

# Kennebec County, Maine

## County Commissioner's Meeting Minutes September 17<sup>th</sup>, 2024



**Present:**

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

Chris Brawn, HR Director  
 Devon Parsons, IT Director  
 Abigail St. Valle, Register of Probate  
 Bryan Slaney, Jail Administrator  
 Dr. Timothy Pieh, MD-3 Medical Director  
 Audrey Fredericks, Finance Manager  
 Shay Freeman, DA Office Administrator

KelLee Gray, HR Administrator  
 Corey Goodchild, Asst. Jail Administrator  
 Brielle Balmer, Deputy Register of Deeds  
 Kevin Lully, Augusta Police Chief  
 Scott Ferguson, County Administrator  
 Stephanie Schredder, Executive Assistant

**Absent:** Frank Griffen, Deputy District Attorney Esq., Chris Read, Lieutenant, Angela Molino, EMA Director, Matthew Boucher, Register of Deeds

	Discussion	Action
Call to order	12:03pm	
Spirit of America Recognition	<p>The Kennebec County Commissioners presented a framed proclamation declaring September 2024 to be County Official Recognition Month, and in this year, 2024, the specific recognition goes to the <b>Kennebec County Sheriff, Ken Mason</b> and his law enforcement staff.</p> <p>Several spoke words of appreciation, including <b>Patsy Crockett, Commissioner Chair, George Jabar, Commissioner, Joe Pietroski, Commissioner, Meaghan Maloney, District Attorney, Kevin Lully, August Chief of Police, and Theresa Haskell, Windsor Town Manager.</b></p> <p>Thank you to <b>Ken Mason, Sheriff</b>, and all his law enforcement staff for their service to the people of Kennebec County.</p>	
Minutes	<b>Joe Pietroski, Commissioner</b> , made a motion to approve the minutes of <b>September 3, 2024</b> . <b>Patsy Crockett, Commissioner Chair</b> requested that a name be changed. The motion was seconded by <b>George Jabar, Commissioner</b> , the motion carries.	Approved 3-0
Human Resources	<p><b>Chris Brawn, HR Director:</b></p> <ul style="list-style-type: none"> <li>➤ There are outstanding personnel issues.</li> <li>➤ <b>Chris Brawn, Human Resources Director</b>, was on vacation for a week.</li> </ul>	

