

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

**AGENDA**

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**DATE: FEBRUARY 16, 2021**

**WORKSHOP: 11:00 AM – ZOOM**

**CALL TO ORDER: NOON - ZOOM**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES: January 8, 2021 and February 2, 2021**

**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**

**02-03) Hearing on Melville Fuller statute**

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

## Commissioners Minutes

February 2, 2021

**Present:** Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner Robert Devlin County Administrator, Terry York, Assistant County Administrator, Richard Davies, Treasurer, Beverly Bustin-Hatheway, Register of Deeds, Sheriff Ken Mason, Sean Goodwin, EMA, Kathy Ayers, Probate, Tracie Lesperance, Asst. Finance, Devon Parsons, IT

**Absent:** James Saucier, Facilities Maintenance, Maeghan Maloney, District Attorney

	Discussion	Action
<b>Call to order</b>	12:00 pm	
<b>Minutes</b>	Motion and second to accept the minutes of January 19, 22 and 25, 2021	3 in favor 0 opposed
<b>County Administrator</b>	<p><b>Robert Devlin, County Administrator:</b> There is a bill out about remote attendance at public meetings since everything is being done via Zoom. Basically states that we would have to have a written policy, notice of meeting and notice to the public if they want to attend in person.</p> <p>I have the draft gift policy which we will talk about later and it was emailed to department heads.</p> <p>Salary adjustments are ready to go out to the commissioners.</p> <p>The solar amendment will need to get to Patsy to get signed as well.</p> <p>The city of Hallowell requested I attend their next meeting to talk about their budget and I've responded that it is too early yet. The next meeting on Feb. 16<sup>th</sup> will address Melville Fuller and I've been getting additional correspondence about this which is the same as we've already received to move Melville. It will be posted on the website but it will not be a public hearing.</p> <p><b>Patsy:</b> What about the Children's Center contract? <b>Bob:</b> I gave it to George to review. <b>George:</b> I didn't see any major issues with it – we will just need to recommend one.</p> <p><b>Nancy:</b> What is the status of vaccines? <b>Bob:</b> It is still the issue of availability but there is no set timeframe or set plan yet.</p> <p><b>Sheriff Mason:</b> A number of the law enforcement and admin side have received their shots. Due to the weather, the</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	<b>Discussion</b>	<b>Action</b>
	corrections side was supposed to be getting them today but will be delayed a day.	
<b>Human Resources</b>	<p><b>Terry York, Assistant County Administrator:</b> I've been working on wages for the budget and have started on the 10-95C forms regarding health insurance coverage.</p> <p>Ads have been posted for Corrections and we currently have 2 candidates in the process.</p> <p>We are being bombarded by freedom of access requests from the media for discipline reports, information about the inmate phone system and other files. I will be sending a memo that gives them info as far as timing for getting information. I will also be sending a press release later today about another issue.</p> <p><b>Sheriff Mason:</b> Regarding the phone system, Capt. Slaney provided information from our phone provider (Securus) which states that they will be implementing access for family members via tablets at no cost to the facility.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
<b>Treasurer</b>	<p><b>Richard Davies, Treasurer:</b> Due to the weather today, I've not been able to put together much information. <b>Bob:</b> Cindi sent me the financials and I'll forward out after the meeting.</p>	Update
<b>Deeds</b>	<p><b>Beverly Bustin-Hatheway, Register of Deeds:</b></p> <p><b>Diane:</b> For the month we are up \$5,788 and YTD \$111, 600.</p>	Update
<b>District Attorney</b>	<p><b>Maeghan Maloney, District Attorney:</b> We did have someone in the office test positive for COVID and her last day in office was Wednesday. We are all working remotely and will follow CDC guidelines for quarantine and be tested before returning. Grand Jury has been cancelled for February and the next will be in March (4<sup>th</sup> and 5<sup>th</sup>).</p> <p><b>Nancy:</b> Are we arranging for a deep-cleaning for the office?</p> <p><b>Bob:</b> I'll get Billy to arrange for a cleaning of all surfaces.</p>	Update
<b>EMA</b>	<p><b>Sean Goodwin, EMA Director:</b> The 2 part time planners are working remotely all the time. We have a meeting coming up with CDC possibly this Thursday about a mass vaccination site. Art and I are still pushing out a lot of PPE to different facilities throughout the county.</p> <p>Augusta Fire and Delta Ambulance are currently doing vaccines for the 1A tier of first responders but beyond that there just aren't enough to go around yet.</p>	<p>Update</p> <p>Update</p>

