

# *Kennebec County, Maine*

## County Commissioner's Meeting Minutes February 1, 2022



**Present:**

Patsy Crockett, Commissioner (Chair)	Corey Goodchild, Asst. Jail Admin.	Art True, EMA Deputy Director
Nancy Rines, Commissioner	Diane Wilson, Acting Registrar of Deeds	Devon Parsons, IT Director
Scott Ferguson, County Administrator	Megan Dickey, Assistant HR Manager	Kathy Ayers, Register of Probate
Ken Mason, Sheriff	Dan Brunelle, Facilities Manager	
Al Morin, Chief Deputy	Cindi Ferguson CPA, Finance Director	
Shay Freeman, DA Office Manager	Sean Goodwin, EMA Director	

**Absent:** Maeghan Maloney, Esq., DA, Tom Doore, Treasurer

	Discussion	Action
<b>Executive Session</b>	<p>Motion by Commissioner Rines seconded by Chairwoman Crockett to go into Executive Session in accordance with 1 MRSA §405-6-A to discuss a personnel issue.</p> <p>Into Executive Session at 10:30 AM.</p> <p>Out of Executive Session at 11:45 AM.</p>	<p>2 in favor, 0 opposed</p> <p>No action taken following Executive Session</p>
<b>Call to order</b>	12:00 pm	
<b>Minutes</b>	Motion and second to accept the minutes of December 21, 2021, January 4, 2022 and January 18, 2022	Approved 2-0
<b>Human Resources</b>	<p><b>Megan Dickey:</b></p> <ul style="list-style-type: none"> <li>➤ I attended 2 trainings since the last meeting. One of them was on MPERS retirement system's recent changes and updates that was 6 hours and the other one was offered by Maine Municipal Association on HR in the Age of Covid.</li> <li>➤ We had 6 new corrections officers start 1/24/2022 and 2 rehires along with the new deputy we spoke about last meeting.</li> <li>➤ <b>Commissioner Rines:</b> What are rehires?</li> </ul>	



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	<ul style="list-style-type: none"> <li>➤ <b>Scott Ferguson:</b> I had them prioritize what needs to be taken care of by worst to best shape.</li> <li>➤ <b>Chairwoman Crockett:</b> Can we use the some of the same funds since it is preservation?</li> <li>➤ <b>Scott Ferguson:</b> I'd have to look into it.</li> <li>➤ <b>Cindi Ferguson:</b> After we pay that bill of about \$359,000, we don't have much left in that fund.</li> <li>➤ <b>Scott Ferguson:</b> I'd like to thank EMA for their help over there. They took what was in that room and moved it and they did a nice job.</li> <li>➤ <b>Chairwoman Crockett:</b> The new sign outside of the office looks really nice.</li> </ul>	
<b>District Attorney</b>	<p><b>Maeghan Maloney Esq., District Attorney: Absent</b> <b>Shay Freeman, Office Manager:</b></p> <ul style="list-style-type: none"> <li>➤ Maeghan is in meeting to help figure out how to help catch <i>the court</i> up on their backlog. Maeghan wanted me to let you know that <i>the DA's Office</i> is caught up and does not have a backlog.</li> <li>➤ UCD canceled all jury trials for February. They offered trials to people not pending any court dates, but they had all plead already.</li> <li>➤ The attorneys have dismissed all cases they can to avoid unneeded court cases.</li> <li>➤ The court is bringing back disposition conferences in September 2022</li> <li>➤ We held interviews for the Legal Secretary position, and it was great to have Megan there because she was able to answer questions about benefits other related questions to employment with the county. Unfortunately, we are re-advertising the Legal Secretary position as the person top two candidates declined the position</li> <li>➤ <b>Commissioner Rines:</b> Why did they decline?</li> <li>➤ <b>Shay Freeman:</b> They said due to the pay.</li> </ul>	
<b>EMA</b>	<p><b>Sean Goodwin, EMA Director:</b></p> <ul style="list-style-type: none"> <li>➤ The Armory Vaccination site is closing down as the numbers have dropped requiring vaccinations. There are smaller places set up around the state but nothing close by.</li> <li>➤ <b>Chairwoman Crockett:</b> Do you feel the armory was a huge success?</li> <li>➤ <b>Sean Goodwin:</b> I think it was a success. At the beginning of the clinic, they did a ton of</li> </ul>	

