

Kennebec County, Maine

County Commissioner's Meeting Minutes October 15th, 2024



Present:

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

Angela Molino, EMA Director
 Abigail St. Valle, Register of Probate
 Bryan Slaney, Jail Administrator
 Chris Read, Lieutenant
 Audrey Fredericks, Finance Manager
 Shay Freeman, DA Office Administrator
 KelLee Gray, HR Administrator

Corey Goodchild, Asst. Jail Administrator
 Scott Ferguson, County Administrator
 Stephanie Schredder, Executive Assistant
 Matthew Boucher, Register of Deeds

Absent: Frank Griffen, Deputy District Attorney Esq., Meaghan Maloney, District Attorney, Dr. Timothy Pieh, MD-3 Medical Director, Brielle Balmer, Deputy Register of Probate, Devon Parsons, IT Director

	Discussion	Action
Call to order	12:00pm	
Minutes	<p>Joe Pietroski, Commissioner, made a motion to TABLE the minutes of October 1st, 2024. The motion was seconded by George Jabar, Commissioner. Unanimous.</p>	Approved 3-0
	<p>Joe Pietroski, Commissioner, made a motion to accept the minutes of August 19th, 2024. The motion was seconded by George Jabar, Commissioner. Unanimous.</p>	Approved 3-0
Human Resources	<p>Chris Brawn, HR Director:</p> <ul style="list-style-type: none"> ➤ We currently have 9 vacancies across the County. Five in the Jail, one at Deeds, two at EMA, and one at sheriff's office. The Sheriff's Office has given a conditional offer contingent on passing a background check. ➤ Chris Brawn, Human Resources Director, stated that a vote is needed to hire the previous Deputy Register of Deeds to work as a temporary part-time employee who is not qualified to work as a contractor. <ul style="list-style-type: none"> • Joe Pietroski, Commissioner, made a motion to approve the hiring of the previous Deputy Register of Deeds as a part-time and temporary employee for up to 30 hours a month, and George Jabar, Commissioner, seconded the motion. • Human Resources is awaiting the plan summaries to start communications for health plan changes, understanding the discontinuation of the POS A will create some concerns. Open enrollment will be mid- 	Approved 3-0

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	<p>November to mid-December and meetings with the health trust are scheduled for November 18th and December 5th.</p>	
<p>Treasurer/ Finance</p>	<p>Tom Doore, Treasurer: (See attached Treasurer's report)</p> <ul style="list-style-type: none"> ➤ Unpaid tax bills will start accruing interest on November 1st. ➤ Lisa Bryant, Finance Director, will provide an updated list of towns who have paid their tax bills to the Commissioners. ➤ Joe Pietroski, Commissioner, asked for clarification of which services are included in the Jail RFP and Captain Bryan Slaney, Jail Administrator, explained what was included. <p>Lisa Bryant, Finance Director:</p> <ul style="list-style-type: none"> ➤ The Finance Department received the FY22 audit and gave a hard copy to the Commissioners. ➤ The FY23 audit will be received soon. ➤ Lisa Bryant, Finance Director, met with a couple of Penobscot County representatives to show them the Edmunds system. ➤ Edmunds Software System: <ul style="list-style-type: none"> • This will be for the accounts receivable compliance and will get all departments on the same system. Audrey Fredericks, Finance Manager, was able to get the price reduced. The cost will be approximately \$1,000 a year for all Departments to be on board. It is requested that the funding come from ARPA. This was not included in the original budget. • This will allow departments to make direct deposits from their offices. 	
<p>Sheriff/Corrections</p>	<p>Ken Mason, Sheriff and LT. Chris Read:</p> <ul style="list-style-type: none"> ➤ There is a Blue Pin at no cost in the pipeline. The Sheriff's Office is unsure of the start date or if they will be moving forward. ➤ There was a homicide incident in Waterville this morning. The person is in custody. ➤ Operation Stone Garden contract: <ul style="list-style-type: none"> • Lieutenant Chris Read gave an overview of the funding release structure for the yearly/ongoing grant process. 	<p style="text-align: right;">Approved 3-0</p>

