

# Kennebec County, Maine

## County Commissioner's Meeting Minutes October 1<sup>st</sup>, 2024



**Present:**

Patsy Crockett, Commissioner, Chair  
 George Jabar, Commissioner  
 Joe Pietroski, Commissioner  
 Elizabeth Mitchell, Probate Judge  
 Tom Doore, Treasurer  
 Ken Mason, Sheriff  
 Lisa Bryant, Finance Director  
 Chris Brawn, HR Director

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

Scott Ferguson, County Administrator  
 Stephanie Schredder, Executive Assistant  
 Matthew Boucher, Register of Deeds  
 Zeb Letourneau, Manager Consultant  
 Andy Begin, Assistant GM of GAUD

**Absent:** Frank Griffen, Deputy District Attorney Esq., Chris Read, Lieutenant, Meaghan Maloney, District Attorney, Dr. Timothy Pieh, MD-3 Medical Director, Brielle Balmer, Deputy Register of Deeds, KellLee Gray, HR Administrator

	Discussion	Action
<b>Call to order</b>	<b>12:00pm</b>	
<b>Minutes</b>	<p><b>Joe Pietroski, Commissioner</b>, made a motion to approve the minutes of <b>September 17, 2024</b>. The motion was seconded by <b>George Jabar, Commissioner</b>. Unanimous.</p> <p><b>Joe Pietroski, Commissioner</b>, voted to make a correction to the September 3<sup>rd</sup> minutes to include the first name of an individual that had applied for a position on page 2, <b>George Jabar, Commissioner</b>, seconded the motion. Commissioner Crockett thanked the administrator for sending the recording verifying the change. Unanimous.</p>	<p>Approved 3-0</p> <p>Approved 3-0</p>
<b>Human Resources</b>	<p><b>Chris Brawn, HR Director:</b></p> <ul style="list-style-type: none"> <li>➤ Kennebec County has 8 vacancies across the County. Four in the Jail, one in the DAs Office, one in Deeds, and two in EMA. The Deeds and EMA Deputies were both promoted from within so there are still openings in both departments. The DAs position was filled, and the new employee started yesterday.</li> <li>➤ There are open enrollment meetings in October. Human Resources expects there to be some confusion around the discontinuation of the POS-A plan so communications will start soon. HR has worked it out with the health trust that all employees currently on the POS A plan will automatically move to the POS-C plan so that will help with some of the administration. The Health Trust will be here in October and again during open enrollment to explain the new plan for anyone interested.</li> </ul>	



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	<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>➤ The hiring workflow (chart) was reviewed with all department heads so there should be no confusion going forward during the department head meeting.</li> <li>➤ The Maine PFML (Paid Family Medical Leave) period for public comment ended yesterday so I expect more final information to be forth coming.</li> <li>➤ Workforce Development Update               <ul style="list-style-type: none"> <li>● So far this year we have had 42 employees take 18 different classes. We have requested almost \$8,420 to be refunded and have received about \$5,630 to date.</li> </ul> </li> <li>➤ <b>KelLee Gray, Human Resources Administrator</b>, is on vacation this week through next Monday.</li> </ul>	
<p><b>Treasurer/ Finance</b></p>	<p><b>Tom Doore, Treasurer:</b> (See attached Treasurer's report)</p> <ul style="list-style-type: none"> <li>➤ \$956,348 in FY25 Supplemental Jail Funding was received for MAT, Medical &amp; Mental Health</li> <li>➤ Normal County Jail Operations Fund funding can fluctuate year by year based on average population from the year before due to population changed from year to year affecting the formula financial distributions to the jails.</li> <li>➤ A portion of municipal tax payments have been received, and as of October 31<sup>st</sup> an interest will start to accrue on unpaid tax bills. Lisa Bryant, Finance Director, stated that there are 15 towns within Kennebec County that have not paid.</li> </ul> <p><b>Lisa Bryant, Finance Director:</b></p> <ul style="list-style-type: none"> <li>➤ The Energy Efficiency Block Grant is still in process.</li> <li>➤ Finance is in the process of processing unclaimed property right now.</li> <li>➤ The audit for FY24 started and it is going well. Thank you to Scott Ferguson, County Administrator, and Cindi Ferguson, Former Finance Director, for their efforts in trying to get the audit cleaned up.</li> <li>➤ The software that the Finance Department is requesting to pay for with ARPA funding would help speed up the depositing of funds.</li> </ul>	
<p><b>Sheriff/Corrections</b></p>	<p><b>Ken Mason, Sheriff:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Several fatal accidents this week.</b></li> <li>➤ There is one open position.</li> <li>➤ Next week will be interviewing a blue pin with more than 5 years of experience. This person is from Hancock County.</li> </ul>	

