

# Kennebec County, Maine

## County Commissioner's Meeting Minutes February 4, 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  
 Shay Freeman, DA Office Administrator  
 KelLee Gray, HR Administrator  
 Audrey Fredericks, Finance Manager  
 Scott Ferguson, County Administrator  
 Stephanie Schredder, Executive Assistant

Brandon Gilley, Corrections Transport Deputy  
 David Boag, Corrections Transport Deputy  
 Matthew Boucher, Register of Deeds  
 Jennah Godo, MOSS Center Community  
 Research and Evaluation Coordinator  
 Mackenzie David, MOSS Center Community  
 Research and Evaluation Coordinator  
 Rob Duplisea, Wayne Assessor

**Absent:** Frank Griffen, Deputy District Attorney Esq., Brielle Balmer, Deputy Register of Probate, Corey Goodchild, Assistant Jail Administrator

	Discussion	Action
Call to order	12:00pm	
Minutes	<b>Joe Pietroski, Commissioner</b> , made a motion to accept the minutes of January 21 <sup>st</sup> and the motion was seconded by <b>George Jabar, Commissioner</b> . Unanimous.	Approved 3-0
Promotions	<b>Ken Mason, Sheriff, announced several promotions:</b> <ul style="list-style-type: none"> <li>• <b>Frank Hatch, Staff Sergeant</b>, was promoted to Lieutenant.</li> <li>• <b>Mike Dutil, Sergeant</b>, was promoted to Staff Sergeant.</li> <li>• <b>Simon Yorks, Patrol Deputy</b>, was promoted to Sergeant.</li> </ul>	
Human Resources	<b>Chris Brawn, HR Director:</b> <ul style="list-style-type: none"> <li>➤ There are currently 4 vacancies across Kennebec County.                             <ul style="list-style-type: none"> <li>• Recruiting for a GIS Planner position in EMA (Emergency Management Agency) and a Legal Secretary position at the District Attorney's office.</li> <li>• The Sheriff's Office has one Deputy position open.</li> </ul> </li> <li>➤ The PFML (Paid Family Medical Leave) policy.                             <ul style="list-style-type: none"> <li>• This policy represents guidelines mandated by the State and Federal government.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>• <b>Joe Pietroski, Commissioner</b>, made a motion to approve the PFML policy, and <b>George Jabar, Commissioner</b>, seconded the motion.</li> <li>➤ Human Resources is working to provide training through MMA (Maine Municipal Association) for Department Heads and Managers regarding workers compensation rules, guidelines, and administration.</li> <li>➤ Human Resources is preparing for FOP (Fraternal Order of Police) collective bargaining negotiations.</li> <li>➤ All 1095-C documents that were requested have been sent out.</li> <li>➤ Total compensation statements will be out soon to all employees.</li> </ul>	Approved 3-0
<b>Treasurer/ Finance</b>	<p><b>Tom Doore, Treasurer:</b> (See attached Treasurer's report)</p> <p><b>Lisa Bryant, Finance Director:</b> (See attached Finance report)</p>	
<b>Sheriff/Corrections</b>	<p><b>Ken Mason, Sheriff, and Chris Read, Chief Deputy:</b></p> <ul style="list-style-type: none"> <li>➤ The Kennebec County Sheriff's Office was reimbursed by the State of Maine for overtime costs accrued during the Lewiston mass shooting.</li> <li>➤ A staffing study was completed for 2025 with data from 2024.                             <ul style="list-style-type: none"> <li>• <b>Chris Read, Chief Deputy</b>, explained the major points of the study.</li> </ul> </li> <li>➤ There was a discussion about the mechanics of replacing School Resource Officers when needed.</li> </ul> <p><b>Captain Bryan Slaney, Jail Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ The population inside the Jail is 159                             <ul style="list-style-type: none"> <li>• 17 of the 159 are boarders.</li> </ul> </li> <li>➤ 4 staff members are at the corrections academy.</li> <li>➤ 1 intern started yesterday.</li> <li>➤ <b>Captain Bryan Slaney, Jail Administrator</b>, requested that the Commissioners permit the Jail to unfreeze a Correctional Officer position to place a former Correctional Officer that will be returning from military leave in May 2025.                             <ul style="list-style-type: none"> <li>• There was a discussion of the effects on the current and next fiscal year budgets.</li> <li>• <b>Joe Pietroski, Commissioner</b>, made a motion to unfreeze the requested correctional officer position, and <b>Patsy Crockett, Commissioner Chair</b>, seconded the motion. Unanimous.</li> </ul> </li> </ul>	Approved 3-0
<b>District Attorney</b>	<b>DA's Office:</b>	

