

Kennebec County, Maine

County Commissioner's Meeting Minutes April 15, 2025



Present:

Patsy Crockett, Commissioner, Chair
Joe Pietroski, 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

Kathryn Woodsum, KCBC Recording Secretary
David Worthing, Spirit of America President
Roger Pomerleau, Spirit of America Board Member
Bruce Flaherty, Spirit of America Director
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, George Jabar, Commissioner

	Discussion	Action
Call to order	12:00pm	
Minutes	Joe Pietroski, Commissioner , made a motion to table the minutes of April 1st, 2025, Patsy Crockett, Commissioner chair, seconded the motion.	TABLED
RECOGNITION	The Kennebec County Emergency Management Agency was given a proclamation and recognized for their service as part of the Spirit of America organization.	
Human Resources	KelLee Gray, HR Administrator: ➤ Staffing for the County: • 1 vacancy in the Sheriff's Office (SO) ○ The person has been selected, accepted the position, and will begin on 4/28. • 1 impending vacancy with a termination date of 5/21 (SO), this will give them time to begin the hiring process behind this deputy. ➤ Workforce Development: • Working closely with them, Sara Moore, Human Resources Assistant, was finally able to close out 2 classes from 2024. Now that they have been officially closed, the funds will be released to the County. • Joe Pietroski, Commissioner, commented that the money may not come in due to government processes. ➤ Training for 2025:	

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	• IT sent out KnowBe4 security training to all employees who use a County computer. The certificates are being received by HR and included in personnel folders. • HR has modified the list of annual required trainings. This training course is on the Dirigo system, all employees received a login last year or after their hire date. Each employee has until 12/31/2025 to complete the list of classes. ➤ FOP (Fraternal Order of Police) negotiations continue. ➤ Edmund's system: • The timecards training database is in the final stages of testing. It seems to be working well, next step is a mock payroll processing to verify the data. Once this is tested and verified, HR will work with the DA's office to plan implementation and training. ➤ Wellness Works (wellness program): • Sara Moore, HR Assistant, is getting it off the ground and is at the Wellness Works annual conference today. We are excited to see what ideas she brings back and how we can best utilize this free program for our employees. • For 2025, we have a 100% reimbursement grant for \$5,400 – calendar year. She will be planning and offering event, classes, and/or celebrations which will be available for employees. • There is an online education program called, Learn & Earn. It is a monthly short video offered, with a simple test at the end. If an employee completes 5 trainings in a calendar year, MMEHT will send that employee a \$50 amazon card. This is at no cost to the County, nor does it go against our grant mentioned earlier. If anyone wants to participate, please send HR an email giving the email address they would like to use for this program, and we will get it set-up. • Will send out an email to the departments.	
Treasurer/ Finance	Tom Doore, Treasurer: (See attached Treasurer's report) ➤ The Probate Court administration has refused to put the check-reader in to use with the Edmunds system. • Ronda Snyder, Register of Probate, stated that the process would double the workload of employees in the probate office. • It was determined that this matter will be discussed between the Administrator, Finance, and the Probate Court outside of the Commissioner meeting. Lisa Bryant, Finance Director:	

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	(See attached Finance report)	
Sheriff/Corrections	Ken Mason, Sheriff: ➤ There will be an additional employee at the Sheriff's Office soon. ➤ School Resource Officers were discussed. Chris Read, Chief Deputy: ➤ A detective from the Sheriff's Office attended a training out-of-state to participate in a program that will provide \$40,000 worth of cell phone and computer equipment for detective work. • Lisa Bryant, Finance Director, asked if the equipment used for the program will belong to the Sheriff's Office, and Ken Mason, Sheriff, confirmed that it would and that it would be considered an asset with Kennebec County. Frank Hatch, Lieutenant: ➤ Travis Mills Foundation K-9 Grant: • This grant is separate from the AKC grant that was approved at the last meeting. • This grant will award approximately \$9,000 to the Sheriff's Office for one K-9. • The process of traveling to Pennsylvania was explained in order to analyze several K-9's to make a selection. • Joe Pietroski, Commissioner, made a motion to accept the funding from the Travis Mills Foundation for a K-9 to add to the Sheriff's Department, and Patsy Crockett, Commissioner Chair, seconded the motion. • The funding will go directly to the K-9 facility and Travis Mills Foundation will fund the lodging costs for the trip to Pennsylvania. • Patsy Crockett, Commissioner Chair, asked to have a thank you letter drafted. Captain Bryan Slaney, Jail Administrator: ➤ The population inside the jail is 156 with 5 boarders. ➤ The correctional facility is 80% through the fiscal year and 76% of the budget is spent. ➤ There has been a need to increase staffing over the last week because of an increased inmate population so there will be more overtime.	Approved 2-0
District Attorney	DA's Office: Shay Freeman, DA Office Administrator:	

