

Kennebec County, Maine

County Commissioner’s Meeting Minutes August 20th, 2024



Present:

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

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

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

Absent: Lisa Bryant, Finance Director, Meaghan Maloney, District Attorney, Dr. Timothy Pieh, MD-3 Medical Director, Frank Griffen, Deputy District Attorney Esq. Bryan Slaney, Jail Administrator

	Discussion	Action
Call to order	12:00pm	
Minutes	Joe Pietroski, Commissioner , made a motion to approve the minutes of July 16th, 2024 . The motion was seconded by George Jabar, Commissioner , the motion carries.	Approved 3-0
Special Recognition	Corey Goodchild, Assistant Jail Administrator , presented an award for life saving in jail-officer Wade Carter.	
Human Resources	<p>Chris Brawn, Human Resources Director:</p> <ul style="list-style-type: none"> ➤ The personnel vacancy report showed the Kennebec County currently has 6 vacancies. ➤ New hires include a Sheriff’s Deputy and a Deputy Director of EMA who started yesterday. ➤ The part-time EMA Planner position was offered and accepted. <ul style="list-style-type: none"> • Angela Molino, EMA Director, would like to pause the recruitment efforts now that she has a Deputy, so they can assess the needs of the department before reposting. ➤ There will be an open Health Care enrollment meetings in October. There appears to be some confusion around the discontinuation of the POS A plan. We plan to address these questions in September. The health trust will move all employees currently on the POS A plan automatically to the POS C plan which will help the plan administration. ➤ There is draft communication language available regarding PFML (Paid Family Medical Leave) which will be sent out to all employees in the coming weeks. 	

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	<ul style="list-style-type: none"> ➤ The payroll audit is wrapping up. ➤ Workforce Development Update: <ul style="list-style-type: none"> • So far this year we have had 30 employees take 13 different classes. We have requested almost \$8,420 to be refunded and have received about \$5,300 to date. ➤ The Kennebec County Personnel Policies approved last month were sent out to everyone. This did create some confusion and pushback. Most of that is being delt with, except for a few employees who will lose some vacation accruals because of the schedule they work. This was due to the switch from days to hours in the vacation policy. ➤ There is one change requested regarding the Sick Leave Policy. As mentioned in an email a few weeks ago, there needs to be some clarification. It is suggested that the policy remove the “or more” language. Those working more than 35 hours a week (but sometimes less than 40) have historically received 8 hours of time. ➤ There have been a couple grievances from the NCEU (National Correctional Employees Union) recently, one is from an individual pertaining to split shifts and OT(Overtime), and the other involves the commissary contract. 																					
Treasurer/ Finance	<p>Tom Doore, Treasurer:</p> <p>General Fund Cash \$3,439,507 All invested in the Insured Cash Sweep account with Kennebec Savings Bank</p> <p>Investment Cash: \$6,000,000 All invested in the Intrafi Money Market account with Kennebec Savings Bank</p> <p>Investment Cash: \$2,132,118 All invested in Kennebec Savings Bank. July statement showed a gain of \$15,132</p> <p>Warrants for signatures:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Payroll W #9</td> <td style="text-align: right;">\$608,317</td> </tr> <tr> <td>Payroll W#9 (Agency Checks)</td> <td style="text-align: right;">\$18,998</td> </tr> <tr> <td>AP Warrant # 10</td> <td style="text-align: right;">\$437,373</td> </tr> <tr> <td>Restitution FY25R4DA</td> <td style="text-align: right;">\$2,877</td> </tr> <tr> <td>ARPA Warrant #12</td> <td style="text-align: right;">\$1,115,995</td> </tr> </table> <p>Current Year Warrants</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">KSB *MASTERCARD-DBrunelle</td> <td style="text-align: right;">\$20,852</td> </tr> <tr> <td>Maine Pretrial Services, Inc.</td> <td style="text-align: right;">\$22,860</td> </tr> <tr> <td>Service Master Clean</td> <td style="text-align: right;">\$24,718</td> </tr> <tr> <td>Westwood Pharmacy Clinical Svs</td> <td style="text-align: right;">\$25,003</td> </tr> <tr> <td>Berry Dunn LLC.</td> <td style="text-align: right;">\$28,812</td> </tr> </table>	Payroll W #9	\$608,317	Payroll W#9 (Agency Checks)	\$18,998	AP Warrant # 10	\$437,373	Restitution FY25R4DA	\$2,877	ARPA Warrant #12	\$1,115,995	KSB *MASTERCARD-DBrunelle	\$20,852	Maine Pretrial Services, Inc.	\$22,860	Service Master Clean	\$24,718	Westwood Pharmacy Clinical Svs	\$25,003	Berry Dunn LLC.	\$28,812	
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	Quirk Ford Augusta \$44,344 Renewal by Anderson \$100,000 <i>ARPA Expenses:</i> Town of Oakland \$346,511 Sewer Replacement Town of Clinton \$445,500 Water Storage Tank Children's Center \$95,563 Covid Mitigation City of Gardner \$192,816 Ambulance VOA \$35,605 Riverlands Housing <i>Municipal taxes received:</i> Randolph \$151,639 Vassalboro \$569,855 Town of Benton \$264,159 We have collected 16.15 % of taxes due <i>Opioid Payments received:</i> National Opioids Distributor Settlement \$81,584 Allergan Settlement #2 \$24,174 Teva Settlement #2 \$23,778 CVS Settlement #2 \$21,421 ➤ Patsy Crockett, Commissioner Chair , asked for clarification of the receipt of opioid funding, and Scott Ferguson, County Administrator , explained the incoming funding.		
Sheriff/Corrections	Ken Mason, Sheriff: ➤ The Sheriff's Department is at full staff. ➤ The Sheriff's Office is working on the School Resource Officer MOU for Gardiner. Peter Marchesi, Kennebec County Attorney , has been contacted for consultation. ➤ Bureau of Highway Safety Grants: <ul style="list-style-type: none"> • <u>High Visibility Distracted Driving Grant</u>: Joe Pietroski, Commissioner, made a motion to approve the grant application, and George Jabar, Commissioner, seconded the motion. Unanimous. 		Approved 3-0

