

Kennebec County, Maine

County Commissioner's Meeting Minutes April 1, 2025



Present:

Patsy Crockett, Commissioner, Chair
Joe Pietroski, Commissioner
George Jabar, Commissioner
Tom Doore, Treasurer
Lisa Bryant, Finance Director
Ken Mason, Sheriff
KelLee Gray, HR Administrator

Dan Brunelle, Facilities Director
Bryan Slaney, Jail Administrator
Corey Goodchild, Asst. Jail Administrator
Angela Molino, EMA Director
Spencer McKeown, Deputy
Shay Freeman, DA Office Administrator
Ronda Snyder, Register of Probate

Devon Parsons, IT Director
Chris Read, Chief Deputy
Audrey Fredericks, Finance Manager
Matthew Boucher, Register of Deeds
Scott Ferguson, County Administrator
Stephanie Schredder, Executive Assistant

Absent: Chris Brawn, HR Director, Meaghan Maloney, District Attorney, Brielle Balmer, Deputy Register of Probate, 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 March 18th, 2025, and George Jabar, Commissioner , seconded the motion. Unanimous.	Approved 3-0
Human Resources	KelLee Gray, HR Administrator: ➤ There is one vacancy in Kennebec County for a Deputy in the Sheriff's Office. ➤ Workforce Development: • Requested reimbursements for 9 different students and 4 classes with a reimbursement amount of approximately \$3,811. ➤ There have been requests to remove pepper spray as a dangerous weapon on the Kennebec County policy so employees can carry pepper spray to protect themselves when going to their cars at night in the parking lot. ➤ Kennebec County will be moving to Edmunds for timecard entry starting with the District Attorney's office. ➤ Human Resources is focused on the budget and FOP (Fraternal Order of Police) bargaining analysis. ➤ Chris Brawn, Human Resources Director, will be out for 6 weeks.	
Treasurer/ Finance	Tom Doore, Treasurer: (See attached Treasurer's report) Lisa Bryant, Finance Director: (See attached Finance report)	

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Sheriff/Corrections	Ken Mason, Sheriff: • AKC United K-9 Grant: • George Jabar, Commissioner, made a motion to accept the AKC (American Kennel Club) United Grant award of \$7,500, and Joe Pietroski, Commissioner, seconded the motion. Unanimous. • The Travis Mills Foundation might be providing additional resources for a K-9 for the Sheriff's department, but they will need a deputy that is willing to train and board the K-9. ➤ Ken Mason, Sheriff, stated that he is concerned about the future retention of deputies due to the budgeted raises for the next fiscal year. ➤ Body-Worn Cameras: • Lieutenant Frank Hatch stated that the Sheriff's Office had been given a 60-day trial of the Axon body cameras and are currently in the second week. • There will be another trial done using Getac body cameras and another vendor for a cellphone-based camera system. ➤ The MSA (Maine Sheriff's Association) conference is taking place soon in Portland. George Jabar, Commissioner, will be there Friday morning. ➤ Revised Weapons Policy: • Ken Mason, Sheriff, stated that he had no reservations regarding the change revision in the policy to declassify pepper spray as a dangerous weapon, and encouraged the change. • George Jabar, Commissioner, made a motion to delete pepper spray from the weapons policy, and Joe Pietroski, Commissioner, seconded the motion. Unanimous. Captain Bryan Slaney, Jail Administrator: ➤ Correctional Psychiatric Services contract: • George Jabar, Commissioner, made a motion to authorize the Commissioner Chair to sign the medical contract for Correctional Psychiatric Services for the period of January 1st, 2025, to December 31st, 2025, and Joe Pietroski, Commissioner, seconds the motion. Unanimous. • This contract has been obtained in compliance with Kennebec County purchasing and procurement guidelines and policies. ➤ Bryan Slaney, Jail Administrator, spoke with other county Jail Administrators to potentially gain a group rate for an upcoming pharmaceutical contract. ➤ Pine State Elevator Contract:	Approved 3-0 Approved 3-0 Approved 3-0

