

Kennebec County, Maine

County Commissioner's Meeting Minutes March 4, 2025



Present:

Patsy Crockett, Commissioner, Chair
 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
 Matthew Boucher, Register of Deeds
 Scott Ferguson, County Administrator
 Stephanie Schredder, Executive Assistant

Absent: George Jabar, Commissioner, Frank Griffen, Audrey Fredericks, Finance Manager, 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	Joe Pietroski, Commissioner , made a motion to approve the minutes of February 4 th , 2025, and February 18 th , 2025, and Patsy Crockett, Commissioner Chair , seconded the motion. Unanimous.	Approved 2-0
Human Resources	<p>Chris Brawn, HR Director:</p> <ul style="list-style-type: none"> ➤ There are 3 vacancies. <ul style="list-style-type: none"> • 2 at the Jail • 1 at the Sheriff's office ➤ EMA has hired both positions, and they start on March 17th. ➤ Regarding Workforce Development: We've had 7 students take advantage of the opportunity for two separate classes. We have requested \$3,136 in refunds but have not received any money back yet. ➤ We are scheduled for F.O.P. (Fraternal Order of Police) negotiations and an NCEU (National Correctional Employees Union) reopener discussion. ➤ We are working on training and background setup for Edmunds (both in Finance and HR). ➤ Total compensation statements are made and will be available today. 	
Treasurer/ Finance	<p>Tom Doore, Treasurer: (See attached Treasurer's report)</p> <ul style="list-style-type: none"> ➤ Joe Pietroski, Commissioner, requested a look back a few years to find non-county expenditures, including the University of Maine Extension Association, Maine Tourism Counsel, and other groups. 	

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	<ul style="list-style-type: none"> • Scott Fergusson, County Administrator, stated that the information is in the Kennebec County Budget Committee packet, as well as on the website with an excel version of the budget so that people can filter information. • Scott Ferguson, County Administrator, offered to show Joe Pietroski, Commissioner, how to utilize the budget excel spreadsheet to find the information he was looking for. <p>Lisa Bryant, Finance Director:</p> <ul style="list-style-type: none"> ➤ The new government representative from Kennebec Savings Bank will be meeting with county officials this week. 	
<p>Sheriff/Corrections</p>	<p>Ken Mason, Sheriff, and Chris Read, Chief Deputy:</p> <ul style="list-style-type: none"> ➤ There is 1 opening at the Sheriff's Office. ➤ Computer Crimes Unit Amendments (3): <ul style="list-style-type: none"> • These are contract renewals. • Patsy Crockett, Commissioner Chair, made a motion to accept and sign the Computer Crimes Unit contract renewal amendments, and Joe Pietroski, Commissioner, seconded the motion, unanimous. • Scott Ferguson, County Administrator, asked that he be informed of the amount of administrative fee the county gets per contract. <p>Chris Read, Chief Deputy:</p> <ul style="list-style-type: none"> ➤ There is a new line in the budget for body cameras. <ul style="list-style-type: none"> • The Sheriff's office is working with the District Attorney's office to determine the best vendor and equipment. • Both departments are looking at Axon and want to do a demo to test the product. ➤ Scott Ferguson, County Administrator, asked that anyone seek guidance from Lisa Bryant, Finance Director, or himself to help with reading and understanding the budget. <ul style="list-style-type: none"> • Scott Ferguson, County Administrator, and Lisa Bryant, Finance Director, are working on prior balances to give to departments so that can be compared to current activity and giving departments their net balance. <p>Captain Bryan Slaney, Jail Administrator:</p> <ul style="list-style-type: none"> ➤ The population inside the Jail is currently 163 with 6 boarders. ➤ FCC Amendment to the Securus Contract: 	<p>Approved 2-0</p>