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<b>Treasurer/ Finance</b>	<p><b>Tom Doore, Treasurer:</b> (See Attached Treasurer's Report)</p> <p><b>Lisa Bryant, Finance Director:</b></p> <ul style="list-style-type: none"> <li>➤ Referencing the Opioid funding stated in the treasurer's report, Lisa Bryant, Finance Director, stated that there will be an update regarding the final funding amount at a later date.</li> <li>➤ <b>Lisa Bryant, Finance Director</b>, and <b>Audrey Fredericks, Finance Manager</b>, attended Maine Municipal Association's 2-day conference on Ethical Challenges/Fraud Risks. <ul style="list-style-type: none"> <li>• Effective October 1<sup>st</sup>, the qualifying limit for single audits will raise from \$750k to \$1M.</li> <li>• There was information regarding cyber security &amp; risk assessment.</li> <li>• There was a GASB (Governmental Accounting Standards Board) Update regarding financial statement preparation/changes &amp; error corrections, changes to leave exception YE liability calculation/documentation</li> </ul> </li> <li>➤ The FY24 Audit is starting Monday.</li> <li>➤ <b>Lisa Bryant, Finance Director</b>, took the required compliance training for the County Federal Forfeiture account to become the administrator in place of former Finance Director.</li> <li>➤ The check that was intercepted and stolen from the County in transit to a vendor as payment now has a case that is being reviewed by the District Attorney's office.</li> </ul>	
<b>Sheriff/Corrections</b>	<p><b>Ken Mason, Sheriff:</b></p> <ul style="list-style-type: none"> <li>➤ Everything is going well.</li> </ul> <p><b>Bryan Slaney, Jail Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ The population inside the jail is 159.</li> <li>➤ There are 4 new recruits that started on Monday.</li> <li>➤ CARA graduation is on September 23<sup>rd</sup> at 10am in the large conference room of Hill House.</li> <li>➤ There are 11 boarders right now from other Counties.</li> </ul>	
<b>District Attorney</b>	<p><b>DA's Office:</b></p> <p><b>Shay Freeman, DA Office Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ The DA's office won a jury trial last week.</li> <li>➤ OUI trials are lined up.</li> <li>➤ A legal secretary gave notice. She will be leaving tomorrow.</li> <li>➤ Roof work continues at the Courthouse.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ The contractor will be back next week to for renovations in the conference room in the courthouse and then courtroom 7 area to work on those offices.</li> <li>➤ A citizen reached out to mention how helpful <b>Megan Dickey, Victim Witness Advocate</b>, was in his case. <b>Shay Freeman, DA Office Administrator</b>, stated that she would be organizing awards for employee recognition in October.</li> </ul>	
<b>Probate</b>	<p><b><u>Probate:</u></b> <b>Abigail St. Valle, Register of Probate:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Abigail St. Valle, Register of Probate</b>, referred to a motion made earlier in the meeting that the Registry of Deeds and the Probate Court transfer all of their financial accounts to Kennebec Savings Bank, and stated that the financial accounts for the Probate Court already resided at Kennebec Savings Bank and that <b>Tom Doore, Treasurer</b>, and <b>Lisa Bryant, Finance Director</b>, have direct administrative access to all accounts held by the Probate Court.</li> <li>➤ There is a struggle with staffing adult guardianship visitors.</li> <li>➤ <b>Abigail St. Valle, Register of Probate</b>, is excited to meet with other registers and deputies next week in Lincoln County to talk about statute changes and legislation.</li> <li>➤ There was \$31k in revenues for the month of August.</li> <li>➤ The A/V equipment trial has expired, and Probate is asking for a new trial window.</li> <li>➤ Probate would still need to move the TV to the other side of the courtroom.</li> </ul>	
<b>Information Technology</b>	<p><b><u>Information Technology:</u></b> <b>Devon Parsons, IT Director:</b></p> <ul style="list-style-type: none"> <li>➤ Working with Facilities and the DA's office to rewire the Courthouse.</li> <li>➤ Working with Johnson Controls and Siemens to complete all work for the Courthouse.</li> <li>➤ <b>Patsy Crockett, Commissioner Chair</b>, asked about the progress of the A/V equipment for the Probate Court, and <b>Devon Parsons, IT Director</b>, stated that <b>Jason Blanchard, Assistant IT Director</b>, was working with <b>Abigail St. Valle, Probate Register</b>, to install and move the equipment.</li> </ul>	
<b>Registry of Deeds</b>	<p><b><u>Register of Deeds:</u></b> <b>Matthew Boucher, Register of Deeds:</b></p> <ul style="list-style-type: none"> <li>➤ Not present.</li> <li>➤ <b>Joe Pietroski, Commissioner</b>, made a motion that the Registry of Deeds and the Probate Court transfer all their financial accounts to Kennebec Savings Bank, and <b>George Jabar, Commissioner</b>, seconded the motion. Unanimous.</li> </ul>	Approved 3-0