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	<p>vaccinations, recently it died down. Maine General did a great job when they did vaccination clinics at the Civic Center. Augusta Fire did a good job as well. We are in our 2<sup>nd</sup> week of Homeland Security Grant request. We sent out a reminder this morning that this is going on and that it closes February 15th.</p> <ul style="list-style-type: none"> <li>➤ We will take some of that money for our school planning.</li> <li>➤ Art got the radio room finished this morning.</li> <li>➤ Besides some files in the basement, we are all moved in.</li> <li>➤ <b>Chairwoman Crockett:</b> Where's the radio room?</li> <li>➤ <b>Sean Goodwin:</b> It's in the old Commissioner's Room (Deeds building) to have it close to EMA offices.</li> <li>➤ We are very pleased that you allowed us to move over there.</li> <li>➤ We are not over our budget with all the projects we had accomplished off our lists and Deeds.</li> <li>➤ <b>Scott Ferguson:</b> We had a lot of EMA lockers in the basement in the Hill House that were also moved out creating more space for the deputy's lockers, moving the lockers out of existing office space.</li> </ul>	
<b>Facilities</b>	<p><b>Dan Brunelle, Facilities Manager:</b></p> <ul style="list-style-type: none"> <li>➤ We just had the heat pump in the lobby fail due to freezing temperatures.</li> <li>➤ The insurance claim for what happened at the Hill House a few weeks ago is in the \$35,000 range.</li> <li>➤ We lost 3 heat pumps and had a lot of plumbing that needed to be replaced.</li> <li>➤ I have been working on the inspection report that I said I would do and I would like to come to the workshop to explain everything to you guys at length.</li> <li>➤ The elevator control panels (in all three buildings – Hill House, Courthouse and Jail) are no longer made so that is another issue we are running into. This has been a problem for years coming and now we are facing it. Every time Joe from Pine State comes, he brings it up so we did know about it but now it's at the end of the life span. My suggestion is to redo the elevator in the jail because of how vital it is to the jail. Food, medications and people travel those elevators multiple time per day. Then do the other elevators over the next few years. It will be about \$500,000.</li> <li>➤ <b>Chairwoman Crockett:</b> Is that for brand new elevators or just to fix them?</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ <b>Dan Brunelle:</b> That is for all new panels and some new doors (to fix them).</li> <li>➤ <b>Scott Ferguson:</b> Dan is doing inspections of all County buildings. I asked Dan once he finishes the inspections for the report and we will come up with an action plan to address the deferred maintenance at the county. This information will need to be incorporated into our capital projects plans.</li> <li>➤ <b>Dan Brunelle:</b> Right now, we are dealing with emergencies instead of planning ahead.</li> <li>➤ We have 8 failed heat pumps, 3 are covered under the insurance claim.</li> <li>➤ 01/31/2022 the fire alarm went off twice and that is due to the sprinkler system depressurizing which caused the system to think it was being used and trigger the alarm. The pressure switch was not doing the proper job. They are here dealing with that now.</li> <li>➤ Right now, we don't have a work crew that is able to help with snow removal and such so maintenance is working hard to keep up with everything going on.</li> <li>➤ <b>Chairwoman Crockett:</b> Looks like we need to get you some help.</li> <li>➤ <b>Dan Brunelle:</b> That would be great.</li> </ul>	
Information Technology	<p><b>Devon Parsons, IT Director:</b></p> <ul style="list-style-type: none"> <li>➤ Operations are going well</li> <li>➤ We did get the two file servers from the FEMA grant</li> <li>➤ We got the Kennebec.Gov domain and we are working on setting that up.</li> <li>➤ We are keeping busy on day-to-day projects.</li> <li>➤ <b>Commissioner Rines:</b> What are those projects?</li> <li>➤ <b>Devon Parsons:</b> The “.gov” domain, working on Knox’s website, the updates at Deeds</li> <li>➤ <b>Chairwoman Crockett:</b> IT does our website? There is something on there that says to contact Bob Devlin.</li> <li>➤ <b>Devon Parsons:</b> Jason does, we will go in and fix that. We thought we had made all the changes, but we must have missed one.</li> <li>➤ <b>Commissioner Rines:</b> Why are you working on Knox County’s website?</li> <li>➤ <b>Scott Ferguson:</b> The Sheriff from Knox called Sheriff Mason and said that he liked the way the Sheriff’s website looked and asked if we would help. I thought that it would be good to assist</li> </ul>	

