

Kennebec County, Maine

County Commissioner's Meeting Minutes July 15, 2025



Present:

Patsy Crockett, Commissioner Chair
Joe Pietroski, Commissioner
Tom Doore, Treasurer
Lisa Bryant, Finance Director
Ken Mason, Sheriff
Frank Griffen, Deputy District Attorney
Devon Parsons, IT Director

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

Frank Hatch, Lieutenant
Audrey Fredericks, Finance Manager
Darren Woods, MEMA County Directors Council Chair
Scott Ferguson, County Administrator
Stephanie Schredder, Executive Assistant

Absent: George Jabar, Commissioner, Sue LaPointe, Deputy Register of Deeds, Meaghan Maloney, District Attorney, Chris Brawn, HR Director, Chris Read, Chief Deputy, Brielle Balmer, Deputy Register of Probate

	Discussion	Action
Call to order	11:59pm	
Minutes	Joe Pietroski, Commissioner, made a motion to approve the minutes of July 1st, 2025, with changes, and Patsy Crockett, Commissioner, seconded the motion. Patsy Crockett, Commissioner, made a motion to approve the minutes of June 17th, 2025, with changes, and Joe Pietroski, Commissioner, seconded the motion.	Approved with changes 2-0 Approved with changes 2-0
Awards	➤ Darren Woods, MEMA County Directors Council Chair , presented the Certification in Emergency Management to Angela Molino, Kennebec County EMA Director .	
Human Resources	KelLee Gray, HR Manager: ➤ FY26 actions completed and verified in Edmunds; first payroll done - HR side looks good. Great teamwork with Finance, thanks! ➤ Onboarded 5 Correctional Officer's, 1 EMA employee, and 1 Probate employee. ➤ Interviews concluded and processing selected applicants to fill few vacancies. • All departments 'staffed' except for Sheriff's Office patrol positions – if all selected applicants pass background checks. • Doing well with the interview processes which relieves the workflow for the departments. ➤ Second full pay cycle with non-Sheriff's Office departments on the timecard system. It went really well for submissions by employees and the approval process into Finance.	

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	• Joe Pietroski, Commissioner, asked if the Sheriff's Office will be using the new timecard system, and KelLee Gray, HR Manager, stated that the Sheriff's Office is currently using IMC to report time, but they will be approached with a discussion regarding a switch to the new system.	
Treasurer/ Finance	Tom Doore, Treasurer: (See attached Treasurer's report) Lisa Bryant, Finance Director: (See attached Finance report) ➤ Patsy Crockett, Commissioner Chair, asked for Zeb Letourneau, Berry Dunn Manager Consultant, to attend the next Commissioner meeting for an updated report on ARPA (American Rescue Plan Act) funding. ➤ Scott Ferguson, County Administrator, and Lisa Bryant, Finance Director, give an explanation to Joe Pietroski, Commissioner, of where ARPA funds are kept and how government accounting works at Kennebec County. Lisa Bryant, Finance Director, provided the schedule for all FY25 account reporting in the packets given to Commissioners for investment accounts, and that includes an interest rate account report for June. ➤ Patsy Crockett, Commissioner Chair, asked that a list of towns who have paid their tax bills be provided to the Commissioners on the reports given to them every meeting.	
Sheriff/Corrections	Ken Mason, Sheriff: ➤ The Hallowell Police Department has one less officer, which means that they will rely more on the Sheriff's Office for coverage, along with several other municipalities. ➤ MDEA Contract: • Joe Pietroski, Commissioner, made a motion to authorize the Commissioner Chair to sign the MDEA contract, and Patsy Crockett, Commissioner, seconded the motion. ➤ Axon Body Camera Contract: • Scott Ferguson, County Administrator, commented that this expenditure was approved by the Kennebec County Budget Committee for FY26. • Frank Hatch, Lieutenant, stated that a contract will be forthcoming after review by Peter Marchesi, County Attorney. ➤ Patsy Crockett, Commissioner Chair, signed the transfer of ownership letter for the retired police canine, Vixen, from Kennebec County to the handler. • The signature from Vixen's handler is still needed for the document to be fully executed. Lieutenant Corey Goodchild, Asst. Jail Administrator: ➤ The Population in corrections is currently 170, with 159 inside the facility.	Approved 2-0