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	• Joe Pietroski, Commissioner, made a motion to authorize the Commissioner Chair to sign the contract with Pine State Elevator, and George Jabar, Commissioner, seconded the motion. Unanimous. ➤ The total population inside the Jail is 161; five boarders from other counties. ➤ A code inspector from the City of Augusta did an inspection of the Jail recently and determined that the second and third floors stairwells needed handrails and lights needed to be installed. Captain Bryan Slaney, Jail Administrator, is in the process of correcting the issue. ➤ The fire alarm monitoring system will need to be replaced in the next two to three years. • The system is currently operational. • There is a discussion about where to get the funding to pay for the fire system. ➤ The correctional facility is 73% through the fiscal year and 74% on budget. ➤ Two washing machines and a dishwasher are broken beyond repair and the Jail is waiting for quotes to replace them. ➤ There is a new steamer in the kitchen.	Approved 3-0
District Attorney	DA's Office: Shay Freeman, DA Office Administrator: ➤ This week is the court administrative week. ➤ Maeghan Maloney, District Attorney, and Shay Freeman, DA Office Administrator, had a productive check-in meeting with the clerk of courts. ➤ Shay Freeman, DA Office Administrator, spoke with Peter Marchesi, Kennebec County Attorney, to work towards a lease agreement with the Capital Judicial Center regarding the ceremonial courtroom. The MOU will be presented to the Commissioners when available. ➤ There was breakfast training this morning with Michael Madigan, Assistant District Attorney. ➤ There will be jury selection next week.	
Probate	Probate: Ronda Snyder, Register of Probate: ➤ The discussion of legislation to raise fees was delayed until the second session. ➤ Ronda Snyder, Register of Probate, is working on LD 966 and LD 1175 opposition. ➤ It looks like there is \$300,000 in revenue this year and will be able to offset budget costs by half.	

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	➤ Ronda Snyder, Register of Probate, is drafting a bill and will send the draft to the Commissioners before submission.	
Information Technology	Information Technology: Devon Parsons, IT Director: ➤ IT is working with Dan Brunelle, Facilities Director, for handicap door in the Courthouse. The vendor needs to fix the spacing for the electronic lock installation. ➤ Some employees are moving into the jury room on the second floor of the Courthouse. ➤ Looking at printer consolidation in the Jail. ➤ IT is working on an online security environment this week. ➤ The first quote for the A/V system in the large conference room and Commissioners chamber is in the Commissioners packets; IT is waiting for the second quote.	
Registry of Deeds	Register of Deeds: Matt Boucher, Register of Deeds: ➤ Up \$347 for the month. ➤ Explains differences this month in transfer tax and other items. ➤ On Thursday at 1pm, the State is having testimony on LD1082 changing the distribution real estate transfer tax and did not include 10% revenue for the Registry of Deeds and Matthew Boucher, Register of Deeds, asked that everyone go testify or send testimony over. The money would be a direct hit on property taxes. • There isn't a fiscal note attached to this legislation. ➤ Matthew Boucher, Register of Deeds, commented that the State of Maine new tax portal system is a disaster.	
EMA	Kennebec County Emergency Management Agency (KCEMA): Angela Molino, EMA Director and Spencer McKeown, EMA Deputy Director: ➤ Homeland Security Grant Program (HSGP), Local Emergency Planning Committee (LEPC), and Emergency Management Performance Grant (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. ➤ Coordinated with facilities and IT to prepare the offices for new staff, clear out the lobby for new storage cabinets, and configure the soon-to-be communications room (shelving and workspace). ➤ EMA attended a meeting with Togus and area fire departments and police departments for the three-day exercise scheduled for June. EMA did a walkthrough of Chelsea Elementary/Middle school.	

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	➤ EMA is in the process of training new staff. ➤ Ongoing All-Hazards Assessment: THIRA/SPR compiling data and creating jurisdictional profiles, consequence analysis, and community sector impacts. Hopefully in 2 weeks' time, the federal grants will be reinstated. ➤ EMA coordinated with Facilities for storage cabinets were delivered Monday and will be installed wall to EOC has been taken down. ➤ Friday we will send out a survey to the local fire department and police department to see who will show up for the 3-day exercise.	
Facilities	<u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director: ➤ The code enforcement officer for the City of Augusta recently did an inspection of the Jail and determined that the second and third floor stairwell need handrails. ➤ The Courthouse is finished this week. The only thing left is the superior courtroom, which will be finished in the Summer. ➤ There is a plan to work on the retaining walls this Summer. The retaining wall closest to the handicap entrance will be repaired first.	
Administrator	<u>Scott Ferguson, County Administrator:</u> ➤ The County Administrators met last week at Penobscot: • The Penobscot Administrator proposed organizing a strategic planning group for jail funding. • There was some concern about the deductible increase by the risk pool. • There were some concerns about cybersecurity. A county was subject to ransomware. ➤ Audrey Fredericks, Finance Manager, has been checking the bank accounts and credit card expenditures for County employees regularly to be sure that there aren't any issues with fraud. ➤ The Commissioners visited the Waterville Manor Gardens ARPA project last Friday. ➤ Scott Ferguson, County Administrator, spoke with the opioid settlement attorney and decided to opt out of the next lawsuit due to possible issues. ➤ Scott Ferguson, County Administrator, asked BerryDunn to look at ARPA funding and do a cash projection needed to show what the County interest income will be in the future. ➤ Dan Brunelle, Facilities Director, and Scott Ferguson, County Administrator, will be looking at all of the County facilities and assets and will be developing a strategic plan that is very detailed.	

