

Kennebec County, Maine

County Commissioner's Meeting Minutes September 3rd, 2024



Present:

Patsy Crockett, Commissioner, Chair
 George Jabar, Commissioner
 Joe Pietroski, Commissioner
 Tom Doore, Treasurer
 Ken Mason, Sheriff
 Lisa Bryant, Finance Director

Bryan Slaney, Jail Administrator
 Dr. Timothy Pieh, MD-3 Medical Director
 Audrey Fredericks, Finance Manager
 Angela Molino, EMA Director
 Shay Freeman, DA Office Administrator
 KelLee Gray, HR Administrator

Corey Goodchild, Asst. Jail Administrator
 Matthew Boucher, Register of Deeds
 Brielle Balmer, Deputy Register of Deeds
 Scott Ferguson, County Administrator
 Stephanie Schredder, Executive Assistant

Absent: Chris Brawn, HR Director, Meaghan Maloney, District Attorney, Frank Griffen, Deputy District Attorney Esq. Devon Parsons, IT Director, Chris Read, Lieutenant, Abigail St. Valle, Register of Probate

	Discussion	Action
Call to order	12:00pm	
Minutes	Joe Pietroski, Commissioner , made a motion to approve the minutes of August 20th, 2024 , with changes. The motion was seconded by George Jabar, Commissioner , the motion carries.	Approved 3-0
Human Resources	<p><u>KelLee Gray, Human Resources Administrator:</u></p> <ul style="list-style-type: none"> ➤ Workforce Development Update <ul style="list-style-type: none"> • No change since last meeting; 30 students, 13 different classes, \$8,420 in requested funds; \$5,300 received. ➤ Posting for EMA and Deeds positions this week. ➤ Personnel Policy acknowledgements are trickling in, and we are now tracking the received ones via Edmunds which will make it possible to download reports, etc. ➤ Edmunds employee profiles have been updated to include Workers Compensation coding which allows for cumulative reports to be generated, helping with the completion of forms for MMA (Maine Municipal Association). ➤ Joe Pietroski, Commissioner, stated that he is part of the workforce development state board and the association and told KelLee Gray, Human Resources Administrator, if she had any questions or comments that he would help relay information to the board. 	

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Treasurer/ Finance	<p>Tom Doore, Treasurer: (See Attached Treasurer's Report)</p> <ul style="list-style-type: none"> ➤ Patsy Crockett, Commissioner Chair, asked for an update to the ARPA expenditures for each project and Lisa Bryant, Finance Director, stated that she would give the Commissioners a report with all the information requested. ➤ Joe Pietroski, Commissioner, asked for clarification on jail health expenditures and Bryan Slaney, Jail Administrator, clarified. <p>Lisa Bryant, Finance Director:</p> <ul style="list-style-type: none"> ➤ The FY23 Audit is nearing completion, and Finance will begin working on FY24 with the auditors. ➤ Working to develop protocols for payroll and define a process to use the system to full capacity and make it easier for everybody. ➤ Finance is beginning to utilize the contract management system in Edmunds. ➤ A check in the amount of \$14K payable to WEX (fuel) was fraudulently altered. Finance is working with Kennebec Savings Bank and Risk Management to reclaim the funds. In the meantime, the vendor has been paid. 	
Sheriff/Corrections	<p>Ken Mason, Sheriff:</p> <ul style="list-style-type: none"> ➤ The Windsor fair ended yesterday. ➤ A new deputy is starting part-time. <ul style="list-style-type: none"> • George Jabar, Commissioner, asked if part-time deputies are assigned a cruiser, and Ken Mason, Sheriff, said that they are not. ➤ There is a blue pin buyout from Augusta Police Department, Deputy Alex Morin, that will be hired soon. ➤ The MSAD 11 SRO (School Resource Officer) MOU was signed by Patsy Crockett, Commissioner Chair and Sheriff Ken Mason. <p>Bryan Slaney, Jail Administrator:</p> <ul style="list-style-type: none"> ➤ The Jail population is currently 156. ➤ The CARA (Criminogenic Addiction and Recovery Academy) Graduation will be taking place in the Hill House Large Conference Room on September 23rd at 10am. ➤ There are 7 boarders from Androscoggin County at a rate of \$85 per day and 4 boarders for the CARA program. 	
District Attorney	<p>DA's Office: Shay Freeman, DA Office Administrator:</p>	

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	<ul style="list-style-type: none"> ➤ Desks are being installed into two more office spaces in the Courthouse. ➤ The DA office has won an aggravated trafficking trial to prove identity. Shay Freeman, DA Office Administrator, will be doing a criminal forfeiture for APD for over \$9,000 of cash that was recovered. ➤ There will be a historical engineer walkthrough in the courthouse this Thursday at 8:30am. ➤ There is work being done on the roof. 	
Probate	<p>Probate: Brielle Balmer, Deputy Register of Probate:</p> <ul style="list-style-type: none"> ➤ There is \$60,000 in revenues, which is up by 30% from last year. ➤ The Probate office will be trying out new recording software for court hearings. ➤ There will be a meeting with Probate Registers from other counties later this month regarding fee updates. ➤ It has been a struggle finding more Court Visitors. There is a shortage. The Probate court has been looking to get more interest in that role. <ul style="list-style-type: none"> • Joe Pietroski, Commissioner, asked how many cases a year that a Court Visitor would handle and Brielle Balmer, Deputy Register of Probate, stated that each Court Visitor would handle approximately 25 cases a year and that there are usually 7 to 8 visitors at all times but there are only 2 now. 	
Information Technology	<p>Information Technology: Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ Not present. 	
Registry of Deeds	<p>Register of Deeds: Matthew Boucher, Register of Deeds:</p> <ul style="list-style-type: none"> ➤ No reports are available currently. ➤ The Registry of Deeds is down \$12,000 in revenues compared to this time last year, but the daily revenues are up. ➤ Doing some office reorganization. 	

