

Kennebec County, Maine

County Commissioner's Meeting Minutes December 17, 2024



Present:

Patsy Crockett, Commissioner, Chair
 George Jabar, Commissioner
 Joe Pietroski, Commissioner
 Tom Doore, Treasurer
 Lisa Bryant, Finance Director
 Chris Brawn, HR Director

Angela Molino, EMA Director
 Dr. Timothy Pieh, MD-3 Medical Director
 Spencer McKeown, Deputy EMA Director
 Chris Read, Lieutenant
 Bryan Slaney, Jail Administrator
 Corey Goodchild, Asst. Jail Administrator

Shay Freeman, DA Office Administrator
 Stephanie Schredder, Executive Assistant
 Matthew Boucher, Register of Deeds
 Thomas Isaacson, Wayne Resident

Absent: Ken Mason, Sheriff, Frank Griffen, Deputy District Attorney Esq., Meaghan Maloney, District Attorney, Devon Parsons, IT Director, Brielle Balmer, Deputy Register of Probate, Abigail St. Valle, Register of Probate, Audrey Fredericks, Finance Manager, KelLee Gray, HR Administrator, Sue LaPointe, Deputy Register of Deeds, Scott Ferguson, County Administrator

	Discussion	Action
Call to order	12:00pm	
Minutes	Joe Pietroski, Commissioner, made a motion to accept the minutes of December 3rd, 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"> ➤ As of this week, there are 4 vacancies across Kennebec County. <ul style="list-style-type: none"> • There aren't any vacancies in the Jail. • There is recruitment for a Sheriff's Deputy, EMA GIS Planner, and an HR Assistant. • There are also two part time positions open in EMA. ➤ We have been conducting interviews for the Human Resources Assistant position and are close to making an offer for a start date in early January. ➤ Open Enrollment just wrapped up and everyone was able to get in any changes they needed. <ul style="list-style-type: none"> • New health insurance cards will be going out in the first week of January. ➤ Paid Family Medical Leave employer portal has opened, and we are still working to move forward despite the chatter about this program potentially being defunded. 	

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	<ul style="list-style-type: none"> ➤ Human Resources has exhausted all efforts with the 401a plan to get the employee in who is looking for the County match for their retirement. I now have a call into our vendors for an alternative. I am waiting for a call back from their legal department. 	
Treasurer/ Finance	<p>Tom Doore, Treasurer: (See attached Treasurer's report)</p> <p>Lisa Bryant, Finance Director:</p> <ul style="list-style-type: none"> ➤ Patsy Crockett, Commissioner Chair, asked if the payments stated for ARPA funding in the Treasurer's report were the last payments related to ARPA funding, and Dan Brunelle, Facilities Director, stated that there would still be a few coming up that were related to projects that the Facilities Department was working on. ➤ Joe Pietroski, Commissioner, asked what Maine Pretrial was, and Bryan Slaney, Jail Administrator, explained how Maine Pretrial operates, what their purpose was, and that their services are now mandated under the MAT (Medically Assisted Treatment) legislation. ➤ Joe Pietroski, Commissioner, stated that he would like to see a financial breakdown on the expenditure report for the Civil Department, and Lisa Bryant, Finance Director, stated that she was working with Faye Operations on producing a detailed and more in-depth report. The report will be given to Commissioners once it is completed. 	
Sheriff/Corrections	<p>Chris Read, Lieutenant:</p> <ul style="list-style-type: none"> ➤ The Sheriff's Office is working with Dan Brunelle, Facilities Director, in getting the backup generator running at the communications tower in Vassalboro. ➤ Chris Read, Lieutenant, asked the Commissioners if they approve preordering vehicles for the Sheriff's Office for FY26 without making any financial commitment, and the Commissioners stated that they are aware of the preorder. <ul style="list-style-type: none"> • Joe Pietroski, Commissioner, asked that the Sheriff's office create a strategic 5-year plan so that the Kennebec County Budget Committee is able to make an informed decision on budgetary matters. • Patsy Crockett, Commissioner Chair, asked Chris Read, Lieutenant, to refer to the staffing analysis report by Lieutenant Johnson for vehicle circulation. <p>Captain Bryan Slaney, Jail Administrator:</p> <ul style="list-style-type: none"> ➤ The population inside the Jail is 143. 	

