

**KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING**

**AGENDA**

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**DATE: JULY 20, 2021**  
**WORKSHOP: 11:00 AM**  
**CALL TO ORDER: NOON**  
**PLEDGE OF ALLEGIANCE**  
**APPROVAL OF MINUTES: JULY 6, 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**

**03-19)** Motion and second to award the bid for the generator at the jail to Travers Electric, Inc. in the amount of \$184,421.

**03-20)** Motion and second to approve the contract for dispatch services for Unity Township.

**03-21)** Motion and second to approve the contract with Don Gerrish of Eaton Peabody to conduct the search for the new County Administrator.

**03-22)** Motion and second to hold a public hearing and vote at the August 3 meeting to adopt the Kennebec County Remote Participation Policy.

**PUBLIC COMMENTS**  
**EXECUTIVE SESSION**  
**ADJOURNMENT**

## Commissioners Minutes

July 6, 2021

**Present:** Nancy Rines, Commissioner, George Jabar, Commissioner Robert Devlin County Administrator, Terry York, Human Resources Manager, Richard Davies, Treasurer, Beverly Bustin-Hatheway, Register of Deeds, Diane Wilson, Deeds, Sheriff Ken Mason, Lt. Slaney, Correctional Facility, D.A. Maeghan Maloney, Tracie Lesperance, Asst. Finance, Sean Goodwin & Art True, EMA, Cindi Ferguson, Finance Director

**Absent:** Chairman Patsy Crockett, Devon Parsons, IT, Kathy Ayers, Probate, Facilities Manager

	Discussion	Action
<b>Call to order</b>	12:00 pm	
<b>Minutes</b>	Motion and second to accept the minutes of June 15, 2021	3 in favor 0 opposed
<b>Workshop</b>	10:30 am – Walk-through at Courthouse	
<b>County Administrator</b>	<p><b>Robert Devlin, County Administrator:</b> Administrator explained the electronic meeting statute to Commissioners. Commissioners will adopt on a policy at the next meeting.</p> <p>Commissioners met with Don Gerrish from Eaton Peabody who looks for managers for County's and municipalities. Administrator will provide a definite retirement date at the next meeting and Commissioners will vote on hiring Mr. Gerrish at the next meeting.</p>	<p>Update</p> <p>Update</p>
<b>Human Resources</b>	<p><b>Terry York, Human Resources Manager:</b> Did several orientations since I have returned from vacation: Laurie Northrup the newest Computer Crimes Task Force, Izabella Comstock, the new position at the DA's office and 2 full time CO's and a CO intern.</p> <p>Two CO's gave their notice this week.</p> <p>Hired Megan Dickey from the DA's office at the new HR Assistant. Will be doing interviews next week for the Facilities Manager position.</p> <p>July 1 change of status's are processed and in the folder for signature.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
<b>Finance/Treasurer</b>	<b>Richard Davies, Treasurer:</b> Warrant is \$259,178. Cash funds	Update

	<b>Discussion</b>	<b>Action</b>
	<p>are substantial. The general fund is \$2,210,000 in the insured sweep account at Kennebec Savings Bank. The Recovery funds in the amount of \$11, 878,000 are also in the sweep account at Kennebec Savings Bank.</p> <p><b>Cynthis Ferguson, Finance Director:</b> Closing out the books on the year end, but will still be processing invoices that come in for 2021 and will be presenting warrants for that.</p> <p><b>Commissioner Rines:</b> What happens to the interest that is gained from the Recovery account? <b>Administrator:</b> We cannot invest it, but we can keep the interest.</p>	<p>Update</p> <p>Update</p>
<b>Deeds</b>	<p><b>Beverly Bustin-Hatheway, Register of Deeds:</b> \$147,223 in revenues at the end of June. Total for 2020 \$1,373,385. This is an increase over last year. <b>Commissioner Rines:</b> What was projected for 2020? <b>Finance Director:</b> \$950,000.</p>	<p>Update</p>
<b>District Attorney</b>	<p><b>Maeghan Maloney, District Attorney:</b> They have applications coming in to fill the vacancy left by HR taking one of their employees.</p> <p>They have set up a schedule for people to come and speak with a DA each day of the week since dispositional conferences have been removed.</p> <p>Jury trials are being picked this week and they will be monthly until the end of the year.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
<b>EMA</b>	<p><b>Sean Goodwin, EMA Director:</b> Been working at the pop- up vaccination clinics with the hospital. Have several more clinics coming up. The hospital also has vaccination charts of what percentage of a town has been vaccinated.</p> <p>Working on the mitigation plan for the towns.</p> <p>Waiting for approval on the Homeland Security grant package. Also, and the Sheriff is helping with this, getting some information from another county regarding their drone program. We actually put in for a drone which will be used by EMA for</p>	<p>Update</p> <p>Update</p> <p>Update</p>

	<b>Discussion</b>	<b>Action</b>
	watching the ice on the river or wildfires, and the Sheriff could use it for accident reconstruction.	Update
<b>Facilities</b>	<b>James Saucier, Facilities Maintenance:</b> Our engineering company will be opening bids for the generator at the jail this week. We did a walk thru for about 5 companies.	Update
	Interview for Facilities Manager this week.	Update
<b>Information Technology</b>	<b>Devon Parsons, IT:</b> Excused	
<b>Probate</b>	<b>Kathy Ayers, Register of Probate:</b> Excused	Update
<b>Sheriff/Corrections:</b>	<b>Sheriff Ken Mason:</b> Fully up to staff in LE. MRS is now going to fill the vacancy. The position was posted in house and Dep. Nelson was chosen to fill the MRS position. That leaves us one down. We have a deputy from Somerset County that has a buy out of \$28,000. He was deputy of the year last year in Somerset and has an interview tomorrow. Tow deputies will be attending the academy in August, as they are backed up due to COVID.	Update
	Sheriff informed Commissioners that Chairman Crockett signed Byrne Grant for signature. Kennebec's share of the grant is \$3600.	Update
	Have purchased the 6 cruisers that are in my budget for this year. The Chief is getting a new vehicle and his vehicle is going to the transport division.	Update
	<b>Chief Civil Deputy, Harry McKenney:</b> Gave a brief overview of the fee increases that are now allowed under the statutes and give their proposal. They are proposing \$20 for the county fee. Finance will give a report at the next meeting as to the financial condition of Civil as it is currently operating in the red. Sheriff feels the new statutes will help.	Update
	<b>Capt. Slaney, Jail Administrator:</b> Pop. 160. The body scanner will be delivered next week and we will meet with the state for an audit on it and training will begin. The scanner will be up and running by this time next month. We do not have inmates from	Update

	<b>Discussion</b>	<b>Action</b>
	other facilities at this time.	
<b>Project Updates</b>	<b>Bob Devlin:</b> Given earlier	Update
<b>Old Business/ Follow Up Items</b>	Spirit of America Contract negotiations Children's Center contract	Update
<b>Warrants</b>	Signature for approval of County Warrants	Signed
<b>Change of Status</b>	New hire, termination, step increases	Signed
<b>New Business</b>	None at this time.	
<b>Executive Session</b>	Motion and second to go into Executive Session in accordance with 1MRSA 405-6-D to discuss labor contracts. Into Executive Session at 12:50 pm. Out of Executive Session at 1:15pm.	3 in favor 0 opposed. No action taken following Executive Session.
<b>Miscellaneous</b>		
<b>Adjournment</b>	Adjourned at 1:16 pm	3 in favor 0 opposed

Terry York, Assistant Administrator