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	<ul style="list-style-type: none"> • Joe Pietroski, Commissioner, made a motion to approve the 2024 Operation Stone Garden grant, and George Jabar, Commissioner, seconded the motion. Unanimous. ➤ RSU4 made a request for a School Resource Officer but there aren’t any available officers at the moment. • Joe Pietroski, Commissioner, suggested using retired officers for SRO positions. Bryan Slaney, Jail Administrator: <ul style="list-style-type: none"> • “Give a Gobble” is a program to benefit 24 Maine families in need for Thanksgiving and the program will be accepting donations from Kennebec County Staff until October 21st. • The population inside the Jail is currently 140. <ul style="list-style-type: none"> ○ There are 12 boarders: nine from Androscoggin County, and three from Oxford County. • The Alternative Sentencing Program will begin on November 5th and last through November 30th ➤ Jail Medical RFP (Request for Proposal) Bids: <ul style="list-style-type: none"> • Captain Bryan Slaney, Jail Administrator, explained his recommendation for Commissioners to move forward with CPS (Correctional Psychiatric Services) which is the current provider for several services at the Jail. • George Jabar, Commissioner, made a motion to move forward into contract negotiation with CPS in consultation with the Kennebec County Attorney, Joe Pietroski, Commissioner, seconded the motion. Unanimous. 	<p>Approved 3-0</p>
<p>District Attorney</p>	<p><u>DA’s Office:</u> Shay Freeman, DA Office Administrator:</p> <ul style="list-style-type: none"> ➤ There are multiple broken pipes in the Courthouse which makes it cold because there isn’t any heat. Augusta Fuel Company will be coming out to fix the pipes and then Siemens can come in to fix the heating system, and since offices were using space heaters, it was too large of a draw on the system and blew electrical breakers. ➤ The conference room is done. ➤ There is a prosecutors’ conference next week in Bar Harbor. 	
<p>Probate</p>	<p><u>Probate:</u> Abigail St. Valle, Register of Probate:</p> <ul style="list-style-type: none"> ➤ Had no submitted revenue numbers for last month ➤ Above expectations for revenue of 4% ➤ On Friday, there weren’t any lights available but back on now. No heat still. 	

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	<ul style="list-style-type: none"> ➤ 96 State Street: <ul style="list-style-type: none"> ● Patsy Crockett, Commissioner, stated her concerns about the proposed agreement from the building owners. ● Scott Ferguson, County Administrator, stated that the County would possibly have to consider debt service if the Commissioners voted to purchase the building. ● George Jabar, Commissioner, stated that regular maintenance costs and setup costs would need to be discussed. ● Dan Brunelle, Facilities Director, stated that adding another building to the County would add a lot to the Facilities' workload. ● Abbigail St. Valle, Register of Probate, stated the need for two conference rooms and a reliable building that is not falling into disrepair. ● The State-run conference room upstairs in the Courthouse near Courtroom 7 is available but the State is not allowing people to use it. ● A cost analysis will be done. ➤ There is legislation in process to increase fees which would also increase revenues by approximately \$60,000 per year. 	
Information Technology	<p><u>Information Technology:</u> Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ Not present. 	
Registry of Deeds	<p><u>Register of Deeds:</u> Matthew Boucher, Register of Deeds:</p> <ul style="list-style-type: none"> ➤ On track to being flat for the month in revenues. ➤ Posted an open clerk position. ➤ The Registry of Deeds is putting together a proposal to spend some of the surcharge funds that will be presented in December. ➤ The banking transfer will happen by the end of the year. <ul style="list-style-type: none"> ● Scott Ferguson, County Administrator, explains the steps that need to happen for the transition and stated that the new bank account needs to be opened as soon as possible. ● Lisa Bryant, Finance Director, stated that she would help Matthew Boucher, Register of Deeds, deliver the paperwork necessary to open the new account if he would sign them. 	