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	<ul style="list-style-type: none"> • The Jail is no longer allowed to receive commissions on inmate phone calls and this amendment will ensure that the Jail is in compliance with the Martha Wright-Reed Just and Reasonable Communications Act of 2022. • The Jail will lose approximately \$100k in revenue per year due to this legislation. • Joe Pietroski, Commissioner, asked that this be brought up to the budget committee. • Joe Pietroski, Commissioner, made a motion to sign the FCC amendment to the Securus agreement and Patsy Crockett, Commissioner Chair, seconded the motion. Unanimous. <p>➤ The Kennebec County Budget Committee will be doing a tour of the Jail on Wednesday, March 5th before the budget committee meeting.</p>	Approved 2-0
District Attorney	<p><u>DA's Office:</u> Maeghan Maloney, DA, and Shay Freeman, DA Office Administrator</p> <ul style="list-style-type: none"> ➤ The District Attorney's office won three trials last month. ➤ There will be jury selection on Thursday and Friday off this week. ➤ The work upstairs in the courthouse is almost done. IT will be there Thursday to connect lines that were cut in 2014. ➤ Research is being done to examine different vendors for video evidence storage software in collaboration with the Sheriff's office and findings will be presented to the Commissioners and Kennebec County Budget Committee. 	
Probate	<p><u>Probate:</u> Ronda Snyder, Register of Probate:</p> <ul style="list-style-type: none"> ➤ On Thursday, Ronda Snyder, Register of Probate, and Brielle Balmer, Deputy Register of Probate, will be testifying in the legislature for fee increases related to guardianships. ➤ The Supreme Judicial Court proposed new probate procedures. 	
Information Technology	<p><u>Information Technology:</u> Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ IT is doing projects in the courthouse. ➤ Devon Parsons, IT Director, stated that he received a quote for the handicap door in the courthouse and asked Scott Ferguson, County Administrator, which finance line to charge. ➤ IT will be participating in a demo with Axon, video storage system software, to potentially be used by the District Attorney's office and the Sheriff's office. 	

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	<ul style="list-style-type: none"> ➤ There has been a price increase on equipment since the federally mandated tariffs have been instated. ➤ A Kennebec County Budget Committee member visited IT last week. ➤ A laptop came back for repair from the Jail last week. 	
Registry of Deeds	<p><u>Register of Deeds:</u> Matt Boucher, Register of Deeds:</p> <ul style="list-style-type: none"> ➤ The copier machine in the Deeds office is malfunctioning. ➤ Revenues are down \$5,000 in February compared to last year, and Matthew Boucher, Register of Deeds, assures the Commissioners that the difference is caused by 2024 being a leap year. ➤ A radio station sent coffee and donuts to provide good customer service ➤ Matthew Boucher, Register of Deeds, is participating in legislative issues. 	
EMA	<p><u>Kennebec County Emergency Management Agency (KCEMA):</u> Angela Molino, EMA Director and Spencer McKeown, EMA Deputy Director:</p> <ul style="list-style-type: none"> ➤ Ongoing: Homeland Security Grant Program, LEPC, and EMPG administration. ➤ HSGP21, HSGP22, HSGP23: PARS is paused to allow for implementation of the 30-day manual review process to ensure all projects are in compliance ➤ HSGP24: Implemented a 30-day manual review to ensure all projects are in compliance. ➤ GIS Planner & Mitigation & Recovery Planner start date is Monday, 03/17 ➤ EMA attended a meeting with Tagus and area FDs & PDs for the three-day exercise scheduled for June ➤ EMA attended the County EMA Directors meeting at MEMA ➤ EMA attended the Hazmat Operations Refresher Trainings in Winthrop and Gardiner ➤ EMA requested a review of the Standard Equipment list for Regional Response Teams, added to the April agenda ➤ Ongoing-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) ➤ Ongoing All Hazards Assessment: THIRA/SPR compiling data and creating jurisdictional profiles, consequence analysis, and community sector impacts. ➤ Approximately thirty projects are affected by the funding pause in the federal government. <ul style="list-style-type: none"> • Patsy Crockett, Commissioner Chair, asked if there were any legal obligations with the subrecipients when federal funding is taken away/frozen, and Angela Molino stated that the funds are not frozen, the system is paused for a 30-day review period, and that the state cannot draw down federal funds to process billing to reimbursement funds for the county at this time. 	

