

# Kennebec County, Maine

## County Commissioner's Meeting Minutes January 21, 2025



**Present:**

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

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

Bryan Slaney, Jail Administrator  
 Corey Goodchild, Asst. Jail Administrator  
 Shay Freeman, DA Office Administrator  
 KelLee Gray, HR Administrator  
 Audrey Fredericks, Finance Manager  
 Scott Ferguson, County Administrator  
 Stephanie Schredder, Executive Assistant

**Absent:** Frank Griffen, Deputy District Attorney Esq., Brielle Balmer, Deputy Register of Probate, Matthew Boucher, Register of Deeds

	Discussion	Action
Call to order	12:00pm	
Minutes	<b>George Jabar, Commissioner</b> , made a motion to accept the minutes of October 10 <sup>th</sup> , 2024, October 17 <sup>th</sup> , 2024, December 4 <sup>th</sup> , 2024, January 2 <sup>nd</sup> , 2025, and January 7 <sup>th</sup> , 2025. The motion was seconded by <b>Patsy Crockett, Commissioner Chair</b> . Unanimous.	Approved 2-0 <b>Joe Pietroski, Commissioner</b> , was absent.
Human Resources	<b>Chris Brawn, HR Director:</b> ➤ The completed 2025 salary study will be available in early February. ➤ First reports of injury are on the rise. The numbers have more than doubled compared to this time last year. This is due to a recent incident in Sidney, Maine. ➤ The new Human Resources Assistant is doing great.	
Treasurer/ Finance	<b>Tom Doore, Treasurer:</b> (See attached Treasurer's report) <b>Lisa Bryant, Finance Director:</b> (See attached Finance report)	
Sheriff/Corrections	<b>Ken Mason, Sheriff, and Chris Read, Chief Deputy:</b> ➤ There is a request for Commissioner signature on the JAG Interlocal Agreement with the City of Augusta and <b>George Jabar, Commissioner</b> , made a motion for the Commissioner Chair to sign the BYRNE JAG	Approved 3-0

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	<p style="text-align: center;">Grant Interlocal Agreement for Kennebec County to receive \$11,230.00, and <b>Joe Pietroski, Commissioner</b>, seconded the motion. Unanimous.</p> <ul style="list-style-type: none"> <li>➤ There will soon be a new Lieutenant, Frank Hatch, and a new Staff Sergeant promoted from within.</li> </ul> <p><b>Captain Bryan Slaney, Jail Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ The population inside the jail is currently 152.                             <ul style="list-style-type: none"> <li>• There are 9 boarders.</li> </ul> </li> <li>➤ A new CARA (Criminogenic Addiction and Recovery Academy) class begins next week that includes 8 male participants.</li> <li>➤ Maine Pretrial Contract Renewal:                             <ul style="list-style-type: none"> <li>• <b>George Jabar, Commissioner</b>, made a motion for the Commissioner Chair to sign the Maine Pretrial Contract on behalf of the Commission, and <b>Joe Pietroski, Commissioner</b>, seconded the motion. Unanimous.</li> </ul> </li> <li>➤ <b>Patsy Crockett, Commissioner Chair</b>, asked how interns can be hired as full Correctional Officers if they do not go to the academy, and <b>Captain Bryan Slaney, Jail Administrator</b>, stated that they would go to training once they have been interns for a year and choose to move forward and become full-time Correctional Officers.</li> </ul>	<p>Approved 3-0</p>
<p><b>District Attorney</b></p>	<p><b><u>DA's Office:</u></b> <b>Shay Freeman, DA Office Administrator</b></p> <ul style="list-style-type: none"> <li>➤ A Victim Witness Advocate has been hired and there is a vacant Legal Secretary position.</li> <li>➤ There has been \$359,000 in revenue for supervision fees and a report will be provided and available to Commissioners at the next Commissioner meeting.</li> <li>➤ There was a request to meet with the Capital Judicial Center to discuss access to the elevator, ceremonial courtroom, and catwalk.                             <ul style="list-style-type: none"> <li>• The locks on the County side had been changed without warning or notice and access was denied to an individual with disabilities by the State of Maine staff working at the Capital Judicial Center.</li> <li>• The current contract addressing access to County facilities in the Kennebec County Courthouse with the State of Maine Capital Judicial Center expires in October 2025, and the new MOU will comply with statute.</li> <li>• <b>Dan Brunelle, Facilities Director</b>, stated that contractors working for Kennebec County have been locked out by State staff in the County facilities several times as well.</li> </ul> </li> </ul>	

