

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

**AGENDA**

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**DATE: August 6, 2019**

**WORKSHOP: 11:00 am**

**CALL TO ORDER: NOON**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES: July 16, 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.

**FOLLOW UP ITEMS**

**NEW BUSINESS**

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

## Commissioners Minutes

July 16, 2019

**Present:** Chairman Patsy Crockett, Nancy Rines, Commissioner, Terry York, Assistant County Administrator, Tracie Lesperance, Finance/HR Assistant, Richard Davies, Treasurer, Kathy Ayers, Register of Probate, Beverly Bustin-Hatheway, Register of Deeds, James Saucier, Facilities Maintenance, Richard Wurpel, Jail Captain, Lt. Bryan Slaney, Sheriff Ken Mason, Sean Goodwin, EMA Director, Cynthia Ferguson, Finance Director Lt. Chris Read

**Absent:** George Jabar, Commissioner, Robert Devlin County Administrator, Dave Hawke, IT, Maeghan Maloney, District Attorney,

	Discussion	Action
<b>Call to order</b>	12:02 pm	
<b>Minutes</b>	Motion and second to accept the minutes of July 2 and 8, 2019	2 in favor 0 opposed
<b>County Administrator</b>	<b>Terry York, Assistant County Administrator:</b> The Local Road Assistance Program is one year; an annual allocation for Unity Township's 1.72 miles of road. I will need to get your signatures on that so I can mail that back.	Update
<b>Human Resources</b>	<p><b>Terry York, Human Resources Manager:</b> We had one new hire orientation for the jail.</p> <p>The jail is approved for 62 line staff and is currently at 38; we are down 24 staff. Currently, the staff is working 7 and 8 shifts per week and is getting tired. Staff Sgt. St. Pierre is recruiting; however, we are competing with jobs that are opening up in the private sector. We have had a few corrections officers resign due to accepting jobs from Huhtamaki, Bath Iron Works, Maine Pretrial and local police departments. We have four corrections officers currently deployed and one will be attending Ranger School this fall.</p> <p>I have been advised that our three new Corporals at the jail, Cpl. Bajpai, Cpl. Huggins and Cpl. Simmons are all doing a great job.</p> <p>We have a new hire in EMA, Theo Marshall, to fill the part-time position left vacant due to Art True's promotion to Deputy Director.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
Treasurer	<p><b>Richard Davies, Treasurer:</b> The cash position is \$1.7 million and \$2 million in the investment pool. We are still working on cleanup warrants; the first warrant for today is a little under \$98K. The biggest item is jail food; there will be additional follow-up warrants as the bills come in. The FY20 budgets have been entered into the computer for the departments to be utilized.</p> <p><b>Cynthia Ferguson, Finance Director:</b> I have heard that the state corrections money for the Jail and the CARA program should be coming in within the week. <b>Nancy Rines, Commissioner:</b> Have we thought about a date when we can review the audit? <b>Cynthia Ferguson, Finance Director:</b> Are you referring to the FY18 audit? <b>Nancy Rines, Commissioner:</b> Yes. <b>Cynthia Ferguson, Finance Director:</b> We just received the draft and it has the GASB 75 report that we had to pay extra for to have that report done on our other benefits. I would really like to look at that carefully; I sent the auditor a letter stating that I hope to do it the end of this week, beginning of next week. I am a stickler because I have done them in the past, and making sure that all the math in those reports calculate properly. I have seen them where they are off so I want to ensure they're accurate. So we are nearing the end of the process. <b>Nancy Rines, Commissioner:</b> What I'm saying is that I want to make sure we have an opportunity for you to educate us. <b>Cynthia Ferguson, Finance Director:</b> I'd be happy to. <b>Chairman Patsy Crockett:</b> We'd like you to first explain it to us, and then have the auditor come in and talk with us about it. <b>Cynthia Ferguson, Finance Director:</b> That's a good idea.</p>	<p>Update</p> <p>Update</p>
Deeds	<b>Beverly Bustin-Hatheway, Register of Deeds:</b> We are \$967,300 for the year. We were only budgeted for \$880,000.	Update
District Attorney	<b>Maeghan Maloney, District Attorney:</b> Absent	
EMA	<p><b>Sean Goodwin, EMA Director:</b> EMA has a new emergency planner-Teddy Marshall.</p> <p>FY-2019 Homeland Security Grant Program. Grant paperwork has been signed and passed to MEMA for approval.</p>	<p>Update</p> <p>Update Update</p>