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	<p><b>Maeghan Maloney, DA, and Shay Freeman, DA Office Administrator</b></p> <ul style="list-style-type: none"> <li>➤ There were 3 jury trials and 1 bench trial in January.</li> <li>➤ There will be jury selection on Wednesday, Thursday, and Friday this week.</li> <li>➤ There will be a meeting with the Clerk of Courts to talk about efficient processes.</li> <li>➤ There will be interviews for an open legal secretary position.</li> <li>➤ The lease agreement and MOU between Kennebec County and the Capital Judicial Center will expire at the end of the month.                             <ul style="list-style-type: none"> <li>• Hard copies of the MOU, Lease agreements, and applicable statutes were distributed to the Commissioners.</li> <li>• A new lease agreement was sent to the District Attorney's office from the Capital Judicial Center for the office suite near the ceremonial courtroom.</li> <li>• <b>George Jabar, Commissioner</b>, requested that the new lease draft be reviewed by <b>Peter Marchesi, County Attorney</b>.</li> </ul> </li> </ul>	
Probate	<p><b><u>Probate:</u></b> <b>Ronda Snyder, Register of Probate:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Catherine Moore, President of the Maine Registers of Probate Association</b>, is working with <b>Ronda Snyder, Kennebec County Register of Probate</b>, on monitoring legislation for Probate Court fees and a couple of other items.</li> <li>➤ <b>Ronda Snyder, Register of Probate</b>, is working with <b>Brielle Balmer, Deputy Register of Probate</b>, to come up with comprehensive plans to reorganize the bullpen of Probate Court offices. <b>Ronda Snyder, Register of Probate</b>, explains the details of the intended design.</li> </ul>	
Information Technology	<p><b><u>Information Technology:</u></b> <b>Devon Parsons, IT Director:</b></p> <ul style="list-style-type: none"> <li>➤ IT is working on desktops and rearrangements for the DA office.</li> <li>➤ IT is working with <b>Dan Brunelle, Facilities Director</b>, for renovations in EMA and the Courthouse.</li> </ul>	
Registry of Deeds	<p><b><u>Register of Deeds:</u></b> <b>Matt Boucher, Deputy Register of Deeds:</b></p> <ul style="list-style-type: none"> <li>➤ Last month, the Registry of Deeds was up \$10,419 in revenues with a total of \$76,535 for the month.                             <ul style="list-style-type: none"> <li>• A lot of the revenue comes from recording fees.</li> <li>• The total revenues for the year are \$685,900.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ <b>Patsy Crockett, Commissioner Chair</b>, stated that she had been contacted by a citizen who was looking for records that the Registry of Deeds seemed to be missing, and <b>Matt Boucher, register of Deeds</b>, said he was unaware of this incident or where the missing records might be.</li> <li>➤ The proposed FY26 Registry of Deeds budget has a requested allocation for restoration of documents.</li> <li>➤ There is a bill in the legislature to increase fee rates.</li> <li>➤ The legislature is forming a commission on deed fraud.</li> <li>➤ The Registry of Deeds will be implementing a deed fraud prevention software program at the end of this month.</li> </ul>	
EMA	<p><b><u>Kennebec County Emergency Management Agency (KCEMA):</u></b>  <b>Angela Molino, EMA Director and Spencer McKeown, EMA Deputy Director:</b></p> <ul style="list-style-type: none"> <li>➤ Ongoing: HSGP (Homeland Security Grant Program), LEPC (Local Emergency Planning Committee), and EMPG (Emergency Management Performance Grant) administration.</li> <li>➤ Submitted the EHP (Environmental and Historical Preservation) for the Kennebec County EOC (Emergency Operations Center) upgrade to the state, this has been forwarded to FEMA Region 1 for final review.</li> <li>➤ Submitted EMPG23 Q5: \$27,554.29</li> <li>➤ Submitted EMPG24 Q1: \$3,338.16</li> <li>➤ The GIS Planner position has been reposted. Seven interviews have been scheduled for the first and second week of February.</li> <li>➤ There was a local EMA meeting with 18 people in attendance. CMP (Central Maine Power) gave a presentation for the 'Make it Safe' program storm response overview and different roles and responsibilities.</li> <li>➤ EMA met with Maine CDC District Liaison to discuss CDC reorganization and absorption of Healthcare Coalition and impacts to county EMAs. Somerset County EMA was in attendance.</li> <li>➤ Distributed MD3 quality assurance survey to Fire and EMS.</li> <li>➤ EMA is 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 232 in Kennebec and that number includes 55 facilities that deal with extremely hazardous substances.</li> <li>➤ All Hazards Assessment:               <ul style="list-style-type: none"> <li>• THIRA (Threat and Hazard Identification and Risk Assessment) compiling data and creating jurisdictional profiles, consequence analysis and community sector impacts, and the rough draft of profile is complete.</li> </ul> </li> </ul>	
Facilities	<p><b><u>Facilities Maintenance:</u></b>  <b>Dan Brunelle, Facilities Director:</b></p>	