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<p>EMA</p>	<p><u>Emergency Management Agency:</u> Angela Molino, EMA Director:</p> <ul style="list-style-type: none">➤ EMA is working on the HSGP, LAPC, and EMPG grants administration<ul style="list-style-type: none">• Staff travelled to Albion for documentation of where the generator will go for the repeater site so we can get going on the EHP.• LEPC information was presented to the SEPC (State Emergency Planning Commission).• HSGP 2020 will close out this week.➤ EMA held the first MD-3 quarterly meeting.<ul style="list-style-type: none">• MCI (Mass Casualty Incident) supplies are now available to the MD-3 program.➤ Received more MCI supplies from Biddeford for the towns of Farmingdale and Sydney.➤ Attended AAR (After Action Report) for Augusta Fire Department at the Ironman event.➤ The 2024 HSGP awards had been announced and \$223,000 has been awarded. The projects included in this are:<ul style="list-style-type: none">• EOC upgrades for support of public safety.• Training• GIS planner and software• Generator for repeater in Gardiner• Portable and mobile radios• MCI training• Ballistic gear• MD-3 medical response equipment➤ There is a MEMA Directors meeting this week.➤ EMA cannot post one of the position vacancies and needs to examine the position further before moving forward.➤ EMA attended a WMD (Weapons of Mass Destruction) exercise➤ EMA will be attending the Maine CDC hazard vulnerability assessment.➤ Staff will be attending the chemical risk prioritization event.➤ EMA will be hosting an LAPC meeting.➤ EMA Staff will be attending the Togus Touch-a-truck➤ There will be a CMP Fall workshop presentation.➤ Zoll Defibrillator:	
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	<ul style="list-style-type: none"> • EMA is awaiting serial numbers from the City of Augusta before moving forward. 	
<p>Facilities</p>	<p><u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ The Courthouse is almost done and employees are getting back into their offices. <ul style="list-style-type: none"> • Electric heaters have caused circuit breakers to blow. • The Probate Court had lights go out on Friday because the old knob and tube wiring is burning out. Once knob and tube is discovered, it needs to be replaced by law. ➤ Anything done in probate court is not included in the costs for the insurance for the flood in the courthouse. ➤ Facilities will be working on the superior courtroom soon. ➤ The heating system in the courthouse upgrade is done and waiting on the repair of two pipes with leaks. Augusta Fuel Company is coming in on Thursday morning to fix the pipes and then Siemens will come back in to check the system and turn the heat on. ➤ Heating will switch over next week for Hill House. ➤ Dan Brunelle, Facilities Director, is going to the communications tower in Vassalboro this week to install a heat pump. ➤ The Garage is working fast and working on a lot of vehicles. ➤ ARPA requests: <ul style="list-style-type: none"> • Tractor: Dan Brunelle, Facilities Director, proposed using ARPA funding to purchase a tractor for programs and Facilities to share at a cost of \$57,400. Ken Mason, Sheriff, volunteered \$40,000 out of the inmate benefit fund to help pay for the tractor. \$17,900 will come from ARPA funding. ➤ EOC (Emergency Operations Center) Remodel/Renovations in EMA Department. ➤ Garage: <ul style="list-style-type: none"> • If there are extra ARPA funds, Dan would like another vehicle lift. Besides the need to replace lifts every 10 years, a second lift would help with non-major repairs (tire changes/ rotation, oil changes) and if the primary lift goes down and when the current lift needs to be replaced. ➤ Fire panel in the jail is currently functional and there is no concern for availability of parts. ➤ Flooring and ventilation are more important in the Jail right now. <ul style="list-style-type: none"> • The cost will be \$48,000 for flooring 	
<p>Administrator</p>	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ Malcolm Ulmer, MCCA Director of Risk Pool Operations, stated that rates will increase by 25% for insurance next year for Kennebec County because of the volume of claims made in the past few years. 	