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	<p><b>Bryan Slaney, Jail Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ The population inside the Jail as of this morning is 146.</li> <li>➤ There are 4 boarders from Androscoggin and Kennebec County may take in 7 more soon.</li> <li>➤ There is an alternative sentencing program through the 30<sup>th</sup> of this month, which diverted 41 people from the correctional facility.</li> </ul> <p>➤ <b>Scott Ferguson, County Administrator</b>, thanked <b>Captain Bryan Slaney, Jail Administrator</b>, on his support for the biennial submission.</p> <p>➤ The Jail has received 4 bids for the medical RFP and there will be a recommendation next meeting for medical and mental health services to the Commissioners.</p> <p>➤ FY2020 Byrne JAG Grant MOU:</p> <ul style="list-style-type: none"> <li>• <b>George Jabar, Commissioner</b>, made a motion for the Chairman to sign the FY2020 Byrne JAG Grant MOU on behalf of the Commissioners, and <b>Joe Pietroski, Commissioner</b>, seconded the motion.</li> </ul> <p>Unanimous.</p>	<p>Approved 3-0</p>
<b>District Attorney</b>	<p><b>DA's Office:</b>  <b>Shay Freeman, DA Office Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ Full staff.</li> <li>➤ A new ADA will start soon.</li> <li>➤ Courthouse building work continues.</li> </ul>	
<b>Probate</b>	<p><b>Probate:</b>  <b>Elizabeth Mitchell, Probate Judge and Abigail St. Valle, Register of Probate:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Elizabeth Mitchell, Probate Judge</b>, would like to present concerns regarding the current facilities in the Probate Court and speak in favor of leasing or purchasing 96 State Street to house the Probate Court. <ul style="list-style-type: none"> <li>• There is a lack of private areas for sensitive social circumstances and cannot properly serve the people of Kennebec County.</li> <li>• There are safety concerns for the Judge and staff.</li> <li>• There is a need for two conference rooms.</li> <li>• The parking spaces and ATM at 96 State Street can be used for revenue purposes.</li> <li>• <b>Dan Brunelle, Facilities Director</b>, stated that he would make it a priority to finish the Probate Courtroom construction so that Probate would have that space back for use.</li> </ul> </li> </ul>	



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## County Commissioner's Meeting Minutes October 1<sup>st</sup>, 2024