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Old Business/ Follow Up Items	➤ Sheriff's Vehicle Policy: • Peter Marchesi, County Attorney, is currently reviewing this policy. ➤ University of Maine Extension 3rd Floor Lease Agreement: • The lease agreement was rewritten by the extension attorney and the new version is currently in review with Peter Marchesi, Kennebec County Attorney. ➤ David Crook Memorial Bench • Application has been received. This will be reviewed in Spring 2025. ➤ Wayne tax abatement • George Jabar, Commissioner, made the motion to deny the request by Peter Smith, Wayne Property Owner, for a property abatement, and Patsy Crockett, Commissioner Chair, seconded the motion. unanimous. ➤ Virtual Meetings: • The Commissioners have received the first quote for A/V services, and another quote is in the works.	Approved 3-0
New Business	➤ Weapons Policy • (See Sheriff's report) ➤ Corrections medical contract: • (See Corrections report) ➤ Pine state elevator contract: • (See Corrections report) ➤ K-9 acceptance grant: • (See Sheriff's report) ➤ Backfilling SRO: • Ken Mason, Sheriff, projected that deputies will begin to leave Kennebec County because of the Kennebec County Budget Committee's denial of a portion of the FOP salary increase requests being denied, and he will need to remove the Student Resource Officers from schools so that they can fill the vacancies. The rest will be discussed in the executive session. ➤ Body-worn cameras: • (See Sheriff's report) ➤ FY26 budget: • George Jabar, Commissioner, made a motion to accept the budget as presented by the Kennebec County Budget Committee, and Joe Pietroski, Commissioner, seconded the motion. Unanimous.	Approved 3-0

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Public Comments	➤ Giovanna Peruzzi, National Corrections Employees Union Representative: • The union again advocated for a raise for the bargained correctional employees.	
Adjournment	There was a motion at 2:19pm by George Jabar, Commissioner, to move to Executive Session to consult with legal counsel pursuant to 1MRSA § 405-6-E. Joe Pietroski, Commissioner, seconded the motion. Declaration to end Executive Session at 2:55 pm Motion by George Jabar, Commissioner to adjourn regular session at 2:55pm, and Joe Pietroski, Commissioner, seconded the motion.	Approved 3-0

Respectfully Submitted: Stephanie Schredder, Executive Assistant

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Treasurer Meeting Notes 4/1/2025

General Fund Cash \$ 1,590,489.72 : All invested in the Insured Cash Sweep account with Kennebec Savings Bank

Investment Cash: \$ 8,000,000.00 : All invested in the Intrafi Money Market account with Kennebec Savings Bank

Investment Cash: \$ 2,182,496.94 : All invested in Kennebec Savings Bank Managed Investment Account. Balance increased \$ 5,970.72 since the last meeting.

Warrants for signatures:	Payroll W# 54 Payroll/Agency Checks	\$ 625,292.00
	AP Warrant #55 Reg & ARPA	\$ 332,614.63
	AP Warrant #55-D ACH	\$ 316,063.44
	Restitution W#	\$ N/A

MMEHT \$198,616.00

MePers \$123,854.83

ARPA Expenditures:

G& E Roofing Co. \$ 54,700.00 Roofing Material

Faye Operations \$ 2675.00 Final Finance Consulting invoice

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Finance:

Continuing to work with KC auditor on FY24 Audit.

Civil and Restitution are operational, working out bugs

Still credit card fraud is happening, requiring vigilant monitoring.