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- There will be an MMA Regional Forum on Strengthening Local and State Government Collaboration on October 28th with legislators, and Counties should participate.
- Jail budgets for state biennium:
 - **Scott Ferguson, County Administrator**, has volunteered to help other Counties with this if they are in need of help.
- **Scott Ferguson, County Administrator**, attended the Pretty Flaherty Risk Management Conference last week:
 - The primarily focused on labor issues like the Paid Family Medical Leave Act and the minimum wage increase.
- The quarterly financials were sent out to the Budget Committee and the Commissioners. There will be a meeting on October 23rd for review with the Kennebec County Budget Committee, Commissioners and Department Heads can attend as well.
- Dr. Pieh will talk about MD-3 in the town of Wayne tonight.
- Kennebec County has received a quote for the repair of Palmer Road in Unity Plantation. **Scott Ferguson, County Administrator**, stated that Longroad Energy should be responsible for the cost due to the wear and tear that was caused by their company vehicles on the road over the years.
 - The quote for the road came in at \$69,000. Longroad Energy will be asked to pay for this cost and depending on their response, they will be invited to attend a Commissioners meeting.
- ARPA Update:
 - The current items requesting ARPA funding are:
 - EMA Copier
 - Facilities and Programs Tractor
 - Facilities Garage Lift
 - Finance Edmunds Upgrade
 - IT Server Battery Backups
 - Jail HVAC Cleaning
 - Jail Fire Panel Upgrade
 - Jail 2nd and 3rd Floor Carpeting/Flooring
 - Sheriff Patrol Vehicles
 - Civil Division Vehicles
 - The items that **Scott Ferguson, County Administrator**, feels are critical are the Sheriff's vehicles, the Jail flooring, Jail HVAC cleaning, IT battery backups, the Edmunds upgrade, and the tractor.

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	<ul style="list-style-type: none"> • Scott Ferguson, County Administrator, will check with Zeb Letourneau, Manager Consultant, to discuss several general maintenance project expenditures needed in Kennebec County facilities to determine if they meet the guidelines for ARPA funding. • Scott Ferguson, County Administrator, will be following up with the Ticonic Bridge Water Main ARPA project for their status and progress. 	
Old Business/ Follow Up Items	<p>ARPA:</p> <ul style="list-style-type: none"> ➤ Joe Pietroski, Commissioner, made a motion to use \$17,900 in ARPA funding to purchase a tractor for Facilities and Jail Programs and George Jabar, Commissioner, seconded the motion. Unanimous. • Ken Mason, Sheriff, will send an approval statement to Stephanie Schredder, Executive assistant, to authorize the transfer of \$40,000 for the completion of the purchase of the tractor from the inmate fund. 	<p>Approved 3-0</p>
New Business	<p>Edmunds Software Program:</p> <ul style="list-style-type: none"> ➤ (See Finance Report) <p>ARPA</p> <ul style="list-style-type: none"> ➤ George Jabar, Commissioner, made a motion to use ARPA funds to purchase a new garage lift for \$7,295 and Joe Pietroski, Commissioner, seconded the motion. Unanimous. ➤ George Jabar, Commissioner, made a motion to use ARPA funds to purchase an Edmunds upgrade for \$6,800, Joe Pietroski, Commissioner, seconded the motion, Unanimous. ➤ George Jabar, Commissioner, made a motion to use ARPA funds in the amount of \$32,000 for server battery backups, and Joe Pietroski, Commissioner, seconded the motion. Unanimous. ➤ George Jabar, Commissioner, made a motion to use ARPA funds in the amount of \$40,000 to pay for HVAC cleaning at the Correctional Facility, and Joe Pietroski, Commissioner, seconded the motion. Unanimous. ➤ George Jabar, Commissioner, made a motion to use ARPA funding to purchase new flooring for the 2nd and 3rd floors of the Jail in the amount of \$48,000, and Joe Pietroski, Commissioner, seconded the motion. Unanimous. ➤ George Jabar, Commissioner, made a motion to use ARPA funds to purchase three Civil Division vehicles for the Sheriff's Office in the amount of \$75,000, and Patsy Crockett, Commissioner Chair, seconded the motion. Joe Pietroski, Commissioner, opposed the motion. <ul style="list-style-type: none"> • George Jabar, Commissioner, made a motion to use ARPA funding to purchase a patrol vehicle for the Sheriff's Office in the amount of \$67,833, and Patsy Crockett, Commissioner Chair, seconded the motion. Unanimous. • Joe Pietroski, Commissioner, made a motion to use ARPA funds to purchase a copier for EMA in the amount of \$7,995, and Patsy Crockett, Commissioner Chair, seconded the motion. Unanimous. 	<p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 2-1</p> <p>Approved 3-0</p> <p>Approved 3-0</p>

