

Kennebec County, Maine

County Commissioner's Meeting Minutes January 7, 2025



Present:

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

Chris Brawn, HR Director
 Angela Molino, EMA Director
 Ronda Snyder, Register of Probate
 Spencer McKeown, Deputy EMA Director
 Chris Read, Chief Deputy
 Devon Parsons, IT Director

Bryan Slaney, Jail Administrator
 Corey Goodchild, Asst. Jail Administrator
 Shay Freeman, DA Office Administrator
 Audrey Fredericks, Finance Manager
 Stephanie Schredder, Executive Assistant
 Matthew Boucher, Register of Deeds

Absent: Ken Mason, Sheriff, Frank Griffen, Deputy District Attorney Esq., Brielle Balmer, Deputy Register of Probate, KelLee Gray, HR Administrator, Sue LaPointe, Deputy Register of Deeds, Scott Ferguson, County Administrator

	Discussion	Action
Call to order	11:59pm	
Minutes	<p>Joe Pietroski, Commissioner, made a motion to accept the minutes of December 17th, 2024. The motion was seconded by George Jabar, Commissioner. Unanimous.</p> <p>George Jabar, Commissioner, made a motion that Patsy Crockett, Commissioner Chair, stay on as chair of the Commissioners for 2025, and Joe Pietroski, Commissioner, seconded the motion. Unanimous.</p>	<p>Approved 3-0</p> <p>Approved 2-0 1 Abstain</p>
Human Resources	<p>Chris Brawn, HR Director:</p> <ul style="list-style-type: none"> ➤ Sara Moore, Human Resources Assistant, started on Monday and was introduced to the Commissioners. ➤ As of this week, Kennebec County has 4 vacancies across the County. <ul style="list-style-type: none"> • The Jail has zero vacancies and is doing a great job retaining employees. • EMA is currently recruiting an EMA GIS Planner. • The DA's office is currently interviewing for a Victim Witness Advocate at the DAs office. • The new Human Resources Assistant started yesterday, • A Patrol Deputy will be going from Part-Time to Full-Time next week. ➤ Workforce Development end of year totals. <ul style="list-style-type: none"> • Students: 42 • Classes: 17 (different subject and/or date) • Refund requested total: \$12,360 	

Kennebec County, Maine

County Commissioner's Meeting Minutes January 7, 2025



	Discussion	Action
	<ul style="list-style-type: none"> • Refunds received total: \$6,114 ➤ Open Enrollment is over, and everyone should have received new cards in the mail. ➤ Paid Family Medical Leave administration is on track. The first deduction will come out of this week's paycheck. ➤ Human Resources received a 2025 salary survey for the individual non-bargained County positions. Data should be available by February. ➤ We have finished the Human Resources end-of-year updates and are now beginning work on our Spring reporting requirements. ➤ Employee issues have taken up a lot of time. ➤ Joe Pietroski, Commissioner, asked for further clarification on the process of gathering information for the salary study in relation to other counties, and Chris Brawn, Human Resources Director, explained the process. 	
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, asked if funding is running out for Faye Operations, and Lisa Bryant, Finance Director, confirmed that the originally allotted funding was significantly reduced. ➤ Joe Pietroski, Commissioner, asked about the Sheriff's vehicle recently purchased from Quirk Auto and how it was funded, and Chris Read, Chief Deputy, stated that the vehicle was paid out of the capital projects fund. <ul style="list-style-type: none"> • There were recently three vehicles purchased with ARPA funding as well. ➤ Registered the County on the Paid Family and Medical Leave website portal. ➤ Working on W-2's, 1099's, payroll tax submissions, year-end duties. ➤ Direct deposits will be affected by the half percent PFML (Paid Family Medical Leave Act) deduction on gross wages and by new tax tables uploaded yesterday. ➤ The data dump has been completed for the Restitution and Civil Division to prepare for onboarding them onto Edmunds software. 	
Sheriff/Corrections	<p>Chris Read, Chief Deputy:</p> <ul style="list-style-type: none"> ➤ There are open positions at the Sheriff's office. ➤ There was a promotion into the lieutenant position and sergeant position. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes January 7, 2025



