

Kennebec County, Maine

County Commissioner's Meeting Minutes

September 2nd, 2025



Present:

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

Devon Parsons, IT Director
 Dan Brunelle, Facilities Director
 Angela Molino, EMA Director
 Meaghan Maloney, District Attorney
 Shay Freeman, DA Office Administrator
 Spencer McKeown, Deputy EMA Director
 Matt Boucher, Register of Deeds
 Bryan Slaney, Jail Administrator

Corey Goodchild, Asst. Jail Administrator
 Ronda Snyder, Register of Probate
 Frank Hatch, Lieutenant
 Audrey Fredericks, Finance Manager
 Cody Brown, Corrections Maintenance Supervisor
 Scott Ferguson, County Administrator
 Stephanie Schredder, Executive Assistant

Absent: Sue LaPointe, Deputy Register of Deeds, Brielle Balmer, Deputy Register of Probate, Frank Griffen, Deputy District Attorney, Chris Read, Chief Deputy

	Discussion	Action
Call to order	11:59pm	
Executive Session	There was a motion at 12:00pm 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 12:42 pm	
Call to Order	12:42pm	
Minutes	Joe Pietroski, Commissioner , made a motion to approve the minutes of August 5th, 2025 , and George Jabar, Commissioner , seconded the motion.	Approved 3-0
Human Resources	Chris Brawn, HR (Human Resources) Director: ➤ There have been several personnel issues, grievances, complaints, and pre-disciplinary hearings that have taken a big chunk of time over the last few weeks. ➤ Recruitment: • Corrections: 3 Corrections Officers • Sheriff: 1 Deputy • EMA: 1 Mitigation Specialist and 1 GIS Planner positions open and are actively interviewing. • DA: 1 employee gave notice today. ➤ Kennebec County is wrapping up the FOP (Fraternal Order of Police) contract and preparing for NCEU (National Correctional Employees Union) negotiations to include a cost analysis of their requests. ➤ Finance and HR are working together on the PFML TPA (Paid Family Medical Leave Third-Party Agent) implementation.	

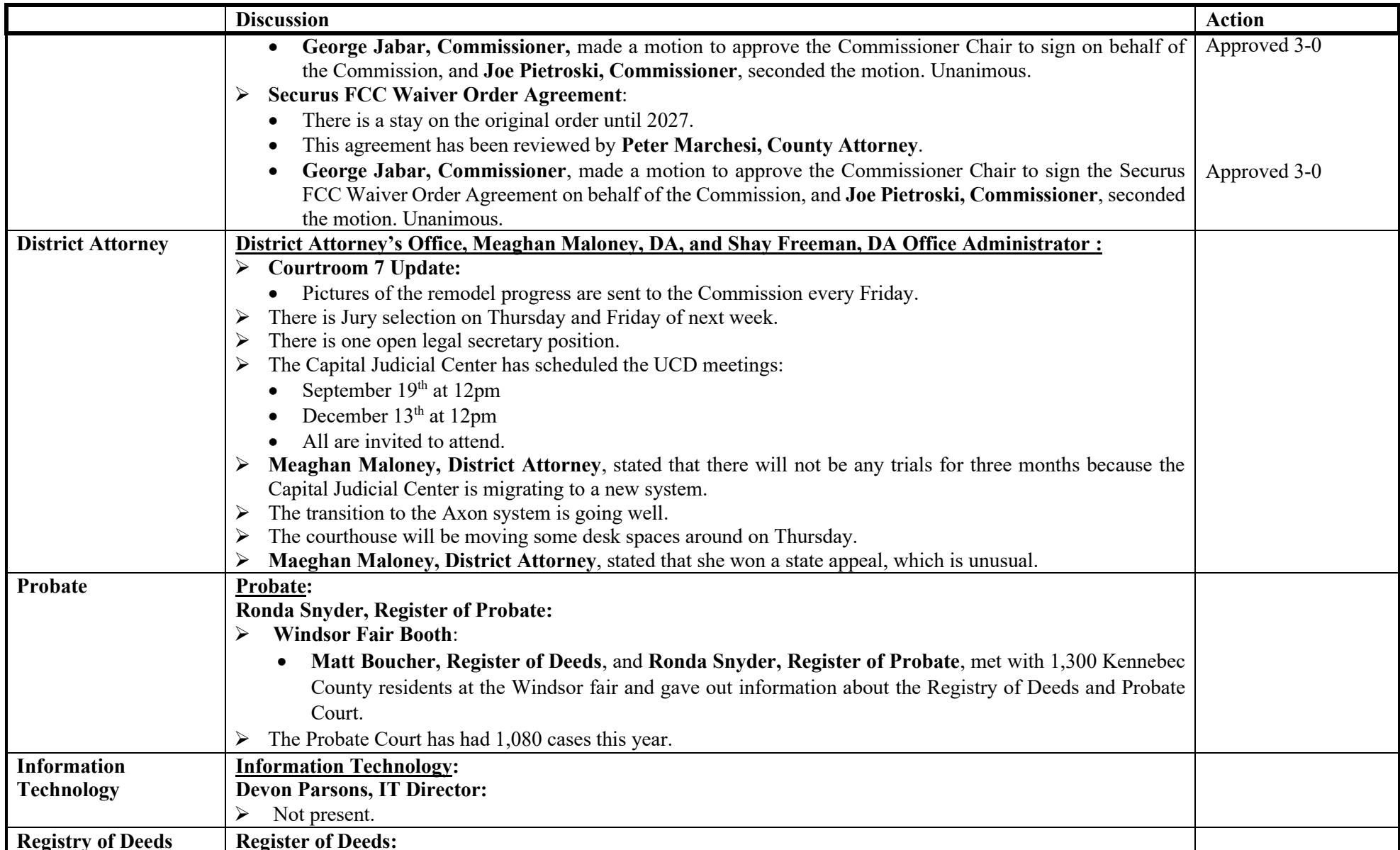
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	Discussion	Action
	➤ Administrative items are coming in droves, which are all time consuming to include a significant payroll issue that was caught with the time-keeping module. ➤ There are several requested policy updates that are being developed. ➤ As a wellness initiative, Human Resources is looking at offering a self-defense class to all female employees, due to concerns that have been raised. Because of the gender specific request, HR reached out to Peter Marchesi, County Attorney, to investigate any challenge the offering might face. • The Commissioners thought it was a great idea.	
Treasurer/ Finance	Tom Doore, Treasurer: (See attached Treasurer's report) Lisa Bryant, Finance Director: (See attached Finance report) ➤ Workers' comp will likely increase. ➤ Patsy Crockett, Commissioner, asked for the tax warrants that have been paid by municipalities to be recorded on the Treasurer's Report by town name and tax payment amount.	
Sheriff/Corrections	Ken Mason, Sheriff and Hatch: ➤ The School Resource Officers are back in school. ➤ There are 2 deputies at the academy. ➤ Axon Body Camera Update: • Frank Hatch, Lieutenant, stated that the Sheriff's Office is waiting for Axon to take the next step in the implementation process. The target date is around October 1st, but it depends on training availability of the instructor. ➤ A cruiser has been repaired after hitting a deer. ➤ The Sheriff's Conference went well. Captain Bryan Slaney, Jail Administrator: ➤ The population inside the jail is 146. ➤ Jail Fire Monitoring System: • This is a Siemens upgrade and the system is proprietary. • The total cost for upgrade is approximately \$68,000 and will come out of the CIP (Capital Improvement Plan) account. • Cody Brown, Corrections Maintenance Supervisor, stated that he was not surprised by the cost. The current system is 36 years old. • This item was requested of the Kennebec County Budget Committee for the FY26 budget but was not funded. CIP reserves will have to be used to pay for the upgrade.	