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	➤ There are three officers starting the academy this week, a class of 5 that have started this week for training, and there have been two resignations this month. ➤ Trinity Food Services Contract: • Joe Pietroski, Commissioner, made a motion to have the Commissioner Chair sign the extension of the Trinity Food Service Contract for Corrections, and Patsy Crockett, Commissioner Chair, seconded the motion. Captain Bryan Slaney, Jail Administrator: ➤ There was a reoccurring obligation on Tuesdays at 11am that has kept the captain from attending the last few Commissioner meetings. • There will be a meeting next week with an MAT (Medically Assisted Treatment) representative to discuss medications/injections. • There will be a meeting next week with DHHS (Department of Health and Human Services) regarding infectious disease and HIV medications for inmates.	Approved 2-0
District Attorney	<u>District Attorney's Office:</u> Shay Fredericks, DA Office Administrator, and Frank Griffen, Deputy District Attorney: ➤ Courtroom seven is currently being restored. • Judge Mitchell wanted to see progress in the courtroom and people moved back into the offices last week. ➤ The roof of the courthouse is done, and the scaffolding is being disassembled. ➤ There is a directional sign needed outside the courthouse for elevator location. ➤ An unknown person took a picture of Shay's office today for no reason. ➤ The District Attorney's Office summer party is coming up at the end of the month. ➤ Frank Griffen, Deputy District Attorney, had a bail argument yesterday. ➤ The District Attorney's Office will be going live with Axon on August 1st. • The planning of the transfer has taken one year. • The DA office is pleased that the Sheriff's Office wants to go with Axon for body cameras to create a smooth transfer process. • Joe Pietroski, Commissioner, asked if any other counties are using Axon, and Scott Ferguson, County Administrator, stated that he would check with the other county administrators.	
Probate	<u>Probate:</u> Ronda Snyder, Register of Probate: ➤ Laptop purchase:	

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	• Ronda Snyder, Register of Probate, communicated concern over the delayed reimbursement for a county laptop that she purchased. A timeline of events was described, and frustration was expressed over the process. • Tom Doore, County Treasurer, asked Ronda Snyder, Register of Probate, to sign a document confirming the laptop would become county property before issuing the reimbursement check. • Ronda Snyder, Register of Probate, stated that she feels that elected officials like herself are being unfairly targeted and that unnecessary delays and poor communication are hindering department operations. • Joe Pietroski, Commissioner, voiced concern about the situation, emphasizing that elected officials should be able to run their departments as they see fit. • Lisa Bryant, Finance Director, noted there was a lack of an invoice or proof of payment, which is needed to provide reimbursement. • Ronda Snyder, Register of Probate, signed the document requested by Tom Doore, County Treasurer, and he gave her the signed check for reimbursement during her testimony to the Commissioners. ➤ A wall in the EMA and Deeds building was briefly mentioned, and Ronda Snyder, Register of Probate, stated that Matthew Boucher, Register of Deeds, had an affidavit from a source that stated the intent and actions behind the wall that was built without permission. Matthew Boucher, Register of Deeds, was withholding this document until the right moment to bring it to the Commissioners.	
Information Technology	<u>Information Technology:</u> Devon Parsons, IT Director: ➤ Dvtel contract with Johnson Controls is all signed. ➤ IT is working with Siemens on the corrections HVAC system. ➤ IT is working with video arraignment in the corrections facility. ➤ Working with EOC (Emergency Operations Center): • Devon Parsons, IT Director, met with Angela Molino, EMA Director, for the renovations and wiring. The process is moving along well.	
Registry of Deeds	<u>Register of Deeds:</u> Matthew Boucher, Register of Deeds: ➤ Waiting for projections to come in so information can be collected for document restoration and scanning equipment.	

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	➤ The fee increases schedule goes into effect in January. ➤ The transfer tax system has changed and lost about .8% of revenue fees.	
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. ○ LEPC24: Submitted Reimbursement Request to state \$9,516.47 ➤ Mitigation & Recovery Planner: New employee started July 7 ➤ Attended the State Emergency Response Commission Meeting ➤ Attended the State Hazardous Materials Team Chiefs Meeting ➤ Attended 2 Dam Safety Inspections with MEMA at New Mills in Gardiner and Branch Pond in China ➤ Met with Hallowell Fire Department to discuss grants and resources ➤ Provided maps to the City of Gardiner Wastewater Plant service area in Gardiner, Farmingdale, Randolph, Pittston and Chelsea ➤ Ongoing: KCEMA drone/UAS policy – sent to county lawyer for review ➤ 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. ➤ Joe Pietroski, Commissioner, asked if there were employees with EMA that were prepared to take care of emergencies and dams, and Angela Molino, EMA Director, stated that municipalities, the State of Maine, specialists, and the County, all have resources to care for and work together in emergencies ➤ Joe Pietroski, Commissioner, suggested a publication to emphasize the resources that EMA provides and wants people to know that they don't just sit around.	
Facilities	<u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director: ➤ Dan Brunelle, Facilities Director, has returned after being away. ➤ Work has begun on the corrections facility chimneys today. ➤ The roof on the corrections facility will be the next project. Scaffolding will go up shortly.	
Administrator	<u>Scott Ferguson, County Administrator:</u> ➤ Last week there was a meeting in Farmington with MCCA (Maine County Commissioners Association), MMA (Maine Municipal Association), and county administrators, to discuss legislation.	