	Discussion	Action
	<p>➤ The Sheriff's office will wait until the end of the month to reduce overtime costs.</p> <p>Captain Bryan Slaney, Jail Administrator:</p> <p>➤ The population inside the Jail is 156.</p> <p>➤ There are 10 boarders from other counties.</p> <p>➤ The Maine Pretrial Services Contract expired in July and a contract renewal is being reviewed by Peter Marchesi, County Attorney.</p> <p>➤ The pharmaceutical contract will be coming up on January 31st and is also being reviewed by Peter Marchesi, County Attorney.</p> <p>➤ The Jail budget is currently at 46% of the budgeted funds spent and the fiscal year is 50% complete.</p> <p>➤ The Jail has received approximately \$100,000 in unanticipated revenue.</p> <p>➤ Captain Bryan Slaney, Jail Administrator, stated that the overtime fund line was 52% spent on the FY25 budget and he is looking at ways to reduce spending in this area.</p> <ul style="list-style-type: none"> • Captain Bryan Slaney, Jail Administrator, suggested unfreezing positions to hire interns to cover typical overtime shifts to avoid the extra cost. • George Jabar, Commissioner, asked Captain Bryan Slaney, Jail Administrator, to meet with Scott Ferguson, County Administrator, and Human Resources to crunch numbers to bring to the Kennebec County Budget Committee. <p>➤ The Jail is currently at full staff.</p>	
District Attorney	<p>DA's Office:</p> <p>Meaghan Maloney, District Attorney and Shay Freeman, DA Office Administrator</p> <p>➤ There will be heavy court this week and next week.</p> <p>➤ There will be trials from January 15th through January 27th.</p> <p>➤ The DA office is currently interviewing for a VWA (Victim Witness Advocate) position.</p> <p>➤ Trial selection occurs next week. Parking will be difficult.</p> <p>➤ Meaghan Maloney, District Attorney, stated that the department is currently at 50% of the current budget.</p> <p>➤ The FY26 DA department budget has been submitted to Scott Ferguson, County Administrator.</p>	
Probate	<p>Probate:</p> <p>Ronda Snyder, Register of Probate:</p> <p>➤ The Probate Court is currently at 49% of the fiscal year budget.</p>	

Kennebec County, Maine

County Commissioner's Meeting Minutes January 7, 2025



	Discussion	Action
	<ul style="list-style-type: none"> ➤ Ronda Snyder, Register of Probate, is working with Brielle Balmer, Deputy Register of Probate, to understand purchases and finances of the previous Probate Register. ➤ Probate Court is working on recruiting more visitors. ➤ Procedures are being changed in the department. ➤ Files are in fireproof rooms. ➤ Digitizing files needs to be a priority. <ul style="list-style-type: none"> • Matt Boucher, Register of Deeds, offered to help digitize files at the Probate Court. ➤ The laptop that was used by the previous Probate Register is destroyed and IT is unable to retrieve any files from it. <ul style="list-style-type: none"> • Lisa Bryant, Finance Director, stated that she would provide available files to aid in the Probate budgetary process. ➤ MRPA (Maine Probate of Registers Association) has approved the wording on legislation to increase filing fees. ➤ New revenue streams are being analyzed for the Probate Court. <ul style="list-style-type: none"> • Ronda Snyder, Probate Register, stated several examples that may help bring in more revenue and cut costs for the benefit of the department. 	
Information Technology	<p><u>Information Technology:</u></p> <p>Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ The new battery backups are good. ➤ The Fax Plus subscription has been renewed. ➤ The camera system update took place. There was a lot more work to the project than originally anticipated. ➤ IT is working with Facilities on construction at EMA and the courthouse. 	
Registry of Deeds	<p><u>Register of Deeds:</u></p> <p>Matthew Boucher, Register of Deeds:</p> <ul style="list-style-type: none"> ➤ There was \$88,000 in revenues last month compared to \$78,000 at this time last year. ➤ Revenues are up by \$31,000 for the year. ➤ Staff are working on side projects. ➤ The Registry of Deeds is transitioning to new software. ➤ Instructional binders are being made. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes January 7, 2025



