

Kennebec County, Maine

County Commissioner's Meeting Minutes July 1, 2025



Present:

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

Frank Griffen, Deputy District Attorney
Angela Molino, EMA Director
Spencer McKeown, Deputy EMA Director
Matthew Boucher, Register of Deeds
Sue LaPointe, Deputy Register of Deeds
Corey Goodchild, Asst. Jail Administrator

Ronda Snyder, Register of Probate
Frank Hatch, Lieutenant
Audrey Fredericks, Finance Manager
Scott Ferguson, County Administrator
Stephanie Schredder, Executive Assistant

Absent: Meaghan Maloney, District Attorney, Chris Brawn, HR Director, Chris Read, Chief Deputy, Devon Parsons, IT Director, Brielle Balmer, Deputy Register of Probate, Dan Brunelle, Facilities Director, Bryan Slaney, Jail Administrator, Shay Freeman, DA Office Administrator

	Discussion	Action
Call to order	11:59pm	
Minutes	The minutes of June 17, 2025, were not addressed.	NOT ADDRESSED
Promotion	Terry Grennen was promoted to Corporal	
Human Resources	KelLee Gray, HR Manager: ➤ Workforce Development – no changes since last report: • Students: 20 students • Classes: 8 (different subject and/or date) • Refund requested total: \$6,702.20 • Refunds received total: \$6,679.66 ○ \$3,543.66 is from 2024 classes ○ \$3,136.00 is from 2025 classes ➤ Edmunds FY26 changes being processed – had to wait for last payroll to finish ➤ Many interviews; Corrections, Probate, DA, & EMA office. ➤ New openings in July; new SO patrol deputy for FY26; corrections officer who resigned mid this month. ➤ New hires are coming in; Corrections, EMA, & Probate. Promotion in DA. ➤ FOP negotiations ➤ Edmunds timecard training done and active for all departments except the SO and Corrections who use IMC	

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	➤ Chosen for first group of Companies to have online access to MMEHT. We have been selected as a BETA users. ➤ Consultation with supervisors/department heads for minor employee issues. ➤ First reimbursement check received for the Wellness program and was done to complete FY25 and to start the new FY26 ➤ Taking care of workers compensation reports, appointments, and tracking ➤ FMLA requests ➤ Calendar year 2024 – DOL OSHA review Corrections only – completed • Joe appreciated the explanation of the MDOL requests.	
Treasurer/ Finance	Tom Doore, Treasurer: (See attached Treasurer's report) Lisa Bryant, Finance Director: (See attached Finance report) ➤ (See attached fund balances and RHR Smith Newsletter) ➤ The interest rate spreadsheet will be available to the Commissioners at the next meeting. ➤ Lisa Bryant, Finance Director, and Scott Ferguson, County Administrator, clarified that the fund balance report is meant to show you directionally where accounts are going but the information has not been audited yet; so, it is preliminary. This provides the department heads with approximate information which may require them to look further into certain items. ➤ Joe Pietroski, Commissioner, stated that he would like Lisa Bryant, Finance Director, and Scott Ferguson, County Administrator, to make a presentation to the Kennebec County Budget Committee regarding these reports, and Scott Ferguson, County Administrator, stated that the attempted scheduled presentations and information sessions in the past were met with little to no attendance or response by the Budget Committee.	
Sheriff/Corrections	Ken Mason, Sheriff: ➤ There is one open position at the Sheriff's Office. ➤ Ken Mason, Sheriff, recently attended the National Sheriffs Conference in Florida last week and attended many trainings while there, including courses on leadership and MAT (Medically Assisted Treatment). • Kennebec County is doing a good job with MAT program/s compliance, according to the information received at the conference. Frank Hatch, Lieutenant: ➤ Body Worn Cameras:	

