

Kennebec County, Maine

County Commissioner's Meeting Minutes November 19, 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

Chris Read, Lieutenant
 Spencer Mckeown, Deputy EMA Director
 Bryan Slaney, Jail Administrator
 Abigail St. Valle, Register of Probate
 Sue LaPointe, Deputy Register of Deeds
 Dr. Timothy Pieh, MD-3 Medical Director
 Audrey Fredericks, Finance Manager
 Shay Freeman, DA Office Administrator

KelLee Gray, HR Administrator
 Scott Ferguson, County Administrator
 Stephanie Schredder, Executive Assistant
 Matthew Boucher, Register of Deeds
 Ron Smith, Managing Principle for RHR

Absent: Frank Griffen, Deputy District Attorney Esq., Meaghan Maloney, District Attorney, Brielle Balmer, Deputy Register of Probate, Corey Goodchild, Asst. Jail Administrator, Devon Parsons, IT Director

	Discussion	Action
Call to order	12:0pm	
Minutes	Joe Pietroski, Commissioner , made a motion to accept the minutes of October 5, 2024 , with changes. 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"> ➤ As of this week, we have 5 vacancies across the County. <ul style="list-style-type: none"> ● There aren't any vacancies in the Jail; a training class for new hires started yesterday. ● The Registry of Deeds has filled their position; we are just waiting for her start date. ● Probate has selected an individual who is in the background check process now. ● That leaves just 2 open positions in EMA, and 1 open position in the Sheriff's office. ➤ Workforce Development extended their match offerings through 2030! This provides a \$1,200 match per worker a year. ➤ Open enrollment started last Friday and runs through the 15th of December. We are asking everyone to get their changes in by December 11th because the 15th is on a Sunday the trust needs time to process any changes. ➤ Open Enrollment meetings are being held. We had one yesterday. The next and final one is Monday, December 2nd at 3pm. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes November 19, 2024



	Discussion	Action
	<ul style="list-style-type: none"> ➤ The Cash-in-lieu process has started, as has the sick time buy-back for bargained employees. These payouts will happen in December. ➤ Paid Family Medical Leave administration is ramping up. Contributions begin in January for all those eligible. ➤ Friday, Rhonda Snyder, Register of Probate Elect, was in the office to meet with Administration and Human Resources. ➤ We have begun research in advance of the FOP (Fraternal Order of Police) bargaining season that will begin shortly. ➤ We are posting for our much-needed Human Resources Assistant position soon for a 2025 start. ➤ Human Resources began working on the 2025 salary study. I am still working on the individual non-bargained positions and should have that wrapped up by mid-December. ➤ Lisa Bryant, Finance Director, offered to serve as a dedimus justice and swear in all elected officials on January 7th. 	
<p>Treasurer/ Finance</p>	<p>Tom Doore, Treasurer: (See attached Treasurer's report)</p> <p>Lisa Bryant, Finance Director:</p> <ul style="list-style-type: none"> ➤ Audrey Fredericks, Finance Manager, is giving monthly Edmunds training for the departments. ➤ Finance is working on ACH (Automated Clearing House) payments to vendors to avoid check fraud. ➤ Implementation and management of the contracts module in Edmunds is being developed. ➤ Kennebec Savings Bank reimbursed half of the checks that were fraudulently intercepted by criminals. <ul style="list-style-type: none"> • There is a program that was set up at the bank to avoid fraud or catch it if it happens. • A total of \$14,000 was stolen from Kennebec County, and several other payments were caught before they were successfully stolen. 	
<p>Sheriff/Corrections</p>	<p>Ken Mason, Sheriff and LT. Chris Read:</p> <ul style="list-style-type: none"> ➤ New Jail Correctional Officers that are in training attended the Commissioner meeting. ➤ The Sheriff's Office has one opening for deputy. ➤ Lieutenant Chris Read has been selected to be Chief Deputy after the current Chief Deputy, Al Morin, retires on January 2nd. Scott Ferguson, County Administrator, asked who would be taking Lieutenant Read's place, and Ken Mason, Sheriff, stated that had not been determined. There will be a selection process that will focus on internal candidates. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes November 19, 2024