	Discussion	Action
	<ul style="list-style-type: none"> ➤ Joe Pietroski, Commissioner, mentioned the county storage in the basement of the Registry of Deeds and the County Courthouse, and his concern about fire hazards. Dan Brunelle, Facilities Director, stated that there aren't any fire hazards at this time. ➤ Joe Pietroski, Commissioner, stated his concern for record-keeping compliance. ➤ Matthew Boucher, Register of Deeds, stated that the department has funding from surcharge to do document preservation. ➤ Joe Pietroski, Commissioner, asked about the progress on implementation of deed theft protection software upgrade and Matthew Boucher, Register of Deeds, assured the Commissioner that the implementation would occur this Winter. 	
EMA	<p><u>Kennebec County Emergency Management Agency (KCEMA):</u> Angela Molino, EMA Director:</p> <ul style="list-style-type: none"> ➤ Ongoing grant updates: <ul style="list-style-type: none"> • HSGP21(Homeland Security Grant Program): Reimbursements have been submitted for \$7,000. • LEPC24(Local Emergency Planning Committee): Reimbursements have been submitted for \$2,500. • EMPG24(Emergency Management Performance Grant): Reimbursements have been submitted for \$31,900. • HSGP22: FEMA has approved EHP (Environmental Historic Preservation) for an Augusta/Cony repeater. ➤ EMA is working on the EHP submission for the EOC (Emergency Operations Center), the county received HSGP24funding to build an EOC, and the EHP must be reviewed and approved before construction begins. ➤ There is a grant modification request to utilize the remaining HSGP21 ➤ Submitted request to MEMA for funding to purchase a base radio and tourniquet-just waiting for a programming sheet from the Sheriff's Office. ➤ Working to complete EHP survey for EOC upgrade. Updated quotes are needed. ➤ The GIS Planner position was reposted. ➤ EMA Coordinated with Augusta Fire and Jail trustees to remove expired supplies and identify/relocate HAZMAT equipment at Western Avenue Fire Station. Some disposable suits and gloves were donated to the Jail. ➤ EMA has begun receiving and processing Tier II chemical inventory reports from HAZMAT facilities as is annually required as part of the Emergency Planning and Community Right to Know Act (EPCRA) Tier II facilities, of which there are 232, in Kennebec County and that number includes 55 facilities that deal with extremely hazardous substances. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes January 7, 2025



	Discussion	Action
	<ul style="list-style-type: none"> ➤ EMA has provided equipment for the CPR program at the Lake Regions Aid Group for upcoming training. ➤ The EMA equipment loan policy has been completed. <ul style="list-style-type: none"> • This has been advertised to several different agencies to get candidates. ➤ Coordinated with Augusta fire and jail to get expired supplies and relocate hazmat equipment. Donated to the jail. ➤ Receiving and processing tier 2 chemicals ➤ A planning document for MD3 is being created. ➤ There will be HAZMAT training in Winthrop in February and one in Oakland. Dates will be sent to the Commissioners. <ul style="list-style-type: none"> • Each training course will have a different provider. • Two different training providers. ➤ Joe Pietroski, Commissioner, requested that the municipal fire departments come in to talk with EMA in a regular meeting and Angela Molino, EMA Director, stated that the meeting space in the EMA office is not available for use at this time but that once the space is usable again, meetings with municipalities will commence. 	
Facilities	<p><u>Facilities Maintenance:</u></p> <p>Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ The Facilities department is currently at 52% for the fiscal year. ➤ The capital improvement line is running over right now. ➤ Facilities is currently planning projects for next Summer: <ul style="list-style-type: none"> • May – Scaffolding and new chimneys on the roof on the Jail. • June – Roof for Probate and continuing for the Jail. • July and August – Resume construction on unfinished projects. ➤ The garage is very busy. ➤ The Probate Court roof, the Jail roof, the bell tower, and the chimneys are to be paid for by ARPA funds. ➤ Work is still being done on the heating system in the courthouse. ➤ The tractor is getting the subframe installed with the backhoe. 	
Administrator	<p><u>Scott Ferguson, County Administrator:</u></p> <ul style="list-style-type: none"> ➤ The County Administrator is not present at this meeting but provided an update to the Commissioners before the meeting. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes January 7, 2025