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	<ul style="list-style-type: none"> <li>• <b>Abigail St. Valle, Probate Register</b>, stated that building issues could prevent the Court from meeting statutory timelines if entry to the courthouse building is prohibited due to deterioration deeming the area unsafe.</li> <li>➤ <b>Abigail St. Valle, Probate Register</b>, stated that the Maine County Probate Registers meeting was last Friday, and some changes were proposed to the statute. They will get back to me about changing our fee structure which would increase revenue by \$60,000 a year.</li> </ul>	
<b>Information Technology</b>	<p><b>Information Technology:</b> <b>Devon Parsons, IT Director:</b></p> <ul style="list-style-type: none"> <li>➤ Current projects:               <ul style="list-style-type: none"> <li>• Deeds software conversion.</li> <li>• Various Courthouse items.</li> <li>• Security awareness training will take place soon. There will be a test phishing email.</li> </ul> </li> </ul>	
<b>Registry of Deeds</b>	<p><b>Registry of Deeds:</b> <b>Matthew Boucher, Register of Deeds:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Sue LaPointe, Former Clerk</b>, is the new Deputy Register of Deeds.</li> <li>➤ Revenues are up \$7,000 from last month. For the year, revenues are up \$4,000.</li> <li>➤ The State of Maine is rolling out a new software system soon.</li> <li>➤ A new submission system will be implemented within the near future.</li> </ul>	
<b>EMA</b>	<p><b>Emergency Management Agency:</b> <b>Angela Molino, EMA Director:</b></p> <ul style="list-style-type: none"> <li>➤ Zoll defibrillator:               <ul style="list-style-type: none"> <li>• The MOU is being created. <b>Peter Marchesi, County Attorney</b>, and <b>Zeb Letourneau, Manager Consultant</b>, are involved.</li> </ul> </li> <li>➤ <b>Spencer McKeown, GIS Coordinator</b>, has been hired as the Deputy EMA Director.</li> <li>➤ EMA attended a summit for natural gas tabletop.</li> <li>➤ Attended MD-3 innovation training.</li> <li>➤ Submitted 3 reimbursement requests for LEPC and one for EMPG for \$37,000.</li> <li>➤ Attended a mass casualty incident (MCI) training.</li> <li>➤ Received notification of the HSGP award and funding should be awarded next Wednesday.</li> </ul>	



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## County Commissioner's Meeting Minutes October 1<sup>st</sup>, 2024

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	<p>➤ <b>Scott Ferguson, County Administrator</b>, asked for projections on MD-3 and <b>Angela Molino, EMA Director</b>, stated that she had them available. <b>Scott Ferguson, County Administrator</b>, stated that he thought MD-3 funding might last until June 2025.</p>	
<b>Facilities</b>	<p><b>Facilities Maintenance:</b></p> <p><b>Dan Brunelle, Facilities Director:</b></p> <ul style="list-style-type: none"> <li>➤ Motion made by <b>George Jabar, Commissioner</b>, for the Chairman to sign the G&amp;E Roofing Contract for the Jail, and <b>Joe Pietroski, Commissioner</b>, seconds the motion. Unanimous.</li> <li>➤ <b>Dan Brunelle, Facilities Director</b>, stated a need for a new tractor. <b>Ken Mason, Sheriff</b>, stated that he would consider using Jail inmate funds to purchase the tractor because it would be used partially for the inmates' benefit.</li> <li>➤ Repairs and renovations continue with the courthouse. <ul style="list-style-type: none"> <li>• The HV AC system needs attention.</li> <li>• The engineer's assessment has yet to be finished.</li> </ul> </li> <li>➤ The conference room in the Probate Court will get expedited attention and repairs necessary.</li> </ul>	Approved 3-0
<b>Administrator</b>	<p><b>Scott Ferguson, County Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ Attended the most recent CARA graduation.</li> <li>➤ Attended the MCCA (Maine County Commissioners Association) conference.</li> <li>➤ Biennial submission: <ul style="list-style-type: none"> <li>• It has been a challenge getting documentation to support submission requests.</li> </ul> </li> <li>➤ Vassalboro Abatement Request: <ul style="list-style-type: none"> <li>• <b>Scott Ferguson, County Administrator</b>, has reached out to the Town Manager for local-level hearing information and denied application.</li> </ul> </li> <li>➤ The Civic Center roof will be funded by several different sources, including ARPA funding.</li> <li>➤ Department Projections will be sent out soon based on financial results. <ul style="list-style-type: none"> <li>• <b>George Jabar, Commissioner</b>, asked for <b>Scott Ferguson, County Administrator</b>, to send the projections to the Commissioners and highlight any red flags that may be an issue so that they can be addressed early-on.</li> <li>• <b>George Jabar, Commissioner</b>, requests that the Commissioners be involved in the review of the departmental projection review during a meeting.</li> <li>• There was a quarterly Budget Committee meeting scheduled per request of the Budget Committee and only two Budget Committee members confirmed attendance.</li> </ul> </li> </ul>	



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Minutes October 1<sup>st</sup>, 2024