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	<ul style="list-style-type: none"> • There are 13 boarders from other facilities. • There is a CARA class starting in January. ➤ Internship request: <ul style="list-style-type: none"> • There was a request to Commissioners for an internship at the Jail in collaboration with Thomas College, but since the request was submitted, Captain Bryan Slaney, Jail Administrator, has discovered that there is a part-time position already written into the budget and will wait for a new-hire class to bring on an intern from Thomas College through the budgeted part-time position. ➤ After working with Westwood Pharmacy for 6 months, Captain Bryan Slaney, Jail Administrator, assessed that there was very little benefit to using this vendor and is in the process of consulting with Peter Marchesi, County Attorney, to opt out of the current MOU with Westwood to find another vendor. • Joe Pietroski, Commissioner, asked if Captain Bryan Slaney, Jail Administrator, had spoken with other County Jail Administrators about Westwood Pharmacy, and Captain Bryan Slaney, Jail Administrator, stated that he had. 	
District Attorney	<u>DA's Office:</u> Shay Freeman, DA Office Administrator <ul style="list-style-type: none"> ➤ The new door on Winthrop Street was replaced yesterday. There is still some trim work needed. ➤ The final forfeiture order that was signed at the last meeting was given to the Sheriff's office. ➤ There are big trials set for January. ➤ There is a VWA (Victim Witness Advocate) position currently open. 	
Probate	<u>Probate:</u> Abigail St. Valle, Register of Probate: <ul style="list-style-type: none"> ➤ Not present 	
Information Technology	<u>Information Technology:</u> Devon Parsons, IT Director: <ul style="list-style-type: none"> ➤ Excused. 	
Registry of Deeds	<u>Register of Deeds:</u> Matthew Boucher, Register of Deeds: <ul style="list-style-type: none"> ➤ The numbers are on target compared to this time last year. ➤ Some plans were scanned for Dan Brunelle, Facilities Director. 	

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	<ul style="list-style-type: none"> ➤ The new employee is working out well. ➤ A check scanner was installed. ➤ The payment system is being transferred over. ➤ There isn’t any insulation in Deeds aside from the roof. 	
EMA	<p><u>Kennebec County Emergency Management Agency (KCEMA):</u></p> <p>Dr. Timothy Pieh, MD-3 Medical Director:</p> <ul style="list-style-type: none"> ➤ Happy birthday MD-3: The program has been in operation for one year. ➤ Dr. Timothy Pieh, MD-3 Medical Director, stated that the program was awarded a grant from the Maine Recovery Council in the amount of \$236,000, and explained the process of the grant award. <ul style="list-style-type: none"> • This grant is awarded through the opiate settlement fund that includes an 18-year grant program. There is an opportunity for the MD-3 program to specify how and when the grant money is distributed in the award agreement, so Angela Molino, EMA Director, Lisa Bryant, Finance Director, and Scott Ferguson, County Administrator, will work together with MD-3 on this award. • Angela Molino, EMA Director, stated that these funds should not be considered for payroll. There will be an assessment of overall data collected up to this point and survey information from residents. <p>Angela Molino, EMA Director:</p> <ul style="list-style-type: none"> ➤ HSGP (Homeland Security Grant Program): <ul style="list-style-type: none"> • The HSGP 2021 reimbursement request was submitted last Friday at \$7,800, and EMA is getting ready to submit another reimbursement request about the same amount totaling \$15,000 for a project that will support the Waterville HAZMAT team. • Joe Pietroski, Commissioner, asked for clarification on the Waterville and Augusta teams, and Angela Molino, EMA Director, clarified and offered to organize a tour for Commissioners of each facility and operation. ➤ EMPG (Emergency Management Performance Grant): <ul style="list-style-type: none"> • The reimbursement to be submitted is a little over \$25,000. ➤ FEMA(Federal Emergency Management Agency) has approved the EHP (Environmental Historic Preservation) for a repeater generator and have also approved the Cony Repeater in Augusta to help strengthen signals. ➤ A grant modification request has been submitted to MEMA(Maine Emergency Management Agency) to spend some HSGP 2021 funding that was left over from other projects for special tourniquets to be used solely for mass casualty events. 	

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	<ul style="list-style-type: none"> ➤ There are upgrades to the EMA office in process: <ul style="list-style-type: none"> • Insulation • Anti-static flooring • Wiring • Paint ➤ LEPC (Local Emergency Planning Committee) <ul style="list-style-type: none"> • These funds will be used for purchasing furniture for the offices. ➤ EMA is currently working on the EHP for EOC (Emergency Operations Center) which will be upgraded with HSGP funds from 2024. ➤ An offer has been extended to fill the GIS Coordinator position and the department is currently awaiting a reply. ➤ EMA has been getting and processing tier 2 chemical inventory reports from HAZMAT facilities annually required as part of the Emergency Planning and Community Right to Know Act. 	
Facilities	<p>Facilities Maintenance: Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ The communications tower generator and heat pump are installed and hooked up. We are waiting for propane tanks to be delivered. ➤ The Courthouse door is installed. The handicapped entrance opener was not installed, so O&P Glass will be installing the unit ASAP. ➤ Work is being done on the Superior Courtroom. This work is being funded by insurance money. ➤ The roofing on the courthouse looks good and will be an ongoing project. The Probate roof and Jail roof will be completed in the spring, along with the bell tower and the chimneys. ➤ The new tractor works great. 	
Administrator	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ Not Present. 	
Old Business/ Follow Up Items	<ul style="list-style-type: none"> ➤ Sheriffs' Vehicle Policy: <ul style="list-style-type: none"> • Peter Marchesi, County Attorney, will review the vehicle policy soon. ➤ University of Maine Extension 3rd Floor Lease Agreement: <ul style="list-style-type: none"> • Peter Marchesi, County Attorney, is currently working on this. ➤ Medical RFP <ul style="list-style-type: none"> • Peter Marchesi, County Attorney, is working on the contract with Bryan Slaney, Jail Administrator. ➤ David Crook Memorial Bench 	

