

Kennebec County, Maine

County Commissioner's Meeting Minutes June 7th, 2022



- Present:**
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|---|---|--|
| Patsy Crockett, Commissioner, Chair (Virtual) | Dan Brunelle, Facilities Manager | Megan Dickey, HR Administrator |
| Nancy Rines, Commissioner | Chris Brawn, HR Director | Stephanie Schredder, EA |
| George Jabar, Commissioner, Interim Chair | Kathy Ayers, Register of Probate | Scott Ferguson, County Administrator |
| Al Morin, Deputy Sheriff | Maeghan Maloney, Esq., DA | |
| Cindi Ferguson CPA, Finance Director | Devon Parsons, IT Director | Matt Kearns, Three Corners Head of Development |
| Tom Doore, Treasurer | Diane Wilson, Register of Deeds | Shana Mueller, Bernstein Shur Tax Consultant |
| Sean Goodwin, EMA Director | Bryan Slaney, Captain | |
| Art True, EMA Deputy Director | Corey Goodchild, Asst. Jail Administrator | |

Absent: Ken Mason, Sheriff

	Discussion	Action
Call to order	11:58am	
Minutes	Motion and second to accept the minutes of May 17, 2022	Approved 3-0
Human Resources	<p>Director Brawn:</p> <ul style="list-style-type: none"> ➤ We met with the Maine Municipal Employee Health Trust to get a good feel of the health plan options we have and what we can offer through them for additional voluntary options. They have partnered with the Healthcare Purchaser Alliance to get us more detailed data and analysis of our claims. ➤ We met with Eric Berman, of Eide Bailly late last month on suggested options regarding all our retirement plans collectively. They are going to do a full analysis of our plans and provide guidance on next steps, so I've been gathering all the documents requested for that. ➤ I've been working on all the policies that require signoff by employees (some of which are on the agenda later for your approval). My plan is to tackle the Employee Handbook policy by policy. ➤ We rolled out the Hiring workflow to all department heads this week. We are working on developing New Hire/Termination checklists. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes June 7th, 2022



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	<ul style="list-style-type: none"> ➤ Working on assessing time keeping systems. ➤ FOP Contract negotiations are still ongoing. ➤ Several ongoing employee issues have required HR focus. ➤ Recruitment: <ul style="list-style-type: none"> ○ We've hired 6 COs in May and 4 started yesterday. ○ Offer was made to the Maintenance Tech position yesterday. ○ Posted the Programs Coordinator position last week and we already have 5 applicants. Posting closes this Friday. ➤ Commissioner Crockett: Good work on everything you are doing. ➤ Director Brawn: Thank you. 	
Treasurer	<p>Treasurer Doore:</p> <ul style="list-style-type: none"> ➤ We are about 92% into FY22. ➤ General Fund Cash - \$ 3,275,000-all invested in the Insured Cash Sweep account with <ul style="list-style-type: none"> ○ Kennebec Savings Bank ➤ Recovery Fund Cash- <ul style="list-style-type: none"> ○ \$11,004,000 - all invested in the Insured Cash Sweep account with Kennebec Savings Bank ○ Investment Fund - Close of business yesterday \$2,014,000 up about \$5,000 since last meeting. ➤ There are several warrants requiring signatures. ➤ Commissioner Crockett asks if the Travers Electric Inc warrant is for the Jail. ➤ Director Ferguson said that the Travers Electric warrant is going through Capital Projects which incorporates several different programs. ➤ Administrator Ferguson explained that it will help with a current project at the jail and with a future project with the Registry of Deeds building. 	
Finance	<p>Director Ferguson, CPA:</p> <ul style="list-style-type: none"> ➤ Requested second tranche for ARPA funds and that should be arriving sometime in June-we do not know a specific date. 	

