

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

**AGENDA**

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**DATE: December 17, 2019**

**WORKSHOP: 11:00 am**

**CALL TO ORDER: NOON**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES: November 5, 2019**

**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.

**NEW BUSINESS**

19-47) Motion and second to appoint a representative to the Maine County Commissioners Board of Directors for 2020.

19-48) Motion and second to sign the Unity Plantation snowplowing agreement with Ed Picard for November 1, 2019-December 31, 2020 in the amount of \$6,000.

19-49) Motion and second to sign the Unity Plantation solid waste disposal agreement with Sullivan's Waste for January 1, 2020-December 31, 2020 in the amount of \$5,100.

19-50) Motion and second to sign the Unity Fire contract in the amount of \$2,100 for fire protection services for Unity Plantation.

19-51) Motion and second to award the contract for Integrated Health Services at the Correctional Facility.

19-52) Motion and second to accept and sign a grant for Substance Use Disorder Assistance Program for one year.

19-53) Motion and second to accept and sign a grant for Residential Substance Abuse Treatment for 21 months.

19-54) Motion and second to accept forfeited funds in the amount of \$2,990.00 in the case of State of Maine v McKayla Nelson.

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

## Commissioners Minutes

November 5, 2019

**Present:** Chairman Patsy Crockett, George Jabar, Commissioner, Terry York, Assistant County Administrator, Richard Davies, Treasurer, Cynthia Ferguson, Finance Director, Richard Wurlpel, Jail Captain, Lt. Bryan Slaney, Sheriff Ken Mason, Sean Goodwin, EMA Director, Beverly Bustin-Hatheway, Register of Deeds, Devon Parsons, IT, James Saucier, Facilities Maintenance, Tracie Lesperance, Finance/HR Assistant, Shay Freeman, Office Assistant, DA's Office, Jason Stonier, Jail Maintenance

**Absent:** Robert Devlin County Administrator, Nancy Rines, Commissioner, Dave Hawke, IT, Maeghan Maloney, District Attorney, Kathy Ayers, Register of Probate,

	Discussion	Action
<b>Call to order</b>	12:00 pm	
<b>Minutes</b>	Motion and second to accept the minutes of October 15 and 22, 2019	2 in favor 0 opposed
<b>County Administrator</b>	<b>Robert Devlin County Administrator:</b> Absent	
<b>Human Resources</b>	<p><b>Terry York, Assistant County Administrator:</b> We had a new Corrections officer start on Monday; I've got one more application on my desk and to notify a gentleman that he is going to be rehired, and the Sheriff has three more applications on his desk. We also hired a new receptionist at the DA's office.</p> <p>We did get the Health Trust rates for next year; POS A is going up only one percent and PPO 500 and POS C will be going up seven percent. There will be no increase in income protection, dental or vision. The overall Health Trust increase was over seven percent.</p>	<p>Update</p> <p>Update</p>
<b>Treasurer</b>	<p><b>Richard Davies, Treasurer:</b> The cash position is \$6.7 million and a little over \$2.78 million in the investment pool. We have some warrants for current year expenses. You have a warrant today for a little over \$250K; most of it is jail related. Jail food, jail medical, jail medical contracts, pretrial, and a little bit of money for DA tech support.</p> <p>We have received all the municipal tax payments.</p>	<p>Update</p> <p>Update</p>
<b>Deeds</b>	<b>Beverly Bustin-Hatheway, Register of Deeds:</b> We have \$18,262 more for the year than last year.	Update

	<b>Discussion</b>	<b>Action</b>
<b>District Attorney</b>	<p><b>Shay Freeman, Office Manager:</b> Maeghan is at the CARA graduation so she asked me to attend today's meeting.</p> <p>We hired a new receptionist; she starts Thursday and we are very excited about that.</p> <p>We are continuing to devote a lot of time into entering restitution, old restitution into Justware so it will convert to Odyssey properly when we switch. <b>George Jabar, Commissioner:</b> When is that happening, will it be a lot easier with restitution? <b>Shay Freeman:</b> Yes, in theory. In speaking with Diana, she thinks that from what she has seen, that it will be a lot easier too.</p> <p>We are working on a retirement get together in December for Paul Stewart, as he will be retiring at the end of December.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
<b>EMA</b>	<p><b>Sean Goodwin, EMA Director:</b> Our agreement with Central Maine Power on the SAFE program of helping the towns opening the roads is still working out well. They may not get the power back, but they'll get the road open safely.</p> <p>We left a contract for you to sign; we received money from FEMA and MEMA to do chemical inventory reporting around Kennebec County, which is important to the County, local fire department and the state; and those users of the chemicals pays fees and things like that, but it also pays for two of our part timers. Each of them derives ten hours from that. The other half of that is for Hazmat training for the different agencies throughout Kennebec County for refresher training and certifications.</p>	<p>Update</p> <p>Update</p>
<b>Facilities</b>	<p><b>James Saucier, Facilities Maintenance:</b> The sheet rocking is all done downstairs in the patrol room. The electrical is half done and we also have a lot of computer stuff that we have to run. We basically have to redo a lot, but it will make it much better. The brackets were installed for the new countertop, and a template will be taken so that can be installed. The countertop will go around the entire room and make for easier workspace.</p>	<p>Update</p>

