

Kennebec County, Maine

County Commissioner's Meeting Minutes September 6th, 2022



Present:

Patsy Crockett, Commissioner, Chair
 Nancy Rines, Commissioner
 George Jabar, Commissioner
 Ken Mason, Sheriff
 Tom Doore, Treasurer
 Art True, EMA Director
 Dan Brunelle, Facilities Manager
 Chris Brawn, HR Director

Cindi Ferguson CPA, Finance Director
 Lisa Bryant, Finance Manager
 DA Meaghan Maloney, Esq.
 Devon Parsons, IT Director
 Diane Wilson, Register of Deeds
 Bryan Slaney, Captain
 Corey Goodchild, Asst. Jail Administrator
 Kurt Karlsson, Programs Coordinator

Dylan Gagne, Sergeant
 Lance Blackstone, Corporal
 Bobby Adams, Maintenance Technician
 Megan Dickey, HR Administrator
 Scott Ferguson, County Administrator
 Stephanie Schredder, EA

Absent:;, Jason Decker, EMA Deputy Director, Al Morin, Chief Deputy Sheriff, Devon Parsons, IT Director, Kathy Ayers, Register of Probate

	Discussion	Action
Call to order	12:02pm	
Minutes	Motion and second to accept the minutes of August 16 th , 2022	Approved 3-0
Recognitions	<p>Bryan Slaney, Jail Administrator:</p> <ul style="list-style-type: none"> ➤ Exceptional Service Recognition for a potentially life-threatening incident in the Jail: <ul style="list-style-type: none"> ○ Lieutenant Corey Goodchild, Staff Sergeant Jillian St. Pierre, Staff Sergeant Lawrence Peabody, Sergeant Emily Christiansen, Sergeant Ronald Rhodes, Sergeant Keith LaChance, Corporal Kirby Bradburn, Deputy Brandon Gilley, Deputy David Boag, Officer Darrell Skidgel, Officer Brent Hewitt, Officer Shelly Willey, Officer Nivek Boostedt, Officer Aaron Beale, and HAS Jaime Hill-Spotswood. 	

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<p>Human Resources</p>	<p>Chris Brawn, HR Director:</p> <ul style="list-style-type: none"> ➤ Time clocks have been installed in the jail and Human Resources and Finance received a training in program operations last week. Supervisors have been assigned in the system and Jail employees are clocking-in to test the system and ensure the accuracy of time capture. Training will begin for Staff next month and the system will go live in January 2023. ➤ There is a lot of interest and engagement in the MCCA Workforce Compact that allows \$1200 per employee to be used on workforce development training through December. So far, we've been approved for \$11,805 in funding and expect another \$6000 for the Criminal Justice Academy in October and November. ➤ Consultation with Eide Bailly has been completed for the potential retirement plan consolidation. It has been determined that laws in Maine would make consolidation challenging and cost taxpayers too much money. The County will continue to offer the current options for retirement. There is still a lot of interest in additional retirement savings so Human Resources is exploring 457 plans without a County match. Chris Brawn, Human Resources Director, will report back to the Commissioners with her findings. ➤ Health plan options are being analyzed to determine if current offerings are the most advantageous for Kennebec County employees. Open enrollment starts in November and Human Resources would like to have made a decision by that time. ➤ MePERs open enrollment is currently active, and Human Resources will be reaching out to eligible employees who have been employed with the County for 5 years but hadn't originally enrolled. ➤ Nancy Rines, Commissioner asks Chris Brawn, Human Resources Director, to explain how the educational compact is used with the Criminal Justice Academy and Chris Brawn, Human Resources Director states that the money can be used for any sort of training including the Criminal Justice Academy training program. Educational opportunities are funded by budgetary allotments. ➤ Human Resources is working on personnel policies, procedures, and administrative regulations. 	
<p>Treasurer</p>	<p>Tom Doore, Treasurer:</p> <ul style="list-style-type: none"> ➤ General Fund Cash - \$5,932,000 all invested in the Insured Cash Sweep account with Kennebec Savings Bank. 	