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<b>Probate</b>	<p><b><u>Probate:</u></b>  <b>Ronda Snyder, Register of Probate:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Ronda Snyder, Register of Probate</b>, is auditing the Probate financial records and stated that FY25 will be over budget.                             <ul style="list-style-type: none"> <li>• Kennebec County has the 3<sup>rd</sup> busiest Probate Court in the state.</li> <li>• There were 300 more cases last year compared to the year before.</li> <li>• <b>Ronda Snyder, Register of Probate</b>, thanked <b>Audrey Fredericks, Finance Manager</b>, for Edmunds training and <b>Jason Blanchard, IT Assistant Director</b>, for setting up the Register work station.</li> <li>• <b>Elizabeth Mitchell, Judge of Probate</b>, is looking through invoices to make sure that subscriptions are necessary.</li> <li>• <b>Elizabeth Mitchell, Judge of Probate</b>, would like to move her desk for security purposes and <b>Dan Brunelle, Facilities Director</b>, gave a good cost estimate to complete the project.</li> </ul> </li> </ul>	
<b>Information Technology</b>	<p><b><u>Information Technology:</u></b>  <b>Devon Parsons, IT Director:</b></p> <ul style="list-style-type: none"> <li>➤ Multiple systems with MAT and mental health Jail programs are in process.</li> <li>➤ Working with change of Sheriff's office staff.</li> <li>➤ There are camera updates being made.</li> <li>➤ IT is working with Kennebec County Jail maintenance staff for updates on cameras that were too old or failing.</li> <li>➤ IT is working on the next batch of laptops for the DA's office.</li> <li>➤ The systems and servers are being updated as needed.</li> </ul>	
<b>Registry of Deeds</b>	<p><b><u>Register of Deeds:</u></b>  <b>Sue LaPointe, Deputy Register of Deeds:</b></p> <ul style="list-style-type: none"> <li>➤ There was training last week for Deeds employees for the updates on the Registry of Deeds website.                             <ul style="list-style-type: none"> <li>• There will be fraud alerts available that individuals can register for as a feature on the website.                                     <ul style="list-style-type: none"> <li>○ This new fraud alert feature will notify an individual of any sort of documentation with their name, address, or e-mail address, has been recorded as soon as the record is made.</li> </ul> </li> </ul> </li> <li>➤ There will be another e-recording option with GovOS.</li> <li>➤ <b>Sue LaPointe, Deputy Register of Deeds</b>, explained that there would be more efficient timing of distribution of paperwork and records to towns with this new system.</li> </ul>	
<b>EMA</b>	<p><b><u>Kennebec County Emergency Management Agency (KCEMA):</u></b>  <b>Angela Molino, EMA Director and Spencer McKeown, EMA Deputy Director:</b></p>	

