

Kennebec County, Maine

County Commissioner's Meeting Minutes July 16th, 2024



Present:

Patsy Crockett, Commissioner, Chair
 George Jabar, Commissioner
 Joe Pietroski, Commissioner
 Chris Brawn, HR Director
 Tom Doore, Treasurer
 Ken Mason, Sheriff
 Meaghan Maloney, District Attorney
 Frank Griffen, Deputy District Attorney Esq.

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
 Dr. Timothy Pieh, MD-3 Medical 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: Kellee Gray, HR Administrator,

	Discussion	Action
Call to order	12:00pm	
Minutes	Joe Pietroski, Commissioner , made a motion to approve the minutes of June 18, 2024 , with changes. The motion was seconded by George Jabar, Commissioner , the motion carries. With changes.	Approved 3-0
Disaster Update:	<p>Maeghan Maloney, District Attorney, Dan Brunelle, Facilities Director, Devon Parsons, IT Director, Shay Freeman, DA Office Administrator</p> <p><i>On July 9th, 2024, there was a microburst storm that destroyed a 20ft chimney on the courthouse roof and broke a sprinkler pipe causing exposure and extensive water damage. Congruently, a downed branch from a tree landed on fiberoptic cables that eliminated internet connectivity for 77 and 73 Winthrop Street.</i></p> <ul style="list-style-type: none"> ➤ The insurance adjuster has been helpful in guidance at the site of the disaster. ➤ George Jabar, Commissioner, asked if the carpet in the courtroom needed to be replaced and Dan Brunelle, Facilities Director, stated that they were able to save the carpet and it would not have to be replaced. ➤ Dan Brunelle, Facilities Director, asked for a billing line to be created for the disaster and Scott Ferguson, County Administrator, said to spend from existing department financial lines and then it will be reimbursed when the insurance money comes in. ➤ Work is being done to remedy the damage incurred by the storm. 	

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	<ul style="list-style-type: none"> ➤ Patsy Crockett, Commissioner Chair, asked if the historic commission would need to be consulted to rebuild, and Dan Brunelle, Facilities Director, stated that the chimney would not need to be rebuilt because it was not an actively used chimney in the first place. ➤ There is a lot of copper missing on the roof of the Probate building. ➤ Scott Ferguson, County Administrator, asked about repairing the fascia board while repairing other things. ➤ Bryan Slaney, Jail Administrator, mentioned that the roof of the Jail needed attention and repair as well. ➤ Dan Brunelle, Facilities Director, said the Courthouse was closed and used fans, heat, and dehumidifiers. <p><u>Devon Parsons, IT Director:</u></p> <ul style="list-style-type: none"> ➤ Fiberoptic cable was broken and laying on the street because of a microburst. ➤ On Target quickly repaired the cable in one day. <ul style="list-style-type: none"> • This restored internet to Deeds, EMA (Emergency Management Agency), and the Sheriff's Office. ➤ The 4 Courthouse distribution closets were unaffected; one had a little water in it but is still working. ➤ Now just working with end users to set things up for them in their offices. <p><u>Shay Freeman, DA Office Administrator:</u></p> <ul style="list-style-type: none"> ➤ Correctional Officers on staff the evening of the event made sure to patrol the building throughout the night to be sure that things were secure. ➤ Everyone worked from home for the next couple of days. ➤ Equipment has not been replaced. ➤ The insurance form for recovery of equipment is very detailed for information needed. ➤ Need to set up workspace in the old juror room and conference room and three offices on the second floor of hill house. Will be working on that this afternoon. ➤ Siemens is working on the heating upgrade right now as well. ➤ Windows starting next week on Tuesday for hill house. ➤ Shay Freeman, DA Office Administrator, asked what should be done with the photos taken down from the courthouse hallway. No one seems to know who they are other than past DAs. Patsy Crockett, Commissioner Chair, stated that they should be secured in a box until it can be discussed further. 	
Human Resources	<p><u>Chris Brawn, Human Resources Director:</u></p> <ul style="list-style-type: none"> ➤ As you may have seen from the staffing report KelLee Gray, Human Resources Administrator, sent yesterday, Kennebec County has 6 vacancies across the County. Three in Corrections, one in Deeds (Deputy) and two in EMA (Deputy and PT Planner) 	