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	<ul style="list-style-type: none">• Scott Ferguson, County Administrator, stated that he would return to the Commissioners with recommendations for the remaining ARPA funding.	
Public Comments	➤ Charles McGillicuddy, Kennebec County Extension Association President , spoke regarding the Hill House 3 rd floor lease agreement. He will be meeting with their attorney to discuss the MOU.	
Adjournment	<p>George Jabar, Commissioner, made a motion to go into executive session at 2:20pm pursuant to 1 MRS section 405 (6)(A) to discuss personnel matters, and Joe Pietroski, Commissioner, seconded the motion.</p> <p>A declaration was made to exit executive session at 2:55pm.</p> <p>There was a motion made by George Jabar, Commissioner, to adjourn regular session at 2:55pm, and the motion was seconded by Joe Pietroski, Commissioner.</p>	

Respectfully Submitted: Stephanie Schredder, Executive Assistant

Treasurer Meeting Notes 10/15/2024

General Fund Cash \$4,713,708.48 : All invested in the Insured Cash Sweep account with Kennebec Savings Bank

Investment Cash: \$11,000,000.00 : All invested in the Intrafi Money Market account with Kennebec Savings Bank

Investment Cash: \$ 2,149,549.59 : All invested in Kennebec Savings Bank. Balance increased \$5,958.41 since last meeting.

Warrants for signatures:	Payroll #23	\$636,714.40
	Warrant #24	\$5,207.28 Void Check Reissue
	AP Warrant #25	\$608,026.73
	Warrant #27	\$4,178.22 Void Check Reissue
	Restitution FY25#8DA	\$3,429.52

Correctional Psychiatric Services	\$249,774.11	
Maine Municipal Association	\$31,695.90	Workers Compensation
Maine Pretrial Services	\$22,859.82	
Target Electric	\$23,150.57	Electric repair Court flood
Trinity Services	\$31,360.02	Food Service Contract/Jail
Westwood Pharmacy	\$54,368.77	Inmate Med Contract/Med Assisted treatment
Wex	\$30,413.94	Vehicle Fuel/grease/oil

ARPA Expenditures

VOA \$29,697.32 Riverlands Reimb #3

Municipal taxes received:

Town of Wayne	\$346,130.00
City of Augusta	\$2,680,392.00
Town of Belgrade	\$1,093,073.00
Town of Clinton	\$322,049.00
Winthrop	\$1,051,903.00

We have collected 70.83% of taxes due

Finance:

- Met with Penobscot Representatives Scott Adkins and Gary Bragdon regarding Edmunds software. Showed them the systems/capabilities, etc.
- Asked for permission to order Accounts Receivable program From Edmunds Software. AR & Business Licensing 3 year, and Online Bill Pay AR 3 year. Civi/Restitution can be invoiced and pay online for fines etc. All departments will be on the same software eliminating the long-standing audit comment and making bank reconciliation much easier. Finance will now have oversight on all funds coming into the County.
\$6,800.00 total, includes Implementation/data conversion. Going forward \$3,300 for 3-year periods.

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