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	<ul style="list-style-type: none"> <li>➤ (Homeland Security Grant Program) HSGP 2021 funds: FEMA has approved EHP for the Augusta weather station.</li> <li>➤ GIS planner position has been reported, and 3 candidates have been scheduled for the end of January.</li> <li>➤ The KCEMA staff attended several meetings:                             <ul style="list-style-type: none"> <li>• State of Emergency Response MEMA (Maine Emergency Management Agency) meeting</li> <li>• HAZMAT Team Chiefs meeting</li> <li>• Maine Emergency Management County Directors Council meeting</li> <li>• Countywide all-hazards assessment for the process that was created by <b>Angela Molino, EMA Director</b>.</li> <li>• County EMA Directors solar storm planning workshop. <b>Spencer McKeown, Deputy Director</b>, explained how solar flares affect radio transmissions and electronics.</li> </ul> </li> <li>➤ All hazards assessment-THIRA (Threat Hazard Identification and Risk Assessment) and SPR (Stakeholder Preparedness Review)                             <ul style="list-style-type: none"> <li>• Consequence analysis community center impacts.</li> <li>• This assessment is required to utilize federal funding.</li> </ul> </li> <li>➤ EMA Distributed an MD-3 quality Assurance survey to get feedback from municipalities.</li> <li>➤ Processing tier 2 chemical inventory reports.</li> <li>➤ EMA staff were invited by Togus to participate as controllers for an exercise in early June.</li> <li>➤ January 23<sup>rd</sup> there will be an LEPC (Local Emergency Planning Committees) meeting with a presentation by the local railroad administration.</li> <li>➤ January 27<sup>th</sup> there will be a local EMA Directors meeting with a presentation from CMP (Central Maine Power).</li> <li>➤ <b>Joe Pietroski, Commissioner</b>, asked about local train speed increasing and hazardous materials, and <b>Angela Molino, EMA Director</b>, and <b>Scott Ferguson, County Administrator</b>, cited a few sources for information regarding this subject.                             <ul style="list-style-type: none"> <li>• <b>Joe Pietroski, Commissioner</b>, asked to have all the information regarding the HAZMAT team trainings for train derailment with hazardous materials.</li> </ul> </li> </ul>	
<p><b>Facilities</b></p>	<p><b><u>Facilities Maintenance:</u></b>  <b>Dan Brunelle, Facilities Director:</b></p> <ul style="list-style-type: none"> <li>➤ Winter snow removal is ongoing.</li> <li>➤ Courthouse work is ongoing.</li> <li>➤ The State of Maine is inquiring when they will be able to use the ceremonial courtroom. They have not replied to <b>Scott Ferguson, County Administrator's</b>, attempts at communication.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ <b>Tom Doore, Treasurer</b>, transported the Facilities tractor back to the garage after getting the subframe for the backhoe installed.</li> <li>➤ Facilities staff are very busy.</li> <li>➤ <b>Dan Brunelle, Facilities Director</b>, explained that the facilities staff repair the MD-3 vehicle and <b>Scott Ferguson, County Administrator</b>, explained how funding for repairs work.</li> <li>➤ <b>Joe Pietroski, Commissioner</b>, asked for a list of things that were fixed by ARPA funding and <b>Scott Ferguson, County Administrator</b>, agreed to give a list to the Commissioner.</li> <li>➤ There was a discussion on the future of funding accounts and capital improvement projects.</li> <li>➤ <b>Joe Pietroski, Commissioner</b>, asked <b>Dan Brunelle, Facilities Director</b>, to explain his methods when deciding to replace materials in buildings, and <b>Dan Brunelle, Facilities Director</b>, explained his informed knowledge base and methodologies.</li> </ul>	