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	<ul style="list-style-type: none"> • <u>Speed Enforcement Grant</u>: Joe Pietroski, Commissioner, made a motion to approve the grant application, and George Jabar, Commissioner, seconded the motion. Unanimous. • <u>Drive Sober Grant</u>: Joe Pietroski, Commissioner, made a motion to approve the grant application, and George Jabar, Commissioner, seconded the motion. Unanimous. ➤ The City of Hallowell requested law enforcement coverage from the Kennebec County Sheriff as a result of the Chief of Police resigning. Ken Mason, Sheriff, will work with Scott Ferguson, County Administrator, and the Finance Department to determine any cost for these service prior to any agreement being made. ➤ <u>Operation Underground Railroad</u>: <ul style="list-style-type: none"> • Chris Read, Lieutenant, stated that there is no cost for this agreement for FY25 and will save children's lives. • Joe Pietroski, Commissioner, asked what the renewal cost would be, and Ken Mason, Sheriff, answered that the cost for FY26 renewal would be \$1,200. • George Jabar, Commissioner, made a motion for Patsy Crockett, Commissioner Chair, to sign the Operation Underground Railroad MOU, and Patsy Crockett, Commissioner Chair, seconded the motion. Unanimous. ➤ Ken Mason, Sheriff, made the Commissioners aware that there may be a blue pin buyout coming down the line soon. ➤ A new deputy started last Friday. <p>Corey Goodchild, Assistant Jail Administrator:</p> <ul style="list-style-type: none"> ➤ The population inside the Jail is 160 which includes CARA participants and boarders. ➤ There are 7 boarders from Androscoggin County. ➤ There are 3 officers in the academy that will be graduating soon. 	<p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p>
<p>District Attorney</p>	<p><u>DA's Office:</u></p> <p>Shay Freeman, DA Office Administrator:</p> <ul style="list-style-type: none"> ➤ Kennebec County Courthouse Repair: <ul style="list-style-type: none"> • Many DA staff are back into their offices after the flooding but not everyone. • Dan Brunelle, Facilities Director, stated that he would be submitting all the necessary invoices for renovation to the Finance office tomorrow. • The Risk Management estimator will come to the courthouse tomorrow to review renovation progress. ➤ The District Attorney's office is done with renovations and her furniture will be delivered Wednesday. 	