	<b>Discussion</b>	<b>Action</b>
	<p>FY-2019 HSGP Award \$118,645.00</p> <p>Basic Break Down:</p> <p>\$118,645.00</p> <p><u>\$15,000.00</u> RRT-5 State funded HAZ-MAT/ WMD Team, Waterville Fire Department</p> <p>\$103,645.00</p> <p><u>\$ 3,000.00</u> CERT Team and RACES Team (HAM Radio)</p> <p>\$100,645.00</p> <p>\$73,119.00 for EMA projects-Fire, EMS, Towns, EMA office</p> <p><u>\$27,526.00</u> for Law Enforcement-Town and County Law Enforcement.</p> <p>\$ 0</p> <p>EMA Requests 14 7 Requests funded 7 Requests not funded. \$156,229.00 short on funds.</p> <p>Law Enforcement Requests 10 9 funded 1 Requests not funded. \$18,123.00 short on funds.</p> <p>Package will be put together and handed into MEMA in in two weeks.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
<b>Facilities</b>	<p><b>James Saucier, Facilities Maintenance:</b> The pergola is all painted; we had help from two trustees and Officer Mathews.</p> <p>I just submitted the scope report to Bob so that we can get an RFP out for the two new units downstairs. There's no repairing the one in the large conference room; I turned it on so I could reset it, and the pipe got hot again and I was afraid that it was going to do the same thing again. I have a little air conditioner in there that seems to be doing a good job.</p> <p>The pipes cleaning went really well. We have a three inch pipe in the basement that goes from one end to the other; I was going to replace the section, but they said it all should be replaced, so they</p>	<p>Update</p> <p>Update</p> <p>Update</p>

	<b>Discussion</b>	<b>Action</b>
	are going to give us a price to do that. If we don't replace it, it will start leaking like the other one did.	
<b>Information Technology</b>	<b>Dave Hawke, IT:</b> Absent	
<b>Probate</b>	<p><b>Kathy Ayers, Register of Probate:</b> The papers I handed out show the numbers for the end of the year; we are \$36K over for surplus and just a few hundred dollars more than last year.</p> <p>On September first, we will have new probate codes, so we are getting ready for that.</p> <p>I do have a proposal to change the open position at Probate from a clerk to a paralegal in the guardianship area. The position is open because someone moved up to deputy and we had a paralegal, but I think the challenges of the new code are definitely going to make this even more difficult. I think both Libby and I have decided that we need one person to be concentrating on that, and we want to move it up to a paralegal position. We are hoping to move the part time person, Lynne McKenney into this position, and the small increase from her salary to a paralegal starting salary will not take us outside of what we have in the budget. With moving Lynne into that we position, we will have an open part time position that is scheduled to go full time in January, but we're not filling that right away because I have to train these two before I bring someone else on. We are trying to get all the guardianships of minors and adults, and adoptions in before the new code takes effect in September. We've had an awful lot of emergencies this summer.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
<b>Sheriff/Corrections:</b>	<p><b>Sheriff Mason, Corrections:</b> We have 144 inmates; we are doing really well.</p> <p>Our new corporals are doing an excellent job; they are really living up to my expectations. Our staffing numbers are down, but we are always out there recruiting trying to get those numbers up. We do have people that are training that aren't on their own yet, and once they are, that will relieve some of the pressure off the seasoned officers.</p>	<p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	<p>We do have an alternative sentencing program going on right now at Waterville Junior High, that started on Friday and ends tomorrow. There are eighteen participants left. They're cleaning the school and tearing up carpets and other things to help that municipality. <b>Chairman Patsy Crockett:</b> Are the other jails down as many employees as we are? <b>Sheriff Mason:</b> Yes, to include the prison. We took inmates from York County because they were understaffed, and they're competing with Portsmouth Shipyard.</p> <p><b>Richard Wurpel, Jail Captain:</b> It was brought up at the last Commissioner's meeting, the booklet that had been written by an inmate, titled My Mommy's Castle. Robin Miller who is a longtime employee of the Family Violence Project, championed this project; she did a lot of volunteer work outside of the Family Violence Project and this was through them. At that time we had a much less population of female inmates, so Robin had gotten with these individuals and worked with them to come up with an idea of how children feel when their moms are incarcerated. Robin was able to get a grant that was funded through the United Way. This book was all illustrated and written by the inmates. This was one of the vehicles we used back in the day during consolidation and we went to the Legislature regarding the CARA program.</p> <p><b>Sheriff Mason, Law Enforcement:</b> We are up to staff; Deputy Cain is currently deployed to Jordan. Deputy Curtis is field training with Deputy York for a couple of weeks and then he will be with Deputy Polizzotti; his training will be three to four months long.</p> <p>One of our deputies was involved in a accident with no injuries. The contributing factors do not lie on Kennebec; it lies on the other driver, so we will be sending that car down to be fixed.</p> <p><b>Nancy Rines, Commissioner:</b> What are the damages? <b>Sheriff Mason:</b> Front bumper, left front fender. <b>Nancy Rines,</b></p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	<b>Discussion</b>	<b>Action</b>
	<b>Commissioner:</b> Was this a new vehicle? <b>Sheriff Mason:</b> No, it is an older vehicle, but it only had less than 70,000 miles on it. It was Staff Sgt. Hatch's old vehicle and we got him a new one, so I had it lettered up so a deputy could use it, and that helps us with the spares because we have three new cars coming in that were already on the lot. Deputy Bourque's getting a new one and we're going to take his and turn that over to the new Domestic Violence investigator.	
<b>Project Updates</b>	None at this time	
<b>Old Business/ Follow Up Items</b>	19-36) Motion and second to change the title of Probate Clerk to Paralegal.	2 in favor 0 opposed
<b>Warrants</b>	July 16, 2019	Signed
<b>Change of Status</b>	New hire, termination, step increases	Signed
<b>New Business</b>		
<b>Executive Session</b>		No Action Taken
<b>Miscellaneous</b>	None at this time	
<b>Adjournment</b>	Adjourned at 12:40 pm	2 in favor 0 opposed

Terry York, Assistant Administrator