

Kennebec County, Maine

County Commissioner's Meeting Minutes May 20th, 2025



Present:

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

Meaghan Maloney, District Attorney
KelLee Gray, HR Administrator
Dan Brunelle, Facilities Director
Chris Read, Chief Deputy
Corey Goodchild, Asst. Jail Administrator
Shay Freeman, DA Office Administrator
Ronda Snyder, Register of Probate

Devon Parsons, IT Director
Frank Hatch, Lieutenant
Audrey Fredericks, Finance Manager
Matthew Boucher, Register of Deeds
Stephanie Schredder, Executive Assistant

Absent: Scott Ferguson, County Administrator, Angela Molino, EMA Director, Spencer McKeown, Deputy EMA Director, Bryan Slaney, Jail Administrator, Deputy, 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 May 6th, 2025, George Jabar, Commissioner, seconded the motion.	Approved 3-0
Appreciation	<u>National Law Enforcement Appreciation Week</u> ➤ Patsy Crockett, Commissioner Chair, made a declaration of appreciation.	
Promotion	➤ Kirby Braeburn was promoted to Sergeant.	
Human Resources	Chris Brawn, HR Director: ➤ Kennebec County currently has two vacancies in Corrections. - Oral boards for the Corporal position are happening today. Both CO positions are tentatively filled and scheduled to start June 9th. - Human Resources has already started recruiting for the 6 positions that were approved by the budget committee and will be open in July. - There are two vacancies at the SO and one at EMA. ➤ KelLee Gray, HR Administrator, continues to work with several departments to get timecards working in the Edmunds system. So far, the DAs office, Finance, and HR/Admin are on the system. Shay Freeman, DA Office Administrator, stated that she is content with the system. ➤ Sara Moore, HR Assistant, has taken over the wellness committee oversight and is doing a great job! Two weeks ago, we gave out goodie bags to the Jail for Corrections week, last week we gave out bags to law	

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	enforcement. We have several more departments to go. Some recognition items will move into the summer, depending on the department. ➤ Chris Brawn, HR Director, has done quite a bit of research and cost analysis regarding LD 1556 and LD 1884, as well as attending the public Hearing and Work Session. ➤ Chris Brawn, HR Director, stated that the majority of her time has been spent on employee specific items and FOP (Fraternal Order of Police) analysis which will be more apparent when we get to the Executive sessions today. Not all issues will be addressed but there are several.	
Treasurer/ Finance	Tom Doore, Treasurer: (See attached Treasurer's report) Lisa Bryant, Finance Director: (See attached Finance report) ➤ Lisa Bryant, Finance Director, passed out the auditor management letters for the last 3 years and bound copies of the FY24 Audit Report. ➤ Kennebec Savings Bank Representatives Jacob Connolly, Gail Conely, and Cooper Grondin, made a presentation to Commissioners to inform them of the status of the Kennebec County investments with Kennebec Savings Bank.	
Sheriff/Corrections	Ken Mason, Sheriff: ➤ Two deputies have quit. Frank Hatch, Lieutenant: ➤ Body Camera vendor testing continues with hopes to have a recommendation to Commissioners next month. ➤ Frank Hatch, Lieutenant, gave a brief update on K-9 training. Goodchild, Asst. Jail Administrator: ➤ The population inside the facility is 153 with 5 boarders. There are requests to take more boarders but there isn't any room at the moment. A consideration will be made if the population lowers. ➤ There are new Correctional Officers starting next week and there will be a new-hire class the second week of July.	
District Attorney	DA's Office: Maeghan Maloney, DA, and Shay Freeman, DA Office Administrator: ➤ There were staff recognition awards in the District Attorney's office. • Joe Pietroski, Commissioner, asked to be invited to the next employee recognition for the District Attorney's office.	

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	➤ There will be a UC meeting on Thursday at noon in room 2 of Capital Judicial Center; everyone is welcome and encouraged to attend. ➤ Axon training is in progress. ➤ Shay Freeman, DA Office Administrator, will be attending the National Conference for Extradition Officials next week in Oregon.	
Probate	<u>Probate:</u> Ronda Snyder, Register of Probate: ➤ As of today, we have met our FY25 revenue projection of \$280,000 so it looks like the Probate Court will be approximately \$40,000 over for revenue fees. ➤ There have been two members of the public that complimented the probate staff on the way they were treated when they came in. ➤ Importing informal estates are being processed. ➤ The Probate Court needs paralegals.	
Information Technology	<u>Information Technology:</u> Devon Parsons, IT Director: ➤ There are software upgrades. ➤ The IT department is experimenting with AI (Artificial Intelligence) and Microsoft Copilot.	
Registry of Deeds	<u>Register of Deeds:</u> Matt Boucher, Register of Deeds: ➤ The Registry of Deeds is fully staffed. ➤ Software updates are in process. ➤ Registry of Deeds is starting a summer advocacy thing. ➤ There is a transfer tax bill in the legislature right now. ➤ The fee schedule bill hasn't been voted on which would raise the fees by 15% or 20%.	
EMA	<u>Kennebec County Emergency Management Agency (KCEMA):</u> Angela Molino, EMA Director and Spencer McKeown, EMA Deputy Director: ➤ Not Present (See Attached Report)	
Facilities	<u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director:	