Kennebec County, Maine

County Commissioner’s Meeting Minutes June 7th, 2022



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	<ul style="list-style-type: none"> ➤ Commissioner Rines asks if this is the second payment on the ARPA funds and when we have to dispense the second payment. ➤ Director Ferguson and Administrator Ferguson confirm that there is no real requirement except that all of the funding needs to be spent by the County by December of 2024 and the Recipients by December of 2026. 	
Sheriff/Corrections:	<p>Al Morin:</p> <ul style="list-style-type: none"> ➤ Things are going well at the Jail and in the Sherriff’s office. ➤ Thank you to Captain Slaney and Sargent Goodchild for all their work with the jail. ➤ One employee is out and two might be leaving. ➤ CID mobilized and worked together to cater to the needs of mobile patrol this week. <p>Captain Slaney:</p> <ul style="list-style-type: none"> ➤ Hired 9 Correctional Officers. They will receive the retention bonus. ➤ Jail population is 123 inside the facility. ➤ Jail has had zero (0) employee shift call-outs in the last two weekends which has not happened since January. This saves the Jail \$1,200 each weekend and \$2,400 for both weekends in overtime costs- there might be a coincidence between this and the gas incentive gift card for good attendance to employees. ➤ Somerset County officers (2) who transferred to Kennebec County Jail are very happy with work environment . <ul style="list-style-type: none"> ○ Commissioner Jabar - They are from Somerset County; does that mean they do not have to go through the academy for employment at the jail? ○ Captain Slaney - Yes, that is correct. ○ Commissioner Crockett - compliments Captain Slaney on his good work. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes June 7th, 2022



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District Attorney	<p>DA Maloney Esq.:</p> <ul style="list-style-type: none"> ➤ Introduction of Emma who is a Receptionist and Diversion Coordinator for the DA's office and the funding for her position was made possible by the Shaker funds and DA Maloney has started to work on the application for that grant due in September again for this term. ➤ DA Office is at full staff currently. <ul style="list-style-type: none"> ○ Commissioner Jabar asked the status of the docket. ○ Docket is backlogged at 60%. 	
Information Technology	<p>Director Parsons:</p> <ul style="list-style-type: none"> ➤ IMC Update went well, just cleaning up any left-over updates on individual systems or issues that we find. ➤ We got the correct fiber optic cable in for our underground run. Waiting on a vendor to run it through the pipe. ➤ Still waiting on the camera system upgrade as the vendor is backed up still. <ul style="list-style-type: none"> ○ Commissioner Crockett asks if the fiber optic cable is going to be used to connect the Augusta Police Department. ○ Director Parsons confirms that the cable is meant for the Kennebec County Jail and not the Augusta Police Department. 	
Registry of Deeds	<p>Register Diane Wilson:</p> <ul style="list-style-type: none"> ➤ In a comparison between May 2021 and May 2022, Deeds revenue is down approximately \$1,500. ➤ Year-to-Date revenue for Deeds is up \$11,500. 	
EMA	<p>Director Goodwin:</p> <ul style="list-style-type: none"> ➤ Hazard Mitigation Program: EMA is in the process of teaching towns about this program and how to adopt it as policy. <ul style="list-style-type: none"> ○ Commissioner Crockett asks if the spray involved in the program to deter Browntail Moths is harmful to the plant life. ○ Director Goodwin assures that it is not harmful to plant life. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes June 7th, 2022



Facilities	Facilities Managers Brunelle: <ul style="list-style-type: none">➤ The Conduit project for the wiring between the Hill House and the Jail has been completed and the wiring and fiber optic cable should be fully installed by the end of the week.➤ The next step after the wiring is completely installed will be to move the generator over to the Registry of Deeds building and installing the proper hook-ups there as well-everything is on-schedule with this project.➤ Water softener in jail is installed and running.➤ There is a meeting on June 21st between Facilities Manager Brunelle and Historical Building Preservation to discuss elimination of older chimneys in County buildings instead of rebuilding them. There will also be a discussion about changing the slate on the jail roofing to composit roofing.➤ The concrete work on the North end of the County Courthouse and the concrete pad that will accept the new generator at the Registry of Deeds will begin work on June 8th.➤ A new Technician that has accepted a position.➤ New lift in garage is working well.	
Probate	Register Ayers: <ul style="list-style-type: none">➤ Starting in July there will not be any publications for name changes.➤ There have been changes in confidentiality: You will no longer be able to look up the details of guardianships online.➤ The office will need to separate guardianships from estates which will be a large project.➤ June 8th is MCCA board meeting.➤ There is a shortage of attorneys who would like to work on guardianship cases.➤ Emergency guardianships have escalated lately.➤ Administrative processes for emergency guardianships are being reevaluated.➤ Security grant request is up for approval with the Commissioners.	