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	- The Sheriff's Office tested 3 different companies; Axon, Versatarm, and GTAC, and the recommendation to the Commissioners is for Axon. Axon will easily link between the Sheriff's Office and the District Attorney's Office, as they have already purchased Axon for their video storage software system. - It was stated that the proposal contract will be for a term of five years; the first year can be funded by the approved budget for FY26 and will be added to the proposed Sheriff's budget for FY27 and the following fiscal years. Joe Pietroski, Commissioner, reminded Ken Mason, Sheriff, to adhere to the purchasing policy, and Ken Mason, Sheriff, stated that he has been following the purchasing policies. ➤ Vehicle policy: Peter Marchesi, County Attorney, is currently reviewing this policy. George Jabar, Commissioner, asked Ken Mason, Sheriff, to check in with Peter Marchesi, County Attorney, to touch base on this policy. ➤ Dispatch Services: - The State of Maine Communication Center will no longer be serving Kennebec County and there is a need to partner with a dispatch center to received and dispatch emergency calls. Chris Read, Chief Deputy, stated that the Sheriff's Office is in discussions with the City of Augusta Regional Communication Dispatch Center and will be presenting an MOU to the Commissioners for review and approval once it is finalized. Joe Pietroski, Commissioner, asked that the Kennebec County Emergency Management Agency and the Kennebec County Sheriff's Office meet with towns to expedite this process. Angela Molino, EMA Director, stated an overview of possible grant opportunities to fund emergency communications. ➤ Damage to a car by a deer: Commissioner Pietroski, Commissioner, expressed concern regarding a cruiser that had been damaged by running into a deer a few weeks ago, and another vehicle that had been lost due to an accident, and Ken Mason, Sheriff, stated that one vehicle was repaired and one had been replaced with insurance funds. None of the deputies were injured in either accident. Lieutenant Corey Goodchild, Asst. Jail Administrator: ➤ The population inside the Kennebec County Corrections Facility is 167. One inmate is out to the Riverview psychiatric facility this morning for an evaluation that could last 60 days. - There aren't any boarders from other facilities because of the higher population.	

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	➤ 5 new hires starting on Monday and 3 currently in field training. ➤ 1 position still needs to be filled for the 6 positions approved for FY26. ➤ Augusta Adult Education MOU: • George Jabar, Commissioner, made a motion to authorize the Commissioner Chair to sign the Augusta Adult education MOU on behalf of the Commission, and Joe Pietroski, Commissioner, seconded the motion. Unanimous.	Approved 3-0
District Attorney	<u>District Attorney's Office:</u> Frank Griffen, Deputy DA: ➤ The Axon Contract: • George Jabar, Commissioner, made a motion to authorize the chairman to sign the Axon contract for the District Attorney's office, and Joe Pietroski, Commissioner, seconded the motion. Unanimous.	Approved 3-0
Probate	<u>Probate:</u> Ronda Snyder, Register of Probate: ➤ The Probate Court would like to have a booth at the various fairs happening this Summer around Kennebec County to inform the public of the website, the process of utilizing Probate services, and different forms associated with the Probate Court. ➤ FY25: • Revenue was 112% of anticipated revenue or \$31,000 over what was originally anticipated revenue. • Probate was under budget for FY25 by \$31,000. • Ronda Snyder, Register of Probate, stated that she did not have the ability to budget for utilities or the unemployment claim of a past employee because of delayed notification. ➤ Kennebec County Laptop Purchase: • Filed an FOAA request to obtain information that will be provided to Commissioners. • This item will be discussed at the next Commissioner meeting when Devon Parsons, IT Director, is present. ➤ It is red, white and blue week in Probate for celebrating the 4th of July. ➤ Icon Software demo for credit card processing will be set up in the next few days so patrons can use it for payment at no cost to Kennebec County.	

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Information Technology	<u>Information Technology:</u> Devon Parsons, IT Director: No report.	
Registry of Deeds	<u>Register of Deeds:</u> Matthew Boucher, Register of Deeds and Sue LaPointe, Deputy Register of Deeds: - FY25: - The Registry of Deeds was \$59,000 under budget for FY25. - Deeds was up by \$10,000 last month compared to last year. - FY25 total revenues are \$1.1 million, which is up \$55,000 compared to last year. - The State reduced the transfer tax by .8% which is estimated to be a \$30,000 reduction to Kennebec County. The state indicated that other fee increases which goes into effect in January will make up the difference. - The Registry of Deeds will be submitting a proposal to purchase a new kit machine (scanning) and switching microfilm companies. - The Registry of Deeds never procured a booth at the Monmouth fair because they did not have the certificate of insurance on time. Matthew Boucher, Register of Deeds, put a flag out in front of the Registry of Deeds to make their location more visible to the public.	
EMA	<u>Kennebec County Emergency Management Agency (KCEMA):</u> Angela Molino, EMA Director and Spencer McKeown, EMA Deputy Director: - Ongoing: Homeland Security Grant Program, LEPC, and EMPG administration. - HSGP25 application is open - notification via email - Met with radio vendor for potential communications project - Closeout HSGP21, HSGP22 & HSGP23 - Attended HR training: Edmunds to submit timesheets - impressive - Attended the Ironman triathlon initial planning meeting. The event will be held on July 27th. - EOC update: 1 week of 3-week project, insulation, drywall and mud - Mitigation & Recovery Planner: Start date July 7 (7 applicants in total) - Mass Casualty Training & Scenario - Thursday June 19 - Saturday June 21 140 attendees over 3 days	

