

Kennebec County, Maine

County Commissioner's Meeting Minutes June 17th, 2025



Present:

George Jabar, Commissioner
Joe Pietroski, Commissioner
Tom Doore, Treasurer
Chris Brawn, HR Director
Ken Mason, Sheriff
Meaghan Maloney, District Attorney

Angela Molino, EMA Director
Spencer McKeown, Deputy EMA Director
Shay Freeman, DA Office Administrator
Matthew Boucher, Register of Deeds
Corey Goodchild, Asst. Jail Administrator
Ronda Snyder, Register of Probate
Devon Parsons, IT Director

Frank Hatch, Lieutenant
Audrey Fredericks, Finance Manager
Charles McGillicuddy, KCEA Board President
Scott Ferguson, County Administrator
Stephanie Schredder, Executive Assistant

Absent:, Patsy Crockett, Commissioner, Chair, Lisa Bryant, Finance Director, Chris Read, Chief Deputy, Brielle Balmer, Deputy Register of Probate, KelLee Gray, HR Administrator, Frank Griffen, Deputy District Attorney, Dan Brunelle, Facilities Director, Bryan Slaney, Jail Administrator, Sue LaPointe, Deputy Register of Deeds

	Discussion	Action
Call to order	11:59pm	
Minutes	Joe Pietroski, Commissioner, made a motion to approve the minutes of May 20th, 2025, and George Jabar, Commissioner, seconded the motion. Joe Pietroski, Commissioner, made a motion to approve the minutes of June 3rd, 2025, and George Jabar, Commissioner, seconded the motion.	Approved 2-0 Approved 2-0
Human Resources	Chris Brawn, HR Director: ➤ Kennebec County is currently recruiting for the 6 vacancies in the Jail that were approved for FY26. ➤ There are currently no open positions at the jail. ➤ There is one Deputy vacancy at the SO (Sheriff's Office) and one Mitigation Specialist position open at EMA (Emergency Management Agency). ➤ KelLee Gray, Human Resources Administrator, continues to work with departments to get timecards working in the Edmunds system. The only department left (aside from the Sheriff's Office and Corrections) is EMA. They are meeting this week and next to be trained.	

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	➤ Chris Brawn, Human Resources Director, met with a consultant last week regarding a third-party administrator and managing the PFMLA (Paid Family Medical Leave Act). There are some potential savings in going with a third party and the consent of the Commissioners was requested. If there are savings, Human Resources would then come back to the Commissioners with those savings and then let them decide if it is worth the work to move forward. • Human Resources would work with Lisa Bryant, Finance Director, for this research and tasking. • July 31st is one of the first deadlines to move forward with the PMFLA act compliance. ➤ Human Resources spent a lot of time with the DOL (Department of Labor) and MMA (Maine Municipal Association) regarding an accident that happened last week. ➤ Human Resources is working diligently to get all the pay increases that were approved set up in the system for the first payroll of FY26. ➤ The Human Resources Manager position description has been rewritten in anticipation of the promotion that will be given to KelLee Gray, Human Resources Administrator, in July. ➤ Chris Brawn, Human Resources Director, worked with KelLee Gray, Human Resources Administrator, to ensure she knew what will be needed regarding language in the FOP (Fraternal Order of Police) negotiations. • Chris Brawn, Human Resources Director, will be out for several weeks due to a medical procedure.	
Treasurer/ Finance	Tom Doore, Treasurer: (See attached Treasurer's report) Audrey, Finance Director: (See attached Finance report) ➤ The end of fiscal year 2025 is coming up. ➤ Audrey Fredericks, Finance Manager, asked all departments to enter and approve their requisitions as soon as possible. ➤ Finance will be processing a check run for June 30th. ➤ Joe Pietroski, Commissioner, commented that he likes the report given by finance of 6/17/2025 and says that the county looks like it has a good financial footing after reading the report.	
Sheriff/Corrections	Ken Mason, Sheriff: ➤ A cruiser was damaged when it struck a deer. Mostly cosmetic damage. ➤ Ken Mason, Sheriff, will be meeting with Scott Ferguson, County Administrator, regarding the costs of School Resource Officers. ➤ There is a deputy or two going to the academy in July.	