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Finance	<ul style="list-style-type: none"> ➤ Recovery Fund Cash - \$22,226,000 -all invested in the Insured Cash Sweep account with Kennebec Savings Bank. ➤ Investment Fund - Close of business yesterday \$2,007,000 down about \$9,000 since last meeting. ➤ <u>Recovery Fund Cash</u>- \$22,226,000 -all invested in the Insured Cash Sweep account with Kennebec Savings Bank ➤ <u>Investment Fund</u>-Close of business yesterday \$2,007,000 down about \$9,000 since last meeting ➤ There are warrants requiring signatures. <ul style="list-style-type: none"> ○ Total warrant \$258,114. ○ \$9,772 Jail Medical. ○ \$41,240 Jail psych. ○ \$26,614 Jail Food. ○ Sheriff Department new vehicle: \$35,067 ○ That leaves \$104,006.00 for various remaining expenditures. ➤ Since the last meeting we have received municipal tax payments totaling \$4.2 million from the Towns of Clinton, Gardiner, Mt. Vernon, Oakland, Vienna, Windsor, Winslow, and Winthrop, Pittston, and Hallowell. ➤ Patsy Crockett, Commissioner Chair, and Nancy Rines, Commissioner, ask how many towns are left that have not paid their annual tax bill, and what date the interest begins to accrue. Cindi Ferguson, Finance Director, says that there are approximately 15 to 20 towns that have not paid their tax bills and that Kennebec County has received about 36% of the total amount of taxes due. The County will start charging interest starting in November for unpaid Town and City tax bills. <p>Cynthia Ferguson, CPA, Finance Director:</p> <ul style="list-style-type: none"> ○ There are audit engagement letters to be signed for FY22. ○ We have received State funding which includes the funding for the CARA program. 	
Sheriff/Corrections	<p>Ken Mason, Sheriff:</p> <ul style="list-style-type: none"> ➤ Minimal staffing changes are in process. ➤ Officer Boudreau and his K-9, Vixen, won an award with the USPCA Region 9 and were recognized for service in apprehending a perpetrator in Farmingdale. ➤ Ken Mason, Sheriff, is thankful to have two K-9 units and Patsy Crockett, Commissioner Chair, agrees. ➤ The Kennebec County Sheriff's Office will soon be presenting a Byrne Memorial Justice Assistance Grant Application to the Commissioners for approval and signature. 	

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	<p>➤ Ken Mason, Sheriff, requests approval of a forfeiture totaling \$883.25.</p> <ul style="list-style-type: none"> ○ Nancy Rines, Commissioner, makes a motion to let the County Commissioners agree to transfer the amount of \$883.25 on the grounds that Kennebec County Sheriffs made a substantial contribution to the investigation of this crime. ○ Patsy Crockett, Commissioner Chair, seconds the motion. <p>Bryan Slaney, Jail Administrator:</p> <p>➤ Total Jail population is currently 144.</p> <p>➤ The Jail has received two bid proposals from Correctional Psychiatric Services and Alternative Correctional Healthcare in response to the Jail Medical RFP (Request for Proposals). The two bid proposals will be reviewed within the next few weeks. A recommendation will be available for the Commissioners and the Administrator at the next Commissioner's Meeting on September 20th.</p> <p>➤ There has been tremendous success with the pilot sick time incentive program that was initially allotted a 3-month trial period. Within those three months, there were 37 Staff with perfect attendance. Bryan Slaney, Jail Administrator, will be submitting a proposal to Human Resources and the Commissioners for approval to continue with the incentive program past the initial trial period.</p> <ul style="list-style-type: none"> ○ Nancy Rines, Commissioner, questions if this program would encourage employees who are sick to come in to work despite their current state so that they would not be excluded from the incentive program. ○ Megan Dickey, Human Resources Administrator, assures the Commissioners that if an employee is ill with an excused absence and can produce a doctor's note, they will still be included in and benefit from the incentive program. 	<p>Approved 3-0</p>
District Attorney	<p>Maeghan Maloney Esq., DA:</p> <p>➤ The DA's office is now fully staffed after a Summer of difficult staffing issues.</p> <ul style="list-style-type: none"> ○ Patsy Crockett, Chair Commissioner, asks if there are any Staff from the DA's Office that work from home and Maeghan Maloney Esq., DA, states that all staff working with the District Attorney's office stopped working remotely in the Summer of 2020, but it would be possible to arrange for employees to work from home occasionally because the DA's office has gone completely paperless as of this Summer 2022. 	
Probate	<p>Kathy Ayers, Register: Not present</p> <p>➤ Nancy Rines, Commissioner, states that she will want to follow up with Kathy Ayers, Register, about the changes made by the State regarding appointed attorneys.</p>	