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	➤ Negotiations for FOP (Fraternal Order of Police) are almost done. ➤ JIMS (CRAS & BARS) state jail reporting systems have been updated with FY25 actuals as well as the FY26 budget. This should meet the state's compliance requirement for the county to receive funding. ➤ The Kennebec County Budget Committee will potentially have six open positions that will need to be filled for FY27. • Joe Pietroski, Commissioner, stated that he would like to do caucusing earlier. • Patsy Crockett, Commissioner Chair, suggested that it might be a good idea to wait until after the election.	
Old Business/ Follow Up Items	➤ Kennebec County Sheriff's Vehicle Policy: • In review by County Attorney. ➤ Axon Body Camera Contract: • In review by County Attorney. ➤ Dispatching Services: • There will be an MOU (Sheriff). ➤ Courtroom Seven: • See DA Report.	
New Business	➤ County Laptop Purchase: • See Register of Probate report. ➤ MDEA (Maine Drug Enforcement Agency) Contract: • See Sheriff's report. ➤ Agreement for Retirement of Sheriff Canine: • See Sheriff's report. ➤ Trinity Food Service Agreement: • See Corrections report. ➤ PFML (Paid Family Medical Leave) Optional Proposal: • Lisa Bryant, Finance Director, KelLee Gray, HR Manager, and Scott Ferguson, County Administrator, went over the different options of PFML deductions, charges, benefits, and drawbacks to the county with different services. • The recommended company would cause savings of \$88,000 initially, and \$22,000 annually after that compared to utilizing the State of Maine as the administrator of the program with no savings. • The State of Maine has approved the use of these prospective companies for PFML.	

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	- The legislatively mandated .5% will still be collected from the employees at this time but could possibly be changed depending on the structure that Commissioners may want if they continue with The Standard company. Joe Pietroski, Commissioner, made a motion to say that the chair will sign on behalf of the Commissioners with The Standard as an administrator of the PFML program for Kennebec County, and Patsy Crockett, Commissioner Chair, seconded the motion. - The contract will be produced and signed before August 2025.	Approved 2-0
Public Comments	None.	
Adjournment	There was a motion at 1:39pm by Joe Pietroski, Commissioner , to adjourn the regular session, and Patsy Crockett, Commissioner Chair , seconded the motion.	Approved 2-0

Respectfully Submitted: Stephanie Schredder, Executive Assistant

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Treasurer Meeting Notes 7/15/2025

General Fund Cash \$ 1,441,815.00 : All invested in the Insured Cash Sweep account with Kennebec Savings Bank

Investment Cash: \$ 5,000,000.00 : All invested in the Intrafi Money Market account with Kennebec Savings Bank

Investment Cash: \$ 2,198,745.00: All invested in Kennebec Savings Bank Managed Investment Account. Balance decreased \$ 6,438.84 since the last meeting.

Warrants for signatures:

Payroll W# 1 Payroll/Agency Checks	\$ 642,150.00
AP W#2 Reg & ARPA	\$ 698,968.00
AP W#2 D (ACH) Reg	\$ 92,492.00
AP W# 71 Reg & ARPA	\$ 216,377.00
ACH W# 71 D Reg	\$ 99,719.00
Restitution 26R01	\$7,074.00
Diamond Drugs	\$ 73,288.00
MCCA Risk Pool	\$ 89,000.00
Maine Municipal Assoc	\$ 40,326.00

ARPA Expenditures: Total \$ 506,242.00

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Kennebec Water Dist.	\$ 500,000.00	Taconic Bridge
Volunteers of America	\$ 163.00	Permanent Supportive Housing
M. Santerre	\$570.00	Bell Tower
Home Depot	\$74.00	Grass Seed
KSB Credit Card	\$481.00	Ladder/Paint Cupola
Seacoast Scaffolding	\$4,952.00	Dismantle charge

Finance:

Fund Balance Report distributed

Interest rate spreadsheet

Investment Account FY25 Activity Spreadsheet

Paid Family Medical Leave 3rd party admin proposal (presented with HR)