – Deeds <ul style="list-style-type: none"> • Discussed by Matthew Boucher, Register of Deeds ➤ ARPA Update – YMCA <ul style="list-style-type: none"> • Presentation from Ranae L'Italien, Chief Executive Officer, and James Bass, YMCA Past President. • Joe Pietroski, Commissioner, made a motion to change the MOU language from “build on existing facility” to “a modular design” with the environmental study to be completed by November 1st, and Patsy Crockett, Commissioner Chair, seconded the motion. ➤ ARPA Update – VOA <ul style="list-style-type: none"> • Presentation from Brian Sites, VP of Business Development and Implementation, on project progress. ➤ Recommendation MCCA Legislative Committee – Joe Pietroski, Commissioner. <ul style="list-style-type: none"> • Joe Pietroski, Commissioner recommends bringing in legislators to educate employees and officials of Kennebec County on County government. He mentioned that he would like invitations for August. • Patsy Crockett, Commissioner Chair suggested waiting until November. Joe Pietroski, Commissioner feels waiting until after the election, there is just too much going on for legislators, now’s the time. ➤ Western/Central Maine Workforce Development Update – Joe Pietroski, Commissioner <ul style="list-style-type: none"> • \$3M in funding. • Board is involved in programs activity. • 20 people serve on the board. 	Approved 2-0
Public Comments	None.	
Adjournment	<p>There was a motion at 2:26pm by Joe Pietroski, Commissioner, to move to Executive Session to discuss a personnel matter pursuant to 1MRSA § 405-6-E. Patsy Crockett, Commissioner, seconded the motion.</p> <p>Declaration to end Executive Session at 2:48 pm</p>	Approved 2-0

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County Commissioner’s Meeting
Minutes June 18th, 2022



	Discussion	Action
	<p>Joe Pietroski, Commissioner, made a motion to grant a \$5,000 bonus to Corey Goodchild, Assistant Jail Administrator, and Patsy Crockett, Commissioner Chair, seconded the motion.</p> <p>Motion by Joe Pietroski, Commissioner to adjourn regular session at 2:50pm, and Patsy Crockett, Commissioner, seconded the motion.</p>	<p>Approved 2-0</p> <p>Approved 2-0</p>

Respectfully Submitted: Stephanie Schredder, Executive Assistant

Kennebec County ARPA Status Update

6/18/2024

BerryDunn has completed, or is working to complete the following deliverables:

- To date, the County has received **\$8,398,401.77** in external grant project expenditures. BerryDunn is processing one expenditure review for \$8,218.85 and one true-up request for \$277,332.45.
- There have been no changes to the ARPA funding tracker since BerryDunn's last status update. The County has **\$1,433.52** left in ARPA reserves that have not been appropriated.
- The YMCA and VOA were invited to the June 18th Commissioner meeting to provide a status update on their projects, both organizations have confirmed they can attend.

Discussion Items:

Q2FY24 Subrecipient monitoring:

- BerryDunn completed semi-annual desk reviews for the high-risk rating grantees (GAUD, City of Augusta, North River, Oakland, and Manor Gardens)
- BerryDunn has facilitated accountability calls with GAUD, North River, KVYMCA, KWD, MGMC – Harm Prevention Grant, City of Augusta, Children's Center, Manor Gardens, MGMC – Women's Residential Treatment Program, and VOA.

GAUD 5/28/24 Accountability Call:

- Contract 5 is going out to bid in June and should only be two weeks of work.
- Contract 4 is expected to complete most of the natural gas work by the end of May, with paving operations scheduled to start in the next couple of weeks.
- Contract 1 is finalized and has released retainage.
- Contracts 2 and 3 are still holding 5% retainage, with plans to release and finalize soon. The project work is complete, and GAUD is currently awaiting the trench settlement and paving before release of retainage.

North River 5/24/24 Accountability Call:

- Project is 25% of the way completed.
- During the December storm North River had damage and had to file an insurance claim. Including some damage to the construction supply. However, North River doesn't expect any delays in finishing the project.
- 15 of the 65 units will be completed by December 2024.

KWD 6/4/24 Accountability Call:

- The waterline project is expected to start in late summer or early fall.
- Project is expected to be completed by the end of fall 2024.

