

***KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING***

**AGENDA**

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**DATE: DECEMBER 1, 2020**

**CALL TO ORDER: NOON - ZOOM**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES: November 17, 2020**

**REPORTS:**

**COUNTY ADMINISTRATOR**

**HUMAN RESOURCES**

**TREASURER**

**FINANCE**

**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

**NEW BUSINESS**

**20-41)** Motion and second to accept the proposal for trash collection for Unity Township from Sullivan's Waste Disposal in the amount of \$5100 from January 1, 2021 through December 31, 2021.

**20-42)** Motion and second to accept the proposal for fire protection services for Unity Township from the Unity Fire Department in the amount of \$5000 from January 1, 2021 through December 31, 2021.

20-43) Motion and second to award the bid to replace the heating system in the conference room.

20-44) Motion and second to award the bid for the mobile electronic message board

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

**PUBLIC HEARING - ZOOM**

**ADJOURNMENT**

## Commissioners Minutes

November 17, 2020

**Present:** Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner Robert Devlin County Administrator, Terry York, Assistant County Administrator, Richard Davies, Treasurer, Sean Goodwin, EMA Director, Devon Parsons, IT, Kathy Ayers, Register of Probate, Beverly Bustin-Hatheway, Register of Deeds, Diane Wilson, Dep. Reg. of Deeds, Art True, Dep. Director EMA, Cynthia Ferguson, Finance Director, Sheriff Ken Mason

**Absent:** Richard Wurpel, Jail Captain, James Saucier, Facilities Maintenance,

	Discussion	Action
<b>Call to order</b>	12:00 pm	
<b>Minutes</b>	Motion and second to accept the minutes of November 3, 2020	3 in favor 0 opposed
<b>County Administrator</b>	<b>Robert Devlin, County Administrator:</b> We have picked Dec. 1 <sup>st</sup> at 1p.m. to host a Zoom Public Hearing regarding the future of Melville Fuller.	Update
<b>Human Resources</b>	<b>Terry York, Assistant County Administrator:</b> The Employee Handbook has been sent to the consultant and the attorney for review and once it has been returned will be available for employees and Commissioners.	Update
	One resignation at the jail-CO is returning to school.	Update
	Cpl. Bajpai receiving an award from ESGR on November 24 at 0900.	Update
	Two new hires at the jail.	Update
	Posted for the Asst. Systems Network Administrator. Received one application.	Update
	Sexual harassment training scheduled for November 25 <sup>th</sup> with a make up date of December 4.	Update
	Need to vote to award the contract for snowplowing for Unity Township.	Update

	<b>Discussion</b>	<b>Action</b>
	Need to ratify the Corrections contract.	Update
<b>Treasurer</b>	<p><b>Richard Davies, Treasurer:</b> Finances continue to be in a good position. We are about 38% through FY 21. General Fund Cash which is all invested in Insured Cash Sweep account with Kennebec Savings Bank is \$7,770,000. The Investment fund is within a few hundred dollars of last meeting at \$2,158,941. The total warrant for today is \$121,063.</p> <p><b>Cynthia Ferguson, Finance Director:</b> Received about \$20,000 from ICMA-RC for the nonvested employee that have separated from service. Tracie is continuing to work on unclaimed property and has located three individuals and returned their money to them. Sandra is gearing up to do the cash in lieu for medical insurance. The auditors are scheduled to begin the audit in early January and she will be working to get them information before the holidays.</p>	<p>Update</p> <p>Update</p>
<b>Deeds</b>	<b>Beverly Bustin-Hatheway, Register of Deeds:</b> Wants to extend the bid for the book preservation to include another 18 books with the current successful bidder, Kofile	Update
<b>District Attorney</b>	<b>District Attorney:</b> The courts are backlogged; however, her office is caught up on cases and is moving forward with cases. The office is participating in a reentry program thru Crisis and Counseling that is a community-based treatment and support. There is individual therapy, out patient programs, medical assisted therapy, and support groups and a recovery coach. The name on the application for participation in the program is called the Kennebec Diversion Program.	Update
<b>EMA</b>	<p><b>Sean Goodwin, EMA Director:</b> 246 cases of COVID-19 state wide and 20 cases in Kennebec County.</p> <p>PPE and gloves are getting harder and harder to get. We are still handing them out as we can, but hospitals are the most crucial at this time.</p>	<p>Update</p> <p>Update</p>
<b>Facilities</b>	Absent	
<b>Information Technology</b>	<b>Devon Parsons, IT:</b> Re-negotiating our internet contract and we are getting a faster internet service and our monthly bill is going down. Waiting for GWI to purchase equipment before we can	

	<b>Discussion</b>	<b>Action</b>
	start the upgrade. Went to Monmouth and Gardiner to update their IMC portables and see how things were going and they reported that things are good.	Update
<b>Probate</b>	<b>Kathy Ayers, Register of Probate:</b> Asked to have Bob be reminded of the drop box for Probate.	Update
<b>Sheriff/Corrections:</b>	<p><b>Sheriff Mason, Corrections:</b> Jail pop. Is 140. We have locked down the jail to all outsiders to prevent the spread of COVID. <b>Chairman Rines</b> asked if the DOC came back to reinspect the jail and <b>Sheriff Mason</b> stated they did a virtual walk thru and we have not seen a report. We are working hard to improve the precautions constantly. Union has ratified the contract.</p> <p><b>Law Enforcement:</b> Slowly starting to get the new vehicles in due to the backlog because of COVID. Not arresting probation violations unless there is a no contact. Not going warrant hunting and have notified other PD's to help reduce the population by not arresting non-violent offenders. Will be furloughing inmates who have less then 30 days left on their sentence.</p>	<p>Update</p> <p>Update</p>
<b>Project Updates</b>	None at this time	
<b>Old Business/ Follow Up Items</b>	Commissioner Jabar stated he does have the Solar farm information, but is not ready to comment on it yet.	
<b>Warrants</b>	November 17, 2020	Signed
<b>Change of Status</b>	New hire, termination, step increases	Signed
<b>New Business</b>	<p>20-40) Motion by Commissioner Rines seconded by Commissioner Jabar to ratify the (7/1/2020-6/30/2023) contract with the National Correction Employees Union.</p> <p>20-41) Motion by Commissioner Jabar seconded by Commissioner Rines to award the bid for snowplowing the 1.72 miles of road in Unity Township to Ed Picard in the amount of \$6,000.</p> <p>20-42) Motion by Commissioner Rines seconded by Commissioner Jabar to have the Register of Deeds, the County Administrator and Kofile discuss an extension of the bid to include another 18 books and negotiate a price and bring that</p>	<p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p>

	<b>Discussion</b>	<b>Action</b>
	information back to the next Commissioners meeting.	3 in favor 0 opposed.
<b>Executive Session</b>		
<b>Miscellaneous</b>		
<b>Adjournment</b>	Adjourned at 12:53 pm	3 in favor 0 opposed

Terry York, Assistant Administrator