

# Kennebec County, Maine

## County Commissioner's Meeting Minutes February 18, 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  
 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  
 Matthew Boucher, Register of Deeds  
 Scott Ferguson, County Administrator  
 Stephanie Schredder, Executive Assistant  
 Zeb Letourneau, Manager Consultant

**Absent:** Frank Griffen, Deputy District Attorney Esq., Brielle Balmer, Deputy Register of Probate, Corey Goodchild, Asst. Jail Administrator, Spencer McKeown, Deputy EMA Director, Sue LaPointe, Deputy Register of Deeds,

	Discussion	Action
Call to order	12:00pm	
Minutes	Postponed.	
Human Resources	<p><b>Chris Brawn, HR Director:</b></p> <ul style="list-style-type: none"> <li>➤ There are currently two vacancies in Kennebec County.</li> <li>➤ There aren't any positions open at Jail. An employee at the Jail terminated their employment and because of the termination, the request from the last meeting to unfreeze a position at the Jail has been decided to be unnecessary.</li> <li>➤ EMA (Emergency Management agency) filled the GIS Coordinator position, and that person will start on March 17<sup>th</sup>.</li> <li>➤ Recruiting for EMA Planner position and Sheriff's Deputy.</li> <li>➤ Human Resources has started preparations for FOP (Fraternal Order of Police) contract negotiations.</li> <li>➤ Human Resources is working on employee total compensation statements for all employees.</li> </ul>	
Treasurer/ Finance	<p><b>Tom Doore, Treasurer:</b>                      (See attached Treasurer's report)</p> <p><b>Lisa Bryant, Finance Director:</b>                      (See attached Finance report)</p>	