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Information Technology	<p>Jason Blanchard, Assistant IT Director:</p> <ul style="list-style-type: none"> ➤ Information Technology is waiting for parts to complete the repair of the A/C unit in server room to be delivered to complete the repair. ➤ Patsy Crockett, Commissioner Chair, asks if there are any new systems that have been established and Jason Blanchard, Assistant IT Director states that there are two new PC's but nothing else substantial. 	
Registry of Deeds	<p>Diane Wilson, Register:</p> <ul style="list-style-type: none"> ➤ Revenues are up \$25,000 from last month. ➤ Revenues are down \$11,000 from August 2021. ➤ Year-to-date, registry of Deeds revenue is down \$35,000. 	
EMA	<p>Art True, EMA Director:</p> <ul style="list-style-type: none"> ➤ There was a report about a dam that sprung a leak in Hallowell which has low-priority damage. ➤ Working on ARPA grant work. ➤ Patsy Crockett, Commissioner Chair, asks about the progress of the ARPA funded First Responder training. Art True, EMA Director, states that 4 participants started last Thursday, 32 participants will be starting in September, and 5 instructors will be starting soon as well. <ul style="list-style-type: none"> ○ Patsy Crockett, Commissioner Chair, asks where the classes will be held. Art True, EMA Director, informs the Commissioners that the courses will be held at Kennebec Valley Community College. ○ Patsy Crockett, Commissioner Chair, inquires if Kennebec County will have first priority for graduates of the First Responder program. Art True, EMA Director, states that the students that are partially funded by the ARPA grant program will have no obligation to stay with Kennebec County once they graduate but the training groups that are fully funded by ARPA grants have a contractual obligation to Kennebec County for 3 years after graduation. ○ Nancy Rines, Commissioner, asks how the other half of the training is being paid (aside from the half that is paid by ARPA funding) for those certain groups. Art True, EMA Director, informs the Commissioners that KVCC will be funding \$1,200 of costs for that specific training group. ○ Nancy Rines, Commissioner, asks if the original stated training and production goals will be met in a timely manner for the program. Art True, EMA Director, states that by the end of the year we will be on track to add 8 new EMS instructors to the region, 78 new EMS responders, and approximately half of those responders will be staying to work with Kennebec County. 	

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	<ul style="list-style-type: none"> ○ Nancy Rines, Commissioner, asks if there are expanded services that EMA might want to look at if they had additional funding. Art True, EMA Director states that he will have materials available to the Commissioners within the next month to request additional funding for public health initiatives. 	
Facilities	<p>Facilities Director Brunelle:</p> <ul style="list-style-type: none"> ➤ There are leaky basements that are a common occurrence during heavy rains. ➤ With the help of the new lift, the Facilities team is currently working on the chimneys. <ul style="list-style-type: none"> ○ Patsy Crockett, Commissioner Chair, asks what is being done to the Chimney's and Dan Brunelle, Facilities Director, states that the brick and mortar is beginning to crumble, and the Facilities team is in the process of replacing them. In addition to the chimney reconstruction, Facilities is dismantling and detaching the obsolete antennae that are on the roof as well. ○ Dan Brunelle, Facilities Director, explains the details and methods in which he is able to reach the roof and operate safely whilst working. 	
Administrator	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ Will be attending a conference from 9/12/2022 to 9/13/2022. If anything is an emergent issue, please contact Chris Brawn, Human Resources Director, but Scott Ferguson, County Administrator, will be accessible to all Departments via phone and e-mail during his time away at the conference. ➤ The monthly department meeting was cancelled due to Labor Day, so there will be individual department head meetings instead. ➤ Recently conducted 3-month reviews for two employees. ➤ Analyzing the WEX fuel card data expenditures which are now averaging \$20,000 per month. Department Heads who manage employees with WEX Cards to leave the card in the car, not on their person to enable accurate fuel consumption and mileage for each vehicle. Nancy Rines, Commissioner, asks what WEX does to show these expenditures and Scott Ferguson, County Administrator, WEX sends a monthly report that contains detailed data for the County to extract the proper information to analyze. ➤ Lisa Bryant, Finance Manager, has provided historical tax collection information which is being used to look tax receipt trends and patterns from prior years so that the County can anticipate the receipt of annual tax payments from Towns and Cities. ➤ Working with Peter Marchesi on drafting and editing of the ENSO contract which should be finalized this week. 	