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	<ul style="list-style-type: none"> ➤ The Deferred Comp (457 plans) have been opened and we had 8 employees sign up. Almost 30 employees visited the vendors when they were here. Employees can sign up any time. ➤ We received a favorable audit result from the Department of Safety and will be allowed to continue using the background system through them free of charge. ➤ Chris is working with the MMEHT (Maine Municipal Employee Health Trust) to set up open enrollment meetings in October. I expect there to be some confusion around the discontinuation of the POS-A plan so we will start communications on that in September. ➤ She is also working on getting us set up with a compliance training system so all employees are getting the required training as appropriate. ➤ Workforce Development Update: So far this year we have had 28 employees take 13 different classes. We have requested almost \$8,300 to be refunded and have received about \$5,200 to date. ➤ We had back-to-back vacations in HR since the last meeting so keeping up with all the administrative items as been our focus. ➤ Chris was able to work with Peter last week to get you out the final draft version of the personnel policies and is hoping to answer any questions you may have today and get those approved. ➤ Policies and administrative regulations do not align currently so these new ones do match and was hoping to get them approved today. Doesn't change practice except for one policy; Peter Marchesi, County Attorney, wants all job offers to come through Human Resources which will require the Sheriff's Office have to change procedure. <ul style="list-style-type: none"> • These Personnel Policies supersedes all policies. • George Jabar, Commissioner, made a motion to accept the new personnel policies of July 2024 presented by Chris Brawn, HR Director, and Joe Pietroski, Commissioner, seconded the motion. Unanimous. 	<p>Approved 3-0</p>
<p>Treasurer/ Finance</p>	<p>Tom Doore, Treasurer:</p> <ul style="list-style-type: none"> ➤ General Fund Cash \$1,803,931-All invested in the Insured Cash Sweep account with Kennebec Savings Bank ➤ Investment Cash: \$9,000,000-All invested in the Intrafi Money Market account with Kennebec Savings Bank ➤ Investment Cash: \$2,112,111-All invested in Kennebec Savings Bank <ul style="list-style-type: none"> • Up \$11,502 from last meeting <p>Warrants for signatures: Payroll Warrant #2 \$687,357 AP Warrant #62 FY24 \$107,971</p>	

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	<p style="text-align: center;">AP Warrant # 3 \$283,387 Restitution Warrant \$17,198</p> <ul style="list-style-type: none"> <li style="display: flex; justify-content: space-between; margin-bottom: 5px;"> • Aramark \$16,452 <li style="display: flex; justify-content: space-between; margin-bottom: 5px;"> • Augusta Adult & Comm Education \$12,594 <li style="display: flex; justify-content: space-between; margin-bottom: 5px;"> • Berry Dunn ARPA Consulting \$40,008 <li style="display: flex; justify-content: space-between; margin-bottom: 5px;"> • Central Maine Power \$18,352 <li style="display: flex; justify-content: space-between; margin-bottom: 5px;"> • Eide Bailly ARPA \$4,937 <li style="display: flex; justify-content: space-between; margin-bottom: 5px;"> • Edmunds Yearly Contract \$22,800 <li style="display: flex; justify-content: space-between; margin-bottom: 5px;"> • Kennebec County Soil/Water \$12,000 <li style="display: flex; justify-content: space-between; margin-bottom: 5px;"> • Kennebec County Extension \$47,216 <li style="display: flex; justify-content: space-between; margin-bottom: 5px;"> • Kennebec County Tourism \$9,000 <li style="display: flex; justify-content: space-between; margin-bottom: 5px;"> • Maine Municipal Association(Workers Comp) \$31,696 <li style="display: flex; justify-content: space-between; margin-bottom: 5px;"> • MCCA Risk Management Liability \$77,910 <li style="display: flex; justify-content: space-between; margin-bottom: 5px;"> • Maine Pretrial \$22,860 <p>➤ Municipal taxes have started coming in:</p> <ul style="list-style-type: none"> • Chelsea \$296,075 • Farmingdale \$388,351 <p>➤ Scott Ferguson, County Administrator, asked for the total cash amount in the General Fund, and Lisa Bryant, Finance Director, stated that she would get that number shortly.</p> <p>Lisa Bryant, Finance Director:</p> <ul style="list-style-type: none"> ➤ Closed books for FY2023 ➤ Will still have audit adjust for FY2023 ➤ Did preliminary close to FY24 ➤ Did all quarterly reports and have been sent in. ➤ Bank reconciliations have all been sent in. ➤ Working with Erika and providing a workbook for each department procedure going forward. ➤ Lisa Bryant, Finance Director, thanks her team for all of their work. 	
Sheriff/Corrections	<p>Ken Mason, Sheriff:</p> <ul style="list-style-type: none"> ➤ Highway safety grant: 	

