

Kennebec County, Maine

County Commissioner's Meeting Minutes October 21st, 2025



Present:

Patsy Crockett, Commissioner Chair
George Jabar, Commissioner
Joe Pietroski, Commissioner
Tom Doore, Treasurer
Ken Mason, Sheriff
Ronda Snyder, Register of Probate

Chris Read, Chief Deputy
Chris Brawn, HR Director
Dan Brunelle, Facilities Director
Devon Parsons, IT Director
Angela Molino, EMA Director
Spencer McKeown, Deputy EMA Director

Bryan Slaney, Jail Administrator
Corey Goodchild, Asst. Jail Administrator
Shay Freeman, DA Office Administrator
Matt Boucher, Register of Deeds
Audrey Fredericks, Finance Manager
Stephanie Schredder, Executive Assistant

Absent:, Scott Ferguson, County Administrator, Sue LaPointe, Deputy Register of Deeds, Brielle Balmer, Deputy Register of Probate, Meaghan Maloney, District Attorney, Cody Brown, Corrections Maintenance Supervisor, Frank Griffen, Deputy DA

	Discussion	Action
Call to order	11:59pm	
Minutes	George Jabar, Commissioner, made a motion to approve the minutes of October 7th, 2025 , and Patsy Crockett, Commissioner , seconded the motion. Unanimous.	Approved 3-0
Human Resources	Chris Brawn, HR (Human Resources) Director: ➤ Recruitment: • There are currently ten vacancies in the Kennebec County Corrections Facility. Five of those positions have been filled and will be starting in the November class. • There is one Deputy position vacant in the Sheriff's Office. • One of the two candidates hired to fill the EMA (Emergency Management Agency) positions declined, so Human Resources is scheduling more interviews for the GIS position. ➤ The Finance Director position has been filled, and Scott Adkins will be starting with Kennebec County on November 10th. ➤ Chris Brawn, Human Resources Director, is in the 12-week NACO (National Association of Counties) Leadership Course which is taking about a ¼ of her time in an average week. ➤ HR and Finance have been working together to implement the updates required by the new FOP (Fraternal Order of Police) contract, to include wages and backpay. ➤ NCEU (National Correctional Employees Union) negotiations are underway. ➤ There are several requested policy updates in process. ➤ Several personnel issues have required a lot of time and attention. ➤ Chris Brawn, Human Resources Director, is back from a long weekend away and catching up on emails.	

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	➤ Joe Pietroski, Commissioner, asked for a conference with Patsy Crockett, Commissioner Chair, about questions he might be interested in, and he stated that he didn't want to do it with the microphone. All three Commissioners stepped out of the room to have a conversation at 12:04pm and returned at 12:10pm.	
Treasurer/ Finance	Tom Doore, Treasurer: (See attached Treasurer's report) Audrey Fredericks, Finance Manager: (See attached Finance report) ➤ Joe Pietroski, Commissioner, asked how much ARPA funding was invested, and Audrey Fredericks, Finance Manager, stated that she would get that information to him as soon as possible. ➤ Audrey Fredericks, Finance Manager, stated that this is the time of year that fraud is more prevalent and asked that everyone remain aware. • Finance might reach out to cardholders if they see an irregular charge. • There was recent fraud attempt and Kennebec Savings Bank made Kennebec County aware of the issue, and it was stressed that Kennebec Savings Bank will never call department heads directly. • If there are any difficulties or questions with Kennebec Savings Bank or credit cards contact Audrey Fredericks, Finance Manager.	
Sheriff/Corrections	Ken Mason, Sheriff, and Chris Read, Chief Deputy: ➤ There are 2 deputies at the academy in the 18-week course. They are halfway done. ➤ Forfeiture: • \$1,900.00 was forfeited by Mikarold Majuste, and Ken Mason, Sheriff, made a request to the commission to approve the acceptance of the forfeiture. • George Jabar, Commissioner, made a motion to accept the forfeiture from the Attorney General's Office in the amount of \$1,900 and Joe Pietroski, Commissioner, seconded the motion. Unanimous. ➤ Ken Mason, Sheriff, stated that he had spoken to the Deputy Chief of Police in Augusta regarding dispatch services, and he had informed the Sheriff that they settled their collective bargaining agreement with dispatchers, so an MOU can now be negotiated for dispatching for Kennebec County. • Ken Mason, Sheriff, stated that the cost of dispatch would be divided among 22 towns within Kennebec County, all of which do not have their own law enforcement. • Kennebec County would distribute and handle billing for the towns. • Chris Read, Chief Deputy, stated that the cost from the Augusta dispatch should be less than the cost of dispatch services from the State of Maine. Captain Bryan Slaney, Jail Administrator: ➤ The population is 133 inside the corrections facility.	Approved 3-0