	Discussion	Action
	<ul style="list-style-type: none"> ➤ Commissioner George Jabar mentioned that at the last risk pool, they are going to increase the deductible for property damage from \$1,000 to \$1,500. ➤ Thanks to the Facilities Department and the garage, we will be able to absorb that better than other counties. Starting in January. <p>Chris Read, Lieutenant:</p> <ul style="list-style-type: none"> ➤ Deputy Gaudet has been commended for his exceptional performance as a School Resource Officer for MSAD 11. ➤ An incident that happened at Maranacook High School is still under investigation. <p>Bryan Slaney, Jail Administrator:</p> <ul style="list-style-type: none"> ➤ The population inside the Jail is currently 138. <ul style="list-style-type: none"> • There are 9 boarders from other County facilities and 5 more on their way. ➤ All 48 officer positions are filled as of Monday. ➤ Bryan Slaney, Jail Administrator, is doing research on OT budget savings and will send the analysis to Commissioners once data has been collected. ➤ George Jabar, Commissioner, requested that Bryan Slaney, Jail Administrator, provide further analysis for the Jail and how it will make it to June 30th 2025. 	
<p>District Attorney</p>	<p><u>DA's Office:</u></p> <p>Shay Freeman, DA Office Administrator and Kelly Staton, VWA</p> <ul style="list-style-type: none"> ➤ The aggravated assault case plead guilty yesterday and is going to prison. This person was a resident of the Jail for 3 years. ➤ 2 inmates are being held on federal charges. Shay Freeman, DA Office Administrator, is looking into why they are still residing in the Kennebec County Jail. ➤ The vault is done. ➤ DHHS VOCA GRANT: <ul style="list-style-type: none"> • This is a federal grant that has been recurring for over 20 years. • The total amount awarded for this grant is \$55,000 with no mandated match. • This grant partially funds the Victim Witness Advocates that work with the court. 	

Kennebec County, Maine

County Commissioner’s Meeting Minutes November 19, 2024



<p>Probate</p>	<p><u>Probate:</u> Abigail St. Valle, Register of Probate:</p> <ul style="list-style-type: none"> ➤ New clerk starting on dec 2nd ➤ New apps for visitors ➤ Trailing recording system next week ➤ Go check over \$28k revenues for last month 	
<p>Information Technology</p>	<p><u>Information Technology:</u> Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ Not Present. 	
<p>Registry of Deeds</p>	<p><u>Register of Deeds:</u> Matthew Boucher, Register of Deeds:</p> <ul style="list-style-type: none"> ➤ (see attached) ➤ Real Estate Inventory has increased. ➤ The Registry of Deeds Association is sponsoring a bill to increase and simplify Registry of Deeds fees. 	
<p>EMA</p>	<p><u>Kennebec County Emergency Management Agency (KCEMA):</u> Angela Molino, EMA Director:</p> <ul style="list-style-type: none"> ➤ KCEMA (Kennebec County Emergency Management Agency) attended the final planning meeting for the full-scale exercise scheduled for November 20th and 21st. Participants include the National Guard Civil Support Team, Augusta Fire-Decontamination Strike Team, Waterville Fire-Regional Response Team, Maine Department of Environmental Protection (DEP), and MEMA (Maine Emergency Management Agency) representatives. KCEMA will post notification to the public. ➤ KCEMA Attended meeting at Waterville Fire, discussed the Regional Response Team, process for billing, allowable expenses, and reviewed equipment. Attendees: City manager, Fire Chief Frost, Team Chief Ryan Cote, and MEMA representative. ➤ KCEMA attended the Team V Chiefs meeting, discussed training, upcoming exercises, equipment, and shareable assets. <ul style="list-style-type: none"> • Attendees included the National Guard Civil Support Team, Augusta Fire-Decontamination Strike Team, Waterville Fire-Regional Response Team, Maine Department of Environmental Protection. • Joe Pietroski, Commissioner, asked for clarification on which fire department members cover rural towns for DEP and the National Guard Civil Team, and asked for a map of responsibility for coverage on emergency management, and Angela Molino, EMA Director, stated that the larger fire departments in Kennebec County are aware of their coverage and do provide support to rural towns. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes November 19, 2024