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	<ul style="list-style-type: none"> ➤ A new ADA (Assistant District Attorney) will be hired soon. ➤ There are 3 OUI trials coming up. ➤ There is an aggravated trafficking trial. 	
Probate	<p><u>Probate:</u> Abigail St. Valle, Register of Probate:</p> <ul style="list-style-type: none"> ➤ Revenues for July are \$32,436. ➤ There is a need to move the AV system to another wall in the courtroom. ➤ The new recording system as well. 	
Information Technology	<p><u>Information Technology:</u> Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ The camera system recording equipment to the server room were replaced in 2022 and a third one needs replacing. IT worked with EMA to get approved funding through the Homeland Security Grant. <ul style="list-style-type: none"> • There are two contracts for hardware and software for Johnson Controls requesting the approval of the Commissioners. George Jabar, Commissioner, made a motion to approve the Commissioner Chair sign the Johnson Controls contracts and Joe Pietroski, Commissioner, seconded the motion. Unanimous. ➤ The fiberoptic cable was less expensive than originally anticipated and the expense has been submitted in Edmunds. ➤ Courthouse: <ul style="list-style-type: none"> • Replacing equipment damaged and lost in the storm incident. • Working with electricians to restore systems. • The courthouse is busy. 	Approved 3-0
Registry of Deeds	<p><u>Register of Deeds:</u> Matthew Boucher, Register of Deeds:</p> <ul style="list-style-type: none"> ➤ Revenues this month are \$101,000 which is up by \$7,000 compared to last year. ➤ Legislative update: <ul style="list-style-type: none"> • Senator Rick Bennet submitted legislation for reforming statutes for Registry of Deeds to increase fee structure in costs. ➤ Restoration costs have increased. ➤ GoGov Contracts (Amendment and MOU agreements): Joe Pietroski, Commissioner, made a motion to extend relationship with the company so as described, and George Jabar, Commissioner, seconded the motion. 	Approved 3-0

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EMA	<p><u>Emergency Management Agency:</u> Angela Molino, EMA Director:</p> <ul style="list-style-type: none"> ➤ Introduction of Deputy Director, Adam Devine. ➤ EMA staff attended ALICE (Alert, Lockdown, Inform, Counter, Evacuate), which is an active shooter training required for the instructor certification program. The Sheriff's Office sent a number of their staff to that training. ➤ Angela Molino, EMA Director, will go to Farmingdale today to talk to Fire Chiefs for Hazard mitigation (THIRA). <ul style="list-style-type: none"> • Natural Harazard Mitigation Plan will not be due until 2027 but takes 2 years to write. • First up, conduct THIRA, then coordinate the planning update. ➤ Angela Molino, EMA Director, attended a tabletop exercise a week ago by Brookfield at Harris Station in Indian Pond, near the forks to study dam failure. ➤ HSGP 2020 (Homeland Security Grant Program) closeout is coming soon. 	
Facilities	<p><u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ Courthouse: <ul style="list-style-type: none"> • Working on Insurance claim and grant with IT. • Working with the Risk Management adjustor on the repairs and claim estimates for the Courthouse. • There was a lot of water damage at the Courthouse. • The carpet in the superior courtroom was able to be saved. • Joe Pietroski, Commissioner, asked about the copper in the roof of the Courthouse, and Dan Brunelle, Facilities Director, stated that a lot of copper had been torn off of the eves of the roof and that will be a supplemental cost to the roofing job because it has to be done. • Dan Brunelle, Facilities Director, explained the need for repair to the chimneys on the roof of the Courthouse. ➤ New HVAC units were installed at 72 and 77 Winthrop St. locations (Sheriff, Deeds/EMA). 	
Administrator	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ Great work to Devon Parsons, IT Director, and Dan Brunelle, Facilities Director, and their teams. ➤ Thanks to Stephanie Schredder, Executive Assistant, for planning the legislative meeting yesterday. 	

