

Kennebec County, Maine

County Commissioner's Meeting Minutes May 17, 2022



Present:

Patsy Crockett, Commissioner, Chair
 Nancy Rines, Commissioner
 George Jabar, Commissioner (phone)
 Ken Mason, Sheriff
 Cindi Ferguson CPA, Finance Director
 Tom Doore, Treasurer

Sean Goodwin, EMA Director
 Art True, EMA Deputy Director
 Dan Brunelle, Facilities Manager
 Chris Brawn, HR Director
 Kathy Ayers, Register of Probate
 Maeghan Maloney, Esq., DA

Devon Parsons, IT Director
 Bryan Slaney, Captain
 Megan Dickey, HR Administrator
 Stephanie Schredder, EA
 Scott Ferguson, County Administrator

Absent: Diane Wilson, Registrar of Deeds

	Discussion	Action
Call to order	12:03 PM	
Minutes	Motion and second to accept the minutes of May 3, 2022	Conditional approval with changes-2-0
Human Resources	<p>Director Brawn:</p> <ul style="list-style-type: none"> ➤ Megan and I went to the Samoset last week to attend the Maine HR Conference. Lots of good connections and ideas! ➤ We also signed up for MLGHRA (Maine Local Government Human Resources Association) which will give us additional networking opportunities and guidance. ➤ Since our review of the hiring process a few weeks ago, we got some feedback from the jail and created a new workflow so there is no confusion on who does what, when, and provide continued continuity. ➤ We will be meeting with a consultant (Eric Berman, Eide Bailly) later this week on suggested options regarding all our retirement plans collectively. More to come. ➤ We are meeting with MMA tomorrow to do a full review of our health benefits and look at additional options for a possible lower cost, high-deductible plan and well as additional offerings available. ➤ I finished the Harassment & Retaliation policy which should be ready for your review next meeting. We are required to have annual signoffs for all employees, so we will get that on a regular schedule upon your approval. <ul style="list-style-type: none"> ○ Commissioner Crockett: When was the last one created? 	

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	Discussion	Action
	<ul style="list-style-type: none"> ➤ Nancy asked about replacing people out on leave temporarily-Scott says that we need to develop a plan and show to commissioners for approval. ➤ June 14th is flag day-with the permission of commissioners-sheriff will post and offer to dispose of flags properly. ➤ New flag pole mentioned to commissioners-Nancy thanks Sherriff Ken ➤ DA office receipt of \$63.75 (forfeiture) requires approval to receive. <p>Captain Slaney:</p> <ul style="list-style-type: none"> ➤ Jail population is at 124 with 0 COVID cases in facility ➤ MeDSP started Friday May 6th 2022 with 32 participants. 	Approved 2-0
District Attorney	<p>DA Maloney Esq.:</p> <ul style="list-style-type: none"> ➤ DA office has gone paperless thanks to Shay's efforts. This affects the process which saves time by using electronic records on which notes can be taken. 	
Information Technology	<p>Director Parsons:</p> <ul style="list-style-type: none"> ➤ Routine software update with IMC. ➤ Finished the Deeds computer systems upgrade. ➤ Working on the Sheriff's department file server once Deeds is completed for a change over ➤ Got the fiber optic cable for the underground run, but it is the wrong type, so now I have to wait to receive the correct type. ➤ Still shipping delays 	
EMA	<p>Director Goodwin:</p> <ul style="list-style-type: none"> ➤ Received final approval from FEMA for mitigation plan-is a reqrite of two previous plans and w ehave updated it. Makes towns go out and identify things that need to be taken care of (roads, bridges, etc) to avoid surprises if there is a storm etc. -This is also worked in with flood insurance programs. Patsy-it is important for all towns to do this? Yes. ➤ Installed phone landlines in DEEDS building. 	

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<p>Facilities</p>	<p>Facilities Managers Brunelle and Brown:</p> <ul style="list-style-type: none"> ➤ Completed underground fuel tank remediation. <ul style="list-style-type: none"> ○ Commissioner Rines: How did you get it out of the ground? ○ Manager Brown: Contracted with a professional company to fill it with a slurry cement. We will need to register underground tank with Registry of Deeds as abandond tank. ➤ Completed trenchwork connection between correctional facility and Hill house and installed new fiberoptic/ electrical lines. ➤ Maintenance Tech position has been posted and we hope to begin interviews soon. <ul style="list-style-type: none"> ○ Commissioner Crockett: Have you had applications? ○ Manager Brunelle:Yes. ➤ Radon tests came back for well below EPA limits for Courthouse. ➤ Fuller Statue: Sunday, the granite base was removed from County property. A concrete footing remains which we expect is 3ft below the ground level and it will have to be removed eventually or possibly used for County Signage for the DA and Court. ➤ Signage is being updated inside and the outside of the Hill house to reflect current information. 	
<p>Probate</p>	<p>Register Ayers:</p> <ul style="list-style-type: none"> ➤ Probate is \$34,000 YTD over budget in receipts. 	
<p>Administrator:</p>	<p>Administrator Ferguson:</p> <ul style="list-style-type: none"> ➤ Jon Beekman letter to the Commissioners (May 3rd Commissioner Meeting) As directed a response was drafted for Commissioner review to Mr. Beekman's request to chance the tax receipt by the County from the local municipalities. The Commissioners asked that the letter be brought to them to sign, and it was with a response to be sent to Mr. Beekman (it was after the meeting) ➤ Several trips were made to Unity Friday regarding the Reynolds Road road paving project, and again on Sunday. I will be following up with Casella's, Clark James, on the status of the project, specifically the extra work to recondition to the town line on Reynolds Road, and to address the significant pot hole on Palmer Road. ➤ Due to calendar conflicts with the Budget Committee, we are using Doodle to coordinate calendars to meet virtually to have the final vote on the budget. We will also most likely use DocuSign to get all signatures. ➤ Stephanie EA started Monday, and we are glad to have her here. She will not only be supporting Scott, but HR, and Finance as well. ➤ April projections appear to be on track, however I would like Finance to review. 	

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	<ul style="list-style-type: none"> ○ Staff have also expressed an interest in my call-in remediation plan to incentivize perfect attendance. ○ The purpose of this plan is to reduce overtime and it should be able to be self-funded through overtime reductions. This will also improve morale and limit mandatory overtime to make up for call-ins. <p>Captian Slaney: This will be a three month trial. I will monitor overtime and call-ins to determine improvements. If we are not seeing the anticipated results, we will revisit after three months.</p>	
Miscellaneous	Nothing at this time	
Public Comments	None	
Executive Session	None	
Adjournment	Adjourned at 1:46pm	2 in favor 0 opposed
Motions		

Respectfully Submitted: Megan Dickey, Human Resources Administrator & Stephanie Schredder, Executive Assistant