

KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING

AGENDA

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DATE: JANUARY 5, 2021

SWEARING OF ELECTED OFFICIALS: NOON

ELECTION OF CHAIR

CALL TO ORDER: NOON

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: December 15, 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

(20-51) Motion and second to approve the contract extension for map preservation in the amount of \$120,194.

5) Medical Contract – Being reviewed

NEW BUSINESS

20-48) Motion and second to adopt the Employee Handbook

20-49) Motion and second to re-appoint Jennifer Reed to the Kennebec Valley Board of Directors for a term of 3 years. January 2021-November 2023.

20-50) Motion and second to re-appoint Sean Goodwin as Emergency Management Director.

PUBLIC COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

Commissioners Minutes

December 15, 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, Art True, EMA, Devon Parsons, IT, Kathy Ayers, Register of Probate, Beverly Bustin-Hatheway, Register of Deeds, Diane Wilson, Deeds, Chief Al Morin, Sheriff's Office, Lt. Slaney, Correctional Facility

Absent: Richard Wurpel, Jail Captain, James Saucier, Facilities Maintenance, Sheriff Ken Mason

	Discussion	Action
Call to order	12:00 pm	
Minutes	Motion and second to accept the minutes of December 1, 2020	3 in favor 0 opposed
County Administrator	<p>Robert Devlin, County Administrator: Kitchen stove at jail – caught on fire. The repair is about half the cost of a new stove and the stove is already very old. I will ask to waive the bid process for this as the cost is just above the \$10,000.00. Dan Brunelle has received three bids and would like to go with the lowest.</p> <p>A conversation on vaccines will be needed in the near future as it may apply to labor contracts and policy.</p> <p>Lt. Read sent out a policy about out-of-state travel regarding upcoming holidays and the need to quarantine once you return.</p> <p>Melville Fuller – we closed on written testimony last Thursday and they have been sent to everyone in a PDF packet. A rather large packet of information will be forwarded regarding the history and submissions that have been received.</p> <p>In-person training will be held tomorrow here at the Hill House with Laurie Bouchard and Peter Marchesi for sexual harassment. Chairs only which will be 6 ft. apart, no tables and masks required. For the few people who will need to complete due to quarantine, vacation or other, Terry and I can take care of them in a final class.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	<p>Dec. 30th – afternoon for the employee survey. Federal Employees have been given Dec. 24th off, this does not apply to our employees.</p> <p>The contract was just given to Augusta Fuel for the heating system in conference room and they advise it will take at least 5-6 weeks to order the necessary parts. I did inquire about the air flow issue and our current system is a closed-loop system but they will provide a price for an air purifier to be put into the system for that one room. Sean Goodwin, EMA: If you want to speak with anyone about these systems, Augusta School District would be where to turn as they've looked at this but for the whole school, not just one room.</p>	<p>Update</p> <p>Update</p>
Human Resources	<p>Terry York, Assistant County Administrator: Retro payment for the Corrections Officers will be in this week's payroll.</p> <p>Training went very well last week.</p> <p>The DA's Office receptionist is no longer employed with us and there are two Part Time people that will fill the void.</p> <p>Two of you have received the employee handbook and Bob will bring Commissioner Rines a copy when he brings warrant around.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Treasurer	<p>Richard Davies, Treasurer: We are 46% of the way through the fiscal year. The general fund has \$6,911,475.00. The investment pool has \$2,000,159.00, down about \$2500.00 since last meeting but still above where we were at the start of the year. We have a total of \$9,070,475.00 between the two accounts. Nancy Rines: What was our projection for those accounts as far as what we would have in them? Richard: I was not part of that determination. Bob Devlin: Those monies basically are budgeted for the general fund. The money stays in the fund and grows, they are not a revenue. Cindi Ferguson: My understanding on these funds is that the investments grow as the markets do well and at some point the Commission and</p>	<p>Update</p> <p>Update</p>

