

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

**AGENDA**

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**DATE: OCTOBER 5, 2021**

**WORKSHOP: 11:00 AM**

**CALL TO ORDER: NOON**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES: SEPTEMBER 21, 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

**03-25)** Motion and second to adopt the Kennebec County Education Assistance Policy.

**Follow Up Items:**

Spirit of America

Update on the financial condition of Civil

**NEW BUSINESS**

**03-27)** Motion and second to adopt the Contingency Fund and Transfer Fund policies as presented, effective June 30, 2020.

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

**Commissioners Minutes**  
**September 21, 2021**

**Present: Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner Robert Devlin County Administrator, Terry York, Assistant County Administrator, Tom Doore, Dep. Treasurer, Beverly Bustin-Hatheway, Register of Deeds, Diane Wilson, Deeds, Chief Al Morin Lt. Slaney, Correctional Facility, Cindi Ferguson, Finance Director, Devon Parson, IT, Sean Goodwin, EMA, Dan Brunelle, Facilities Manager**

**Absent: Kathy Ayers, Probate, Maeghan Maloney, DA, Sheriff Ken Mason**

	<b>Discussion</b>	<b>Action</b>
<b>Call to order</b>	12:00 pm	
<b>Minutes</b>	Motion and second to accept the minutes of September 7, 2021	3 in favor 0 opposed
		3 in favor 0 opposed
<b>County Administrator</b>	<p><b>Robert Devlin, County Administrator:</b> Update from the employee health trust – we are at 82% loss ratio which is very good.</p> <p>I received correspondence from the County Administrators Assoc. about recovery funds and the rules are still not solid. I’ve also received feedback from some towns regarding the meeting on how to distribute these funds.</p> <p>Review of the human rights office complaint is with our attorney and they are still requesting more information.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
<b>Human Resources</b>	<p><b>Terry York, Assistant County Administrator:</b> <b>Megan Dickey:</b> Two new hires started at the jail yesterday and one resignation.</p> <p>Our worker’s comp report came back at a .66 – anything less than a ‘1’ is considered excellent.</p> <p>MEPERS has sent out the rules for the open enrollment and information should be ready for end of the month.</p> <p>The contract is close to an agreement on ratification.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
<b>Treasurer</b>	<p><b>Tom Doore, Treasurer:</b> The total warrant today is for \$174,006 including jail food,</p>	Update

	<b>Discussion</b>	<b>Action</b>
	<p>mental health and pretrial expenses.</p> <p>We are 20 percent into the FY22 budget.</p> <p>The general fund balance is \$11,889,000 in the insured cash sweep account with Kennebec Savings Bank. The recovery fund has \$11,878,000 also in the insured cash The investment fund has \$2,149,000, down \$1000 from last meeting.</p> <p>Total Municipal Taxes received from Belgrade, Waterville and China is at \$2,1000,000</p> <p><b>Cindi Ferguson, Finance Director:</b> At the next meeting I'll be requesting an approval to transfer some contingency funds for any matters that come up through the year if needed.</p> <p>We have collected about \$10,500,000 out of the \$12,000,000 in municipal taxes so far.</p> <p>We have been working on unclaimed property and hope to remit to state before the deadline of Nov 1<sup>st</sup>.</p> <p>I think this year would be a good idea to have the audit manager come in and set up a meeting in October to go over the audit.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
<b>Deeds</b>	<p><b>Beverly Bustin-Hatheway, Register of Deeds:</b> I've set up with staff on where their offices will go.</p> <p>I spoke with Chris Kelly about numbers on accounts and will get with Cindi about meeting with him.</p> <p><b>Bob Devlin, County Administrator:</b> I have a request here for the work to be done on the books for \$312,000. Are there funds in the surcharge account: <b>Beverly:</b> yes, there is \$400,000 and I can send all of the information over to you. Nancy Rines, Commissioner: Let's bring it to the next meeting and decide at that point.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
<b>District Attorney</b>	<b>Maeghan Maloney, District Attorney:</b> Absent	

	<b>Discussion</b>	<b>Action</b>
<b>EMA</b>	<p><b>Sean Goodwin, EMA Director:</b> Unfortunately, the COVID numbers are way up. We are still supporting the hospital and waiting on info for the booster shots.</p> <p>Windsor Fair averaged around 120 vaccines.</p>	<p>Update</p> <p>Update</p>
<b>Facilities</b>	<p><b>Dan Brunelle, Facilities Manager:</b> A wall was torn down at the courthouse and stairs taken out, there may be more work</p> <p>Dumpsters are a problem right now – they are always overflowing and we may need to go up to three pickups a week but I will be meeting with a rep from Casella.</p> <p>All other things are on hold just waiting for answers from contractors and that is a normal problem right now.</p> <p>There is a dead tree at the Deeds parking lot which needs to be removed.</p> <p>Tomorrow is the Dept. of Labor inspection and they will be going through the buildings. They will provide a list of deficiencies for us to take care of.</p> <p>I'll be meeting with Modern Pest as there is a mouse problem in this building.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
<b>Information Technology</b>	<p><b>Devon Parsons, IT:</b> Generator test was mostly successful and only one upgrade is necessary at the jail which is being worked on.</p> <p>There was one UPS wiring issue in basement and the electrician was advised to keep the service contract in place as items are over 5 years old and battery life will deteriorate after 5 years.</p> <p>Fiber run for the garage was successfully installed and have been tested and working.</p> <p>Probate had a request for funds to be approved. <b>Bob Devlin,</b></p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	<b>Discussion</b>	<b>Action</b>
	<b>County Administrator:</b> Move forward with that – it is such a small amount, that other funds are not necessary.	
<b>Probate</b>	<b>Kathy Ayers, Register of Probate:</b> Absent	Update
<b>Sheriff/Corrections:</b>	<p><b>Sheriff Ken Mason:</b> Absent</p> <p><b>Chief Al Morin:</b> The body scanner is up and running in the jail. We've had a couple of detectives trained to run the scanner as well since a search warrant would be necessary if anything was found in a body cavity and having that training would be beneficial in putting together a search warrant.</p> <p>We have two people that are going to be deployed in a week or so. Sgt. Simmons and Dep. Nate Johnson.</p> <p>There is a promotional process going on in the jail for Corporal.</p> <p>Range week starts next week and we'll be in Winslow for three days.</p> <p>Sheriff and Lt. Read will be out next week and Det. Johnson is back to work.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
<b>Project Updates</b>	<b>Bob Devlin:</b> on schedule	Update
<b>Old Business/ Follow Up Items</b>	<ol style="list-style-type: none"> <li>1. Spirt of America</li> <li>2. Update on the financial condition of Civil</li> </ol>	<p>Update</p> <p>Update</p>
<b>Warrants</b>	Financial warrants	Signed
<b>Change of Status</b>	New hire, termination, step increases	Signed
<b>New Business</b>		
<b>Executive Session</b>	<p>Motion to go into executive session to discuss personnel issues in accordance with 1 MRSA §405-6-A.</p> <p>In at 1:45 pm. Out at 2:15 pm.</p>	<p>3 in favor 0 opposed</p> <p>No action taken</p>
<b>Miscellaneous</b>		
<b>Adjournment</b>	Adjourned at 2:15 pm	3 in favor 0 opposed