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	<p>Oxford to foster intermunicipal relationships.</p> <ul style="list-style-type: none"> <li>➤ <b>Chairwoman Crockett:</b> Is EMA all set up over at DEEDS?</li> <li>➤ <b>Devon Parsons:</b> Yes, they have been set up since they moved and all along.</li> </ul>	
<b>Probate</b>	<p><b>Kathy Ayers, Register of Probate:</b></p> <ul style="list-style-type: none"> <li>➤ We are on track to make our revenues.</li> <li>➤ Tomorrow we will have a full day of court.</li> <li>➤ I will be listening to the proposed changes to the Name Change Bill.</li> <li>➤ The Study Bill is out LD1950.</li> <li>➤ <b>Chairwoman Crockett:</b> Are they taking you (Probate)?</li> <li>➤ <b>Kathy Ayers:</b> They can't really because the County owns not only us (employees) but the records. It seems like it will have a large price tag. They may pick something else to hone in on. I did a talk with the judge's assembly about uniformity issues and where the buck stops in some places.</li> <li>➤ <b>Commissioner Rines:</b> Can you clarify what you mean?</li> <li>➤ <b>Kathy Ayers:</b> Some judges do things differently and they need to work on that so that there is more uniformity. Another thing is how the finances are done and I will be bringing that up at the MCCA board meeting. For instance, an abstract that is sent to Deeds, we collect a fee and then send a portion to Deeds. In other counties people do one portion to Probate and then one portion to Deeds instead of involving probate in the Deeds part of it.</li> <li>➤ <b>Commissioner Rines:</b> If that is separated in other places why do we do it this way?</li> <li>➤ <b>Kathy Ayers:</b> There is a statute that says I need to pay, and I think that is why we do it.</li> </ul>	
<b>Sheriff/Corrections:</b>	<p><b>Sheriff Ken Mason:</b></p> <ul style="list-style-type: none"> <li>➤ I don't have a lot on my end, it's nice to see we have 6 new people and 2 new rehires like Megan said.</li> <li>➤ Deputy Wolongevicz picked up his K9 on Sunday and they are getting to know each other and will begin training. Deputy Boudreau was good enough to care for the K9 while we were in the process of hiring the K9 deputy.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ Deputy Johnson is still deployed to the southern border.</li> <li>➤ We have a conditional offer of employment out for our other vacant deputy position. The person just needs to pass their polygraph.</li> <li>➤ <b>Chairwoman Crockett:</b> Will we need to pay for this deputy?</li> <li>➤ <b>Sheriff Ken Mason:</b> No, he is a green pin, and we will send him to the academy and be able to train him.</li> </ul> <p><b>Corey Goodchild, Asst. Jail Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ We have a population of 111 inside the jail.</li> <li>➤ We have 9 inmates going to prison this week.</li> <li>➤ We have 2 inmates that Riverview is taking as well.</li> <li>➤ We had the 6 new recruits start last Monday and they are jiving well together.</li> <li>➤ We have 2 corrections officers at the academy currently which is via Zoom. This academy is only 5 weeks long and will do their hands on MERC training in person at our facility with our MERC trainers.</li> <li>➤ <b>Sheriff Ken Mason:</b> We also have 2 corrections officers out on medical leave currently.</li> </ul>	
<p><b>Administrator:</b></p>	<p><b>Administrator Ferguson:</b></p> <ul style="list-style-type: none"> <li>➤ I've been involved in what Dan is going through and I really appreciate the maintenance team for the work they have done. There's a lot that needs to be addressed. Dan mentioned the chimney, the bricks are literally falling off and we will look into rebuilding the chimney in the Spring. We had a contractor from G&amp;E Roofing to discuss the court roof, but since that is currently okay, we asked him to look at the jail roof that has been leaking for some time. The granite at the entrance to the Court House is deteriorating, Dan is looking at why this is happening. Also, the retaining wall on Court Street is collapsing; this too will need to be addressed in the spring. There are quite a few things from the infrastructure point that needs to be done; I'm afraid the list may be long.</li> <li>➤ <b>Commissioner Rines:</b> I think there was a lot of discussion about the retaining wall, the only way to assure that problem wouldn't occur is cutting down the tree and other people didn't want to do that.</li> <li>➤ <b>Scott Ferguson:</b> Well, if we have to cut down the tree in order to keep the retaining wall up, we</li> </ul>	