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	<ul style="list-style-type: none"> <li>➤ <b>Dan Brunelle, Facilities Director</b>, made an agreement with Pine State Elevator to purchase used hydraulic oil to heat the garage for very inexpensive rates.</li> <li>➤ <b>Dan Brunelle, Facilities Director</b>, stated he thinks that Probate needs a service counter.</li> <li>➤ Courtroom 7 is at a standstill currently and it needs some work. If it is not finished by May, then it'll have to be pushed out until the end of August for a finish date.</li> </ul>	
Administrator	<p><b><u>Scott Ferguson, County Administrator:</u></b></p> <ul style="list-style-type: none"> <li>➤ There was a call with Gale Associates to discuss a mechanical analysis of the Courthouse building. This is probably something that needs to be done because of the age and condition of the building.                             <ul style="list-style-type: none"> <li>• The study will cost approximately \$40,000 to provide a plan for what needs to be done to maintain the safety, integrity, and efficiency of the building.</li> <li>• <b>Scott Ferguson, County Administrator</b>, questioned how long Kennebec County can use fund balance to solve problems like this.</li> <li>• <b>Dan Brunelle, Facilities Director</b>, stated that an analysis of the Courthouse building would help in obtaining grant funding.</li> </ul> </li> <li>➤ Isaacson Property abatement:                             <ul style="list-style-type: none"> <li>• Mr. Isaacson has been made aware of the vote and decision made by Commissioners regarding his abatement request.</li> </ul> </li> <li>➤ Kennebec County will eventually need a virtual meeting policy.</li> <li>➤ FY26 Budget process updates:                             <ul style="list-style-type: none"> <li>• <b>Scott Ferguson, County Administrator</b>, has contacted departments that had blank entries and significant reductions in their submitted draft budgets to be sure those entries were correct.</li> </ul> </li> <li>➤ <b>Andre Cushing, Penobscot County Commissioner</b>, spoke with <b>Scott Ferguson, County Administrator</b>, about legislature appearance and testimony for the State Appropriations Committee. <b>Scott Ferguson, County Administrator</b>, sent testimony on the biennial budget and the funding formula that the Department of Corrections uses to determine funding that is distributed to Counties.</li> </ul>	
Old Business/ Follow Up Items	<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></li> </ul>	