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	<ul style="list-style-type: none">This will be addressed in the Spring of 2025. Scott Ferguson, County Administrator, sent materials to Mrs. Crook to complete and submit.	
New Business	<ul style="list-style-type: none">➤ Corrections Internship:<ul style="list-style-type: none">(See report from Captain Bryan Slaney, Jail Administrator)➤ Property Tax Abatement: Mr. Thomas Isaacson, Wayne Property Owner<ul style="list-style-type: none">George Jabar, Commissioner, stated that the law courts make it difficult to overrule the town's decision when it comes to abatement requests and that the Commissioners will consider what Mr. Thomas Isaacson, Wayne Property Owner, has to say and make a decision at a later date.Thomas Isaacson, Wayne Property Owner, stated his case to argue that he should be granted the tax abatement request.➤ Equitable Sharing Agreement and Certification:<ul style="list-style-type: none">George Jabar, Commissioner, made a motion for the Commissioner Chair to sign the document and Joe Pietroski, Commissioner, seconded the motion. Unanimous.➤ Joe Pietroski, Commissioner, stated that if there is a vehicle accident or any sort of incident that involves risk management implications, the Administrator and Commissioners need to know when it happens to predict risk and eliminate further risk.➤ December Holidays Discussion:<ul style="list-style-type: none">The State of Maine is giving Christmas Eve off to employees, and Chris Brawn, Human Resources Director, asked Commissioners if they would like to do the same for Kennebec County employees.<ul style="list-style-type: none">○ If the Commissioners choose to give the day to Kennebec County employees, it would be treated as a snow day would. Employees who have shift work on that day, will have an extra day to take at another time with advance approval from a supervisor.○ Joe Pietroski, Commissioner, made a motion to grant Christmas Eve (December 24th) off for all Kennebec County employees, and half of the day off on New Years Eve (December 31st), and George Jabar, Commissioner, seconded the motion. Unanimous.➤ Sheriff's Office Vehicle Purchase Preorder: (See Sheriff's Report)	<p>Approved 3-0</p> <p>Approved 3-0</p>
Public Comments	<ul style="list-style-type: none">➤ None.	
Adjournment	<p>Joe Pietroski, Commissioner, made a motion to go into executive session to discuss confidential records at 1:03pm pursuant to 1 M.R.S.A. section 405 (6)(F), and George Jabar, Commissioner, seconded the motion. Unanimous.</p>	Approved 3-0

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	<p>A declaration was made to exit executive session at 2:01pm.</p> <p>There was a motion made by George Jabar, Commissioner, to adjourn regular session at 2:02pm, and the motion was seconded by Joe Pietroski, Commissioner. Unanimous.</p>	<p>Approved 3-0</p>

Respectfully Submitted: Stephanie Schredder, Executive Assistant

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Treasurer Meeting Notes 12/17/2024

General Fund Cash \$ 2,617,307.12 : All invested in the Insured Cash Sweep account with Kennebec Savings Bank

Investment Cash: \$ 14,000,000.00 : All invested in the Intrafi Money Market account with Kennebec Savings Bank

Investment Cash: \$ 2,153,107.66 : All invested in Kennebec Savings Bank Managed Investment Account. Balance decreased \$ 921.09 since last meeting.

Warrants for signatures:

Payroll W #35 Cash in Lieu, Sick Buyouts	\$ 288,478.38
Payroll Agency Checks #36	\$ 21,687.39
Payroll W #36	\$665,141.00
Restitution FY25 DA#11	\$20,527.50
AP Warrant #37	\$532,869.65

Maine Pretrial	\$22,859.82
Target Electric	\$34,985.52
Yankee Communications	\$24,324.86

ARPA Expenditures:

City of Augusta Req#2	\$125,849.67	Webster School
Maine Children's Home Req#10	\$3,628.56	Pandemic Response
Voices Project Req#21	\$13,700.00	Mobilize Recovery
Maine General Req#9	\$1,258.25	Women's Residential
Maine General Req#12	\$2,890.12	Harm Reduction
Maine General Req#13	\$6,649.25	Harm Reduction
Edmunds GovTech	\$6,800.00	ACH/To replace check lost in Mail-check VOIDED
Eide Bailly	\$225.00	ARPA Consulting
Siemens Industry	\$60,000.00	Heating Upgrade, Courthouse
Motor Supply of Augusta	\$7,295.00	Automotive Lift