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	➤ There is a big trial scheduled at the end of the month for an inmate that has been in the correctional facility since 2023. This person has seven pending cases. ➤ The District Attorney's office and the Capital Judicial Center are working together to make processes between the two entities more efficient. The next meeting will be on May 22nd at 12pm on the second floor of the Capital Judicial Center. ➤ Finance is working with restitution to transition victim payment systems from QuickBooks to Edmunds. ➤ Shay Freeman, DA Office Administrator, asked if the new lease draft between the Capital Judicial Center and the District Attorney's office was in the Commissioners packets for review, and Scott Ferguson, County Administrator, stated that he had not received any documentation, and both Commissioners present confirmed that they hadn't received anything. ➤ Shay Freeman, DA Office Administrator, stated that she is working on extraditions, and mentioned that she appreciates the excellent work of the Corrections Transport Department.	
Probate	Probate: Ronda Snyder, Register of Probate: ➤ Ronda Snyder, Register of Probate, is currently working with the chair of the Advisory Committee on Probate Procedures on proposed legislation. ➤ The legislation to raise probate fees has been stalled until the 2nd session. ➤ Working with staff on processing files. ➤ Year-to-date revenues are \$19,347 in fees which are up approximately \$10,000 from last year. • Staff currently have 27 new files to process, which is a big workload. ➤ Joe Pietroski, Commissioner, asked if LD 1082 is affecting the Probate Court and Ronda Snyder, Register of Probate, stated that she would investigate the matter. ➤ Ronda Snyder, Register of Probate, stated that she will draft a response to Tom Doore, Treasurer, regarding the check scanner and will copy the Commissioners on the e-mail.	
Information Technology	Information Technology: Devon Parsons, IT Director: ➤ The training environment is now online. • 41% complete for 58 users. • December 31st is the deadline for completion. ➤ The construction of the handicap door at the Courthouse is still in process.	

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	➤ Setup new receipt printers for the Registry of Deeds. ➤ Working on printer consolidation for the jail. ➤ Sent a second quote for the virtual meeting A/V systems for review and consideration.	
Registry of Deeds	<u>Register of Deeds:</u> Matt Boucher, Register of Deeds: ➤ Nothing to report.	
EMA	<u>Kennebec County Emergency Management Agency (KCEMA):</u> Angela Molino, EMA Director and Spencer McKeown, EMA Deputy Director: ➤ Ongoing: Homeland Security Grant Program (HSGP), Local Emergency Planning Committee (LEPC), and Emergency Management Performance Grant (EMPG) administration. ➤ HSGP21, HSGP22, HSGP23 & HSGP24: The state is working with federal partners to implement the new review process. The state notified counties that reimbursement requests are still being accepted, unable to know when those will be processed. ➤ HSGP21: \$3,769.00, HSGP22: \$20, 575, HSGP23: \$22,235, LEPC: \$14,804 ➤ Active Shooter/Mass Casualty Exercise and training schedule sent out to local public safety departments to determine level of participation and span of exercise. This email included a survey as well. ➤ Created a survey for AFD (Augusta Fire Department) to determine interest in the construction of a regional fire training facility. ➤ Provided a letter of support for the Waterville and Augusta application for Congressional Directed Spending ➤ Attended the State Emergency Response Commission (SERC) and HazMat Team Chiefs meetings at MEMA (Maine emergency Management Agency) and supported the request for drones to be added to the standard equipment list for level 3 HazMat teams and for the state to purchase said drones with SERC funding. ➤ Scheduled EMA presentation for CATC (Capital Area Technical Center) students. ➤ Working on second version of the KCEMA drone/UAS policy and manual for FEMA review and commissioners' signature. ➤ Ongoing All Hazards Assessment: THIRA/SPR compiling data and creating jurisdictional profiles, consequence analysis, and community sector impacts.	
Facilities	<u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director: ➤ Spring cleanup is happening. ➤ Corrections bell tower work started today.	

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	• Windows will be taken out to be reglazed. • Work will continue Monday. ➤ Chimney work on the corrections facility will start next week or the following week. ➤ The staging for the bell tower will be installed before May 1st. ➤ Lots of time will be spent on the roof of the Jail. Facilities will be using the lift for access to the roof. ➤ G&E Roofing will start on the Probate Court roof next week. There might be some noise interruption in recordings if the court is in session during the roof construction. ➤ Patsy Crockett, Commissioner Chair, asked Dan Brunelle, Facilities Director, to take pictures during the process of the construction of the bell tower for historical documentation. ➤ The courthouse balcony flooring reconstruction is on the list of needs. The granite needs repointing too. ➤ Dan Brunelle, Facilities Director, explained the drainage system of the bell tower.	
Administrator	<u>Scott Ferguson, County Administrator:</u> ➤ Scott Ferguson, County Administrator, went to the Maine Correctional Center in Windham, to tour the facility yesterday. ➤ A response was provide to FOP (Fraternal Order of Police) regarding their contractual demands. ➤ FY24 audit is in review. Lisa Bryant, Finance Director, is beginning the FY25 audit process. ➤ Scott Ferguson, County Administrator, attended the MCCA (Maine County Commissioners Association) meeting last week. ➤ The Kennebec County Budget Committee meeting took place last week and the FY26 budget was approved. • Patsy Crockett, Commissioner Chair, and Joe Pietroski, Commissioner, signed the FY26 budget resolve for Unity Plantation. ➤ Lockwood Lean: • Scott Ferguson, County Administrator, stated that this is a retainage issue, and the contractor did not do what they agreed to do what they were contracted to do. Lockwood is withholding the fee. ➤ There was a mention of LD110, which requires certain parameters in opioid reporting transparency. ➤ Scott Ferguson, County Administrator, spoke in favor of zero-base budgeting. ➤ There is a discussion between Scott Ferguson, County Administrator, and Lisa Bryant, Finance Director, regarding the interest accrued with ARPA funds and how that interest will be affected due to the decline of the US economy. There will be a discussion with BerryDunn. ➤ LD1556 is the legislation that requests an increase in the number of Kennebec County Commissioners.	