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	<ul style="list-style-type: none"> • The grant amount was changed from \$5,000 to \$8,000 grant and needs signature from commissioners to approve the change. • George Jabar, Commissioner, made a motion to extend the \$5,000 to \$8,000 and for the Commissioner Chair to sign the grant paperwork, Joe Pietroski, Commissioner, seconded the motion. Unanimous. ➤ MDEA (Maine Drug Enforcement Agency) L. Woodman renewal contract: <ul style="list-style-type: none"> • George Jabar, Commissioner, made a motion for the Commissioner Chair to sign the MDEA contract for the period of July 1st to June 30th, 2025, and Joe Pietroski, Commissioner, seconded the motion. Unanimous. ➤ Chris Read, Lieutenant, mentioned a potential new deputy. ➤ There have been several incidents of crime on the rail trail lately and the Sheriff is running details on the rail trail from Augusta to Gardiner. ➤ Ken Mason, Sheriff, and Chris Read, Lieutenant, inquired about some confusion surrounding two items in the FY25 budget approved by the Commissioners, and Scott Ferguson, County Administrator, stated that he would look into the matter. ➤ A deputy was bitten by a dog in Mount Vernon today. Bryan Slaney, Assistant Jail Administrator: <ul style="list-style-type: none"> ➤ The population inside the Jail is 128. ➤ CARA (Criminogenic and Addiction Recovery Academy) class starts August 8th ➤ Keefe Commissary Contract <ul style="list-style-type: none"> • George Jabar, Commissioner, made a motion for the Commissioner Chair to sign the Keefe Commissary Agreement with corrected dates, and Joe Pietroski, Commissioner, seconded the motion. Unanimous. ➤ The Sheriff is happy with jail and Sheriff's Office operations. ➤ Captain Bryan Slaney, Jail Administrator, caught a potentially hazardous situation in the Jail and prevented it from happening. Patsy Crockett, Commissioner Chair, congratulated him on a job well done. 	<p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p>
<p>District Attorney</p>	<p>DA's Office: Maeghan Maloney, DA, Esq., Frank Griffen, Deputy DA, Esq., Shay Freeman, DA Office Administrator</p> <ul style="list-style-type: none"> ➤ Maine Prosecutors Association: S.T.O.P. violence against women grant. <ul style="list-style-type: none"> • There was a discussion regarding the mechanics of operations and implementation of funding disbursement/reimbursement. 	

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<p>Probate</p>	<p><u>Probate:</u> Abigail St. Valle, Probate Register ➤ Probate is \$6,000 over in FY24 revenues. ➤ Expenses were flat for FY24 ➤ Next year Abigail is hoping to talk about what to do to offset costs through legislation. ➤ A/C is not functioning well in courtroom. ➤ The new employee for the adult guardianship position going well.</p>	
<p>Information Technology</p>	<p>Devon Parsons, IT Director: ➤ Johnson Controls <ul style="list-style-type: none"> • George Jabar, Commissioner, made a motion for the Commissioner Chair to sign the renewal agreement with Johnson Controls starting in August 2024, Joe Pietroski, Commissioner, seconded the motion. Unanimous. </p>	<p>Approved 3-0</p>
<p>Registry of Deeds</p>	<p>Matthew Boucher, Register of Deeds: ➤ Revenues are down \$13,000 compared to this time last year for the month. ➤ Revenues are down \$37,000 for the year-to-date revenues. ➤ Total document numbers are 2,413 ➤ Real estate market hasn't recovered yet ➤ Budget is about flat for FY24 ➤ Still in process of finding a new deputy.</p>	
<p>EMA</p>	<p>Angela Molino, EMA Director: ➤ New OSHA laws were discussed, and their potential impact on the MD-3 program and EMS services as a whole. <ul style="list-style-type: none"> • Current changes that need to take place for Kennebec County are unknown. ➤ EMPG: Emergency Management Performance Grant <ul style="list-style-type: none"> • Quarter 1: Submitted a reimbursement request of expenditures that equal \$84,000 (\$.50 for every \$1.00 spent is reimbursed) and expect \$42,000 in reimbursement. • Quarter 2: Submitted a reimbursement request of expenditures that equal \$53,000 (\$.50 for every \$1.00 spent is reimbursed) and expect \$26,000 in reimbursement. • \$69,000 total reimbursement. • This amount will have to be added to the previous fiscal year. </p>	