	Discussion	Action
	<p>budget committee can decide where to appropriate funds for designation down the road for capital projects or otherwise.</p> <p>Cynthia Ferguson, Finance Director: We have received the supplemental funding for the jail in the amount of \$123,000.00.</p> <p>Maeghan we received the funds for the first two investigators in your office and some of the checks for grant funds from FY20 and FY21.</p> <p>The census has been submitted for financial information from FY20 which the Dept. of Justice uses for local governments when awarding grant money.</p> <p>HR gave us the information for retro pay and we developed a spreadsheet that would help in calculating amounts quicker for almost 90 employees.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Deeds	<p>Beverly Bustin-Hatheway, Register of Deeds: Bill Stewart will be coming on Thursday to pick up the 18 books and be able to give a price to preserve them.</p> <p>Diane will have the numbers for the week.</p>	<p>Update</p> <p>Update</p>
District Attorney	<p>Shay Freeman, DA's Office Administrator: The courts are closing for the month of January and potentially for the month of February. This is very concerning for the growing backlog of cases. We're trying to do as many things virtually as possible –</p> <p>M/W/F will be virtual in-custodies, dispositions, custodies and pleas where both sides are in agreement will also be virtual. The courts will be open to the public for paperwork pickup, but no hearings will be held in-person. This is a huge impact and March will be extremely busy with in-person cases on a daily basis.</p>	<p>Update</p> <p>Update</p>
EMA	<p>Sean Goodwin, EMA Director: There is a big PPE order for the jail that is hopefully coming in next week – there has been a shortage of gloves and we're hoping this order will solve the problem for now.</p>	<p>Update</p>

	Discussion	Action
	<p>Our office is meeting via Zoom with the Fayette Town Select board to look at the CMP response to the outer areas of Kennebec County.</p> <p>Our part time planner (Theo) is working on school planning and active shooter planning. Jay is also working with our mitigation planning.</p> <p>The vaccine is in Kennebec County, being offloaded today at hospitals and for use at long-term care facilities. We've been told to be on standby for now.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
Facilities	James Saucier, Facilities Maintenance: Absent Bob: All on schedule.	Update
Information Technology	Devon Parsons, IT: After the last storm, one of the aerial antennas came off the building and required a bucket truck to put it back up. When it came down, it ripped part of the wire as well and will need to be replaced when weather is warmer. I've already spoken with the company that put it up and with Bob and determined we'll have to do an insurance claim.	Update
Probate	<p>Kathy Ayers, Register of Probate: MARP meeting – said goodbye to several people that are retiring. We also have a bill in the legislature that we got two sponsors for from the judiciary committee regarding an increase in fees.</p> <p>Still extremely busy with emergency guardianships and people in the hospital. Nancy Rines: I saw some information from NCCA about the fees and they look very high. Kathy: what you saw was the sliding scale of fees for estates and we don't have a lot of those in Kennebec County. Other than that we haven't had a fee increase in 15 years and some of the areas where we don't charge a fee will now have a fee suitable for the work involved.</p>	<p>Update</p> <p>Update</p>
Sheriff/Corrections:	Sheriff Ken Mason: Absent – leading Wreaths Across America from Albion to Winslow. Chief Al Morin: The jail is doing well, Lt. Slaney is basically performing two jobs at this time, handling the pressure extremely well and doing a great job.	<p>Update</p> <p>Update</p>

	Discussion	Action
	<p>expected and they have been tasked with meeting with their corporals and staff to do the same.</p> <p>Update on Capt. Wurpel – he is on the mend and seems to be doing better under his doctor’s care.</p> <p>Nancy Rines: Are we talking about vaccinating staff and inmates? Chief: That is something which will come from the state on an as-needed/priority basis. At some point I believe that corrections, LE and inmates will become part of that process but right now is healthcare. Lt. Slaney: As of last week, the CDC had a phase plan in rolling out the vaccination and corrections was phase 2 of that plan but no timeframe was available yet.</p>	<p>Update</p> <p>Update</p>
Project Updates		Update
Old Business/ Follow Up Items	<p>Solar Project – the location has been moved and we have engaged the company that is doing this to act as our agent and monitor for a 10% payment. They will also sell the credits for us as we have no way to do that.</p> <p>Hawk Ridge (Unity Township) – testing being done now for repairing the road. We are contributing approx. \$50,000.00 and will figure out how much of the road we can get fixed and the areas that are in the worst shape. The MOU and other legal paperwork will go to George.</p> <p>Proposals for medical contract are due on the 18th. We have received one already, it is sealed and will not be opened until after the 18th should any others be received.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
Warrants	December 15, 2020	Signed
Change of Status	New hire, termination, step increases	Signed
New Business	<p>20-45) Motion to accept proposal for Pine Tree Kitchen Service for \$11,819.75 for new stove</p> <p>20-46) Motion to approve the new agreement with the change in site and vendor to monitor the credit sales for us on the solar project.</p> <p>20-47) Motion to extend the food service contract for one year</p>	<p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p>

	Discussion	Action
	with Aramark at the Correctional Facility.	
Executive Session		
Miscellaneous	Swearing in will be on Jan. 5 th at 11:00 before meeting in large conference room. Masks and social distancing required. Number of people attending will be limited. Reminder for Bob to give George the copies of contracts.	
Adjournment	Adjourned at 12:55 pm	3 in favor 0 opposed

Terry York, Assistant Administrator