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	<ul style="list-style-type: none"> <li>The Commissioners asked <b>Lisa Bryant, Finance Director</b>, to please work with <b>Scott Ferguson, County Administrator</b>, on a proposal for a process on how to implement the transfer to be presented at the next Commissioner meeting on October 1<sup>st</sup>, 2024.</li> </ul>	
<b>EMA</b>	<p><b><u>Emergency Management Agency:</u></b></p> <p><b>Angela Molino, EMA Director:</b></p> <ul style="list-style-type: none"> <li>➤ Not present. (See attached report)</li> </ul> <p><b>Dr. Timothy Pieh, MD-3 Medical Director:</b></p> <ul style="list-style-type: none"> <li>➤ We are 10 months into the program.</li> <li>➤ 1,438 hours total on call hours for the County.</li> <li>➤ 162 9-1-1 responses.</li> <li>➤ 9 interfacility transports.</li> <li>➤ 130.5 hours of teaching.</li> <li>➤ 492 students.</li> <li>➤ 188 hours of Quality Assurance</li> <li>➤ 86 hours of community outreach.</li> <li>➤ 1 new physician, <b>Taylor Klein</b>, another new physician onboarding, and 4 more recruits.</li> <li>➤ <b>Patsy Crockett, Commissioner Chair</b>, asked about grant funding for the MD-3 program, and <b>Dr. Timothy Pieh, MD-3 Medical Director</b>, stated several grants that he, <b>Angela Molino, EMA Director</b>, and <b>Taylor Klein, MD-3 Physician</b>, have applied for several grants and are waiting to hear back.</li> <li>➤ <b>Joe Pietroski, Commissioner</b>, mentioned that there will be two more legislative meetings that the Commissioners would like <b>Dr. Timothy Pieh, MD-3 Medical Director</b>, to attend on October 10<sup>th</sup> and October 17<sup>th</sup>.</li> </ul>	
<b>Facilities</b>	<p><b><u>Facilities Maintenance:</u></b></p> <p><b>Dan Brunelle, Facilities Director:</b></p> <ul style="list-style-type: none"> <li>➤ Courthouse work continues.</li> <li>➤ The roof on the Courthouse will look beautiful when it is done. G&amp;E Roofing is a great company to work with.</li> <li>➤ There were two separate payments to total \$76k to fix electrical damages in the courthouse from the flood.</li> <li>➤ The Kennebec County garage is working on cars every day.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ Facilities staff are great and hardworking going above and beyond.</li> <li>➤ <b>Joe Pietroski, Commissioner</b>, asked if there is any more work to be done on 73 Winthrop Street, and <b>Dan Brunelle, Facilities Director</b>, stated that there may be something happening with the attic but he has not had a chance to assess it yet.                             <ul style="list-style-type: none"> <li>• <b>Patsy Crockett, Commissioner Chair</b>, asked if the Sheriff's Office got new blinds, and <b>Dan Brunelle, Facilities Director</b>, stated that they did not.</li> </ul> </li> </ul>	
Administrator	<p><b>Scott Ferguson, County Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Not Present.</b></li> </ul>	
Old Business/ Follow Up Items	<p>ARPA Update: (See attachment)</p> <ul style="list-style-type: none"> <li>➤ There are 6 commissioner meetings left until all ARPA funding needs to be obligated.</li> </ul> <p><b>GAUD: Andy Begin, Greater Augusta Utility District Assistant General Manager, and Brian Tarbuck, Greater Augusta Utility District General Manager</b></p> <ul style="list-style-type: none"> <li>➤ There was a discussion regarding the total amount of remaining unused funds from the GAUD ARPA project.                             <ul style="list-style-type: none"> <li>• <b>George Jabar, Commissioner</b>, asked for a definitive amount of remaining funds by October 2<sup>nd</sup>. <b>Zeb Letourneau, Manager Consultant</b>, stated that the grant agreement with Greater Augusta Utility District will be analyzed and discussed with GAUD to make a solid determination on the remaining funding amount by the due date of October 2<sup>nd</sup>.</li> </ul> </li> </ul> <p><b>KVYMCA-Kennebec Valley YMCA: Renae L'Italien, KVYMCA CEO</b></p> <ul style="list-style-type: none"> <li>➤ <b>Renae L'Italien, KVYMCA CEO</b>, stated that the KVYMCA would not be able to obligate funding by the due date and will be returning the \$499K in funds to Kennebec County.</li> <li>➤ The KVYMCA thanked the Commissioners for the opportunity and their time and patience.</li> <li>➤ <b>Joe Pietroski, Commissioner</b>, made a motion to close the project with the KVYMCA, and <b>George Jabar, Commissioner</b>, seconded the motion. Unanimous.</li> </ul> <p><b>VOICES-Mobilize Recovery</b></p> <ul style="list-style-type: none"> <li>➤ <b>Joe Pietroski, Commissioner</b>, made a motion to approve Mobilize Recovery's request for an extension of the Kennebec County ARPA Grant through June 30th, 2025, to include a gradual reduction in staffing over the next nine months to enable Mobilize Recovery to transition away from this funding stream, and <b>George Jabar, Commissioner</b>, seconded the motion.</li> </ul> <p><b>Waterville Manor Gardens</b></p>	<p>Approved 3-0</p> <p>Approved 3-0</p>

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	<ul style="list-style-type: none"> <li>➤ There will be a site visit invitation for the Commissioners within the near future. <b>Zeb Letourneau, Manager Consultant</b>, will help with scheduling.</li> </ul>	
<b>New Business</b>	<ul style="list-style-type: none"> <li>➤ Municipal Legislative Meetings                             <ul style="list-style-type: none"> <li>• <b>Joe Pietroski, Commissioner</b>, stated that there will be two meetings scheduled for October 10<sup>th</sup> and October 17<sup>th</sup>. The rest of the details will be solidified at a later date.</li> </ul> </li> <li>➤ Unity Plantation Plowing Contract                             <ul style="list-style-type: none"> <li>• The contract has been sent to the vendor for signature.</li> </ul> </li> <li>➤ FY20 Operation Stone Garden Grant Extension                             <ul style="list-style-type: none"> <li>• <b>George Jabar, Commissioner</b>, made a motion for the Commissioner Chair to sign the OSG grant extension for FY20, and <b>Patsy Crockett, Commissioner Chair</b>, seconded the motion. Unanimous.</li> </ul> </li> </ul>	Approved 3-0
<b>Public Comments</b>	None.	
<b>Adjournment</b>	There was a motion made by <b>Patsy Crockett, Commissioner Chair</b> to adjourn regular session at 1:54pm, and <b>Joe Pietroski, Commissioner</b> , seconded the motion	

Respectfully Submitted: Stephanie Schredder, Executive Assistant