	<b>Discussion</b>	<b>Action</b>
<b>Information Technology</b>	<b>Devin Parsons, IT:</b> We're all still up and running fine. With the help of multiple departments and vendors, we were able to upgrade the internet connection going over to the jail for the inmate tablet system.	Update
<b>Probate</b>	<b>Kathy Ayers, Register of Probate:</b> Absent	
<b>Sheriff/Corrections:</b>	<p><b>Sheriff Mason, Corrections:</b> We have 158 inmates currently in house; we just lost 11 as we had the CARA graduation. We started with 11 females and we graduated 11 females, which amazing.</p> <p>The Alternative Sentencing program was held from the 25<sup>th</sup> through the 30<sup>th</sup> at the Pine Tree Camp; we had 28 from Kennebec County, 7 from Somerset, 1 from Androscoggin, 6 from York, 7 from Cumberland and 5 from Franklin. Lt. Slaney has some information to pass onto you.</p> <p><b>Lt. Bryan Slaney, Corrections:</b> I have an MOU with Maine General Medical Center; part of our Medicaid assisted treatment that we are running within the correctional facility requires us to release a dose of Narcan to individuals who are on the Medicaid assisted treatment when they are released from the facility. So, Maine General Medical Center has contracted with the State to provide us with the Narcan free of cost. There is an MOU that needs to be signed for them to provide us with that Narcan. Along with that is training for all staff as well as education and prevention on overdose that we will provide to the inmate before their release on what to look for and how to administer the Narcan. We have started the training today; there's three more trainings for all staff as well, that will take place throughout the week.</p> <p><b>Richard Wurpel, Jail Captain:</b> I have one other item to be signed off on; the Lexus Nexus is our law library. They have a program that provides the 7 computers in our classroom with access to law information. We have a contract with them every year, it is \$195 a month that needs to be renewed. This contract</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	<b>Discussion</b>	<b>Action</b>
	<p>would be beginning December 1, 2020, through November 30<sup>th</sup>, 2021. This can also be downloaded onto the inmate tablets.</p> <p><b>Sheriff Mason, Law Enforcement:</b> David Priest, who is the supervisor for Maine Revenue Service, will be retiring and we are waiting to meet with Bob to see how we're going to fill that. It will be in house first, but that position is for way up north, in Aroostook county. If no one in house wants it, I will reach out to up north; there could be a recently retired law enforcement officer that he or she may like that job; unless someone is willing to move up to that neck of the woods.</p> <p>We raised \$548 for no shave November and was donated to the Waterville Humane Society.</p>	<p>Update</p> <p>Update</p>
<b>Project Updates</b>	None at this time	
<b>Old Business/ Follow Up Items</b>		
<b>Warrants</b>	November 5, 2019	Signed
<b>Change of Status</b>	New hire, termination, step increases	Signed
<b>New Business</b>	<p>19-42) Motion and second to sign the contract with Maine Emergency Management for the Emergency Preparedness Planning and Training Grant (LEPC) in the amount of \$14,547.94.</p> <p>19-43) Motion to reinstate Dr. Richard Staples to the Kennebec Valley Community Action Program for a three-year term.</p> <p>19-44) Motion to sign accept the renewal of the Lexus Nexus law library from December 1, 2020 through November 30, 2021.</p> <p>19-45) Motion and second to sign a Memorandum of Understanding with MaineGeneral Medical Center for them to supply free Narcan and training to the Corrections Division.</p> <p>19-46) Motion to accept the chiller replacement bid to Johnson and Jordan for \$144,986 and the approximate \$11K addition</p>	<p>2 in favor 0 opposed</p>

	<b>Discussion</b>	<b>Action</b>
<b>Executive Session</b>	None at this time.	
<b>Miscellaneous</b>	None at this time	
<b>Adjournment</b>	Adjourned at 12:30 pm	2 in favor 0 opposed

Terry York, Assistant Administrator