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	<ul style="list-style-type: none"> ➤ There have been two contract proposals in response to the Jail medical request for proposals that are being reviewed to meet the deadline stated in the RFP (Request for Proposals). ➤ Three employees working under the MPA (Maine Prosecutors Association) with the DA's office will now be transitioning their employment to the State of Maine. ➤ Nancy Rines, Commissioner, asks for clarification and Scott Ferguson, County Administrator, explains that there are 3 employees at the District Attorney's Office that work for Kennebec County through the Maine Prosecutors Association. Chris Brawn, Human Resources Director, explains that Kennebec County agreed to employ 3 employees that work for IT systems for the State and through the County. The County is responsible for paying the employee's benefits and has assumed the liability for the employees, but the employees technically work for the State of Maine and the plan is to move the full responsibility of these employees to the State of Maine and away from Kennebec County. Meaghan Maloney Esq., District Attorney, states that the Attorney General has approved the transfer. ➤ A bill received from the Capital Judicial Center for leasing space is requiring Kennebec County to pay the Maine Governmental Facilities Authority. There has been a request for a contract sent to the Capital Judicial Center and the County has not received anything in response to their inquiry. The County is unable to pay the outstanding bill until an official and legal agreement is produced. ➤ The generator moved from the Hill House to Deeds/ EMA repair work is completed. ➤ Cindi Ferguson, Finance Director, is working on the drawdown schedule for ARPA fund Grantees in collaboration with BerryDunn. ➤ The 2024 budget planning is now in the beginning stages. ➤ Patsy Crockett, Commissioner, Chair makes an inquiry as to the extensive repairs made in 2020 for the Jail elevator and what will be done to maintain the future safety of the elevator. Scott Ferguson, County Administrator, states that there is a maintenance agreement with Pine State Elevator Company for the maintaining of the Jail elevator and the elevator located in Hill House. ➤ Nancy Rines, Commissioner, asks if there have been any further developments with the State Police withdrawal from rural areas of the County and Scott Ferguson, County Administrator, answers by telling the Commissioners that MCCA met with the State Police, he submitted the State Police budget from the last 10 years and pointed out inefficiencies in the budgetary details of the withdrawal but hasn't heard anything back from either organization. ➤ Nancy Rines, Commissioner, asks about the pivot table mentioned in last meeting for close of the FY22 budget and Scott Ferguson, County Administrator, assures her that the pivot table is currently in process and will be shared with the Commissioners once it is complete. 	

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Old Business/ Follow Up Items		
New Business	<ul style="list-style-type: none"> ➤ BerryDunn ARPA Grant Agreements: Zeb Letourneau, BerryDunn Consulting Manager: <ul style="list-style-type: none"> ○ 21 Grant Agreements have been executed, BerryDunn is currently awaiting a signature on 1 agreement, and 10 agreements are in development. Zeb Letourneau, Consulting Manager, explains that the delay in the last 10 project grant agreements that are in development is due to logistical complexities involved in the execution that makes them irregular, but as a benefit to waiting longer to distribute these funds, the allotments are currently collecting interest which will remain in the Kennebec County banking accounts even after funding distribution has been completed. <ul style="list-style-type: none"> ● Nancy Rines, Commissioner, asks if any of the 10 projects mentioned were Kennebec County projects. Zeb Letourneau, Consulting Manager, stated that none of the projects mentioned are Kennebec County projects and that Kennebec County does not have any grant agreements for their projects, but each of the Kennebec County projects is bound by an MOU (Memorandum of Understanding), which makes more sense from a legal perspective. ○ The next step in the ARPA grant funding will be to review and approve reimbursement requests and sending payments to Grantees in collaboration with the Kennebec County Finance Office. ○ BerryDunn is beginning the subrecipient monitoring process which includes accountability calls, desk reviews, and annual site visits to show Kennebec County how the ARPA grant funds are spent. BerryDunn would like to extend an invitation to the Commissioners to attend any of the site visits they would like to attend. The first site visit will be with the Boys and Girls Club of Kennebec Valley in September or October. Scott Ferguson, Kennebec County Administrator, asks to attend the site visits as well. ○ BerryDunn Project Change Discussion Items: <ol style="list-style-type: none"> 1. North River Company - Lockwood Mill project change: <ul style="list-style-type: none"> ▪ On July 27th, the treasury gave new guidance regarding affordable housing projects under ARPA (American Rescue Plan Act) stating that loans will now be an acceptable form of funding, and previous to that date, projects and Grantees were only able to apply for and be awarded grants. North River Company would like to change their award from a grant to a loan for the Lockwood Mill project. The loan would start in 2027. If the County gives an affordable housing loan instead of a grant, the 	