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	➤ Work on the Corrections building bell tower has started and will be done June 4th. ➤ Staging has started on the Probate roof and the roofing project will start once the bell tower is finished. ➤ When the Probate roof is done, then the Corrections roof project will begin. ➤ The boom lift that was purchased by Kennebec County a few years ago has helped save money on contracts by supplying the necessary tools that vendors would need to complete tasks. The lift has more than paid for itself in savings.	
Administrator	<u>Scott Ferguson, County Administrator:</u> ➤ Not present	
Old Business/ Follow Up Items	➤ Kennebec County Sheriff's Vehicle Policy: • Still pending ➤ UME-EXT Contract: • George Jabar, Commissioner, made a motion to change the terms on contract set to terminate in 3 years in 2028, Joe Pietroski, Commissioner, seconded the motion. Unanimous. • Charles McGillicuddy, Extension Association President, will come back to sign the corrected agreement on June 3rd. • Charles McGillicuddy, Extension Association President, stated that the extension service appreciates the support of the County, and requested that the contract delete the phrase "no right to cure" from the contract, and George Jabar, Commissioner, stated that the contract was written by the Kennebec County attorney and will remain the way that it is aside from the changes mandated by the votes of the Commissioners. • Joe Pietroski, Commissioner, asked Charles McGillicuddy, Extension Association President, that the Kennebec County Extension Association verify insurances specified in the lease contract agreement, and Charles McGillicuddy, Extension Association President, stated that the Kennebec County Extension Association Vice President is working on the insurances. ➤ Virtual Meetings: • Joe Pietroski, Commissioner, stated that Kathryn Woodsum, Kennebec County Budget Committee Member, would like to attend the next Commissioner meeting and do a demonstration of the A/V capabilities used in the Readfield, Maine town office. ➤ Body-Worn Camera Report: • Updates will be given next month after vendor trial periods. ➤ Dispatching Services: • No updates.	Approved 3-0

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	➤ FY25 Electricity Budget Transfer: • Meaghan Maloney, District Attorney, and Ronda Snyder, Register of Probate, both stated that they wanted a guarantee that a transfer of funds would be done at the end of the fiscal year to fulfill the balance needed to pay the utility line of their department budgets, and George Jabar, Commissioner, and Lisa Bryant, Finance Director, assured all departments that all budgetary transfers and practices that are currently being used and enacted are within the common procedures in County government and are lawful and statutorily sound.	
New Business	➤ Kennebec Savings Bank Presentation: (See Finance Department Report) ➤ Investment Policy Adoption: • George Jabar, Commissioner, made a motion to accept the investment policy as presented, and Joe Pietroski, Commissioner, seconded the motion. ➤ 2024 Spirit of America Awards: • Joe Pietroski, Commissioner, made a motion to organize the Spirit of America ceremony in the large conference room in the Hill House at night and will specify a date at a later time, and George Jabar, Commissioner, seconded the motion. Unanimous.	Approved 3-0 Approved 3-0
Public Comments	➤ None.	
Adjournment	There was a motion at 1:12pm by George Jabar, Commissioner, to move to Executive Session to consult with legal counsel pursuant to 1MRSA § 405-6-E. Patsy Crockett, Commissioner Chair, seconded the motion. There was a Declaration to end Executive Session at 3:05 pm Joe Pietroski, Commissioner, made the motion to accept the request by the employee to replace her FY26 wage increase with a week of vacation, and George Jabar, Commissioner, seconded the motion. Patsy Crockett, Commissioner Chair, voted against the motion. Motion by Joe Pietroski, Commissioner, to adjourn regular session at 3:07pm, and Patsy Crockett, Commissioner Chair, seconded the motion.	Approved 3-0 Approved 2-1 Approved 3-0

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Respectfully Submitted: Stephanie Schredder, Executive Assistant

Treasurer Meeting Notes 5/20/2025

General Fund Cash \$ 1,697,306.97 : All invested in the Insured Cash Sweep account with Kennebec Savings Bank

Investment Cash: \$ 6,500,000.00 : All invested in the Intrafi Money Market account with Kennebec Savings Bank

Investment Cash: \$ 2,194,744.94 : All invested in Kennebec Savings Bank Managed Investment Account. Balance decreased \$ 81.94 since the last meeting.

Warrants for signatures:	Payroll W# 62 Payroll/Agency Checks	\$ 642,508.43
	AP Warrant #63 Reg & ARPA	\$ 199,862.33
	AP Warrant #63-D ACH	\$ 71,828.95
	Restitution W#25R18	\$ 29,947.13

ARPA Expenditures: Total \$83,513.78

G& E Roofing	\$ 55,790.00	Partial payment Jail roof
Hammond Lumber	\$ 593.61	Building material Bell Tower
Sherwin Williams	\$ 1,691.75	Paint for Bell Tower
Michael Don Santerre	\$ 5,700.06	Bell Tower Repair
Seacoast Scaffold	\$ 19,664.36	Scaffolding for Bell Tower
Mark Newcombe Welding	\$ 74.00	Pipe for Bell Tower

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Finance:

Finance Director attended the Spring MEGFOA training

Watching Paid Family Medical Leave bills: LD 406 Repeal PFML, LD1273 Make PFML Voluntary, LD 1333 Amend PFML

Investment plan/policy

MMEHT Health Claims Experience

Finance will create an Internal Control Policy. Still creating. More to come.