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	➤ Scott Ferguson, County Administrator, will be visiting the local municipalities that did not respond to his request for tax information.	
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. • Patsy Crockett, Commissioner Chair, stated that she will contact the Crook family and invite them to a commissioner meeting to discuss the gift. ➤ Virtual Meetings: • Quotes for the audio/video systems have been given to the Commissioners for consideration and Joe Pietroski, Commissioner, stated that he will create a proposal in favor of purchasing a system. There is currently no funding that has been budgeted for a virtual meeting system.	
New Business	➤ Body-worn cameras: • (See Sheriff's report) ➤ Detective training report: • (See Sheriff's Report) ➤ Travis Mills Foundation Training Grant: • (See Sheriff's Report) ➤ Records Management System: • IMC (Information Management Corporation) will no longer be supported within the near future, so a new system will need to be implemented. • Devon Parsons, IT Director, stated that there are multiple phases in the implementation of a system like this and that a quote for a new system would start at \$150,000 with a \$75,000 yearly subscription fee. ➤ Municipal Tax Interest Rate: • Joe Pietroski, Commissioner, made a motion to keep the municipal tax interest rate at 6%, and Patsy Crockett, Commissioner Chair, seconded the motion. ➤ Capital Investment Plan • Dan Brunelle, Facilities Director, and Scott Ferguson, County Administrator, will be working on this. ➤ Ten-Year Summary Budget Plan:	Approved 2-0

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	• There was a discussion of a capital plan, strategic plan, and the 5-year plan. Items that had been planned could change abruptly with any sort of legislation that is instated at the State level. • Kathryn Woodsum, Kennebec County Budget Committee Recording Secretary, stated that municipalities would like to understand why the budget is increasing every year. ➤ Staffing Study: • This is an unfunded request from the Kennebec County Budget Committee. • Kathryn Woodsum, Kennebec County Budget Committee Recording Secretary, stated that the KCBC and municipalities of the County would like to better understand staffing costs for Kennebec County. ➤ Joe Pietroski, Commissioner, discussed several items of legislation: • LD 1452, LD 1562, and Labor Law Legislation. ➤ Scott Ferguson, County Administrator, will contact NACO (National Association of Countries) for strategic planning resources.	
Public Comments	None.	
Adjournment	Motion by Joe Pietroski, Commissioner , to adjourn regular session at 2:01pm, and Patsy Crockett, Commissioner Chair , seconded the motion.	Approved 2-0

Respectfully Submitted: Stephanie Schredder, Executive Assistant

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Treasurer Meeting Notes 4/15/2025

General Fund Cash \$ 1,605,205.00 : 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: \$ 2,179,812.32 : All invested in Kennebec Savings Bank Managed Investment Account. Balance decreased \$ 2,684.62 since the last meeting.

Warrants for signatures:	Payroll W# 56 Payroll Agency Checks	\$ 23,396.93
	Payroll W# 56 Payroll	\$ 617,905.30
	AP Warrant #57 Reg & ARPA	\$ 556,298.19
	AP Warrant # 57-D ACH	\$ 40,949.90
	Restitution W#	\$ N/A

MCCA Risk Pool	\$ 186,390.86	Liability Insurance – Jail/County
Correctional Psych Servs \$	\$ 212,505.66	Med Health/Mental Health

ARPA Expenditures:

Maine General Med Center	\$ 5,667.40	Harm Reduction
Maine General Med Center	\$ 5,022.09	Harm Reduction

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Maine Children's Home	\$ 13,181.83 Pandemic Response/Awareness
Voices Project	\$ 2,202.47 Mobilize recover – FINAL PAYMENT

Finance:

- FY24 Audit complete. Bound copies will be sent soon.
- Uploaded to FAC and DHHS and to KSB
- Fund Bal excel – will be completing a new monthly spreadsheet
- Took SLRF Reporting Class
- Working on PFML reporting with Edmunds