

Kennebec County, Maine

County Commissioner's Meeting Minutes November 5, 2024



Present:

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

Chris Brawn, HR Director
 Angela Molino, EMA Director
 Bryan Slaney, Jail Administrator
 Devon Parsons, IT Director
 Abigail St. Valle, Register of Probate
 Audrey Fredericks, Finance Manager

Shay Freeman, DA Office Administrator
 KelLee Gray, HR Administrator
 Scott Ferguson, County Administrator
 Stephanie Schredder, Executive Assistant

Absent: Frank Griffen, Deputy District Attorney Esq., Meaghan Maloney, District Attorney, Dr. Timothy Pieh, MD-3 Medical Director, Brielle Balmer, Deputy Register of Probate, Chris Read, Lieutenant, Matthew Boucher, Register of Deeds, Corey Goodchild, Asst. Jail Administrator

	Discussion	Action
Call to order	12:00pm	
Minutes	Joe Pietroski, Commissioner, made a motion to accept the minutes of October 1st, 2024 . The motion was seconded by George Jabar, Commissioner . Unanimous.	Approved 3-0
	Joe Pietroski, Commissioner, made a motion to accept the minutes of October 15th, 2024 . The motion was seconded by George Jabar, Commissioner . Unanimous.	Approved 3-0
Human Resources	<p>Chris Brawn, HR Director:</p> <ul style="list-style-type: none"> ➤ There are currently 9 vacancies across the County. Four in the Jail, which have all been filled with conditional offers, a Deeds clerk that is in the 2nd round of interviews, 2 in EMA, and 1 in the sheriff's office. The SO rescinded their conditional offer from last month. ➤ Workforce Development has supported 42 Students, taking 17 different classes. We have been refunded \$5,630 of the \$12,360 requested. ➤ We are waiting on the plan summaries and rates to start communications on the health plan changes, understanding the discontinuation of the POS-A will create some concerns. The overall increase is 9.1%, Open enrollment will be mid-November to mid-December and open enrollment meetings with the health trust are scheduled for November 18th and December 2nd. ➤ We have decided to move away from AOD (timekeeping system) and explore Edmonds Timecards as an option; going on this route should be easier for the departments and the Finance Department. ➤ VOYA was here for a visit last week. I will be setting up a schedule for the 457 plan vendors to come quarterly in the coming calendar year (if they chose to do so). 	

Kennebec County, Maine

County Commissioner's Meeting Minutes November 5, 2024



	Discussion	Action
	<ul style="list-style-type: none"> ➤ Chris Brawn, Human Resources Director, began working on the 2025 Salary Study. It looks like the standard COLA is a little less than last year and is coming in around 4%. The study should be done by mid-December. <ul style="list-style-type: none"> • George Jabar, Commissioner, asked when Kennebec County will add COLA (Cost of Living Adjustment) to employee salaries, and Chris Brawn, Human Resources Director, stated that it would be added by the end of the year. 	
Treasurer/ Finance	<p>Tom Doore, Treasurer: (See attached Treasurer's report)</p> <p>Lisa Bryant, Finance Director: (See report)</p> <ul style="list-style-type: none"> ➤ Lisa Bryant, Finance Director, requested an additional \$5,675 in ARPA funding in addition to \$6,000 that was previously requested for Faye Operations. <ul style="list-style-type: none"> • Faye Operations is developing a procedural protocol for using Edmunds software. Patsy Crockett, Commissioner Chair, requested that Faye Operations be written into the FY26 budget. • Scott Ferguson, County Administrator, confirmed that there is enough funding left to grant the request. ➤ It was stated that the Finance Department is finding errors in the FY25 financials. <ul style="list-style-type: none"> • Scott Ferguson, County Administrator, confirmed that the full amount being requested is an amount that is available and Joe Pietroski, Commissioner, requested that this expenditure be part of the budget for FY26. 	
Sheriff/Corrections	<p>Ken Mason, Sheriff and LT. Chris Read:</p> <ul style="list-style-type: none"> ➤ The Sheriff's Office is requesting \$4,254 in ARPA funding to complete the amount needed to purchase three 2025 Civil Department vehicles. The original amount allotted in ARPA funding was \$75,000 and these funds are needed in addition in order to complete the purchase. <ul style="list-style-type: none"> • Joe Pietroski, Commissioner, requested that the Civil Department begin a reserve fund for their next vehicle purchases. ➤ Patsy Crockett, Commissioner Chair, asked Ken Mason, Sheriff, if the funding from the Travis Mills Foundation had come through for the K-9 unit and Ken Mason, Sheriff, stated that more information would be available later. Unanimous. 	Approved 3-0