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	<ul style="list-style-type: none"> <li>➤ <b>Joe Pietroski, Commissioner</b>, requested an explanation of how governmental accounting is structured and <b>Lisa Bryant, Finance Director</b>, and <b>Scott Ferguson, County Administrator</b>, explained the structure and terminology used in compliance with protocol and governmental standards.</li> </ul>	
Sheriff/Corrections	<p><b>Ken Mason, Sheriff, and Chris Read, Chief Deputy:</b></p> <ul style="list-style-type: none"> <li>➤ IT is helping with establishing an office for a new Deputy.</li> </ul> <p><b>Chris Read, Chief Deputy:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Chris Read, Chief Deputy</b>, distributed a cost analysis of School Resource Officers (SRO), and gave an overview and explanation of the document to the Commissioners.</li> <li>➤ There is a discussion regarding the mechanics of replacing an SRO when it is necessary and how it may affect overtime in the Sheriff's office.</li> </ul> <p><b>Captain Bryan Slaney, Jail Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ The population inside the Jail is 165</li> <li>➤ There are several contracts being reviewed by <b>Peter Marchesi, County Attorney</b>.                             <ul style="list-style-type: none"> <li>• Pine State Elevator</li> <li>• Securus: Inmate Phone</li> <li>• Medical Contract</li> </ul> </li> <li>➤ The Jail is currently at 60% spent and 62% through the budget cycle and 47% spent in salaries.</li> <li>➤ Last meeting the Jail requested an unfreezing of a position, but it is no longer needed, so the position will stay frozen.</li> <li>➤ There are 4 officers that are in the academy and will be back soon.</li> <li>➤ 47% spent in salaries and that is more money for the overages.</li> <li>➤ <b>Joe Pietroski, Commissioner</b>, asked <b>Bryan Slaney, Jail Administrator</b>, to talk with the Kennebec County Budget Committee about the Sublocade injections for inmates in recovery.</li> </ul>	
District Attorney	<p><b>DA's Office:</b></p> <p><b>Maeghan Maloney, DA, and Shay Freeman, DA Office Administrator</b></p> <ul style="list-style-type: none"> <li>• A lateral justification was signed.</li> <li>• The new VWA (Victim Witness Advocate) is transitioning to her new role for training.</li> </ul> <ul style="list-style-type: none"> <li>➤ There are two trials coming up this month.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ <b>Maeghan Maloney, District Attorney</b>, explains the process of victims in the Capital Judicial Center before they attend trials currently and what the process might be like if they waited at the Kennebec County Courthouse building.</li> <li>➤ There was a discussion of different storage software to house police camera footage for use in court.                             <ul style="list-style-type: none"> <li>• The Kennebec County District Attorney currently uses Sharefile and would like to switch to a different platform called Axon for efficiency and expanded storage.</li> <li>• <b>Scott Ferguson, County Administrator</b>, asked <b>Devon Parsons, IT Director</b>, to meet with <b>Maeghan Maloney, District Attorney</b>, to discuss the programs.</li> <li>• <b>Devon Parsons, IT Director</b>, recommended using Axon for better video storage, sharing, and functionality.</li> <li>• <b>Meaghan Maloney, District Attorney</b>, stated that there would be an additional \$15,000 increase that would have to be added to the FY26 budget in order to purchase the new software.</li> <li>• The Sheriff's Office is looking into initiating body cameras for the next fiscal year and a common storage system between the District Attorney's office and the Sheriff's office would encourage efficiency.</li> </ul> </li> </ul>	
<b>Probate</b>	<p><b>Probate:</b> <b>Ronda Snyder, Register of Probate:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Brielle Balmer, Deputy Register of Probate</b>, is doing a great job.</li> <li>➤ The Probate Court had 100 new cases this month. There were a total of 932 cases last year. The population of Kennebec County is 128,000, and 23% of the total population of Kennebec County is 65 or older.</li> <li>➤ Our new revenue stream for notice preparation started in January.                             <ul style="list-style-type: none"> <li>• This system has helped the paralegals with their scheduling.</li> <li>• The Probate Court made \$800 in revenue for the month of January and is projected to be an additional \$15,000 in revenue per year.</li> <li>• This revenue projection will be added to the FY26 budget.</li> </ul> </li> <li>➤ Members of the Kennebec County Budget Committee have been invited to see the Kennebec County Probate Court.</li> </ul>	
<b>Information Technology</b>	<p><b>Information Technology:</b> <b>Devon Parsons, IT Director:</b></p> <ul style="list-style-type: none"> <li>➤ Working with multiple projects:                             <ul style="list-style-type: none"> <li>• Registry of Deeds cloud conversion.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>• Moving things around at the Sheriff's Office now that the furniture is coming.</li> <li>• Finished wiring for the camera system. There is now additional storage.</li> <li>➤ <b>Scott Ferguson, County Administrator</b>, thanked the Information Technology team for all they do.</li> <li>➤ <b>Dan Brunelle, Facilities Director</b>, asked <b>Devon Parsons, IT Director</b>, about requiring a security door in the courthouse, payment was discussed, and <b>Scott Ferguson, County Administrator</b>, gave permission to complete the project at the projected cost of less than \$2,000.</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>➤ <b>Matthew Boucher, Register of Deeds</b>, discussed the progress of the defraud bill in the legislature.</li> <li>➤ Monday, February 24<sup>th</sup>, the bill for increasing fees for the Registry of Deeds is up for discussion in the legislature.</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: Homeland Security Grant Program (HSGP), Local Emergency Planning Committee (LEPC), and Emergency Management Performance Grant (EMPG) administration.</li> <li>➤ Submitted the Environmental Historic Preservation (EHP) for the Kennebec County Emergency Operations Group (EOG) upgrade to the state, this has been forwarded to FEMA Region 1 for final review</li> <li>➤ KCEMA conducted 2 interviews for the GIS Planner vacancy, provided a conditional offer, and the candidate accepted. The candidate start date is March 17<sup>th</sup>.</li> <li>➤ The Mitigation &amp; Recovery position was posted today.</li> <li>➤ IT set up plotter and new multi-function printer (purchased with ARPA).</li> <li>➤ KCEMA meeting with MEMA (Maine Emergency Management Agency) senior planner to discuss all hazards.</li> <li>➤ assessment that KCEMA is preparing to conduct.</li> <li>➤ EMA attended the planned meeting with Togus and area FDs &amp; PDs for the three-day exercise scheduled for June</li> <li>➤ EMA met with Augusta Fire, to discuss the DST response equipment and team activation protocol</li> <li>➤ EMA presented at the CDC District Liaison Healthcare Coalition meeting and discussed needs and projects.</li> <li>➤ Provided CPR equipment for Wayne Fire training</li> <li>➤ Submitted HazMat Op Refresher training application for Gardiner, &amp; area FDs</li> <li>➤ EMA attended the Budget Committee meeting.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ EMA discussed with the State Emergency Response Commission Representative, requesting a review of the Standard Equipment list for Regional Response Teams</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).</li> <li>➤ All Hazards Assessment: THIRA(Threat and Hazard Identification and Risk Assessment)/SPR(Stakeholder Preparedness Review)-compiling data and creating jurisdictional profiles, consequence analysis and community sector impacts.</li> <li>➤ EMA just posted a position for mitigation and recovery position today and GIS position will start March 17th.</li> <li>➤ Upcoming meetings:               <ul style="list-style-type: none"> <li>• Local Directors Meeting: April 2025</li> <li>• Law Enforcement and Fire training for Train Rail Speed Increase – February 28<sup>th</sup></li> <li>• LEPC Meeting: Monday before February 28<sup>th</sup></li> </ul> </li> <li>➤ The representative of CSX is coming to speak with EMA.</li> </ul>	
<b>Facilities</b>	<p><b><u>Facilities Maintenance:</u></b>  <b>Dan Brunelle, Facilities Director:</b></p> <ul style="list-style-type: none"> <li>➤ The Facilities department has been dealing with snow.</li> </ul>	
<b>Administrator</b>	<p><b><u>Scott Ferguson, County Administrator:</u></b></p> <ul style="list-style-type: none"> <li>➤ Please use the same binders from the last budget meeting at the next budget meeting. No actions were taken in the previous meeting so the content in the binders remains the same.</li> <li>➤ <b>Chris Brawn, HR Director, Peter Marchesi, County Attorney, and Scott Ferguson, County Administrator,</b> have discussed FOP negotiations to be sure the management team is on the same page and will move forward with that soon. There was a call scheduled for Friday with the Sheriff's office, but they couldn't make it.</li> <li>➤ Updated the Jail Information Management System (JIMS).               <ul style="list-style-type: none"> <li>• Received data for Somerset County and requested a download of all data from the budgetary JIMS system, then sent that data to <b>Tim Curtis, Somerset County Administrator,</b> and <b>Andre Cushing, Penobscot County Commissioner.</b></li> </ul> </li> <li>➤ <b>Scott Ferguson, County Administrator,</b> shared callout data from <b>Chris Read, Chief Deputy,</b> to other Counties.</li> <li>➤ There were some FOIA (Freedom of Information Act) requests this week. Many of the requests are looking for local-level things.</li> </ul>	