	Discussion	Action
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 with Scott Ferguson, County Administrator. ➤ David Crook Memorial Bench <ul style="list-style-type: none"> • This will be addressed in the Spring of 2025. Scott Ferguson, County Administrator, will send materials to Mrs. Crook to complete and submit. • Patsy Crockett, Commissioner Chair, requested the materials that are to be sent to Mrs. Crook. ➤ Remote Broadcasting Commissioner Meetings: <ul style="list-style-type: none"> • This will be discussed further when Scott Ferguson, County Administrator, will be present. ➤ Property Abatement: <ul style="list-style-type: none"> • This will be discussed further when Scott Ferguson, County Administrator, will be present ➤ Poverty Abatement: <ul style="list-style-type: none"> • This is being analyzed by Peter Marchesi, County Attorney. 	
New Business	<ul style="list-style-type: none"> ➤ 2025 Standard Mileage Rate: <ul style="list-style-type: none"> • Stephanie Schredder, Executive Assistant, stated the current mileage rates for County, State, and Federal at the request of the Commissioners. • Joe Pietroski, Commissioner, made a motion to follow the federal rate of .70 cents per mile for the 2025 year and George Jabar, Commissioner, seconded the motion. Unanimous. ➤ Maine Pretrial Contract: <ul style="list-style-type: none"> • Peter Marchesi, County Attorney, is currently reviewing this agreement. ➤ Joe Pietroski, Commissioner, proposed that the number of Commissioners be expanded to five. <ul style="list-style-type: none"> • Joe Pietroski, Commissioner, expressed the need to discuss matters with another Commissioner without there needing to be a public meeting and if there were five Commissioners, two Commissioners would not constitute a quorum so there would be no need for a public meeting. • Patsy Crockett, Commissioner Chair, stated that this subject should be discussed when Scott Ferguson, County Administrator, is present and part of the discussion. • A larger budget and a county charter would be needed. • George Jabar, the Commissioner, stated that he does not see a need to expand to five Commissioners. 	Approved 3-0
Public Comments	<ul style="list-style-type: none"> ➤ None. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes January 7, 2025



	Discussion	Action
Adjournment	<p>George Jabar, Commissioner, made a motion to go into executive session to discuss personnel matters at 1:18pm pursuant to 1 M.R.S.A. section 405 (6)(A), and, Joe Pietroski, Commissioner, seconded the motion. Unanimous.</p> <p>A declaration was made to exit the executive session at 1:25pm.</p> <p>A motion was made by Joe Pietroski, Commissioner, to grandfather in the employee contribution for a specific employee's benefit going forward at 9.62% County contribution match for a for a 6.5% employee contribution, and George Jabar, Commissioner, seconded the motion. Unanimous.</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> <p>Approved 3-0</p> <p>Approved 3-0</p>

Respectfully Submitted: Stephanie Schredder, Executive Assistant

Kennebec County, Maine

County Commissioner's Meeting Minutes January 7, 2025



Treasurer Meeting Notes 1/7/2025

General Fund Cash \$ 2,873,188.03 : All invested in the Insured Cash Sweep account with Kennebec Savings Bank

Investment Cash: \$ 13,000,000 : All invested in the Intrafi Money Market account with Kennebec Savings Bank

Investment Cash: \$ 2,154,865.34 : All invested in Kennebec Savings Bank Managed Investment Account. Balance increased \$ 1,757.68 since last meeting.

Warrants for signatures:	Payroll W# 38	\$ 616,309.71
	Payroll W# 40	\$ 3,558.91
	Restitution FY25 DA#12	\$ 18,676.34
	AP Warrant #39 Reg & ARPA	\$ 634,068.93
	AP Warrant #42 (ARPA 7 Reg)	\$ 465,071.45 (**signed 1/2/2025)

MainePers	\$ 127,933.88
Quirk Ford Augusta	\$ 35,984.00
Trinity Services	\$ 30,096.60
MMEHT	\$ 169,113.97

ARPA Expenditures:

G&E Roofing	\$ 465,071.00	Courthouse Roof Repair/Storm Damage (**signed 1/2/2025)
Berry Dunne LLC	\$ 27,048.00	Consulting
Faye Operations	\$ 3,075.00	Consulting
Vertiv Corp	\$ 20,691.00	Backup Batteries