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	Matt Boucher, Register of Deeds: ➤ No regular report. ➤ There was speculation regarding tax rate implementation changes. ➤ In July, there were 3,500 houses sold in Kennebec County.	
EMA	Kennebec County Emergency Management Agency (KCEMA): Angela Molino, EMA Director and Spencer McKeown, EMA Deputy Director: ➤ Ongoing: HSGP (Homeland Security Grant Program), LEPC (Local Emergency Planning Committee), and EMPG (Emergency Management Performance Grant) administration. ➤ HSGP25 Grant Application was submitted on Friday Aug 1 total request \$245,000.00, MEMA accepted \$162,000.00, counties have been informed funding is being unallocated until further information is received, when that happens counties may be eligible to ally for the remaining county allocation. ➤ EMPG24 reimbursement: \$33,337.70 ➤ HSGP21 reimbursement: \$5,000.00 ➤ KCEMA will host ICS 300 & ICS 400, 25 signed up for ICS 300 & 18 signed up for ICS 400 ➤ KCEMA disseminated inventory/resources application & requested review ➤ KCEMA attended the Windsor fair, met with Head of Security Jon Richards ➤ Discussed All hazards assessment, inventory and the emergency preparedness plan with Town of China town manager and EMA deputy Director Becky Hapgood. ➤ Conducted the LEPC meeting & the Local Directors meeting ➤ Attended the MEMA (Maine Emergency Management agency) County Directors meeting, discussed HSGP and shared program ➤ Interviewed 4 candidates: Mitigation & Recovery Planner (1) and GIS Planner (3) ➤ Ongoing: KCEMA drone/UAS policy- legal review ➤ Ongoing: HazMat plan draft-received completed commodity flow study ➤ Ongoing: All Hazards Assessment: THIRA/SPR compiling data and creating jurisdictional profiles, consequence analysis, and community sector impacts.	
Facilities	Facilities Maintenance: Dan Brunelle, Facilities Director: ➤ The Jail cupola and chimneys are complete. ➤ The Jail weathervane is not complete yet. The installation for the weathervane will be approximately \$1,500. • Patsy Crockett, Commissioner, suggested asking the surrounding municipalities to contribute to the cost of installation.	