<p><b>Administrator</b></p>	<p><b><u>Scott Ferguson, County Administrator:</u></b></p> <ul style="list-style-type: none"> <li>➤ The Town of Wayne abatement hearing for Peter Smith will be scheduled for the next Commissioner meeting on February 4th.</li> <li>➤ There will be \$4 Million allotted for Jail funding from the State of Maine for FY26 which will be divided amongst all 16 Counties and <b>Scott Ferguson, County Administrator</b>, estimated that Kennebec County will receive \$200,000 of that sum compared to the amount distributed last year which was \$900,000.</li> <li>➤ <b>Scott Ferguson, County Administrator</b>, went to Unity Plantation for their annual town meeting at the House of Pizza. There was a significant raise in the Unorganized Territory prospective budget for FY26.             <ul style="list-style-type: none"> <li>• Casella and Longroad Energy don't seem to be included yet.</li> </ul> </li> <li>➤ <b>Scott Ferguson, County Administrator</b>, received an e-mail from the Unity EMT group of an analysis to address EMT issues in Waldo County, but they included Unity Plantation, and they are requesting \$3,100 a year to include Unity Plantation for EMT service coverage. This has been included in the FY26 Budget.             <ul style="list-style-type: none"> <li>• Some of the larger expenses for the Unity Plantation FY26 budget will be financial audit, fire protection, and waste removal.</li> </ul> </li> <li>➤ The residents of Unity Plantation are happy that Palmer Road will be paved.</li> <li>➤ There was a meeting with the Kennebec County Budget Committee to review results for year-to-date analysis of FY25.</li> <li>➤ The Kennebec Journal was informed of the Commissioner site visit and tour happening on March 28th at the ARPA funded Manor Gardens project in Waterville.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ At the recent Administrators meeting, <b>Tim Curtis, Somerset County Administrator</b>, will be the new president of the MACCAM (Maine Association of County Managers, Administrators, and Clerks).</li> <li>➤ <b>Scott Ferguson, County Administrator</b>, stated that he has been working on FY26 draft budget work and sending updates to departments and Commissioners.</li> <li>➤ There was a discussion of where and when to hold the second FY26 Kennebec County Budget Committee caucus for District 2 and <b>Joe Pietroski, Commissioner</b>, decided on a date of February 5<sup>th</sup> to comply with statutory requirements.</li> </ul>	
<p><b>Old Business/ Follow Up Items</b></p>	<ul style="list-style-type: none"> <li>➤ <b>Sheriffs' Vehicle Policy:</b> <ul style="list-style-type: none"> <li>• <b>Peter Marchesi, County Attorney</b>, is currently reviewing this policy.</li> </ul> </li> <li>➤ <b>University of Maine Extension 3<sup>rd</sup> Floor Lease Agreement:</b> <ul style="list-style-type: none"> <li>• <b>Peter Marchesi, County Attorney</b>, is currently working on this with <b>Scott Ferguson, County Administrator</b>.</li> </ul> </li> <li>➤ <b>Corrections Medical Contract:</b> <ul style="list-style-type: none"> <li>• This is currently under review with <b>Peter Marchesi, County Attorney</b>.</li> </ul> </li> <li>➤ <b>David Crook Memorial Bench</b> <ul style="list-style-type: none"> <li>• The Kennebec County Gift Application has been sent to Mrs. Crook to complete.</li> </ul> </li> <li>➤ <b>Remote Broadcasting Commissioner Meetings:</b> <ul style="list-style-type: none"> <li>• <b>George Jabar, Commissioner</b>, made a motion to post the audio recordings of each Commissioner meeting on the County website, and <b>Joe Pietroski, Commissioner</b>, stated that he would like to have live streaming meetings accessible to everyone with a structure of 3-minute talking times for the public who attend that want to speak. <b>Patsy Crockett, Commissioner Chair</b>, seconded the motion to post audio recordings of the Commissioner meetings on the County website, and <b>Joe Pietroski, Commissioner</b>, opposed.</li> </ul> </li> <li>➤ <b>Property Abatement:</b> <ul style="list-style-type: none"> <li>• <b>George Jabar, Commissioner</b>, made a motion and stated the taxpayer failed to provide any demonstrative evidence that the town has done something egregiously wrong when coming up with the assessment, so, the recommendation is to deny the appeal, and <b>Patsy Crockett, Commissioner Chair</b>, seconded the motion to deny the appeal. <b>Joe Pietroski, Commissioner</b>, opposed the tax abatement request denial.</li> <li>• <b>Joe Pietroski, Commissioner</b>, made a statement that he was dissatisfied with the information provided by the taxpayer and the Assessor.</li> </ul> </li> <li>➤ <b>Poverty Abatement:</b> <ul style="list-style-type: none"> <li>• <b>Patsy Crockett, Commissioner Chair</b>, made a motion to state that the total amount due as of early January for both 2023 and 2024 taxes, including interest, was \$1,259.45. If the taxpayer were to make the proposed</li> </ul> </li> </ul>	<p>Approved 2 Opposed 1</p> <p>Approved 2 Opposed 1</p> <p>Approved 3-0</p>