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<p>EMA</p>	<p><u>Emergency Management Agency:</u> Angela Molino, EMA Director:</p> <ul style="list-style-type: none"> ➤ The Zoll Defibrillator MOU is in process some clarification as to the terms of the agreement is needed with Augusta Fire Department. ➤ Several EMA grant reimbursements were reviewed with the Commissioners. ➤ State Senate Candidate, Shannon McDonnell, created a post on social media regarding the MD-3 presentation she had seen at the legislative meeting with Dr. Timothy Pieh, MD-3 Medical Director, which has increased public interest on the MD-3 Facebook page. ➤ Kenzie True, EMA Specialist, has been recognized for her excellent efforts on EMA social media. ➤ There are emergency planning map app and inventory app (to be used during recovery) are being developed by Spencer McKeown, EMA GIS Planner, with input by Public Safety and EMA staff, to be used by public safety for planning and response. ➤ The EMA staff attended the Harris Dam functional exercise last week at Indian Pond. <ul style="list-style-type: none"> • The objective of the exercise was Dam breach preparedness. If the dam were to fail, there could be the potential of a 20-foot wall of water coming down the Kennebec River impacting those communities along the Kennebec. ➤ A presentation was given for the Southern Regional Fire Chiefs meeting on natural hazard mitigation updates. <p>Dr. Timothy Pieh, MD-3 Medical Director: (See Attached Presentation)</p>	
<p>Facilities</p>	<p><u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ Blinds for windows in the Hill House and the Courthouse will be installed this week. ➤ The heating system in the Deputy DA office will be fixed. 	
<p>Administrator</p>	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ Scott Ferguson, County Administrator, has been looking into the way that Cities and Towns distribute the tax bill costs to citizens. The average increase seen so far for County Tax is between \$40 and \$80. ➤ Berry Dunn payroll audit team conducted a draft report walkthrough on September 29th. Commissioners Jabar and Pietroski were in attendance. A draft of the payroll audit has been sent out for review and comment. ➤ NCEU (National Correctional Employees Union) has sent an MOU for the inclusion of supervisory overtime. This does not currently exist in the contract. 	

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	<ul style="list-style-type: none"> ➤ The submission for the biennium was made to the state on August 27th (September 1st was the deadline) on behalf of all counties for Jail funding; FY26 \$14.0M and FY27 \$14.7M. There is a copy of the request in Commissioner packets. As the state focused on unfunded mandates for the FY25 Supplemental, this biennial request only asks for MAT (Medication Assisted Treatment), Medical and Mental Health funding. ➤ Scott Fergusons, County Administrator, met with the Winthrop Town Manager, Anothy Wilson, to talk about collaboration between counties and towns. ➤ There was a problem with the population reporting by the jail where three months of population data was not reported in BARS (Bed Availability Reporting System). This could have potentially reduced FY25 funding to Kennebec County by \$802K. Thankfully Mitch Boynton, MDOC Service Center Director, alerted us to the problem and we were able to fix the problem ➤ The FY23 audit is wrapping up. ➤ Human Resources attended briefings for employees to ask questions about the new Personnel policy; none were asked. ➤ The MCCA (Maine County Commissioners Association) Conference will take place in September and reservations have been made for attendees. ➤ The Historical Society/ Kennebec Current Editor, Joseph Owen, had several questions regarding the mitigation from the storm damage to courthouse on July 9th. The Administrator asked that Mr. Owen email his questions; a response was provided to those questions. ➤ Mike LaPlante, Farmingdale Assistant Fire Chief, complimented EMA on returning their phone call and the Sheriff's Office on their professionalism. The Administrator forwarded the compliment to the Sheriff and EMA Director. 	
<p>Old Business/ Follow Up Items</p>	<ul style="list-style-type: none"> ➤ Kennebec County Vehicle Policy <ul style="list-style-type: none"> • Peter Marchesi, County Attorney, will be asked for an update. ➤ Opioid Funds <ul style="list-style-type: none"> • The Administrator has provided recommendations on how to distribute funds to organizations to the Commissioners. No decision has been made to date. ➤ University of Maine, Extension, Lease Contract <ul style="list-style-type: none"> • Stephanie Schredder, Executive Assistant, is working with the extension and Scott Ferguson, County Administrator, on a contract agreeable to all parties. ➤ Zoll Defibrillator <ul style="list-style-type: none"> • See EMA Update. ➤ County Courthouse – Historic Engineering Assessment <ul style="list-style-type: none"> • On Thursday of this week there will be a walkthrough to assess the overall condition of the Courthouse 	