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	<p>County will benefit financially from the transaction. Zeb Letourneau, Consulting Manager, explains the details of the loan structure and logistics. This would return approximately \$33,000 annually to Kennebec County per year starting in 2027 to total \$1m after the entirety of the loan was paid back. The loan would benefit North River Company in their debt-to-income ratio because a grant is reported as income and loans are not.</p> <ul style="list-style-type: none"> ▪ Patsy Crockett, Commissioner Chair, asks what would happen if North River Company files for bankruptcy. Zeb Letourneau, Consulting Manager, states that Maine State Housing Authority would assume the project responsibility and liability, see the project to its completion, and maintain the agreement specifications for the next 45 years. ▪ Nancy Rines, Commissioner, asks if the County would receive a portion of the Real Estate transfer tax when each unit in the Lockwood Mill project sold. Zeb Letourneau, Consulting Manager states he would have to investigate the matter and report to the Commissioners once more information is known. <p>2. Waterville Manor Gardens – Waterville Housing Project Change</p> <ul style="list-style-type: none"> ▪ The original application for Waterville Manor Gardens stated that 33 new affordable housing units would be built and now, there is a new ARPA guidance that came out at the end of July that requires all affordable housing projects to commit to a 20-year affordability covenant. That covenant restricts eligible renters to 65% of the AMI (Area Median Income) or below. BerryDunn asked Waterville Manor Gardens if they would provide a covenant for all 33 units of their project and Waterville Manor Gardens countered with a request to provide a covenant for the units that the County’s ARPA funds will finance, which would be 3 units instead of 33 units. ▪ Nancy Rines, Commissioner, asks if Lockwood Mill will be adding an affordability covenant to their housing project as well. Zeb Letourneau, Consulting Manager, confirms that Lockwood Mill is agreeing to add a 20-year covenant with Kennebec County and a 5-year covenant with MHA (Maine Housing Authority) as well. ▪ The original agreement with Waterville Gardens stated that all 33 units would be affordable housing units, but a 3-unit covenant would be a change from the original 33 units originally represented in the grant application. The County ARPA grant is funding less than 10% of the Waterville Manor Gardens Project which would equal the equivalent of 3 affordable housing units of the 33 units being built. ▪ Patsy Crockett, Commissioner Chair, asks if the income level will be the same at Lockwood Mill. Zeb Letourneau, Consulting Manager, confirms that all units built at Lockwood Mill will be required to maintain an income restriction of 65% AMI or below for residents. 	

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	<ul style="list-style-type: none"> ➤ Pike Industries-Reynolds Road Completion: <ul style="list-style-type: none"> ○ A signature and approval are needed for the completion of Reynolds Road for the Pike Industries Bid (ARPA Funded). ○ George Jabar, Commissioner, makes a motion to approve and Nancy Rines, Commissioner, seconds the motion. ➤ RHR Engagement Letters: <ul style="list-style-type: none"> ○ Letters for the FY2022 audit will need signatures and approval. Patsy Crockett, Commissioner Chair, summarizes the expenditures and message conveyed by each letter. ○ Nancy Rines, Commissioner, makes a motion to accept to engage RHR as the County auditor for FY22, and Patsy Crockett, Commissioner Chair, seconds the motion. ➤ Longroad Energy TIF: <ul style="list-style-type: none"> ○ Scott Ferguson, County Administrator, asks the Commissioners if they would like to state their approval status on the TIF (Tax Increment Financing) proposed by Longroad energy for the Unorganized Territory of Unity Township? George Jabar, Commissioner, states that he had reached out to Washington County about their TIF to ask some questions and has not heard back from them but would like to have some questions answered from an experienced source before any decisions can be made. ○ Nancy Rines, Commissioner, makes a motion to deny moving forward with a TIF with Longroad Energy and Patsy Crockett, Commissioner Chair, and George Jabar, Commissioner, both second the motion. 	<p>Approved 3-0</p> <p>Approved 3-0</p> <p>Not Approved 3-0</p>
Miscellaneous	<p>Ken Mason, County Sheriff and Meaghan Maloney Esq. District Attorney.</p> <ul style="list-style-type: none"> ➤ On September 24th there will be a celebrity event held to benefit silentnomore.org to help the Sexual Assault Crisis and Support Center. Ken Mason, County Sheriff and Meaghan Maloney Esq. District Attorney. Invite all County Officials to participate and to donate to the cause. The event will be a costume party. 	
Public Comments		
Adjournment	Regular meeting adjourned at 2:07pm	
Executive Session	Motion and Approval to move to Executive Session 2:07 – DA-Personnel Matters	
Adjournment	Motion and Approval to end Executive Session: adjourned at 3:30 pm No other motions were made.	

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Respectfully Submitted: Stephanie Schredder, Executive Assistant