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	<ul style="list-style-type: none"> • Bryan Slaney, Jail Administrator, did a great job with a tour of jail. ➤ I will be meeting with Bryan Slaney, Jail Administrator, to discuss the biennial request. ➤ There is a County Corrections Professional Standards Council meeting on Thursday. <ul style="list-style-type: none"> • There might be a \$578,000 reduction in funding for FY25 • Bryan Slaney, Jail Administrator, is reviewing Kennebec County's population data which drives the funding calculation. ➤ Longroad Energy will have a grand opening of the solar farm project in Unity Township on September 17th. Scott Ferguson, County Administrator, plans to be in attendance and may have to leave the Commissioner's meeting early. ➤ HR, Finance, and the County Administrator will go over enhancements that they would like implemented within the Edmunds system. ➤ There was a walkthrough of 96 State Street (Camden Bank) to examine potential County usage. ➤ Scott Ferguson, County Administrator, is working with HR on the policy rollout. ➤ There was a suggestion of looking into using opioid funding to use for the MD-3 program. Scott Ferguson, County Administrator, stated that he would look into it. 	
<p>Old Business/ Follow Up Items</p>	<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"> • With the County Attorney. ➤ ZOLL Defibrillator MOU – EMA: <ul style="list-style-type: none"> • No update. ➤ Gardiner School Resource Officer (SRO) – Sheriff : <ul style="list-style-type: none"> • The County Attorney is working on the MOU language. ➤ Land Records Management Contract – Deeds: <ul style="list-style-type: none"> • Approved and signed. ➤ UMA Cooperative Extension Lease Agreement: <ul style="list-style-type: none"> • No update. ➤ Payroll Audit: <ul style="list-style-type: none"> • Scott will set up a virtual meeting. 	

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New Business	<ul style="list-style-type: none"> ➤ A Historical Engineer assessment is needed for restoration of parts of the courthouse including the front columns. SMRT provided a reference <ul style="list-style-type: none"> • Joe Pietroski, Commissioner, made a motion for Scott Fergusons, County Administrator, to get an estimate for restoration costs from a historical engineer for the Courthouse, and Patsy Crockett, Commissioner Chair, seconded the motion. ➤ Sick Policy Change: <ul style="list-style-type: none"> • George Jabar, Commissioner, made a motion to delete “or more” in the sick leave policy, and Joe Pietroski, Commissioner, seconded the motion. ➤ MOU Operation Underground Railroad. <ul style="list-style-type: none"> • See Sheriff’s Report. ➤ ARPA Update – <ul style="list-style-type: none"> • SEE ATTACHED ARPA Update • Scott Ferguson, County Administrator, asked when the Lockwood project would be done and Zeb Letourneau, Manager Consultant, stated that the County is finished with Lockwood but the project is not done until 2025 with Maine Housing Authority as the primary grantor. • Zeb Letourneau, Manager Consultant, explained the Gardiner ambulance project how it benefitted surrounding towns. • The State Museum opening has been delayed until November of 2024. • Joe Pietroski, Commissioner, asked for a list of residents that the VOA project had contacted when knocking on doors. Zeb Letourneau, Manager Consultant, agreed to ask VOA for a list. ➤ YMCA <ul style="list-style-type: none"> • See attached update document. • The environmental review of the building addition was discussed. • It was stated that if the County would like to reallocate funds to another project, they must be moved by December 30th, 2024. • Details of ARPA grant agreements and federal grant standards and guidelines were discussed. • Honorable Representative, Bill Bridgeo, Stated the thought process behind stick-built building versus a manufactured building. • The building that is planned to be built at the YMCA campus in Augusta will be 40’x60’ • The Kennebec County Commissioners decided to wait until September 17th, 2024, before making a decision on reallocation of ARPA funding for the YMCA project. 	<p>Approved 3-0</p> <p>Approved 3-0</p>

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Public Comments	None.	
Adjournment	<p>There was a motion at 2:20pm by George Jabar, Commissioner, to move to Executive Session to discuss a personnel matter pursuant to 1MRSA § 405-6-E. Joe Pietroski, Commissioner, seconded the motion.</p> <p>Declaration to end Executive Session at 2:36 pm</p> <p>Joe Pietroski, Commissioner, made a motion to grandfather six employees that were negatively impacted by personnel policy changing vacation time from days to hours. If employees leave or changes positions, this is null and void and does not follow the position going forward, and George Jabar, Commissioner, seconded the motion.</p> <p>Motion by Joe Pietroski, Commissioner to adjourn regular session at 2:44pm, and George Jabar, Commissioner, seconded the motion</p>	<p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p>

Respectfully Submitted: Stephanie Schredder, Executive Assistant