

# Kennebec County, Maine

## County Commissioner's Meeting

Minutes May 21<sup>st</sup>, 2024



**Present:**

Patsy Crockett, Commissioner, Chair  
 Joe Pietroski, Commissioner  
 George Jabar, Commissioner  
 Chris Brawn, HR Director  
 Tom Doore, Treasurer  
 Ken Mason, Sheriff  
 Meaghan Maloney, District Attorney

Devon Parsons, IT Director  
 Abigail St. Valle, Register of Probate  
 Bryan Slaney, Jail Administrator  
 Audrey Fredericks, Finance Manager  
 Angela Molino, EMA Director  
 Shay Freeman, DA Office Administrator  
 Corey Goodchild, Asst. Jail Administrator

Chris Read, Lieutenant  
 Matthew Boucher, Register of Deeds  
 KelLee Gray, HR Administrator  
 Scott Ferguson, County Administrator

**Absent:** Al Morin, Chief Deputy, Gail Towns, Deputy Register of Deeds, Dr. Timothy Pieh, MD-3 Medical Director, Frank Griffen, Deputy District Attorney Esq., Lisa Bryant, Finance Director, Stephanie Schredder, Executive Assistant

	Discussion	Action
Call to order	12:01pm	
Minutes	<b>George Jabar, Commissioner</b> , made a motion to approve the minutes of <b>May 7<sup>th</sup>, 2024</b> , with one correction and the motion was seconded by <b>Joe Pietroski, Commissioner</b> , the motion carries.	Approved 3-0
Human Resources	<p><b>Chris Brawn, Human Resources Director:</b></p> <ul style="list-style-type: none"> <li>➤ There is a new EMA Planner vacancy that will open soon.</li> <li>➤ There are a total of 6 vacancies within Kennebec County.</li> <li>➤ The Civil Department position has been filled.</li> <li>➤ Workforce Development \$7,382 dollars requested - \$4,500 received to date.</li> <li>➤ <b>Peter Marchesi, Kennebec County Attorney</b>, is reviewing policies.</li> <li>➤ 457 plans being reviewed to open to employees.                             <ul style="list-style-type: none"> <li>• Existing plans will allow more people to enroll in them.</li> <li>• There will be an open enrollment meeting in June for a July 1<sup>st</sup> start date.</li> <li>• 3 vendors will be at the open enrolment to answer questions and explain the plans to employees. <b>Chris Brawn, Human Resources Director</b>, will send out an email communication to all employees.</li> <li>• <b>Joe Pietroski, Commissioner</b>, had a question about any liability to the county in this offering. The question will be asked of <b>Peter Marchesi, County Attorney</b>.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ <b>Patsy Crockett, Commissioner</b>, asked that <b>Chris Brawn, Human Resources Director</b>, Check into the implementation date of the Paid Family Medical Leave statute.</li> </ul>	
<p><b>Treasurer</b></p> <p><b>Finance</b></p>	<p><b>Tom Doore, Treasurer:</b></p> <ul style="list-style-type: none"> <li>➤ <b>General Fund Cash</b> \$1,205,851 invested in the Insured Cash Sweep account with Kennebec Savings Bank</li> <li>➤ <b>Investment Cash:</b> \$12,000,000 invested in the Intrafi Money Market account with Kennebec Savings Bank</li> <li>➤ <b>Investment Cash:</b> \$2,088,295 invested in Kennebec Savings Bank</li> <li>➤ <b>Warrants for signatures:</b> <ul style="list-style-type: none"> <li>• Payroll 5/17/2024 Warrant# 52= \$570,844.09</li> <li>• AP Warrant# 52 Payroll Deductions = \$17,966.42</li> <li>• AP Warrant #53</li> </ul> </li> <li>➤ Tom Doore, Treasurer, extended a thank you to Billy Hayes, Maintenance Technician, for doing an excellent job cleaning the Kennebec County buildings and that the money for cleaning supplies were well spent.</li> <li>➤ Audrey Fredericks, Finance Manager:           <ul style="list-style-type: none"> <li>• RHR Smith &amp; Company, CPAs were here Wednesday to gather information needed to wrap up the FY23 Single Audit. Kennebec County will be receiving the first draft shortly. Work continues on the regular FY23 audit.</li> </ul> </li> </ul>	
<p><b>Sheriff</b></p> <p><b>Corrections</b></p>	<p><b>Ken Mason, Sheriff:</b></p> <ul style="list-style-type: none"> <li>➤ The Civil Division position has been filled and the new employee will start June 3<sup>rd</sup>.</li> <li>➤ A new deputy was recruited.</li> </ul> <p><b>Chris Read, Lieutenant:</b></p> <ul style="list-style-type: none"> <li>➤ There has been a struggle with radio communications since the Quaker Hill Tower in Sydney was shut down.</li> <li>➤ There are negotiations under way to utilize the Cook Hill Tower in Vassalboro which is owned by MPBN (Maine Public Broadcasting Network).           <ul style="list-style-type: none"> <li>• This tower is very high so that should be a big boost for coverage.</li> <li>• Kennebec County may have to incur an electricity bill.</li> <li>• If this agreement is solidified, Kennebec County may have to supply certain pieces of equipment that were transferred from the Quaker Hill Tower.</li> </ul> </li> <li>➤ <b>Joe Pietroski, Commissioner</b>, asked about utilizing the communications tower in Fayette, and <b>Ken Mason, Sheriff</b>, stated that the area that the Fayette tower would serve is not needed and has full coverage.</li> </ul>	