MGMC – Harm Prevention Grant 6/3/24 Accountability Call:

- Project has about 30k left to spend.
- Project is expected to be fully expended by Dec 2024.

Children’s Center 6/10/24 Accountability Call:

- The Covid Mitigation portion of the project is the only funding that remains.
- BerryDunn is currently reviewing the last true-up for the remaining operational funding.
- Covid Mitigation purchases have been made, and the Children Center expects to submit a final reimbursement request by the end of June.

Manor Gardens 6/10/24 Accountability Call:

- First 6 units have been fully rented, 6 more units are expected to be completed by July, last 6 units to be done by Nov 1st.
- Have two tenants in mind for the 80% of AMI requirement.
- Manor Gardens would like to schedule a fall tour with the County.

MGMC – Women’s Residential Treatment Program 6/3/24 Accountability Call:

- Project is progressing steadily and is on budget.
- Project team is planning out summer activities and programming for the women.
- Project coordinator is expecting to have three more staff trained to receive their American Society of Addiction Medicine (ASAM) certification and a few staff are expected to be doing Developmental-Behavioral Pediatrics (DBP) training this summer as well.
- VOA is attending to provide a status update on the Augusta affordable housing project.
- YMCA is attending to provide a status update on their expansion project.
 - Project scope change request: "Expenditures must be associated with goals/objectives stated in the grantee’s updated grant application. This includes costs associated with the approx. 2,000 square foot addition **onto the existing facility** at 31 Union Street in Augusta, as well as costs of materials and supplies needed to operate the new classrooms." Update language within the grant agreement from “onto the existing facility” to “of a modular building design.”
 - Recommendation: Set a drop dead date for the environmental review, procurement of a construction company, and the break ground date.
- Time allocated to answer any questions/concerns the County Commissioners may have about ARPA or BerryDunn’s next steps.

External ARPA Projects –Grant Tracker

IN DEVELOPMENT: 0	EXECUTED: 42
	<ol style="list-style-type: none"> 1. Augusta: Roof Replacement 2. Augusta: Webster Center (Head Start) Renovations 3. BGCKV: Childcare Expansion 4. BGCKV: Pandemic Recovery Assistance 5. BGCKV: Premium Pay 6. Children’s Center: Childcare Expansion 7. Children’s Center: Pandemic Recovery Assistance 8. Children’s Center: Premium Pay 9. Clinton: Water Storage Tank 10. EMA: Emergency Responder Training 11. Gardiner: Ambulance Purchase 12. Gardiner: Communications Upgrade 13. Greater Augusta Utility District: Fiber Connection 14. Greater Augusta Utility District: Kennebec River Crossing 15. Johnson Hall Inc: Renovation 16. Kennebec Behavioral Health Inc: Community Behavioral Health Clinic 17. Kennebec County: Body Scanner 18. Kennebec County: County ARPA Administration 19. Kennebec County: HR and Finance Software 20. Kennebec County: Premium Pay 21. Kennebec County: Unity/Reynolds Rd. 22. Kennebec County: Vaccine Incentives 23. Kennebec Valley Council of Govts: Solid Waste Initiative 24. Kennebec Valley Family Dentistry: Clinic Expansion 25. Kennebec Valley Humane Society: Sustaining Local Animal Welfare 26. Kennebec Water District: Ticonic Bridge Water Main 27. Literacy Volunteers of Kennebec: Community Education 28. Maine Children’s Home: Clinical Supports for Families 29. MaineGeneral Community Care: Programming for Long Term Substance Treatment Center 30. MaineGeneral Medical Center: Harm Reduction Program 31. Maine General Medical Center: School Vaccination Clinics 32. Maine State Museum: Welcome Exhibit 33. Oakland: Sewer Replacement 34. Regional School Unit 11: Communications Upgrade 35. Voices Project: Kennebec County Recovery & Supportive Services 36. Volunteers of America: Augusta Affordable Housing 37. Waterville Manor Gardens: Waterville Affordable Housing 38. Waterville Sewer District: Mesalonskee Interceptor Inspection 39. Waterville Sewer District: Sanitary Sewer Materials 40. YMCA: Expanded Child Care Services 41. Mid Maine Homeless Shelter & Services: Waterville Affordable Housing Project 42. North River Co: Waterville Affordable Housing