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	<ul style="list-style-type: none"> <li>➤ <b>Joe Pietroski, Commissioner</b>, spoke about MAT (Medically Assisted Treatment) funding and transitioning inmates from the Jail system when released.</li> <li>➤ <b>Scott Ferguson, County Administrator</b>, stated the importance for a permanent solution to preserving the Kennebec County Courthouse.</li> </ul>	
<p><b>Old Business/ Follow Up Items</b></p>	<p>ARPA Update: (See attachment)</p> <ul style="list-style-type: none"> <li>➤ 96 State Street:               <ul style="list-style-type: none"> <li>• <b>Scott Ferguson, County Administrator</b>, stated that he would work on 3 possible figures for lease agreements or purchase and present them to the Commissioners at a later date.</li> </ul> </li> <li>➤ University of Maine, Extension, Lease Agreement:               <ul style="list-style-type: none"> <li>• No response.</li> </ul> </li> <li>➤ The Jail roof project:               <ul style="list-style-type: none"> <li>• Part of the original funding was reallocated by Commissioners on May 28<sup>th</sup>, 2024, at just over \$250,000 to pay for the Courthouse Roof. Recently, the Jailhouse roof project cost increased to \$476,803 total and in order to complete this project, it will need and additional \$222,276 reallocated out of ARPA reserves to complete the Jail roof.</li> </ul> </li> <li>➤ The total amount in the ARPA reserve fund is \$559,000 and that includes the funding from the YMCA project.</li> <li>➤ <b>Zeb Letourneau, Manager Consultant</b>, distributed a list of project requests for the use of the reserve ARPA funding.</li> <li>➤ <b>Joe Pietroski, Commissioner</b>, made a motion to take from ARPA reserves the amount necessary to finish the Jail roof, and <b>George Jabar, Commissioner</b>, seconded the motion. Unanimous.</li> <li>➤ The Commissioners request that all Kennebec County Departments have a chance to make expenditure requests for the ARPA reserve funds.</li> <li>➤ Faye Operations funding request               <ul style="list-style-type: none"> <li>• There was \$75,000 originally allotted and was that amount was reduced to \$33,000 and now the project needs \$5,825 to be completed.</li> <li>• <b>George Jabar, Commissioner</b>, made a motion to increase Faye Operations funding allocation by \$5,825 and <b>Joe Pietroski, Commissioner</b>, seconded the motion. Unanimous</li> <li>• <b>Joe Pietroski, Commissioner</b>, asked if there is money in the Finance budget to pay for the remaining costs of the project, and <b>Lisa Bryant, Finance Director</b>, stated that she would look into it.</li> </ul> </li> <li>➤ <b>Zeb Letourneau, Manager Consultant</b>, briefly reviewed the current Departmental funding requests. (See attached)</li> </ul>	<p>Approved 3-0</p> <p>Approved 3-0</p>