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	<p><b>Bryan Slaney, Assistant Jail Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ The population in the Jail is 154 today.</li> <li>➤ Westwood Pharmacy contract will begin June 1<sup>st</sup>.</li> <li>➤ Trinity Food Service contract will begin on July 1<sup>st</sup>.</li> <li>➤ Commissary vendor will begin on July 1<sup>st</sup>.</li> <li>➤ The Siemens Contract is under review by <b>Peter Marchesi, County Lawyer.</b></li> </ul>	
<b>District Attorney</b>	<p><b>DA's Office:</b></p> <p><b>Maeghan Maloney, District Attorney:</b></p> <ul style="list-style-type: none"> <li>➤ Court cameras are almost done with installation.</li> <li>➤ Busy with Trials.</li> <li>➤ There will be Jury trials in the month of June and not July.</li> <li>➤ Tomorrow there will be a Grand Jury.</li> <li>➤ Fully staffed.</li> </ul>	
<b>Probate</b>	<p><b>Probate:</b></p> <p><b>Abigail St. Valle, Probate Register:</b></p> <ul style="list-style-type: none"> <li>➤ Video equipment was installed in the Probate Courtroom.</li> <li>➤ One employee is retiring.</li> <li>➤ The office is being renovated.</li> </ul>	
<b>Information Technology</b>	<p><b>Information Technology:</b></p> <p><b>Devon Parsons, IT Director:</b></p> <ul style="list-style-type: none"> <li>➤ Courthouse projects: 22 of 25 are running and installed.</li> <li>➤ Bert's Security will be installing the key FOB system at the courthouse on June 3<sup>rd</sup>.</li> </ul>	
<b>Registry of Deeds</b>	<p><b>Register of Deeds:</b></p> <p><b>Matthew Boucher, Register of Deeds:</b></p> <ul style="list-style-type: none"> <li>➤ Last month Deeds were up by \$19,000 compared to last year.</li> <li>➤ Year-to-date, Deeds is down \$17,000 compared to last year.</li> <li>➤ High housing prices and low inventory is a problem.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ Deeds is now using new software.</li> <li>➤ A gun safe will be purchased to house delicate records.</li> <li>➤ <b>Gail Towns, Deputy Register of Deeds</b>, is retiring in mid-June.</li> <li>➤ Fully staffed.</li> </ul>	
<b>Emergency Management Agency</b>	<p><b><u>Emergency Management Agency:</u></b>  <b>Angela Molino, EMA Director:</b></p> <ul style="list-style-type: none"> <li>➤ Homeland Security Grant application period has closed as of May 15<sup>th</sup>.                             <ul style="list-style-type: none"> <li>• <b>Angela Molino, EMA Director</b>, is currently reviewing the applications and meeting with applicants.</li> </ul> </li> <li>➤ <b>Spencer McKeown, GIS Planner</b>, started his new position yesterday.                             <ul style="list-style-type: none"> <li>• He is working on the mapping of each jurisdiction (municipality) in the County.                                     <ul style="list-style-type: none"> <li>○ Hydrant and other key points interest that would be useful to Public Safety and First Responders.</li> </ul> </li> <li>• Spencer will oversee the 911 addressing program.</li> <li>• Is working on the hazard mitigation program.</li> </ul> </li> </ul>	
<b>Facilities</b>	<p><b><u>Facilities Maintenance:</u></b>  <b>Dan Brunelle, Facilities Director:</b></p> <ul style="list-style-type: none"> <li>➤ Siemens Courthouse Thermostat Upgrades</li> <li>➤ The key fob system will be installed on the courthouse door once it is installed.</li> <li>➤ There are more guns being confiscated due to new yellow-flag gun laws, so Facilities is building more gun racks for the Sheriff's Office.</li> <li>➤ The Hill House roof replacement will start on June 6<sup>th</sup>.</li> <li>➤ Windows for Hill House will be replaced in mid-July.</li> <li>➤ Court roof will be scheduled for this year sometime.</li> </ul>	
<b>Administrator</b>	<p><b>Scott Ferguson, County Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ The primer on opioid spending was sent to the Commissioners for review along with suggestions on what to do with the funds received by the county.</li> <li>➤ The FY25 budget was adopted on May 15<sup>th</sup>. The adopted FY25 Budget will be filed with the State and updated on the county website.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ <b>Scott Ferguson, County Administrator</b>, will start work on the FY26 version to get an idea as to where the numbers will come out so we can plan ahead.</li> <li>➤ LIUNA – there is a tentative contract agreement pending the final document.</li> </ul>	
<p><b>Old Business/ Follow Up Items</b></p>	<ul style="list-style-type: none"> <li>➤ Vehicle Policy                             <ul style="list-style-type: none"> <li>• <b>Peter Marchesi, County Attorney</b>, questioned liability with risk management coverage details and non-covered incidents, and <b>Patsy Crockett, Commissioner Chair</b>, stated that <b>Ken Mason, Sheriff</b>, would discuss certain details with <b>Peter Marchesi, County Lawyer</b>, to make determinations.</li> </ul> </li> <li>➤ ZOLL Defibrillator:                             <ul style="list-style-type: none"> <li>• not addressed.</li> </ul> </li> <li>➤ 77 &amp; 73 Winthrop St. HVAC                             <ul style="list-style-type: none"> <li>• <b>Scott Ferguson, County Administrator</b>, there was a price increase by AFC which should be covered by remaining ARPA funds. Scott will look into.</li> </ul> </li> </ul> <p><b><u>ARPA: Children’s Center Scope Change Request:</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>Jeff Johnson, Children’s Center Executive Director</b> <ul style="list-style-type: none"> <li>• Correspondence letters regarding the scope change were distributed.</li> <li>• \$21,000 was leftover after completing the original project scope goals.</li> <li>• The Children’s Center would like to use the remaining funds to offset some costs incurred when they renovated the building that Kennebec County owns.                                     <ul style="list-style-type: none"> <li>○ There was a total of approximately \$2 million worth of renovations done for the building.</li> <li>○ \$174,000 was used to create a Snoezelen Multi-Sensory Room.</li> </ul> </li> <li>• <b>George Jabar, Commissioner</b>, mentioned that <b>Zeb Letourneau, Manager Consultant</b>, had previously stated the scope change met project requirements under ARPA.</li> <li>• <b>Patsy Crockett, Commissioner Chair</b>, made a motion to approve the scope change, and <b>George Jabar, commissioner</b>, seconded the motion. <b>Joe Pietroski, Commissioner</b>, opposed the motion.</li> </ul> </li> </ul>	<p style="text-align: right;">Approved 2 Opposed 1</p>

