

KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING

AGENDA

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DATE: October 16, 2018

WORKSHOP: 11:00 am

CALL TO ORDER: NOON

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: October 2, 2018

REPORTS:

COUNTY ADMINISTRATOR

HUMAN RESOURCES

TREASURER

INFORMATION TECHNOLOGY

DEEDS

DISTRICT ATTORNEY

E.M.A.

FACILITIES

PROBATE

SHERIFF'S OFFICE/CORRECTIONS

PROJECT UPDATES

OLD BUSINESS

- 1) Signature for approval of County Warrants
- 2) New hire and termination change of status forms for approval.

FOLLOW UP ITEMS

Step Up Program – Sheriff
Restitution KIOSK – Diana Murphy
Deeds open house

NEW BUSINESS

PUBLIC COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

Commissioners Minutes

October 2, 2018

Present: Chairman Nancy Rines, Patsy Crockett, Commissioner, George Jabar, Commissioner, Robert Devlin County Administrator, Terry York, Assistant County Administrator, Peter Dunn, Finance Director, Tracie Lesperance, Finance/HR Assistant, Sheriff Ken Mason, Kathy Ayers, Register of Probate, Richard Wurpel, Jail Captain, Lt. Bryan Slaney, Beverly Bustin-Hatheway, Register of Deeds, James Saucier, Facilities Manager, Dave Hawke, IT, Sean Goodwin, EMA Director

Absent: Richard Davies, Treasurer, Maeghan Maloney, District Attorney

	Discussion	Action
Call to order	12:00 pm	
Minutes	Motion and second to accept the minutes of September 18, 2018.	3 in favor 0 opposed
County Administrator	<p>Robert Devlin County Administrator: I will be getting our survey out so we can start collecting the budget numbers for the county jails so we can come up with solid budget projections.</p> <p>Chairman Nancy Rines: Are you talking about the FY19 budget? Robert Devlin County Administrator: No, I'm talking about the 20-21 budget. We will be requesting \$18.3 million from the state for funding of the jails. That's what we received this year. That's for the states 20-21 budget; we're in FY19. When we report if from the different counties, it can be confusing as half of them are on a fiscal year basis, and the other half is on a calendar year basis. Patsy Crockett, Commissioner: Shouldn't you wait to get the figures from the other counties before you make a request? Robert Devlin County Administrator: We've requested \$18.3 million, the same as last year; this will demonstrate why we need this amount. The figures could change over time, but right now we are trying to keep them stable. We are allowed to increase our jail budgets by four percent. We are at three percent.</p>	Update
Human Resources	<p>Terry York, Human Resources Manager: We are down eight at the jail; I did one new hire orientation last week and another done next week. One of the new hires is coming from Somerset and are already certified, the other was referred to me a while ago, but it has taken him a long time to get his application completed from a security firm that is now defunct. Chairman</p>	Update

	Discussion	Action
	Nancy Rines: How are the job fairs working out? Terry York, Human Resources Manager: They have in the past; I haven't gotten anyone recently from a job fair.	Update
Treasurer	Peter Dunn, Finance Director: We have \$7.1 million in the bank and \$1.5 million in the investment pool. The warrant is just shy of \$205,000; \$40,000 for jail food, \$47,000 for the medical contract, \$17,000 for monthly Maine Pretrial payment, and \$18,000 for our Worker's Comp premium. All other payments in the warrant are \$81,000. We a quarter of the way through the fiscal year, departments are in good shape. We've collected \$5 million of our municipal tax revenue	Update
Deeds	Beverly Bustin-Hatheway, Register: We are still ahead from last year. We are \$2796 ahead of this time last year and on target for this year.	Update
District Attorney	Maeghan Maloney, District Attorney	Absent
EMA	Sean Goodwin, EMA Director: New tower in Gardiner, Libby Hill to be up and working later this month. FY-2018 Homeland Security Grant Program-sign off to happen today, funds will be used starting on Oct. 3, 2018. There were 18 requests, Grant panel turned one request down and partly funded one request. Fourteen requests on the EMA side and 5 on the Law Enforcement side. Oct.-Nov. 2017 Wind and Rain Storm-most towns have done all the FEMA paperwork. Amounts run from \$ 3,643.22 up to \$ 231,825.00 Nationwide test of the Emergency Alert System- Oct. 3, 2018 at 2:18 pm and 2:20 pm.	Update Update Update Update
Facilities	James Saucier, Facilities: Each department now has their own postage scale; we got rid of the big postage machine at the jail. I have to sand down all the columns for the pergola so they can be painted. The weather doesn't look too promising for painting the wood part of it. The lock to go into the courthouse is now a push button lock. I	Update Update Update

	Discussion	Action
	will be installing the back door to the courthouse tomorrow.	Update
Information Technology	<p>Dave Hawke, IT: Our new air conditioner will be installed next week.</p> <p>Chairman Nancy Rines: Tell us about the new server. Dave Hawke, IT: The new server is for the IMC system; they're updating the software; they gave us notice that when the new software comes in, that it won't run on the old server.</p>	<p>Update</p> <p>Update</p>
Probate	<p>Kathy Ayers, Register of Probate: We are ahead of last time; Libby is away on vacation, so there is no court this week, it's a good week to catch up.</p> <p>The registrars are getting together to work on the new codes that are coming.</p> <p>New cameras have been installed in our meeting room and courtroom.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
Sheriff/Corrections:	<p>Sheriff Ken Mason: Corrections: We have 158 inmates; we averaged 147 inmates in 2017, and for this year we are averaging 142. There are 77 inmates out with Maine Pretrial. Our male CARA program continues with 11 participants.</p> <p>Our garden project is going well; yesterday we had a truck load of pumpkins that came in. We have donated around 115 pounds of produce to schools, and food pantry's. We have 900 pounds of potatoes to put into the Thanksgiving food baskets. We also gleaned 2700 pounds of fruits from the orchards and farms; they went apple picking at Kent's Hill Orchard.</p> <p>Sheriff Ken Mason: Law Enforcement: Deputy Boudreau and K9 Vixen continue their drug training two days a week. I saw a video of the drug training and they are both doing really well; they're quite a team.</p> <p>Devon Polizotti will be joining us on October 15th. He comes from Boothbay Harbor Police Department.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Project Updates	None at this time	
Old Business/ Follow Up Items	None at this time	

	Discussion	Action
Warrants	October 2, 2018	Signed
Change of Status	New hire, termination, step increases	Signed
New Business	19-07) Motion and second to accept the Homeland Security Grant as recommended by the EMA Director. 19-08) Motion and second to purchase the Dell server at the government bid price. 19-09) Motion and second to sign the contract with the Department of Public Safety for a second Computer Crimes Investigator.	3 in favor 0 opposed 3 in favor 0 opposed 3 in favor 0 opposed
Executive Session	None at this time	
Miscellaneous	None at this time	
Adjournment	Adjourned at 12:45 pm	3 in favor 0 opposed

Terry York, Assistant Administrator