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	➤ Ongoing: KCEMA drone/UAS policy- No need for a FEMA (Federal Emergency Management Agency) review - adjusting language before legal ➤ Ongoing: HazMat plan draft-awaiting data from completed commodity flow study ➤ Ongoing: All Hazards Assessment Not sure if there will be a 25% cost share for HSGP 25 ➤ Angela Molino, EMA Director, stated that she has been told that the lack of funding being provided to the State of Maine will cause more reliance on resources from the Counties for emergency response. • Patsy Crockett, Commissioner, asked what the status of FEMA might be, and Angela Molino, EMA Director, stated that some programs are being eliminated. ➤ Joe Pietroski, Commissioner, asked if the MD3 program is still being funded by Kennebec County and Scott Ferguson, County Administrator, and Angela Molino, EMA Director, both stated that the MD3 program is using the remainder of ARPA funding that was originally allotted to the program, but there isn't any further funding being provided by Kennebec County's General Fund.	
Facilities	<u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director: ➤ Not present. ➤ Joe Pietroski, Commissioner, referenced an incident at the Kennebec County Garage facility and stated that he would like to have a policy created for the use of the garage due to concerns about liability. Scott Ferguson, County Administrator, assured the Commissioner that the individuals involved now understand what is expected for the use of the garage and a policy is not needed. • The Commissioners suggest this discussion continue when Dan Brunelle, Facilities Director, returns.	
Administrator	<u>Scott Ferguson, County Administrator:</u> ➤ The Professional Standard Council held a Strategic Planning session at the Maine County Commissioners building last week concerning jail legislation and funding. Scott Ferguson, County Administrator, presented to the Council on the State's Supplemental process. ➤ County Administrators statewide discussions regarding legislation, GIS, tax payments and various other topics. ➤ There is a Maine Sheriff's Association invitation to a breakfast event on August 28th. ➤ MACCAM will be meeting on Wednesday, July 9th in Farmington. This meeting has now become an MCCA (Maine county Commissioners Association) meeting/ event. Scott Ferguson, County Administrator, will be in attendance for the meeting only. ➤ FOP (Fraternal Order of Police) negotiations are ongoing.	

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	➤ NCEU (National Correctional Employees Union) would like to start negotiations for their contract with Kennebec County at the end of July. ➤ LD 1915, An Act to Regulate Earned Wage Access Services Providers, did not pass. ➤ Happy new year! Today is the first day of the fiscal year 2026. • While FY25 ended June 30th, the audit for FY25 has begun, but is not yet completed.	
Old Business/ Follow Up Items	➤ Kennebec County Sheriff's Vehicle Policy: • In Process. See Sheriff's Report. ➤ Body-Worn Camera Report: • See Sheriff's report. ➤ Dispatching Services: • There will be an MOU (Sheriff). ➤ Scott Ferguson, County Administrator, stated that he would inquire regarding the \$4 million to the County Jail Operations Fund and the distribution of MAT/ Medical funding. ➤ Recently, at the Professional Standards Council, Scott Ferguson, County Administrator, gave a presentation on the supplemental process, and tried to communicate certain dates. The process really relies on the state budget officer. We missed this year's supplemental, but we do not want to miss next year's. • Joe Petroski, Commissioner, asked Scott Ferguson, County Administrator, to get a list of all the State mandates given to the County.	
New Business	➤ Spirit of America Awards: • Stephanie Schredder, Executive Assistant, explained that the due date for 2025 nominee submissions is June 30th, and that there isn't a complete list of nominees at this time. • Patsy Crockett, Commissioner Chair, suggested postponing the event until October or November 2025 so that there will be a completed list of awardees and Ceremonial Courtroom 7 will be done with repairs, so that the event can be held there instead of the Large Conference Room. • Joe Pietroski, Commissioner, mentioned that he thinks three of the awardees of the 2024 list are incorrect and that he has consulted with representatives of the Spirit of America Association and has not been able to get a final answer. • Each Commissioner will have to nominate an individual to achieve Saphyre status. ➤ Johnson Controls Renewal Contract: • George Jabar, Commissioner, made a motion to authorize the Commissioner Chair to sign the Johnson Controls Fire Protection Software renewal agreement, and Joe Petroski, Commissioner, seconds the	Approved 3-0