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<p><b>New Business</b></p>	<p>➤ Funds Transfer request:</p> <ul style="list-style-type: none"> <li>• Motion needed to move \$245,473 from the Jail Roof Project to Court Roof Project. <b>George Jabar, Commissioner</b>, made a motion to approve the transfer, and <b>Joe Pietroski, Commissioner</b>, seconded the motion.</li> </ul> <p>➤ Loon Call Island Proposal.</p> <p>➤ Siemens Courthouse Conversion Proposal – Already ARPA Funded – Remove</p> <p>➤ Spirit of America Awards:</p> <ul style="list-style-type: none"> <li>• <b>Abigail St. Valle, Register of Probate</b>, will be emcee for the event.</li> </ul>	<p>Approved 3-0</p> <p>Tabled</p>
<p><b>Public Comments</b></p>	<p><b>Motivational Services (MOCO)</b></p> <p>➤ <b>John P. Zarrilli, Executive Director</b></p> <ul style="list-style-type: none"> <li>• There will be a grand opening for the facility just built on Green Street near the Kennebec County offices on July 24<sup>th</sup> between 10am and 12pm.</li> <li>• Requesting the use of 12 Kennebec County parking spaces during the grand opening.</li> <li>• <b>Scott Ferguson, County Administrator</b>, and <b>Patsy Crockett, Commissioner</b>, stated that they could not designate places, but MOCO could use the spaces if they are available.</li> </ul>	
<p><b>Adjournment</b></p>	<p>There was a motion at 1:04pm by <b>Joe Pietroski, Commissioner</b>, to move to Executive Session to discuss personnel issues pursuant to 1MRSA § 405-6-E. <b>Patsy Crockett, Commissioner</b>, seconds the motion.</p> <p>Declaration to end Executive Session at 1:59 pm</p> <p>Motion by <b>George Jabar, Commissioner</b> to adjourn regular session at 2:00pm, and <b>Joe Pietroski, Commissioner</b>, seconded the motion.</p>	<p>Approved 3-0</p> <p>Approved 3-0</p>

Respectfully Submitted: **Stephanie Schredder, Executive Assistant**