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	<p>payments for all of 2025, the total paid would be \$830, leaving a balance (not including interest which accrues on the unpaid balance during 2025) of \$429.45, and <b>George Jabar, Commissioner</b>, stated that the motion would be to sustain the appeal and abate the taxes by \$429.45 based on the taxpayers financial position, including making the following payments of \$280 now, and \$50 a month beginning on February 1, 2025 and seconded the motion. Unanimous.</p>	
<p><b>New Business</b></p>	<ul style="list-style-type: none"> <li>➤ <b>Maine Pretrial Contract:</b> <ul style="list-style-type: none"> <li>• <b>Peter Marchesi, County Attorney</b>, is currently reviewing this agreement.</li> </ul> </li> <li>➤ <b>Probate Court Notice Fee Requirement:</b> <ul style="list-style-type: none"> <li>• <b>Ronda Snyder, Register of Probate</b>, explained that the Probate Court would like to take responsibility of sending out notices to better schedule court dates and avoid scheduling issues due to late filings for notices. The Probate Court would require a \$30 fee for each notice being mailed, although, there would be no charge to anyone who is indigent. This fee is not statutorily required. Lincoln County Probate Court currently follows this process and charges \$40 per notice.</li> <li>• <b>Lisa Bryant, Finance Director</b>, stated that the new accounts receivable feature of Edmunds would be able to support this process.</li> <li>• The Commissioners asked for a proposal further clarifying implementation, revenue projection, and functionality.</li> </ul> </li> <li>➤ <b>Maine Opioid Settlement Support Center:</b> <ul style="list-style-type: none"> <li>• Not present. This will be addressed at the next Commissioner meeting on February 4<sup>th</sup>.</li> </ul> </li> <li>➤ <b>New Wayne Tax Abatement-Smith:</b> <ul style="list-style-type: none"> <li>• The taxpayer and Assessor will be asked to attend the commissioner meeting on February 4<sup>th</sup>.</li> </ul> </li> <li>➤ <b>County Charter-Adding Two Additional Commissioners:</b> <ul style="list-style-type: none"> <li>• <b>Joe Pietroski, Commissioner</b>, participated in the process of planning and encouraging <b>Representative Randall Greenwood, Maine Legislator</b>, to submit legislation in favor of requiring Kennebec County to recruiting and sustaining two additional Commissioners to total five.</li> </ul> </li> <li>➤ <b>JAG Grant:</b> <ul style="list-style-type: none"> <li>• See Sheriff's report.</li> </ul> </li> <li>➤ <b>Unity Plantation Fire Protection Agreement:</b> <ul style="list-style-type: none"> <li>• <b>George Jabar, Commissioner</b>, made a motion to authorize the Commissioner Chair to sign the Unity Fire Protection Contract, and <b>Joe Pietroski, Commissioner</b>, seconded the motion. Unanimous.</li> </ul> </li> </ul>	<p>Approved 3-0</p>
<p><b>Public Comments</b></p>	<p>➤ None.</p>	





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### Treasurer Meeting Notes 1/21/2025

**General Fund Cash** \$2,487,157.30: 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: \$ 2,153,995.31 : All invested in Kennebec Savings Bank Managed Investment Account. Balance decreased \$ 870.03 since last meeting.

**Warrants for signatures:** Payroll W# 41 \$ 696,539.26  
AP Warrant #43 Reg & ARPA \$ 581,416.50

Correctional Psychiatric Svcs \$318,758.48

#### **ARPA Expenditures:**

City of Augusta	\$42,232.20	Civic Center roof
City of Augusta	\$3,621.00	Webster School
Maine Children's Home	\$8,030.30	Pandemic Response
Voices Project	\$3,600.00	Mobilize Recovery
Berry Dunn LLC	\$7,176.00	Consulting
Maine General Med Center	\$5,335.55	Harm Reduction
Mainely Ducts	\$21,600.00	Duct Cleaning

#### Finance:

- Submitted/Printed W-2's, 1099's. W-2's available for printing on Edmunds Self Service site
- FY23 Unity Audit finalized. Copies provided.
- FY24 Unity Audit letter signed and submitted. Audit will be done shortly.