	<ul style="list-style-type: none"> • Joe Pietroski, Commissioner, requested notification as to when the municipal fire chief meetings take place. ➤ Angela Molino, EMA Director, has been selected to serve on the MEMA interview panel for the State Hazard Mitigation Officer position, dates to be determined. ➤ Facilities have continued construction upgrades for the EMA offices, the Director office will house the server. These upgrades were approved and will be reimbursed through HSGP (Homeland Security Grant Program). Some unforeseen costs will not be covered by the HSGP grant and are being covered jointly by facilities and EMA budgets. ➤ The GIS Planner position has been submitted for review, pending approval to be posted. ➤ Social Media posts are ongoing. ➤ Resource mapping and critical infrastructure mapping is an ongoing project. ➤ Public safety resource map application is continuing. <p>Dr. Pieh, MD3:</p> <ul style="list-style-type: none"> ➤ \$25,000 of the HSGP grant gives access to blood in the MD-3 vehicle; that is a big deal for help with severe trauma and puts the team in a position to have ability to save lives even further than before. <ul style="list-style-type: none"> • (See attached) 	
<p>Facilities</p>	<p><u>Facilities Maintenance:</u></p> <p>Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ The facilities department is repairing and remodeling the EMA office facility and as work is done more issues are being found that need to be fixed. ➤ There is a discussion regarding the superior courtroom 7. ➤ Bob Adams, Automotive Technician, is working hard to keep Kennebec County vehicles maintained and is saving money for the county. ➤ Dan Brunelle, Facilities Director, referenced the capital projects mentioned by the Ron Smith, Auditor, and agrees that there is a lot to be done and that funding from ARPA has helped. <ul style="list-style-type: none"> • The new 10-year capital plan includes more HVAC maintenance and there are more A/C units that need replacing, with 3 needing replacement in the courthouse alone. • Things in Facilities are Much more manageable than we were before the completed projects that were funded by ARPA. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes November 19, 2024



<p>Administrator</p>	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ The Professional Standard Council met with the DAFS (Department of Administrative and Financial Services) Commissioner to discuss the FY26-27 biennial budget submission. <ul style="list-style-type: none"> • The DAFS commissioner indicated the legislature was asking if counties submitted letters of intent to the Opioid Council. She was sent the Kennebec County Jail denial letter. ➤ Visited a resident from Benton about their tax bill, and looked at the increase for every item on the bill over the last 5 years (town, county, school). The county portion of the tax bill had actually gone down, and the town portion had raised most substantially over that time. ➤ There are two abatement requests in the works. One is a property abatement and the other a poverty abatement. Peter Marchesi, County Attorney is being consulted on statute interpretation on the poverty abatement. ➤ The Opioid Settlement Support Team has sent Kennebec County demographic information related to opioid and addiction issues in Kennebec County and suggestions where to focus the opioid funding. ➤ Longroad Energy will pay to repave Palmer Road in Unity Plantation; \$69K. ➤ Met with Charles McGillicuddy, President of the Extension Association Executive Committee, to discuss the 3rd floor lease agreement. An email with concerns regarding the MOU from the Extension was forwarded Peter Marchesi, County Attorney. 	
<p>Old Business/ Follow Up Items</p>	<ul style="list-style-type: none"> ➤ Kennebec County Sheriff's Vehicle Policy: <ul style="list-style-type: none"> • Under review by Peter Marchesi, Kennebec County Attorney. ➤ Opioid Funds: <ul style="list-style-type: none"> • Maine Recovery Council: <ul style="list-style-type: none"> ○ The letter of intent that was submitted by the Kennebec County Jail was denied. • Joe Pietroski, Commissioner, stated that he would like to wait on allocating funds to other organizations before we know what is happening with the Jail. ➤ UME-EXT Contract: <ul style="list-style-type: none"> • Update above. ➤ County Courthouse – Gale Associates Historic Engineering Assessment: <ul style="list-style-type: none"> • The cost will be \$39,600 for the assessment of the courthouse building to determine what it needs. • The historic preservation bond requires a 25% match. • Joe Pietroski, Commissioner, made a motion and George Jabar, Commissioner, seconded the motion to sign. Unanimous. ➤ 96 State St. – Camden Bank <ul style="list-style-type: none"> • Scott Ferguson, County Administrator, will let the real estate broker know that the county is not 	<p style="text-align: right;">Approved 3-0</p>