Kennebec County, Maine

County Commissioner's Meeting Minutes November 5, 2024



	Discussion	Action
	<p>Bryan Slaney, Jail Administrator:</p> <ul style="list-style-type: none"> ➤ The current population inside the Jail is 141 including 11 boarders from other counties. ➤ There is a new-hire class on November 18th and at that point, all open positions will be filled. ➤ There was an alternative sentencing program at Pilgrims Lodge. 36 attended. 5 came in drinking and were sent back to jail. 	
District Attorney	<p>DA's Office: Shay Freeman, DA Office Administrator:</p> <ul style="list-style-type: none"> ➤ Ther is jury selection this week <ul style="list-style-type: none"> • There are two big trials happening soon. ➤ The District Attorney's office is raising money to adopt a family for the holidays. ➤ The offices and hallways of the Courthouse are still cluttered. Electricians are still doing work. ➤ Restitution: <ul style="list-style-type: none"> • Through the Maine revenue tax service, \$87,000 has been collected in 2024 for victims. • There is a balance of \$7.5million in restitution dating back to 1986 that hasn't been collected. • The law that Diana Murphy, Restitution Clerk, advocated for in legislation that went through last year, helped to collect more money that was due for victims. ➤ The credit card payment system has collected \$74,000 for restitution. 	
Probate	<p>Probate: Abigail St. Valle, Register of Probate:</p> <ul style="list-style-type: none"> ➤ There have been more adult guardianship resumes received. ➤ There is one open position for a paralegal for adult guardianship. ➤ The electricians came by to rewire the court to eliminate the tripping hazard. 	
Information Technology	<p>Information Technology: Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ The backup batteries will be here tomorrow and Devon Parsons, IT Director, will schedule the installation and thanked the Commissioners for the approval to purchase the batteries. ➤ Siemens completed the courthouse thermostat upgrade. ➤ IT is finishing off projects in the courthouse that were created due to storm damage. ➤ IT is working with North Point for a system upgrade for the Jail. 	

Kennebec County, Maine

County Commissioner’s Meeting Minutes November 5, 2024



	Discussion	Action
Registry of Deeds	<p><u>Register of Deeds:</u> Matthew Boucher, Register of Deeds: ➤ Not Present.</p>	
EMA	<p><u>Emergency Management Agency:</u> Angela Molino, EMA Director:</p> <ul style="list-style-type: none"> ➤ EMA is working on grants for LEPC (Local Emergency Planning Committee), EMPG (Emergency Management Performance Grant), and HSGP (Homeland Security Grant Program). ➤ EMA is working with sub-applicants to submit their EHP (Environmental and Historic Preservation) grant applications so that they can complete their projects. ➤ EMA staff attended the Togus Touch-a-truck. Over 750 people attended. ➤ EMA staff Served on a panel for CMP winter storm coordination meeting ➤ The ZOLL MOU is complete. ➤ The EMA Drone Policy has been reviewed and will be updated. ➤ Angela Molino, EMA Director, is doing research to create EMA administrative policies. ➤ The FY24 HSGP MOU has been completed and it is in review with Peter Marchesi, Kennebec County Attorney. ➤ Social media posts are ongoing. ➤ NWS (National Weather Service) has a winter workshop every year that gives an outlook for the winter season weather. ➤ EMA staff will be attending the HAZMAT meeting in Waterville soon. ➤ EMA will be participating in the Maine commodity flow study. ➤ Joe Pietroski, Commissioner, asked for clarification on the two positions open in the EMA department, and Angela Molino, EMA Director, stated that the open positions include a GIS Planner and an Exercise in Training Coordinator. 	
Facilities	<p><u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ The electrical wiring at the courthouse is still being fixed. It might take \$15,000 to \$20,000 to fix the electrical issues. ➤ The water damage in the courthouse has been fixed but more issues have surfaced since ➤ The Probate court is in good shape. ➤ The EMA office will be getting some improvements next week, once the EHP grant is approved. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes November 5, 2024