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	<p>can to do that and we can also replant another tree.</p> <ul style="list-style-type: none"> <li>➤ We met with Crisis and Counseling to talk about the 2 grants and to talk about who is responsible for the management of the two grants. We are also working to assign a county program manager to manage the grants.</li> <li>➤ McGee's won the bid for removing the fuel tank for the generator replacement. Removing the fuel tank is about \$25,000.</li> <li>➤ February 2<sup>nd</sup> is the software demo for the Human Resources and Finance systems. I am extending an invitation to other Counties and Towns.</li> <li>➤ LD1654 is going forward to restate the county jail tax caps.</li> <li>➤ Augusta Fuel has had an outbreak of Covid so no one from their office is coming in right now to fix those units.</li> <li>➤ MCCA is collectively submitting a request to MDOC for the \$1.7M. While we requested \$47K, the amount was prorated down to \$28K. We did get ahead of this when we asked for \$58,000 to address the plumbing issues at the jail.</li> <li>➤ We are also looking at the jail's medical provider (CHP) cost structure and we plan to compare it to other counties and MDOC.</li> <li>➤ <b>Commissioner Rines:</b> How many providers are there in the state of Maine?</li> <li>➤ <b>Sheriff Ken Mason:</b> I believe when we got the bid back there were only 4 on there.</li> <li>➤ <b>Scott Ferguson:</b> The State has a contract list which posts vendor that can be used and we can certainly look into that as well.</li> <li>➤ I am following up with Anthony Wilson, Belgrade Town Manager and Ole Amundsen, KVCOG Executive Director, to continue to discuss the need for Code Enforcement Officers and now EMA to discuss a possible partnership with the County to provide Code Enforcement and EMA help. I have invited Sean and Art to attend.</li> </ul>	
<b>Old Business/ Follow Up Items</b>	<p><b>03-25)</b> Motion and second to adopt the Kennebec County Education Assistance Policy</p> <ul style="list-style-type: none"> <li>➤ DocuSign for Signatures: proposal to use electronic signatures to speed up warrant processing</li> <li>➤ RFP has closed for the ARPA Consultant, and we had 5 applicants and it is great to see experienced firms coming forward. Cindi and Scott will initially review the proposals for</li> </ul>	<p>Tabled</p> <p>Tabled for consideration</p>