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	<ul style="list-style-type: none"> ➤ EHP-Environmental and historical preservation (Conducted by FEMA-Federal Emergency Management Agency) <ul style="list-style-type: none"> • This grant is meant to use money to buy equipment that will be installed in a building. • Submitted 5 reviews that have been approved and 1 is in process. ➤ HSGP 20 (Homeland Security Grant Program 2020) <ul style="list-style-type: none"> • This grant is closing right now, and a closeout report is being produced. ➤ HSGP 22 and 23 <ul style="list-style-type: none"> • Reports were submitted the Friday before July 15th. ➤ ERG (Emergency Response Guides) <ul style="list-style-type: none"> • These are provided to Kennebec County by MEMA (Maine Emergency Management Agency) • Kennebec County EMA delivers these to the towns. All public response vehicles should have one inside. Vienna is the only town without one. • Angela meets with town officials while distributing these guides. ➤ LEPC (Local Emergency Planning Committee) <ul style="list-style-type: none"> • A meeting is coming up with a speaker: Wayne Lanacon, with the United States Department of Transportation on July 25th ➤ County EMA Directors meeting is coming up. ➤ Discussion of who will trim tree branches to avoid another downed cable lines. 	
<p>Facilities</p>	<p><u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ See disaster report. 	
<p>Administrator</p>	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ University of Maine Extension Association MOU <ul style="list-style-type: none"> • The name of the entity needs to indicate that it is not associated with Kennebec County. Peter Marchesi, County Lawyer, is working on this. ➤ Professional Standards Council. <ul style="list-style-type: none"> • Collecting data for the FY26 and FY27 biennium-sent out criteria \$23 million of initiatives, but those that are related to medical are about \$14 million. • Standards council needs to figure out what they need to submit to the State on behalf of the Jails. 	

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	<ul style="list-style-type: none"> ➤ The invitation for the quarterly Kennebec County Budget Committee meeting went out to the Kennebec County Budget Committee and there were only two Budget Committee members confirmed attendance, so Stephanie Schredder, Executive Assistant, will send out a cancellation email tomorrow morning. <ul style="list-style-type: none"> • Joe Pietroski, commissioner, asked how many vacancies there are on the FY26 Budget Committee, and Scott Ferguson, County Administrator, stated that there were two vacancies. ➤ Peter Marchesi, County Lawyer, is working on LD-1204, which is an MOU with DHHS (Department of Health and Human Services) on Medicaid or Medicare for inmate medical coverage. ➤ There was a Bill from Unity for fire call that included a charge from Burnham and Fairfield Fire Departments, which Kennebec County does not have legal agreements with, so the cost was absorbed by Unity Fire Department and the bill was revised and sent back to the County for payment. ➤ BerryDunn is finalizing the payroll audit and will be done in the next couple of weeks. ➤ There have been 4 water-related emergencies in the last two years. ➤ Kennebec County vehicle policy will be reviewed by the County Administrator and then recommendations will be made based on the last email written by Peter Marchesi, County Attorney. ➤ No update on the Gardiner SRO (School Resource Officer). ➤ Two Deeds related items that cannot be addressed at this point due to Matthew Boucher, Register of Deeds, leaving the meeting. ➤ Zoll Defibrillator MOU is still in review. <p>New Business:</p> <ul style="list-style-type: none"> ➤ A letter came from the Town Manager of Wayne advocating for the collection of county tax in increments over the fiscal year. There were misconceptions regarding the town authority to determine when and how the county tax is paid. Any change in this process would have to be statutory. 	
<p>Old Business/ Follow Up Items</p>	<ul style="list-style-type: none"> ➤ MD-3 Update: <ul style="list-style-type: none"> • (See attachment) 	

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<p>New Business</p>	<ul style="list-style-type: none"> ➤ L. Woodman MDEA Contract <ul style="list-style-type: none"> • (See Sheriff's Report) ➤ Johnson Controls Contract <ul style="list-style-type: none"> • (See IT's Report) ➤ Distracted Driving Grant <ul style="list-style-type: none"> • (See Sheriff's Report) ➤ Personnel Policies <ul style="list-style-type: none"> • (See Human Resources Report) ➤ Legislative Meeting: <ul style="list-style-type: none"> • Legislative meeting will be scheduled on tentative dates of Augusta 8th, 15th, or 19th from 3-5pm • Joe Pietroski, Commissioner, stated his ideas for the meeting. • Welcoming review for legislature attendees. • MAT (Medical Assisted Treatment) will take an hour of time. • Bryan Slaney, Jail Administrator, will show a video and go to the Jail. Tours are not short. • MD-3 Presentation. • Schedule another meeting after the election. • Scott suggested getting staff to come in and talk about their experiences. ➤ LIUNA (Laborer's International Union of North America) <ul style="list-style-type: none"> • George Jabar, Commissioner, made a motion to approve and sign the LIUNA agreement for the period of July 1st, 2024, to June 30th, 2027, and Joe Pietroski, Commissioner, seconded the motion. Unanimous. 	<p style="text-align: right;">Approved 3-0</p>
<p>Public Comments</p>	<p>None.</p>	
<p>Adjournment</p>	<p>There was a motion by George Jabar, Commissioner to adjourn regular session at 2:33pm, and Joe Pietroski, Commissioner, seconded the motion.</p>	<p style="text-align: right;">Approved 3-0</p>

Respectfully Submitted: Stephanie Schredder, Executive Assistant