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	<p>➤ Greater Augusta Utility District</p> <ul style="list-style-type: none"> <li>• <b>Andy Begin, Assistant GM</b>, was in attendance and thanked the Commissioners for their funding to help the project.</li> <li>• Approximately 30,000 people will be affected by the GAUD project from Towns like Augusta, Chelsea, Vassalboro, Manchester, China, Manchester, Hallowell, and Monmouth.</li> </ul> <p>➤ <b>Zeb Letourneau, Manager Consultant</b>, stated that he would come back to the Commissioners with the updated reserve total after today's allocations.</p> <p>➤ Municipal Legislative Meetings:</p> <ul style="list-style-type: none"> <li>• October 10<sup>th</sup> and October 17<sup>th</sup> invitations have gone out.</li> <li>• Other Counties are beginning to organize legislative meetings as well.</li> </ul> <p>➤ Reynolds Concrete Unity Plantation Plowing Contract</p> <ul style="list-style-type: none"> <li>• <b>George Jabar, Commissioner</b>, made a motion to sign the Plowing contract with Reynolds Concrete for Unity Plantation, and <b>Joe Pietroski, Commissioner</b>, seconds the motion. Unanimous.</li> </ul> <p>➤ Napoli Opioid Target Settlement Contract</p> <ul style="list-style-type: none"> <li>• <b>George Jabar, Commissioner</b>, made a motion to authorize the Chairman to sign the Master Settlement Agreement on behalf of the Commissioners, and <b>Joe Pietroski, Commissioner</b>, seconds the motion. Unanimous.</li> </ul> <p>➤ KVCAP Vice President Appointment</p> <ul style="list-style-type: none"> <li>• <b>George Jabar, Commissioner</b>, made a motion to re-appoint Dr. Pamela Thompson to KVCAP as Vice President of the Board of Directors for 3 years, and <b>Joe Pietroski, Commissioner</b>, seconds the motion. Unanimous.</li> </ul>	<p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p>
<b>New Business</b>		
<b>Public Comments</b>	<p>➤ <b>Barbara Crook, Citizen</b>, came to speak to the Commissioners to request the approval of a granite bench to be gifted and placed in the name of her late husband and former Kennebec County District Attorney, David Crook.</p> <ul style="list-style-type: none"> <li>• <b>Roger Kates, Attorney</b>, has been in contact with Patsy Crockett, Commissioner, and Scott Ferguson, County Administrator, to work out the legalities and details of the gift.</li> <li>• <b>David Crook, Late District Attorney</b>, was the District Attorney for Kennebec and Somerset counties.</li> </ul>	

# *Kennebec County, Maine*

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Minutes October 1<sup>st</sup>, 2024



	<b>Discussion</b>	<b>Action</b>
<b>Adjournment</b>	<p>George Jabar, Commissioner, made a motion to go into executive session at 2:29pm pursuant to 1 MRS section 405 (6)(D) to discuss the labor contract and proposals with the National Correctional Employees Union, and Joe Pietroski, Commissioner, seconded the motion.</p> <p>A declaration was made to exit executive session at 2:55pm.</p> <p>There was a motion made by <b>George Jabar, Commissioner</b>, to adjourn regular session at 2:55pm, and the motion was seconded by <b>Joe Pietroski, Commissioner</b>.</p>	

Respectfully Submitted: Stephanie Schredder, Executive Assistant



# Treasurer Meeting Notes 10/1/2024

**General Fund Cash** \$3,192,668.61 : All invested in the Insured Cash Sweep account with Kennebec Savings Bank

**Investment Cash:** \$ 8,024,470.95 : All invested in the Intrafi Money Market account with Kennebec Savings Bank

**Investment Cash:** \$ 2,155,508.00 : All invested in Kennebec Savings Bank. Balance increased \$2,523.00 since last meeting.

<b>Warrants for signatures:</b>	Payroll W #17	\$627,143.59
	Payroll #21	\$2,190.05
	AP Warrant #22	\$618539.62
	Restitution W#7	\$20,872.23
	AP Warrant #20	\$1,680.00 Spec Run Hazmat
Central Maine Power	\$11,115.00	
Greater Augusta Water Dist	\$10,334.00	
MainePers	\$120,391.00	
Merrill Investigations	\$10,497.51	
MMEHT	\$197,667.00	Maine Municipal Employees Health Trust/Monthly Inv
Trinity Services	\$24,416.38	Inmate Food Services/Meals

## **ARPA Expenditures**

Kennebec Valley Family Dentistry	\$134,392.00
Voices Recovery	\$24,494.00
Faye Operations	\$6,575.00

## **Municipal taxes received:**

Town of Waterville	\$1,203,227.00
Town of Fayette	\$278,040.00
Town of Albion	\$237,028.00

We have collected 39.45% of taxes due

## Revenue Received:

State of Maine SFY2025 Cara Funding 1 <sup>st</sup> Quarter	\$60,000.00
State of Maine SFY2025 CJOF Jail Funding	\$465,407.00
State of Maine MAT Funding FY25	\$956,348.00

Finance:

- The FY24 Audit started on Monday, went very well. Got a lot accomplished.
- The EECGB Grant pre-award paperwork was sent in. Working on Grant documents. Must be Submitted by Oct 31<sup>st</sup>. HVAC piping. 79K
- Unclaimed Property