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	Discussion	Action
	<p>discussion with the Commissioners.</p> <ul style="list-style-type: none"> <li>➤ HR Director position closed, and candidates have been contacted for interviews which have been narrowed down to three candidates. The interviews are scheduled for next Tuesday. The HR consultant commented that she felt there was only 1 qualified person for the job; we disagree.</li> </ul>	<p>Update</p> <p>Update</p>
<b>Warrants</b>	Warrants	Signatures required
<b>Change of Status</b>	Payroll Change Notices	Signatures required
<b>New Business</b>	<ul style="list-style-type: none"> <li>➤ Covid Policy Update: Change the return to workdays from 10 to 5 if asymptomatic if following masking requirements as set forth by the CDC.</li> <li>➤ Adopt Amendments to Kennebec County Retirement Plan to merge 401A Plans and Create Consistency of County Contributions to Retirement Plans (see attached Resolve)</li> <li>➤ Accept check from Lewis J. Sheaffer Community Foundation in the amount of \$10,000</li> <li>➤ Premium Pay for Essential Workers                             <ul style="list-style-type: none"> <li>○ <b>Motion</b> to recognize employees of Kennebec County as essential to the citizenry of Kennebec County to provide employees of Kennebec County premium pay to eligible workers performing essential tasks to the public as defined by the American Rescue Plan act of 2021 during the COVID-19 public health emergency (March 15, 2020 to December 31, 2021) and in appreciation of their continuing service to the citizens of Kennebec County, Maine.</li> </ul> </li> </ul>	<p>Approved 2-0</p> <p>Approved 2-0</p> <p>Approved 2-0</p> <p>Approved 2-0</p> <p>Approved 2-0</p>
<b>Miscellaneous</b>		
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>➤ <b>Scott Mills:</b> I was just here to see if there was any mention of the COVID policy. Of the people that have had COVID it was not spread to any other employees and this was before policy went into effect. I hope you take into consideration how well the Sheriff has done to keep the employees safe and healthy.</li> <li>➤ <b>Sheriff Ken Mason:</b> They all have done a good job protecting each other.</li> <li>➤ <b>Brittany Johnson:</b> I was going to touch base on premium pay, but it looks like it has been addressed. I wanted to explain what we have had to work through so that you guys would</li> </ul>	

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	<b>Discussion</b>	<b>Action</b>
	understand what we have dealt with during the pandemic. ➤ <b>Jeremy York:</b> Thank you for passing the premium pay. My family is thankful. I would also like to ask if you are asymptomatic that you don't need to test weekly.	
<b>Adjournment</b>	Adjourned at 1:30 PM	2 in favor 0 opposed

Respectfully Submitted:  
Megan Dickey, Assistant Human Resources Manager

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### **ACTIONS OF THE KENNEBEC COUNTY COMMISSIONERS**

**WHEREAS**, the Kennebec County Commissioners (the "Commissioners"), adopted the County of Kennebec 401(a) Qualified Pension Plan, effective as of October 1, 2006, in the form of the ICMA Retirement Corporation ("ICMA-RC") Governmental Profit-Sharing Plan and Trust (ICMA-RC Plan Number 106208) (the "PSP"), and have amended the PSP from time to time; and

**WHEREAS**, the Commissioners adopted the County of Kennebec Money Purchase Plan and Trust, effective as of January 1, 2016, in the form of the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust (ICMA-RC Plan Number 108712) (the "MPP") and have amended the MPP from time to time; and

**WHEREAS**, the Commissioners have determined that it in the best interest of the participants in the PSP, MPP and the County to merge the MPP with and into the PSP, effective as of January 1, 2022.

#### **NOW THEREFORE, BE IT:**

- RESOLVED: That the merger of the MPP with and into the PSP effective as of January 1, 2022 hereby is approved.
- RESOLVED: That each participant in the MPP shall become a participant in the PSP, and that all service with the County shall be counted for eligibility and vesting purposes under the PSP.
- RESOLVED: That the participants in the PSP shall continue to have the service crediting method used in the MPP Plan applied in determining their eligibility, benefit accrual and vesting in the PSP for the 2022 Plan Year.
- RESOLVED: That participants whose accounts are being transferred from the MPP to the PSP shall continue to have the option of retiring at the MPP's Normal Retirement Age of age 55, which also is the Normal Retirement Age under the PSP.
- RESOLVED: That each participant's accrued benefit transferred from the MPP to the PSP shall have the same value and characteristics in the PSP as it had in the MPP.
- RESOLVED: That each participant whose accounts are being transferred from the MPP to the comparable accounts under the PSP shall continue to vest in his or her accounts under the vesting schedule provided in the PSP, with all transferred accounts being vested at the same initial percentage in the PSP as in the MPP.
- RESOLVED: That any subsequent amendments made to the PSP shall apply to the MPP to the extent applicable to preserve the MPP's tax-qualified status both in form and operation.
- RESOLVED: To authorize the County Executive to execute such documents and take such additional actions as he shall deem necessary and proper to effectuate the actions described above, including but not limited to any amendments to the PSP necessary for it to maintain its tax-qualified status.