Kennebec County, Maine

County Commissioner’s Meeting Minutes November 19, 2024



	interested at this time.	
<p>New Business</p>	<ul style="list-style-type: none"> ➤ RHR Smith - FY23 Audit <ul style="list-style-type: none"> • Ron Smith, Managing Principle for RHR, gave a brief overview on the FY23 audit results and management letter for Kennebec County. He spoke highly of the administrative team for implementing a new system while performing an audit and keeping daily operations going. Mr. Smith mentioned that more focus should be made on non-general fund accounts as they can adversely impact the General Fund if there is insufficient funding. He also stated that he would be back in January to report on the FY24 audit results. ➤ Certificate of Vote and Authority: <ul style="list-style-type: none"> • This revision authorized the addition of Gary Wheeler, Deputy Treasurer. • Joe Pietroski, Commissioner, made a motion authorizing the Commissioner Chair to sign the certificate of vote and authority and George Jabar, Commissioner, seconded the motion. Unanimous. ➤ DHHS VOCA (Department of Health and Human Services Victims of Crime Act) Grant – DA: <ul style="list-style-type: none"> • George Jabar, Commissioner, made a motion authorizing the Commissioner Chair to sign the DHHS VOCA grant and Joe Pietroski, Commissioner, seconded the motion. Unanimous. ➤ City of Augusta: Sole Source for Playground Equipment (expansion) – ARPA: It was explained that it is the same manufacturer and was necessary for the warranty <ul style="list-style-type: none"> • George Jabar, Commissioner, made a motion to authorize the Commissioner Chair to sign the Sole Source Request from the City of Augusta for playground equipment, and Joe Pietroski, Commissioner, seconded the motion. Unanimous. ➤ Additional ARPA Funding Request <ul style="list-style-type: none"> • Facilities requested \$5,500 for a debris loader. <ul style="list-style-type: none"> ○ George Jabar, Commissioner, made a motion to approve the purchase of a debris loader using ARPA funding, and Patsy Crockett, Commissioner Chair, seconded the motion. Unanimous. • Facilities and the Jail requested \$20,706 for doors to install in the Jail utilizing ARPA funding. <ul style="list-style-type: none"> ○ George Jabar, Commissioner, made a motion to authorize the purchase of doors for the Jail using ARPA funding, and Joe Pietroski, Commissioner, seconded the motion. Unanimous. ➤ Ethical Challenges and Fraud Risks Facing Governments Training in 2025 <ul style="list-style-type: none"> • Scott Ferguson, County Administrator, suggested that the Kennebec County Department Heads and their Deputies attend this training. ➤ Joe Pietroski, Commissioner Chair, made a motion to approve training as recommended; Ethical Challenges and Fraud Risks Facing Governments Training in 2025 for \$2,000 and George Jabar, Commissioner, 	<p style="text-align: right;">Approved 3-0</p> <p style="text-align: right;">Approved 3-0</p> <p style="text-align: right;">Approved 3-0</p> <p style="text-align: right;">Approved 3-0</p> <p style="text-align: right;">Approved 3-0</p> <p style="text-align: right;">Approved 3-0</p> <p style="text-align: right;">Approved 3-0</p>