Kennebec County, Maine

County Commissioner's Meeting Minutes June 7th, 2022



<p>Administrator:</p>	<p>Administrator Scott Ferguson:</p> <ul style="list-style-type: none"> ➤ We will be updating the County website to add how County budgets work. ➤ Special detail/event for Sheriff's office: <ol style="list-style-type: none"> 1. Town will make a request with the County for a special detail from the Sheriff's Office. ➤ We are looking to Facilities to get the County buildings power washed. ➤ FOP meeting will take place 6/8/2022. ➤ Working with the Jail Administrators for the Medical RFP-should be posted 6/8/2022. ➤ Working with HR on personnel issues. ➤ Correctional Healthcare Partners, working with Attorney Marchesi on the True-up bill of \$375K. There are several issues that we are working through. ➤ FOAA requests have reduced substantially. ➤ PIKE has finished Reynolds Road in Unity Township: Residents have requested that the road be finished to the Town line. PIKE confirmed that they will continue the road to the town line for \$75,000. There is a large pothole on Palmer Road in Unity as well that needs to be addressed. The funding match for \$11,000 will be received shortly. <ul style="list-style-type: none"> ○ Commissioner Rines asks if these issues are being funded by ARPA. ○ Administrator Ferguson says that funds from ARPA will be allocated to extend Reynolds Road and there is a request in to PIKE to address Palmer Road with the same funding. ➤ MCCA is looking into putting together legislation for the County to receive revenue from auto violation tickets given by the State Police. ➤ MAT mandate compliance is being funded by the State of Maine but the funding may not be sufficient for program costs. 	
<p>Old Business/ Follow Up Items</p>	<ul style="list-style-type: none"> ➤ ARPA Update-(will be addressed in new business) ➤ FY23 Budget Committee Update- The FY23 budget has been approved and signed by the Budget Committee and needs approval and signatures from the Commissioners. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes June 7th, 2022



Warrants	<p>Warrants</p> <ul style="list-style-type: none"> ➤ Included for approval and signatures by Commissioners. 	
New Business	<p>Three Corners Solar Presentation</p> <ul style="list-style-type: none"> ➤ Matt Kearns, Long Road Development and Shana Mueller, BernSteinShur, came to discuss Tax Incremental Financing for the Unity Solar project and Tax Agreement Proposals: <ul style="list-style-type: none"> ○ Construction is anticipated to take place in August. ○ Long Road is asking the County to engage in a capture tax agreement for the County to benefit from and help with the Solar construction project. ○ Long Road is also asking for a reimbursement in property tax to offset elevated costs. ○ Attorney Mueller went through their Tax Increment Financing presentation. <ul style="list-style-type: none"> ▪ Commissioner Rines asks about a timeline. ▪ Matt Kearns asks for the decision to be implemented as soon as possible depending on the preferences and engagements of the Commissioners and the County. Augusta would be the most valuable. <p>TRC Security Review – County Court Proposal</p> <ul style="list-style-type: none"> ➤ TRC Threat & Vulnerability Assessment Proposal – Kennebec County Court Building Motion and 2nd to approve. <p>Fiscal Year 2023 Commissioner Budget Adoption</p> <ul style="list-style-type: none"> ➤ Fiscal Year 2023 Budget Adoption: The Budget Committee has signed and adopted the FY23 budget. Commissioner signatures now needed to finalize for both UT and County budget. Motion and 2nd to approve and adopt FY23 UT and County Budgets. <p>Finance :</p> <ul style="list-style-type: none"> ➤ Finance Department Motions: <ul style="list-style-type: none"> ○ Set FY21 Fund Balances – Appropriate Unassigned Fund Balances. ○ Motion and 2nd to approve <p>Human Resources:</p> <ul style="list-style-type: none"> ➤ HR – Policy Adoption – Ethics, Harassment & Education 	<p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p> <p>Tabled</p>

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County Commissioner's Meeting Minutes June 7th, 2022



	<p>ARPA:</p> <ul style="list-style-type: none"> ➤ ARPA Uniform Guidance Countywide Purchasing and Procurement. ➤ ARPA Approved Applications – Motion to accept Approved Applications as Presented and for BerryDunn to move forward with the next step (see package insert) in the process. <ul style="list-style-type: none"> ○ Commissioner Rines motions to approve the last application summary with 42 applicants and their projects. Commissioner Jabar 2nds the motion. ○ Commissioner Crockett notes a few of the awarded projects that will help the most amount of citizens in Kennebec County. 	<p>Approved 3-0 Approved 3-0</p>
Miscellaneous	Nothing at this time	
Public Comments	<p>Courtney Allen, Augusta City Council Member & Director at Maine Recovery Advocacy Project:</p> <ul style="list-style-type: none"> ➤ ARPA Money is going to help Augusta Recovery Reentry Center exponentially. ➤ Help people with substance use disorder in mass incarceration. 	
Executive Session	<p>Motion to move into executive session – Personnel - 1:37pm</p> <p>1) Personnel</p> <p>Executive Session Adjourned 1:56pm</p>	No Action Taken
Adjournment	Adjourned at 1:57pm	

Respectfully Submitted: Stephanie Schredder, Executive Assistant