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	➤ The Civil Department is currently bringing in more revenue than it is spending. ➤ One of the new vehicles was damaged and is being repaired. ➤ Joe Pietroski, Commissioner, Geroje Jabar, Commissioner, and Audrey Fredericks, Finance Manager, discussed the Civil Department utilizing the mileage reimbursement paid by service orders to be placed in a capital fund account to save for replacement vehicles when the need arises. • Ken Mason, Sheriff, stated that Amy Foss, Civil Bookkeeper, was providing mileage information to the Finance department. Lieutenant Corey Goodchild, Asst. Jail Administrator: ➤ The population in the Corrections Facility is 169 with 165 inside the Jail. • Several inmates are at the Hospital. ➤ Corrections had 3 new hires last Monday. ➤ The 6 new positions frozen in prior budgets are now open for FY26 and hiring has begun for 7/1/25. ➤ Boarders were sent back because the population is too high. ➤ Joe Pietroski, Commissioner, referred to the attachment for the minutes (information put forth by Tim Curtis, Somerset County Administrator, regarding the Professional Standards Council) from June 3rd and stated that he would like the Jail Administrator and the Assistant Jail Administrator to review and analyze the materials. • Ken Mason, Sheriff, stated that the Sheriff's office is very diligent in compliance and following the mandates made by the State of Maine. ➤ Scott Ferguson, County Administrator, the state of Maine has funded the County Jail Operations Fund an additional four million dollars.	
District Attorney	District Attorney's Office: Shay Freeman, DA Office Administrator: ➤ A grand jury is happening today due to the holiday. ➤ There aren't any trials in July. ➤ Admin week is at the end of July. ➤ Working on a flow chart for restitution. ➤ Shay Freeman, DA Office Administrator, went to the National Extradition Official Conference and as soon as she returned, there was an extradition case in the DA office. ➤ Shay Freeman, DA Office Administrator, attended the Maine Municipal Association (MMA) Human Resources Management conference recently.	

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	➤ There was a minor situation outside the courthouse building yesterday and Shay Freeman, DA Office Administrator, requested Judicial Marshals for better communication to know what was happening when it was happening so that employees of the DA office could be better informed and alert staff. ➤ Performance appraisals are being developed for the end of the year.	
Probate	Probate: Ronda Snyder, Register of Probate: ➤ Court is in session today and tomorrow. ➤ Probate has officially surpassed \$280,000 in revenue projection and is currently at \$285,000 in revenues. Ronda Snyder, Register of Probate, estimated that the final revenues for the fiscal year will be over \$300,000. • Scott Ferguson, County Administrator, stated that he was not seeing the same numbers represented on the reports provided by Finance, and Ronda Snyder, Register of Probate, stated that the month of May had not been processed because checks are not deposited until the middle of the month typically, so it does not show yet. Audrey Fredericks, Finance Manager, stated that she would look into the deposits and entry of the May 2025 revenues for Probate. ➤ Ronda Snyder, Register of Probate, stated that she listened to the Commissioner meeting recording from the previous session and thought that the quality of the recording was not acceptable. ➤ The probate court recently switched payroll functions to Edmunds. ➤ Ronda Snyder, Register of Probate, stated that she forced an administrative hearing regarding the previous register's unemployment claim, and will be providing the proper statutes that should have been considered in the original claim decision.	
Information Technology	Information Technology: Devon Parsons, IT Director: ➤ IT is switching to Edmunds for timecards. ➤ Posting Commissioner meeting audio recordings to the Kennebec County website. ➤ Posting policies for the county internal access only. ➤ Working on policies for key cards and AI. There will be a general county policy upgrade for computer equipment. • There is an internal phone list where the policies will be accessible.	

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Registry of Deeds	<u>Register of Deeds:</u> Matthew Boucher, Register of Deeds: ➤ There was a Registry of Deeds Conference in Greenville last week. ➤ The Governor hasn't signed the fee increase schedule. • Fees will go up in 90 days. ➤ This month we are trending by 10% and if that holds, we will be over projections for this year. ➤ Registry of Deeds is under on expenditures for the year. ➤ Matthew Boucher, Register of Deeds, applied for a booth space at the Monmouth Fair to inform the public of the property alert system and Scott Ferguson, County Administrator, asked permission from the Commissioners to give his consent to Malcolm Ulmer, Maine County Commissioner Association, Director of Risk Management, to create a Certificate of Liability for the event, and the Commissioners granted their permission.	
EMA	<u>Kennebec County Emergency Management Agency (KCEMA):</u> Angela Molino, EMA Director and Spencer McKeown, EMA Deputy Director: ➤ MD-3 • There was a discussion surrounding how the remaining county funds will be utilized and how the doctors working on the program will be employed. ➤ Ongoing: Homeland Security Grant Program, LEPC, and EMPG administration. ➤ EMPG24: \$30,139.52 ➤ HSGP23 \$37,287.38 ➤ HSGP22: 29,424.91 ➤ KCEMA attended the MEMA Commodity flow study presentation, portions of this data will be used in the hazmat plan. ➤ Responded to a request for comment from WMTW on the potential changes to FEMA and Federal Grants. ➤ Mitigation & Recovery Planner: reposted June 17 ➤ Ongoing: Mass Casualty Training & Scenario - Thursday June 19 ➤ Ongoing: KCEMA drone/UAS policy- clarification on FAA certificate of authorization ➤ Ongoing: HazMat plan draft-awaiting data from completed commodity flow study ➤ Ongoing: All Hazards Assessment: THIRA/SPR compiling data and creating jurisdictional profiles, consequence analysis, and community sector impacts.	