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	<ul style="list-style-type: none"> <li>• This is currently under review with <b>Peter Marchesi, County Attorney</b> and <b>Captain Bryan Slaney, Jail Administrator</b>.</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>County Charter-Adding two additional Commissioners:</b> <ul style="list-style-type: none"> <li>• <b>Joe Pietroski, Commissioner</b>, stated that two people have put the bill in.</li> <li>• <b>Patsy Crockett, Commissioner Chair</b>, asked <b>Scott Ferguson, County Administrator</b>, to find the total cost of adding two more Commissioners to Kennebec County, and <b>Scott Ferguson, County Administrator</b>, stated that he would work on some figures.</li> <li>• <b>George Jabar, Commissioner</b>, would like to give his input when the bill comes up for a vote in the legislature.</li> </ul> </li> </ul>	
New Business	<ul style="list-style-type: none"> <li>➤ <b>Maine Opioid Settlement Support Center:</b> <ul style="list-style-type: none"> <li>• <b>Jennah Godo, MOSS Center Community Research and Evaluation Coordinator</b>, and <b>Mackenzie David, MOSS Center Community Research and Evaluation Coordinator</b>, made a presentation informing the Commissioners of the potential services provided by the MOSS Center and how they apply to the needs of Kennebec County.</li> </ul> </li> <li>➤ <b>Staffing Study:</b> <ul style="list-style-type: none"> <li>• See Sheriff's report.</li> </ul> </li> <li>➤ <b>PFML Policy:</b> <ul style="list-style-type: none"> <li>• See Human Resources report.</li> </ul> </li> <li>➤ <b>Unfreezing Corrections Officer Position:</b> <ul style="list-style-type: none"> <li>• See Corrections report.</li> </ul> </li> <li>➤ <b>Landreth Abatement, Town of Vassalboro:</b> <ul style="list-style-type: none"> <li>• <b>George Jabar, Commissioner</b>, made a motion that the vote made on Jan 30<sup>th</sup>, 2025, reflects the decision on a partial abatement in the Landreth case and for the Commissioners to sign the decision letter, and <b>Joe Pietroski, Commissioner</b>, seconded the motion. <b>Patsy Crockett, Commissioner Chair</b>, requested a cover letter. Unanimous.</li> </ul> </li> <li>➤ <b>Smith Abatement, Town of Wayne:</b> <ul style="list-style-type: none"> <li>• <b>Rob Duplisea, Wayne Assessor</b>, explained the technicalities involved in the assessment of Mr. Smith's property in the Town of Wayne.</li> <li>• <b>Peter Smith, Trustee for the subject property</b>, was not in attendance.</li> </ul> </li> </ul>	Approved 3-0

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	<ul style="list-style-type: none"> <li>The Commissioners decided to discuss this abatement further and decide at a later date.</li> </ul>	
<b>Public Comments</b>	➤ None.	
<b>Adjournment</b>	<p><b>George Jabar, Commissioner</b>, made a motion to go into executive session to discuss personnel matters at 2:40pm pursuant to 1 M.R.S.A. section 405 (6)(A), and, <b>Patsy Crockett, Commissioner Chair</b>, seconded the motion. Unanimous.</p> <p>A declaration was made to exit the executive session at 3:38pm.</p> <p><b>George Jabar, Commissioner</b>, made a motion to accept the EMA reorganization as proposed by Angela Molino, EMA Director, that will be made this fiscal year, and <b>Joseph Pietroski, Commissioner</b>, seconded the motion. No further discussion Unanimous.</p> <p><b>George Jabar, Commissioner</b>, made a motion to move forward FY26 non-bargained, non-COLA, salary requests as discussed to the Kennebec County Budget Committee in the consensus budget, and <b>Joseph Pietroski, Commissioner</b>, seconded the motion. No further discussion. Unanimous.</p> <p>There was a motion made by <b>George Jabar, Commissioner</b> to adjourn regular session at 3:39pm, and the motion was seconded by <b>Joe Pietroski, Commissioner</b>. Unanimous.</p>	<p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p>

Respectfully Submitted: Stephanie Schredder, Executive Assistant

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### Treasurer Meeting Notes 2/4/2025

<b>General Fund Cash</b> \$2,503,951.20	:	All invested in the Insured Cash Sweep account with Kennebec Savings Bank
<b>Investment Cash:</b> \$ 11,000,000	:	All invested in the Intrafi Money Market account with Kennebec Savings Bank
Investment Cash: \$ 2,159,620.34	:	All invested in Kennebec Savings Bank Managed Investment Account. Balance increased \$ 5,625.03 since last meeting.
<b>Warrants for signatures:</b>		
Payroll W# 44		\$ 596,824.35
AP Warrant #46 Reg & ARPA		\$ 592,851.79
AP Warrant #46-D MMA HealthTrust ACH		\$198,184.28
Restitution W#13		\$829.24
MePers		\$125,936.87
Correctional Psychiatric Services		\$212,505.66
Maine Natural Gas		\$30,023.76

### **ARPA Expenditures:**

Hammond Lumber Co	\$3,795.59	Copper coil stock
Oakes & Parkhust Glass	\$950.00	Plexiglass for bell tower
Quirk Ford	\$79,254.00	3 Civil cruisers
Siemens Industry, Inc	\$19,945.00	Thermostat upgrade
KSB Mastercard- Brunelle	\$1,992.51	Safety gear for bell tower

### Finance:

- Submitted Worker's Comp Audit



# *Kennebec County, Maine*

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- FY23 Unity Audit bound Copies available
- Set up and started using ACH capabilities in Edmunds to try to control check theft. Working with Edmunds to refine the process. Update on counterfeit check/\$14,138.64.