

KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING

AGENDA

AGENDA

AGENDA

DATE: AUGUST 3, 2021

WORKSHOP: 11:00 AM

CALL TO ORDER: NOON – PUBLIC HEARING

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: JULY 20, 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

Follow Up Items:

Spirit of America
Contract Negotiations
Update on the financial condition of Civil

NEW BUSINESS

03-23) Motion and second to adopt the Kennebec County Remote Participation Policy.

PUBLIC COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

Commissioners Minutes

JULY 20, 2021

Present: Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner Robert Devlin County Administrator, Terry York, Assistant County Administrator, Megan Dickey, Asst. HR, Richard Davies, Treasurer, Tracie Lesperance, Asst. Finance, Beverly Bustin-Hatheway, Register of Deeds, Diane Wilson, Deeds, Sheriff Ken Mason, Chief Al Morin, Capt. Slaney, Correctional Facility, Shay Freeman, DA's Office, Dan Brunelle, Facilities Mgr., Lt. Corey Goodchild, Devon Parson, IT, Sean Goodwin, EMA

Absent: Cindi Ferguson, Finance Director, Kathy Ayers, Probate, Maeghan Malone, District Attorney

	Discussion	Action
Call to order	12:00 pm	
Minutes	Motion and second to accept the minutes of July 6, 2021	3 in favor 0 opposed
		3 in favor 0 opposed
County Administrator	<p>Robert Devlin, County Administrator: Dispatch Contract with Unity Township is on the agenda.</p> <p>Dan Brunelle will be the new Facilities Manager for County buildings.</p> <p>I'm working on the rescue grant funds and the Community Development Block grant applications. There is a zoom call with all County administrators tomorrow and I'm sure this will be a topic regarding these funds and as to how they get distributed and utilized.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
Human Resources	<p>Terry York, Assistant County Administrator: Introduction of Megan Dickey – she is in the new Asst. HR position and welcome to her!</p> <p>We have 42 Corrections line officers, we are down 16. There were two hired this month and another two in waiting for first week of August. There is one officer that I've heard may be leaving and I've asked him to come and do an exit interview if he does indeed leave.</p>	<p>Update</p> <p>Update</p>
Treasurer	Richard Davies, Treasurer:	

	Discussion	Action
	<p>We have \$1,572,000.00 in the general fund all invested in the insured cash sweep. The rescue funds are also at \$1,878,000 also invested with KSB. The investment fund has increased by \$2000 to bring it to \$2,151,000.</p> <p>There are two warrants – one for FY21 with an amount of \$178,681 mostly for jail food and medical and an FY22 warrant for \$147,000 with a number of items included in it that will be coming up.</p> <p>I also would like to inform everyone that I will most likely not be leaving as soon as I thought I would be. The person who thought they would be coming on has decided not to and I'll stay on until we find someone to take the position.</p> <p>Tracie Lesperance: The municipal FY22 tax letters have been sent out.</p> <p>Cindi is working on the fund balance reserves and I am working on the back reconciliation for the general fund account.</p> <p>There is also a restitution warrant for you to sign off on and we have successfully transitioned our systems from FY21 to FY22 although there will still be some FY21 invoices that will have to be entered.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Deeds	<p>Beverly Bustin-Hatheway, Register of Deeds: I've brought two books to compare that would need to be preserved. The vendor we have used prior is willing to do one for free and I'd like to have 100 books done in addition. The estimate is \$321,000 for the 100 books and I'd like to use the surcharge funds for this. Bob will put an RFP together once Beverly gives him all of the info.</p> <p>Funds are still in very good shape and going strong.</p>	<p>Update</p> <p>Update</p>
District Attorney	<p>Maeghan Maloney, District Attorney: Absent Shay Freeman: We have hired Angie Doom to replace Megan Dickey at the</p>	<p>Update</p>

	Discussion	Action
	<p>office. We've had an ADA that is leaving and another one that will start on August 2nd</p> <p>There are a couple of trials this week and there is a docket call for 150 people during the first week of August.</p> <p>The Odyssey start date has been pushed back to 2022 due to issues with their software conversion.</p>	<p>Update</p> <p>Update</p>
EMA	<p>Sean Goodwin, EMA Director: COVID numbers are going back up.</p> <p>Requests for Covid PPE have slowed way down. No Swab requests at all.</p> <p>Our office also stocks a limited amount of Covid PPE for use in Kennebec County.</p> <p>Vaccine Sites in the County are on-going in Kennebec County.</p> <p>Kennebec County Mitigation Plan, waiting for all of the towns to get back to our office with town updates they would like in the County Plan.</p> <p>Under new business-Need PO signed for the City of Gardiner-Tower rental fee, \$2,000.00</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Facilities	<p>Dan Brunelle, Facilities Maintenance: All on schedule.</p>	<p>Update</p>
Information Technology	<p>Devon Parsons, IT:</p> <p>The overall operations are going well.</p> <p>The North Point server is testing their new update in a test environment. Once they are satisfied, we will move it over to active.</p> <p>Monday we will have a full generator test which will include EMA and the Maintenance building.</p>	<p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	We've received the backordered parts for garage fiber that was damaged in the last ice storm over the winter. The next step is to coordinate with a bucket truck to put lines up.	Update
Probate	Kathy Ayers, Register of Probate: Excused	
Sheriff/Corrections:	<p>Sheriff Ken Mason: Patrol has 2 green-pin deputies (Lynch and Van Wyk) will be going to the academy in August.</p> <p>The jail is pretty full right now with some higher crime individuals as well as warrants coming in.</p> <p>The new body scanner arrived yesterday and it is in the sallyport. When it is set up, everyone is welcome to come over and see it in operation.</p> <p>Capt. Slaney: I have 6 service contract invoices (5 of them are for 5 year contracts) to go over for approval – sprinkler system, fire alarm detection, camera maintenance, air handler, chiller and boiler maintenance.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Project Updates	Bob Devlin:	Update
Old Business/ Follow Up Items	<p>3. Spirit of America awards</p> <p>4. Contract Negotiations</p> <p>5. Update on the financial conditions of Civil</p>	Update
Warrants	Signature of County warrants	Signed
Change of Status	New hire, termination, step increases	Signed
New Business	<p>03-19) Motion and second to award the bid for the generator at the jail to Travers Electric, Inc. in the amount of \$184,421.00</p> <p>03-20) Motion and second to approve the contract for dispatch services for Unity Township.</p> <p>03-21) Motion and second to approve the contract with Don Gerrish of Eaton Peabody to conduct the search for the new County Administrator.</p>	<p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p>

	Discussion	Action
	03-22) Motion and second to hold a public hearing and vote at the August 3rd meeting to adopt the Kennebec County Remote Participation Policy.	3 in favor 0 opposed
Executive Session	Motion and second to go into Executive Session in accordance with 1MRSA § 405-6-D to discuss labor contracts. Into Executive Session at 12:53 pm. Out of Executive Session at 1:08pm	3 in favor 0 opposed No action taken following Executive Session
Miscellaneous		
Adjournment	Adjourned at 1:09 pm	3 in favor 0 opposed

Terry York, Assistant Administrator