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<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>• The final version of the lease agreement for the University of Maine Extension Association was sent to <b>Charles McGillicuddy, President of the Kennebec County Extension Association</b>, and he will bring the agreement to his lawyer for review.</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> and <b>Captain Bryan Slaney, Jail Administrator</b>.</li> </ul> </li> <li>➤ <b>David Crook Memorial Bench</b> <ul style="list-style-type: none"> <li>• The application just came in today.</li> <li>➤ <b>Wayne:</b></li> </ul> </li> <li>➤ <b>County Charter-Adding two additional Commissioners:</b> <ul style="list-style-type: none"> <li>• <b>Scott Ferguson, County Administrator</b>, stated that this move would have budgetary impacts if the legislation passed through and that he will speak with the other counties that recently added Commissioners for more information on their experience with the transition.</li> <li>• <b>Scott Ferguson, County Administrator</b>, stated that some of the necessary changes may include redistricting the County, the need for a larger meeting space, and a larger budget committee.</li> <li>• <b>George Jabar, Commissioner</b>, stated that he was never approached about the addition of more Commissioners and did not believe it was a necessary change.</li> <li>• <b>Joe Pietroski, Commissioner</b>, justified his stance in favor of the legislation.</li> <li>• <b>Matthew Boucher, Register of Deeds</b>, stated that it would probably take four years to complete the process.</li> </ul> </li> </ul>	
<p><b>New Business</b></p>	<ul style="list-style-type: none"> <li>➤ <b>Palmer Road Restoration:</b> <ul style="list-style-type: none"> <li>• <b>George Jabar, Commissioner</b>, made a motion for the Kennebec County Commissioner Chair to sign the agreement letter with Longroad Energy to pay for the paving of the Palmer Road in Unity Plantation and for the Commissioner Chair to sign the contract with Pike Industries for \$69,000, and <b>Joe Pietroski, Commissioner</b>, seconded the motion. Unanimous.</li> </ul> </li> <li>➤ <b>BerryDunn -ARPA Report Update:</b> <ul style="list-style-type: none"> <li>• (see attached report)</li> <li>• <b>Patsy Crockett, Commissioner Chair</b>, asked about several project statuses and <b>Zeb Letourneau,</b></li> </ul> </li> </ul>	<p>Approved 3-0</p>



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## **Treasurer Meeting Notes 2/18/2025**

**General Fund Cash** \$2,798,949.96 : All invested in the Insured Cash Sweep account with Kennebec Savings Bank

**Investment Cash:** \$ 10,000,000 : All invested in the Intrafi Money Market account with Kennebec Savings Bank

Investment Cash: \$ 2,164,411.50 : All invested in Kennebec Savings Bank Managed Investment Account. Balance increased \$ 4,791.16 since last meeting.

<b>Warrants for signatures:</b>	Payroll W# 47 Payroll/Agency Checks	\$ 671,423.18
	AP Warrant #48	\$ 333,996.38
	AP Warrant #48-D ACH	\$ 40,839.02
	ARPA Warrant #50	\$ 42,155.95
	Restitution W#14	\$18,921.45

Admin Office of the Courts \$ 26,312.00

Correctional Psychiatric Services \$ 189,039.43

Maine Pretrial Services \$ 22,859.82



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## ***ARPA Expenditures:***

Kennebec Valley Family Dentistry	\$ 22,343.75	Expansion Project
Maine Childrens Home	\$ 6,004.95	Pandemic Response & Awareness
Maine General Med Center	\$ 9,533.25	Harm Reduction/Women's Residential
The Voices	\$ 3,600.00	Mobilize Recovery
Volunteers of America	\$ 674.00	Winthrop Permanent Supportive Hou

## Finance:

- Continued work on FY24 Audit
- Continued work with Edmunds/Bank/Departments setting up WIPP payments/Banking/Software data pulls/Education