	Discussion	Action
	<ul style="list-style-type: none"> ➤ Jail roof repairs will begin next Spring. <ul style="list-style-type: none"> • Three chimneys on the jail will be restructured. • There will be scaffolding built around the bell tower. ➤ The Facilities Department is working on leaf cleanup. ➤ Dan Brunelle, Facilities Director, requested several pieces of equipment using ARPA funding if there were any available: <ul style="list-style-type: none"> • Backhoe \$17,845 • Debris Loader \$5,200 • Copper Press Toolkit \$3,300 • Jail Doors \$20,706 • Joe Pietroski, Commissioner, asked where all the proposed new equipment would be stored and Dan Brunelle, Facilities Director, stated that there is storage behind the garage that has space available. 	
<p>Administrator</p>	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ 96 State Street: <ul style="list-style-type: none"> • Scott Ferguson, County Administrator, would like to look at a market analysis. • If Kennebec County chooses to lease the property, the owners will want the county to pay for the taxes and the maintenance. • It is stated that a bond might need to be considered to pay for the property if the Commissioners decide to move forward with the lease or purchase. • Joe Pietroski, Commissioner, stated that the Probate Court has safety concerns with the current layout of the facility. • Joe Pietroski, Commissioner, suggested bringing the issue to the Kennebec County Budget Committee. ➤ Scott Ferguson, County Administrator, attended the MMA (Maine Municipal Association) regional forum last week. <ul style="list-style-type: none"> • MMA mentioned the idea that the State of Maine could potentially run the Jails instead of the Counties. Ken Mason, Sheriff, expressed that he does not think that would be a good idea, and Scott Ferguson, County Administrator, agreed. ➤ There was a Department Head meeting last week. ➤ BerryDunn will send out their update by the end of the week. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes November 5, 2024



	Discussion	Action
	<ul style="list-style-type: none"> • Scott Ferguson, County Administrator, will send an e-mail with a list of exact items and costs of additional Facilities ARPA expense requests. ➤ Faye Operations: <ul style="list-style-type: none"> • The Finance Department is asking for a total of \$11,779 in ARPA funding for Fay Operations. • Patsy Crockett, Commissioner Chair, requested that Lisa Bryant, Finance Director, provide her with a statement of total costs paid to Faye Operations thus far, and Lisa Bryan, Finance Director, stated that the total amount paid to Faye Operations is \$39,775. • George Jabar, Commissioner, made a motion to approve ARPA funding for Faye operations in the amount of \$11,779, and Joe Pietroski, Commissioner, seconded the motion. Unanimous. ➤ Unity Fire Contract: <ul style="list-style-type: none"> • Joe Pietroski, Commissioner, made a motion for the Commissioner Chair to sign the 2025 Unity Fire contract, and George Jabar, Commissioner, seconded the motion. Unanimous. 	<p>Approved 3-0</p> <p>Approved 3-0</p>
Public Comments	<ul style="list-style-type: none"> ➤ Joe Pietroski, Commissioner, stated that there would be a Legislative meeting on December 4th. ➤ Joe Pietroski, Commissioner, asked that the anti-nepotism policy and training be discussed at the next Commissioner meeting. 	
Adjournment	<p>George Jabar, Commissioner, made a motion to go into executive session at 1:48pm pursuant to 1 MRS section 405 (6)(A) to discuss personnel matters, and Joe Pietroski, Commissioner, seconded the motion. Unanimous.</p> <p>A declaration was made to exit executive session at 2:06pm to sign a Payroll Change Notice.</p> <p>George Jabar, Commissioner, made a motion to go into executive session at 2:07pm pursuant to 1 MRS section 405 (6)(A) to discuss personnel matters, and Joe Pietroski, Commissioner, seconded the motion. Unanimous.</p> <p>A declaration was made to exit executive session at 2:59pm.</p> <p>There was a motion made by George Jabar, Commissioner, to adjourn regular session at 3:01pm, and the motion was seconded by Joe Pietroski, Commissioner. Unanimous.</p>	<p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p>

Respectfully Submitted: Stephanie Schredder, Executive Assistant