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	motion. Unanimous. ➤ Courtroom Seven: • Scott Ferguson, County Administrator, stated that they anticipate Facilities to begin work on that in the next week or so, and they estimate two months to conclusion. • Patsy Crockett, Commissioner Chair, stated that she promised to have the agenda item of Courtroom 7 remain on the Commissioner agenda until the courtroom repairs are completed and it will be in every single time so that the Chief Justice can refer to them for updates on the status of the renovations. ➤ Commissioner Meeting Recordings: • Joe Pietroski, Commissioner, stated that the recordings for the Commissioner meetings are not up to the standard that he would like to have, and suggested using Zoom. Ronda Snyder, Register of Probate, stated that the recordings are terrible. • Patsy Crockett, Commissioner, stated that she didn't want voices to be picked up prior to the pledge of allegiance for the meetings. • Stephanie Schredder, Executive Assistant, stated that the system experiences much interference (people talking in the back of the room, the air conditioner, connectivity issues with microphones) that is uncontrollable because the occurrences happen during the meeting when she is typing the minutes and is unable to address the issues. She stated that the sound system is complex and would require operation by someone more qualified in that field. • Patsy Crockett, Commissioner Chair, stated that she is unsure how many people are actually interested in listening to the meeting recordings. ➤ Unauthorized Wall: • Matthew Boucher, Register of Deeds, stated that a wall was constructed between the bathrooms at 77 Winthrop Street without proper collaboration between the two departments that reside in the building. • An email was sent to Commissioners expressing concern for fire safety, sanitary violations, union violations, and communication concerns. • Matthew Boucher, Register of Deeds, stated that he would like to see the wall removed and that it was not properly constructed. He suggested the development of a collaborative comprehensive plan to separate the two departments within the building. • Patsy Crockett, Commissioner Chair, stated that the two departments, Scott Ferguson, County Administrator, and Facilities, should have a meeting to resolve the issue. • The wall will be removed today.	
Public Comments	• None.	

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Adjournment	There was a motion at 1:46pm by George Jabar, Commissioner , to adjourn the regular session, and Joe Pietroski, Commissioner , seconded the motion.	Approved 3-0

Respectfully Submitted: Stephanie Schredder, Executive Assistant

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Treasurer Meeting Notes 7/1/2025

General Fund Cash \$ 929,124.00 : All invested in the Insured Cash Sweep account with Kennebec Savings Bank

Investment Cash: \$ 5,017,496.00 : All invested in the Intrafi Money Market account with Kennebec Savings Bank

Investment Cash: \$ 2,205,184.00 : All invested in Kennebec Savings Bank Managed Investment Account. Balance increased \$ 15,528.00 since the last meeting.

Warrants for signatures:	Payroll W# 69 Payroll/Agency Checks	\$ 647,284.00
	AP W#70 Reg	\$207,942.00
	AP W#70D (ACH) Reg	\$215,469.00

Trinity (Inmate Meals)	\$ 31,693.00
MMEHT (Health Insurance & Life)	\$ 191,566.00
Maine Pers	\$ 125,184.00

ARPA Expenditures: Total \$ 0.00

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Finance:

Rev & Expense report will not show budget amounts until the budget process is finalized, and will show on next report.

Fund Balance Report distributed

We received WEX gas cards that were either passed out (Facilities; Admin; EMA) and the remaining were delivered to Sgt. Gales Estes in the SO.

RHR Smith Newsletter

Warrant/Payroll/Holiday due dates prepared by Karen Trussell

Interest rate spreadsheet will be distributed at the next meeting, waiting for statements