	<b>Discussion</b>	<b>Action</b>
	Art and I also turned the budget in to Terry.	
<b>Facilities</b>	<p><b>James Saucier, Facilities Maintenance:</b> Absent <b>Bob:</b> All projects are on schedule. Again, thank you to the facilities staff and all of those helping to cover duties.</p> <p>I spoke with Augusta Fuel about the heating system for the large conference room and also ordered the air filter parts to go along with that.</p>	<p>Update</p> <p>Update</p>
<b>Information Technology</b>	<b>Devon Parsons, IT:</b>	Update
<b>Probate</b>	<p><b>Kathy Ayers, Register of Probate:</b> <b>Bob:</b> The commissioners will be voting on the gift acceptance policy today.</p> <p><b>Kathy:</b> Legislature bills – the judges gave a presentation on the 26<sup>th</sup> to the legislature and I also gave a presentation for probate. The same bills are coming back about the blue- ribbon commission and the presumption that everyone going under guardianship needs an attorney along with 11 more substance related bills.</p> <p>There have also been some changes to our confidentiality requirements (zoom connection cut out). There is a lot of work in the Supreme Court to make almost all of our records confidential. I will probably be objecting to that as a lot of our records are historical, land grants etc.</p> <p>I would like to say a bit about COVID-19 since we are in the same building as the DA’s Office. There needs to be a county-wide notice that goes on as far as what the protocol is and this goes along with the survey that we did also as there is no inter-department cooperation.</p> <p><b>Nancy:</b> Are we going to go ahead and resend all the protocols?</p> <p><b>Bob:</b> We will get the updated CDC guidelines and share it.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
<b>Sheriff/Corrections:</b>	<p><b>Sheriff Ken Mason:</b> We’ve had a lot of movement within the correctional facility. I’ve promoted Corey Goodchild to Asst. Jail Administrator, we’ve had the oral boards for the new Staff Sergeant position and we have a Sergeant’s opening coming up. Capt. Slaney is doing really well with working on some of the things relayed in the employee evaluations.</p> <p>We have 122 inmates and one that has COVID currently and is asymptomatic. Any staff that had contact were put out of the facility and tested and they are all back to work now. The inmate</p>	<p>Update</p> <p>Update</p>

	<b>Discussion</b>	<b>Action</b>
	<p>is in a quarantine block and doing well.  Capt. Slaney and myself are working on the budgets.  Kudos to Dan Brunelle, Mike Gagnon and John Matthews for helping out with issues in the Hill House along with normal duties.</p> <p>In the evidence room which we've been upgrading, a lot of changes have been made and some things have been purged that didn't need to be there any longer. There has been a heat pump installed to maintain a constant temperature for evidence.</p> <p>There was a deputy that was injured attempting to make an arrest and he is on light duty working in the detective division.</p> <p>We have one candidate in the process to be hired from Gardiner PD and he will be a buyout if approved. I would like to be able to get the funds to do this and there would be one more to hire following that.</p> <p>We will be calling back one of the detectives currently working in Bangor with DEA to cover staffing.</p> <p><b>Nancy:</b> Are there any federal funds for the insurrection to cover the Capitol? <b>Sheriff:</b> No, we only received funds for COVID overtime and that was used up.</p>	<p>Update</p> <p>Update</p>
<b>Project Updates</b>	There was a pipe that was leaking onto one of the electrical boxes in basement and that has been fixed. This building is definitely showing its age and there will be other things that come up as years go on.	Update
<b>Old Business/ Follow Up Items</b>	Signature for approval of County Warrants	Update
<b>Warrants</b>	February 2, 2021	Signed
<b>Change of Status</b>	New hire, termination, step increases	Signed
<b>New Business</b>	<b>21-02)</b> Motion and second to adopt the Gift Acceptance Policy. Policy will not be sent to Will and Kathy for further information about the bench and to see how it applies to the policy.	3 in favor 0 opposed
<b>Executive Session</b>		
<b>Miscellaneous</b>		
<b>Adjournment</b>	Adjourned at 12:54 pm	3 in favor 0 opposed