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<p>Facilities</p>	<p><u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ The bell tower project will start in April. ➤ All contractors are lined up and ready for all summer projects. ➤ Facilities is working on the juror room in the courthouse. ➤ Staging has been put in place to work on the ceiling of the courtroom and the project should be finished by August. ➤ The sheriff's deputies are calling facilities staff in on weekends for auto repairs and should be calling Dan Brunelle, Facilities Director. ➤ There are plumbing issues in the courthouse. ➤ Patching walls, painting, and installing new carpet on Thursday for an incoming employee in EMA. ➤ Dan Brunelle, Facilities Director, has been purchasing materials for the bell tower and roof projects in advance of prices going up. 	
<p>Administrator</p>	<p><u>Scott Ferguson, County Administrator:</u></p> <ul style="list-style-type: none"> ➤ There was a department head meeting last week. ➤ There was an MCCA (Maine County Commissioners Association) legislative meeting last week. ➤ Ethan Horton, Journalist for the Kennebec Journal, contacted Scott Ferguson, County Administrator, about the budget process. ➤ Kennebec County Budget committee has been very active with e-mail. 215 emails since the last meeting. ➤ Scott Ferguson, County Administrator, is working on a municipal tax bill analysis report and will be given to commissioners after it is done. ➤ The testimony of Randy Liberty, Commissioner of the Department of Corrections, on LD217 was sent to Commissioners. <ul style="list-style-type: none"> • Scott Ferguson, County Administrator, spoke at the legislature regarding LD217 and explained the Governor's reduction of funding for counties from \$14M/ \$14M to \$4M/ \$4M over the biennium. ➤ The realtor from 96 State Street called to ask if the county had an interest in purchasing the property and the county has no interest in the property. ➤ Matthew Boucher, Register of Deeds, requested a history on revenue and expenses and Scott Ferguson, County Administrator, sent it to him. ➤ Scott Ferguson, County Administrator, will be out from May 19th through May 23rd. ➤ 	

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Old Business/ Follow Up Items	<ul style="list-style-type: none"> ➤ Sheriffs' Vehicle Policy: <ul style="list-style-type: none"> • Peter Marchesi, County Attorney, is currently reviewing this policy. ➤ University of Maine Extension 3rd Floor Lease Agreement: <ul style="list-style-type: none"> • The final version of the lease agreement for the University of Maine Extension Association was sent to Charles McGillicuddy, President of the Kennebec County Extension Association, and he will bring the agreement to his lawyer for review. ➤ Corrections Medical Contract: <ul style="list-style-type: none"> • This is currently under review with Peter Marchesi, County Attorney and Captain Bryan Slaney, Jail Administrator. ➤ David Crook Memorial Bench <ul style="list-style-type: none"> • Application has been received. ➤ Wayne tax abatement <ul style="list-style-type: none"> • A full commission is needed to discuss and vote on a decision and will be discussed when all Commissioners can be present. ➤ Vassalboro tax abatement <ul style="list-style-type: none"> • Peter Marchesi, County Attorney, will draft a letter to send to Aaron Miller, Vassalboro Town Manager. 	
New Business	<ul style="list-style-type: none"> ➤ Computer Crimes Unit: <ul style="list-style-type: none"> • See Sheriff's report. ➤ Securus Contract Amendment <ul style="list-style-type: none"> • See Jail Administrator's report. ➤ Body-worn Cameras <ul style="list-style-type: none"> • See chief Deputy's report. ➤ Spirit of America-do recognition of EMA office. <ul style="list-style-type: none"> • Stephanie Schredder, Executive assistant, will organize a recognition for EMA on April 16th. ➤ Discussion of the budget process. 	
Public Comments	<ul style="list-style-type: none"> ➤ None. 	
Adjournment	<p>There was a motion made by Patsy, Commissioner to adjourn regular session at 1:53pm, and the motion was seconded by Joe Pietroski, Commissioner. Unanimous.</p>	<p>Approved 3-0</p>

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Respectfully Submitted: Stephanie Schredder, Executive Assistant

Treasurer Meeting Notes 3/4/2025

General Fund Cash \$ 3,270,908.24 : All invested in the Insured Cash Sweep account with Kennebec Savings Bank
Investment Cash: \$ 9,000,000.00 : All invested in the Intrafi Money Market account with Kennebec Savings Bank
Investment Cash: \$ 2,174,396.56 : All invested in Kennebec Savings Bank Managed Investment Account. Balance increased \$ 9,985.06 since the last meeting.

Net change in Market Value in 1 yr (3/1/24-2/28/25) = \$ 115,789.40 increase

Warrants for signatures:	Payroll W# 49 Payroll/Agency Checks	\$ 623,889.26
	AP Warrant #51	\$ 319,181.68
	AP Warrant #51-D ACH	\$ 218,855.84
	Restitution W#15	\$ 8,909.11

Quirk Ford Augusta	\$ 43,533.00
MainePers	\$ 127,756.00
MMEHT	\$ 196,104.00

ARPA Expenditures:

Oakes & Parkhurst Glass	\$ 950.00	Plexi Glass for Jail Belltower (original check voided and reissued due to incorrect address)
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\$ 337.00 Consulting Services

Finance:

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