

KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING

AGENDA

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DATE: DECEMBER 15, 2020

CALL TO ORDER: NOON - ZOOM

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: December 1, 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
- 3) Solar Farm
- 4) Deeds Extension for the 18 books
- 5) Medical Contract

NEW BUSINESS

PUBLIC COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

Commissioners Minutes

December 1, 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

Absent: Richard Wurpel, Jail Captain, James Saucier, Facilities Maintenance, Devon Parson, IT

	Discussion	Action
Call to order	12:00 pm	
Minutes	Motion and second to accept the minutes of November 17, 2020	3 in favor 0 opposed
County Administrator	<p>Robert Devlin, County Administrator: First Motion is to accept the proposal for trash collection with Unity Township for \$5,100.00 from January through December 2021. Commissioner Rines: and that is with Sullivan’s Waste? Bob Devlin: I believe it is. All in Favor. Next Motion is for Fire Protection from the Town of Unity for \$5,000.00 from January through December 2021. All in Favor.</p> <p>We did a bid for the heating system in the downstairs conference room, received two bids about \$1000.00 apart – the winning bid was Augusta Fuel Company for \$15,822.00. Commissioner Rines: Did that include something for the air flow? Bob Devlin: No, this is the heating system and doesn’t change what we had before. Commissioner Rines: I’m abstaining because I thought we would look at the airflow issues and viruses. Bob: This is only to fix the heating system and the air can be something to look at later. Chairman Crockett: Motion passes with one abstained.</p> <p>Sheriff received a grant to get a mobile electronic message boards. Two bids came back out of 5 that were sent out and \$16,511.00 was the best quote through Custom Signals. All in favor.</p> <p>There are a lot of leaks everywhere from the storm, so far no wind damage.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	<p>Chairman Crockett: How about the swearing in? Bob: We're not ready yet, I believe we'll get Justice Jabar for that and will be prior to the January Commissioner's meeting (Jan. 5th)</p> <p>Sexual Harassment Training: there will be a Zoom meeting for the smaller departments (Deeds, Probate etc.) and on December 10th will be the Sheriff's Office and will be using the Gov. Hill Mansion where they have a large conference room and can set it up for social distancing. For anyone that cannot attend (due to quarantine or other situations) we will put them on zoom. The Commissioners are also welcome to attend. I will send the schedule out so you can choose which time to attend.</p> <p>We will also need to schedule a time to go over the employee satisfaction survey and I will talk with Laurie and Peter Marchesi about how we want to do that – most likely in a special session.</p>	<p>Update:</p> <p>Update</p> <p>Update</p>
Human Resources	<p>Terry York, Assistant County Administrator: We lost one Corrections Officer due to performance issues. There are many change of status forms coming around for Commissioners to sign which are to retroactive corrections officer wages back to July 1 and several of them will have two changes because they go on the scale on July 1st and then hit their anniversary date for their step increase.</p> <p>Health insurance buyout, sick time buyback and education stipends are on the payroll for this week and in 2 weeks, the retro pay will be on the payroll once we get the commissioners' signatures and have Sandra review them all.</p> <p>Commissioner Rines: How about the Asst. Network Administrator? Terry York: We signed that last week for Devon. We all haven't been available yet to interview Jason who was the only in-house candidate.</p>	<p>Update</p> <p>Update</p>
Treasurer	<p>Richard Davies, Treasurer: We are 42% of the way through the fiscal year. The general fund cash amount is \$7,277,000 and invested with Kennebec Savings Bank. The investment pool is at \$2,161,620.00 which has gradually increased since last January.</p>	<p>Update</p>

	Discussion	Action
	<p>West Gardiner has now paid their remaining taxes in full. Today's warrant is \$87,377.00 of which \$6,002.00 is jail food, \$6043.00 is jail cleaning supplies and all other is \$59,332.00</p> <p>Cynthia Ferguson, Finance Director: I'd just like to give an update – we heard this week that we will be receiving \$124,000.00 from the Dept. of Corrections and that is to make up for the shortfall we had for audited FY19 at the jail.</p> <p>Sandra and I have also completed our first electronic payment for the Maine State Retirement System. Tracie has also been working on building a list of outstanding checks for restitution. Sandra has been working on the buyouts and stipends and will be working further on the retro and payroll adjustments from the new contract. Bob Devlin: Those adjustments are ready and will need everyone's signatures when you all can take a moment.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
Deeds	<p>Beverly Bustin-Hatheway, Register of Deeds: We are \$83,013.00 ahead of last year. For November, we're ahead by \$5,213.15. This is a reflection of the real estate market.</p> <p>Commissioner Rines: The RFP for additional books? Beverly: Bob and I have talked and will work together on this with Bill.</p>	Update
District Attorney	<p>Shay Freeman, DA's Office Administrator: Three criminal clerks have tested positive for COVID at the Augusta Court. The only one in my officer fitting the definition of 'close contact' with one of those clerks is one Asst. DA after being in a conference with the clerk. She has since tested negative twice so far. The biggest impact on us is that the courthouse is closed and we've had full schedules which need to be continued. This is a problem statewide. Our office is in good shape as far as getting offers out and anything that can be done in the meantime.</p> <p>I am personally pushing to do more on Zoom and we have a meeting coming up on Thursday – the Mission on Mitigation of Pandemic Impact which will include leaders from the Sheriff's Association, Chief's Association, Wardens, Chief Justice Mullen and others to brainstorm ideas like Zoom meetings.</p>	<p>Update</p> <p>Update</p>