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	➤ The Facilities department is working on the trench for underground service to the garage out back and preparing the area next to the garage for an additional bay to be built. • The work for this project will be spread out over two budget seasons ➤ The fire alarm system in courthouse is the same as the Jail and will need to be upgraded; it will not communicate with the new HVAC system. ➤ Courtroom 7 Update: • The remodeling for Courtroom 7 is approximately 50% finished with the painting of ceiling and the walls. An estimated completion date would be the end of October.	
Administrator	<u>Scott Ferguson, County Administrator:</u> ➤ Kennebec County Budget Committee: • There will be 6 budget committee vacancies for FY27. • Lloyd Irland, Budget Committee Chair, recently reached out to Scott Ferguson, County Administrator, with several questions in preparation of the upcoming budget season. ➤ The FOP (Fraternal Order of Police) MOU is being finalized and NCEU (National Correctional Employee Union) negotiations are beginning. ➤ The Year-to-date financials for August are being worked on. ➤ Scott Ferguson, County Administrator, submitted corrections data (CRAS/ JIMS) to the State of Maine for August. ➤ Scott Ferguson, County Administrator, is working with Peter Marchesi, County Attorney, to develop the EMS (Emergency Medical Services) contract for Unity Plantation. ➤ Dan Brunelle, Facilities Director, and Scott Ferguson, County Administrator, would like to develop an MOU to store county property on Dan Brunelle, Facilities Director's, property to prevent equipment from being stolen. • A piece of equipment stored at the "farm" has been stolen. • It is determined by Commissioners that Scott Ferguson, County Administrator, will consult Peter Marchesi, County Attorney, to create an agreement.	
Old Business/ Follow Up Items	➤ Kennebec County Sheriff's Vehicle Policy: • In review by the County Attorney. ➤ Courtroom Seven: • (See Facilities Report) ➤ Dispatch Service MOU: • This will be removed from the agenda. • The Sheriff's Office is awaiting an answer from the City of Augusta on the cost of services.	

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	Discussion	Action
New Business	➤ Internal Control Policy: A draft policy was presented by Lisa Bryant, Finance Director, to the Commission. Questions were raised by several elected officials in the audience; they committed to a review of the policy and will provide recommendations to the Commission.	
Public Comments	None.	
Adjournment	George Jabar, Commissioner, made a motion to go into executive session at 2:21pm to discuss personnel matters pursuant to 1 M.R.S.A. section 405 (6)(A), and Patsy Crockett, Commissioner Chair, seconded the motion. Unanimous. There was a declaration to end Executive Session at 2:39 pm George Jabar, Commissioner, made a motion to approve the retroactive pay increases for a specified employee, based on non-bargained prior year increases, and Joe Pietroski, Commissioner, seconded the motion. Unanimous. George Jabar, Commissioner, made a motion to extend a specified employee's medical coverage through September 27th, 2025, and Joe Pietroski, Commissioner, seconded the motion. Unanimous. There was a motion made by George Jabar, Commissioner, to adjourn regular session at 2:41pm, and the motion was seconded by Joe Pietroski, Commissioner. Unanimous.	Approved 3-0 Approved 3-0 Approved 3-0 Approved 3-0

Respectfully Submitted: Stephanie Schredder, Executive Assistant

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Treasurer Meeting Notes 9/2/2025

General Fund Cash \$1,331,824.00 : 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: \$2,2521,918.00 : All invested in Kennebec Savings Bank Managed Investment Account. Balance increased \$12,182.00 since the last meeting.

Warrants for signatures:

Already signed

Payroll W# 5	Payroll/Agency Checks	\$638,018.00
AP W#7	Reg & ARPA	\$552,586.00
AP W#7B	Reg	\$1,215.00
AP W#7D	Reg ACH	\$78,220.00
W#26CR02	Civil Refund	\$4,775.00
W#26R03	Restitution	\$21,459.00
W#08	Payroll	\$641,508.00
W#09	Reg & ARPA	\$942,268.00
W#09D	ACH-Reg	\$227,555.00
W#26R04	Restitution	\$15,344.00
W#26CR03	Civil Refund	\$ 87.00

ARPA Expenditures: Total \$ 688,002.09

Eagle Rental	\$ 4,840.00	Lift Rental
Berry Dunn	\$ 38,297.00	Jan-Feb 2025 and July 2025
City of Augusta	\$ 594,784.00	Civic Center Roof and Webster Head Start
Exactitude	\$ 30,875.00	Jail Doors
Maine Turnpike	\$ 1.91	MD3 tolls

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Maine General	\$ 12,705.00	May and June Harm Reduction
VOA	\$ 6,497.00	Riverlands Support Housing

Finance:

Unity Audit starting next week on Sept 9th

Distributed:

Fund Balance Report
Maine Municipal Association Workers' Comp Fund & Experience
Interest Rate for July
Municipal Tax spreadsheet