Kennebec County, Maine

County Commissioner’s Meeting Minutes November 19, 2024



	<p>seconded the motion. Unanimous.</p> <ul style="list-style-type: none"> ➤ Anti-Nepotism and Conflicts of Interest Policy <ul style="list-style-type: none"> • Joe Pietroski, Commissioner, stated that the policy is not being followed and that it should be eliminated. • Chris Brawn, Human Resources Director, explained that the policy provides guidance and direction for the hiring processes. • Patsy Crockett, Commissioner Chair, stated that the hiring process should be examined on a case-by-case basis. • George Jabar, Commissioner, stated that exceptions to the policy can be made and if there are any requests for an exception, to bring the request to the Commissioners. ➤ MOU-Simulation Mannequins agreement between EMA and the City of Augusta: <ul style="list-style-type: none"> • George Jabar, Commissioner, made a motion to authorize the Commissioner Chair to sign the Simulation Mannequin MOU between EMA and the City of Augusta, and Joe Pietroski, Commissioner, seconded the motion. Unanimous. ➤ HSGP Grant – EMA <ul style="list-style-type: none"> • George Jabar, Commissioner, made a motion to authorize the Commissioner Chair to sign the HSGP grant, and Joe Pietroski, Commissioner, seconded the motion. Unanimous. 	<p style="text-align: right;">Approved 3-0</p> <p style="text-align: right;">Approved 3-0</p>
Public Comments	<ul style="list-style-type: none"> ➤ None. 	
Adjournment	<p>George Jabar, Commissioner, made a motion to go into executive session at 2:06pm 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 2:44pm.</p> <p>There was a motion made by George Jabar, Commissioner, to adjourn regular session at 2:45pm, and the motion was seconded by Joe Pietroski, Commissioner. Unanimous.</p>	<p style="text-align: right;">Approved 3-0</p> <p style="text-align: right;">Approved 3-0</p>

Respectfully Submitted: Stephanie Schredder, Executive Assistant

Kennebec County, Maine

County Commissioner's Meeting
Minutes November 19, 2024



Treasurer Meeting Notes 11/19/2024

General Fund Cash \$2,061,120.53: All invested in the Insured Cash Sweep account with Kennebec Savings Bank

Investment Cash: \$16,000,000.00 : All invested in the Intrafi Money Market account with Kennebec Savings Bank

Investment Cash: \$ 2,143,030.83 : All invested in Kennebec Savings Bank Managed Investment Account. Balance decreased \$3,358.48 since last meeting.

Warrants for signatures:

Payroll Agency Checks #31	\$ 612,696.54
Payroll Agency Checks #31 Run 2	\$ 636.72
AP Warrant #32	\$ 555,219.23
Restitution FY25#10DA	\$ 10,296.30

Correctional Psychiatric Services	\$ 255,258.25	
Maine Pretrial Services	\$ 22,859.82	
Merrill Investigations	\$ 13,845.02	
Town of Sidney	\$ 17,635.00	EMA Homeland Security Grant
Trinity Services	\$ 20,664.80	
TriTech Software	\$ 40,618.56	
Westwood Pharmacy	\$ 26,454.50	

ARPA Expenditures:

CDW Government	\$ 7,955.28	EMA Printer
Eide Bailly	\$ 337.50	Consulting
Faye Operations	\$ 5,775.00	Accounting Services
Kramer's Inc	\$ 5,200.00	Debris Loader
Mainely Ducts	\$ 7,200.00	Duct Cleaning

Municipal taxes received:

We have collected 100% of taxes due

Kennebec County, Maine

County Commissioner's Meeting
Minutes November 19, 2024