	Discussion	Action
EMA	<p>Sean Goodwin, EMA Director: the latest report from the weather service and possible flooding later tonight. Downtown Hallowell and Augusta should be ok where it will be later and no one will be out and about. Power outages are up and down and we're getting a lot of calls for us to intervene. Billy did a nice job cleaning up the basement this morning.</p> <p>PPE requests are still high, still taking care of facilities in the county and swab requests are up.</p> <p>Nancy Rines: How are you involved with the vaccinations? Sean: We're not really sure yet, possibly will be involved with logistical items. A few of our staff could theoretically be asked to assist if needed as they are still paramedics.</p>	<p>Update</p> <p>Update</p>
Facilities	<p>James Saucier, Facilities Maintenance: Absent Bob Devlin: Like Sean said, Billy is doing a good job with the cleanup here after the storm, there is a small leak at the courthouse. There are complaints that the Superior Court room is too hot, so Billy will go over and take a look and if we have to we'll get the heating contractor in there. As mentioned earlier, we got the contract to repair the conference room heating system and I'll ask them about air exchange. Other than that, bracing for upcoming winter.</p> <p>I did have a contractor come in to see about waterproofing Hill House. It would involve excavating the front of the building, putting in drains and sealing the foundation. I'm waiting on an estimate to get an idea and put an RFP together</p>	<p>Update</p> <p>Update</p>
Information Technology	<p>Devon Parsons, IT: Absent. Bob Devlin: everything is operating just fine.</p>	<p>Update</p>
Probate	<p>Kathy Ayers, Register of Probate: I don't have a financial report, but we have been doing all meetings by Zoom since March and wouldn't see why the other courts couldn't do this as well.</p> <p>We've had 4 guardianships and have been dealing with people in facilities that don't want to stay because of COVID and want to</p>	<p>Update</p> <p>Update</p>

	Discussion	Action
	go home. This is keeping us very busy.	
Sheriff/Corrections:	<p>Sheriff Ken Mason: We have 135 in the facility and that number is down from last week. Eight inmates went to DOC. Staff numbers are still up even after losing one officer. On the law enforcement side, we're working on filling the last 2 vacancies. There is one candidate who may cost a bit to hire, but as we've learned this tends to save us money as they are already trained.</p> <p>We are all completing mandatory trainings for certifications and we try to stay ahead of the deadlines.</p> <p>I will keep up 'No-Shave November' for another month and anyone wishing to keep their beard will have to donate money. We currently have \$500 and those funds will go to the Augusta Animal Shelter. It goes to good use and motivates the staff.</p> <p>Dep. Boudreau and K-9 Vixen made a good stop the other day, locating a significant amount of substances – Heroin, Fentanyl, pills and cash. All was seized and put into evidence.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Project Updates	Bob Devlin: All on schedule	Update
Old Business/ Follow Up Items	<p>Nancy Rines: What is the status of the jail medical contract?</p> <p>Bob Devlin: We are waiting for responses to the new RFP. The current vendor is covering the existing contract.</p> <p>Sheriff Mason: We are keeping an eye on that and won't allow them to become lazy in the meantime.</p>	Update – Solar Report and Deeds 18 books will be on next agenda.
Warrants	December 1, 2020	Signed
Change of Status	New hire, termination, step increases	Signed
New Business	<p>20-41) Motion and second to accept the proposal for trash collection for Unity Township from Sullivan's Waste Disposal in the amount of \$5100.00 from January 1, 2021 through December 31, 2021.</p> <p>20-42) Motion and second to accept the proposal for fire protection services for Unity Township from the Unity Fire Dept. in the amount of \$5000.00 from January 1, 2021 through December 31, 2021.</p>	<p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p>

	Discussion	Action
	<p>20-43) Motion and second to award the bid to replace the heating system in the conference room to Augusta Fuel Company in the amount of \$15,822.00.</p> <p>20-44) Motion and second to award the bid for the mobile electronic message board to Custom Signals in the amount of \$16,511.00.</p>	<p>2-0-1 Commissioner Rines abstained</p> <p>3 in favor 0 opposed</p>
Executive Session		
Miscellaneous	Public Hearing Zoom Meeting regarding Melville Fuller from 1:00 pm to 2:30 pm	
Adjournment	Adjourned at 12:45 pm	3 in favor 0 opposed

Terry York, Assistant Administrator