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Facilities	<u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director: ➤ Not present	
Administrator	<u>Scott Ferguson, County Administrator:</u> ➤ Liberty Mutual was here earlier in the week last week for an inspection. • The representative from Liberty Mutual didn't have a checklist and didn't seem prepared. ➤ The Unorganized Territory of Unity Plantation: • The Town of Unity emailed Kennebec County and wanted to see an MOU agreement with RSU #3 and Scott Ferguson, County Administrator, directed the RSU to the State of Maine who manages school funding for the Unorganized Territories. • Kennebec county is reviewing the animal control contract with the Waterville Animal Shelter with Peter Marchesi, County Attorney. • The State collects \$289,000 from the Unity Plantation in taxes, of which \$20K comes to the County. Scott Ferguson, County Administrator, is reviewing the State of Maine tax calculation to understand what goes to the School, County and what is kept by the state. ➤ Scott Ferguson, County Administrator, corresponded with Randall Liberty, Commissioner of the Department of Corrections, regarding the distribution of the \$4 million in funding that was awarded to County Jail Operations fund for one year of the Biennium. Scott provided three distribution scenarios to the MDOC Commissioner for consideration. ➤ On June 26th, there will be a strategic planning meeting with the Professional Standards Council, who asked Scott Ferguson, County Administrator, to talk at the meeting about the state's supplemental process. • There is a question of what will be submitted in the supplemental.	
Old Business/ Follow Up Items	➤ Kennebec County Sheriff's Vehicle Policy: • In Process. ➤ UME-EXT Contract: • Charles McGillicuddy, President of the Kennebec County Extension Association, is in attendance to sign the lease agreement for the 3rd floor of Hill House. • Joe Pietroski, Commissioner, made a motion to authorize George Jabar, Commissioner, to sign on behalf of Kennebec County, the lease agreement between the Kennebec County Extension Association, and the Kennebec County Government, and George Jabar, Commissioner, seconded the motion. ➤ Body-Worn Camera Report:	Approved 2-0

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	• See Sheriff's report. George Jabar, Commissioner, stated that the report will be here in July. ➤ Dispatching Services: • There will be an MOU.	
New Business	➤ Travis Mills Thank You Letter: • George Jabar, commissioner, and Joe Pietroski, Commissioner, both signed the document. ➤ FY25 Mileage Vote: • George Jabar, Commissioner, made a motion to authorize payment to the Commission for mileage reimbursement submitted by the Commissioners; Joe Pietroski, Commissioner, seconded the motion. ➤ Offsite Certificate of Liability Insurance: • See Deeds Report ➤ Joe Pietroski, commissioner, asked if there was a policy regarding the personal use of the Kennebec County garage facility, because someone had informed the Commissioner that someone drove their personal vehicle into the garage over the weekend and Scott Ferguson, County Administrator, requested that the person who made this report talk to him to get further detail on the incident.	Approved 2-0
Public Comments	• None.	
Adjournment	There was a motion at 1:02pm by George Jabar, Commissioner , to adjourn the regular session, and Joe Pietroski, Commissioner , seconded the motion.	

Respectfully Submitted: Stephanie Schredder, Executive Assistant

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Treasurer Meeting Notes 6/17/2025

General Fund Cash	\$1,225,884, invested in the Insured Cash Sweep account with Kennebec Savings Bank
Investment Cash:	\$ 5,500,000, invested in the Intrafi Money Market account with Kennebec Savings Bank
Investment Cash:	\$2,189,655, invested in Kennebec Savings Bank Managed Investment Account.
Balance decreased	\$5,773 since the last meeting.

Warrants for signatures:

Payroll W# 67 Payroll/Agency Checks	\$632,746
AP W#68 Reg & ARPA	\$473,378
AP W#68D (ACH) Reg & ARPA	\$78,607
Restitution W#25R23	\$32,359

Expenditure Highlights

Correctional Psychiatric Svs. (Jail - Medical; Mental Health & MAT)	\$318,758
Diamond Drugs (Inmate Prescriptions)	\$23,722
Trinity (Inmate Meals)	\$31,693
WEX Fuel	\$10,347
Wheeler & Arey (Legal Services)	\$9,955
Maine Pre-Trial Services	\$22,860
Maine Pers (An Adjustment for a Former Employee)	\$2,977

ARPA Expenditures: Total \$ 2,378.20

Hammond Lumber	\$198	Bell Tower
Michael Don Santerre	\$1,069	Bell Tower Repair
Target Electric	\$1,111	Lightning Rod for Weathervane

Finance: Fund Balance Report distributed

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