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	➤ Siemens: Fire Monitoring Contract: - This is a renewal service contract. George Jabar, Commissioner, made a motion for the Commissioner Chair to sign the Siemens ongoing fire monitoring contract on behalf of the Commissioners, and Joe Pietroski, Commissioner, seconded the motion. Unanimous.	Approved 3-0
District Attorney	<u>District Attorney</u> Shay Freeman, DA Office Administrator: ➤ This week is the Maine Courts Administrative week; The court will be closed between 8am and 12pm every day. - There aren't any court dates until January. The court staff will be training on the new system. ➤ There will be a UCD meeting on November 3rd, and the hope is that the District Attorney's office will be informed at that point when they will be trained on the new court proprietary system. ➤ Axon is being implemented in the Kennebec County Courthouse, and soon there will be an implementation of the court management system. ➤ The Prosecutors and Victim Witness Advocates are attending a conference this week. ➤ Courtroom 7 Update: - The painting of the walls are in process. - Carpet squares were delivered today. Dan Brunelle, Facilities Director, has authorized all Facilities staff to help and get it done. Shay Freeman, DA Office Administrator, will take pictures on Thursday to submit with weekly report and to send to the Commission and Peter Marchesi, County Attorney.	
Probate	<u>Probate:</u> Ronda Snyder, Register of Probate: ➤ A monthly report was given to the Commissioners. ➤ In order to receive revenues of \$310k again this year, the Probate Court will need to bring in an average of \$25,835 in revenue every month, and right now the Probate Court is on par with that number. ➤ Name change cases continue to rise because of Real ID requirements at the Bureau of Motor Vehicles. ➤ Starting January 2025, there are 765 new cases and will reach a record number of 965 cases. ➤ Ronda Snyder, Register of Probate, stated that she was finally able to get the previous Register of Probate's unemployment claim canceled. ➤ Matt Boucher, Register of Deeds, attended an informational session with Ronda Snyder, Register of Probate, regarding record digitization. The legal statute for digitizing records needs review.	

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	➤ There was an issue with the voicemail going to email format. It has been fixed. ➤ The old Probate Court entrance needs to be winterized to prevent possible water damage to a historic door. ➤ Ronda Snyder, Register of Probate, stated that she would like to be able to lower the thermostat in the Probate Court to 62 degrees if she needs to, regardless of what was stated previously about functionality of the system and location of the court being above the boiler room in the report given by Dan Brunelle, Facilities Director. ➤ Ronda Snyder, Register of Probate, stated that there is a discrepancy in the FY26 statement of revenue that needs to be reviewed with Finance. Audrey Fredericks, Finance Manager, asked that an e-mail be sent to her regarding the issue. ➤ Joe Pietroski, Commissioner, inquired about the potential mold in an area of the Probate Court offices, and Dan Brunelle, Facilities Director, stated that there was a professional air quality test done and he is awaiting the results. It was stated that when the company came to test for mold, they informed the Facilities department that the court building used plaster treated with lime for the walls in the courthouse which prevents mold growth. • Results will be provided to the Register of Probate and Commissioners when they are available. • Ronda Snyder, Register of Probate, stated that she enacted her own independent mold testing and was awaiting results from the lab.	
Information Technology	<u>Information Technology:</u> Devon Parsons, IT Director: ➤ There are system updates in progress for Windows 11. ➤ There will be a key card system update and research is being done to look into replacing the management software as well. ➤ IMC database update occurred. ➤ IT is finishing hotspot upgrades for the KSO Patrol Department. ➤ IT is working with Jail Maintenance for camera improvements and additions quotes for the Corrections Facility. ➤ IT had a meeting with the Sheriff's office regarding dispatch. The financial aspect of dispatch is currently in negotiations.	
Registry of Deeds	<u>Register of Deeds:</u> Matt Boucher, Register of Deeds: ➤ We sent our payment in and didn't get anything back from the state yet so they will have to divide the payment from the 24th to the end of the month to the new rate and the prior at the old rate. The law wasn't in effect yet, so we will see what they say back. There were a couple of registries that did that, but I said to myself let's try and save ourselves some money here. Worst case scenario, they push back, and we have to end up sending them	

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	more money back. It's not that big of a deal. It's just the idea that you can't implement a law before it's in effect, right? Like, 24th the law was. But we'll see. I always want to save us a little money, as much as humanly possible. ➤ There was a discussion of market trends and housing inventory. • November 1st new rates go in for properties over \$1 million. • January 1st our new rates are going into effect. ➤ Matt Boucher, Register of Deeds, stated that he spoke with several vendors for the digitization of microfilm. ➤ Patsy Crockett, Commissioner Chair, mentioned the Augusta Taskforce on Homelessness report, and asked that a copy be given to Matt Boucher, Register of Deeds.	
EMA	<u>Kennebec County Emergency Management Agency (KCEMA):</u> <u>Spencer McKeown, EMA Deputy Director:</u> ➤ Ongoing: Homeland Security Grant Program (HSGP), Local Emergency Planning Committee (LEPC), and Emergency Management Performance Grant (EMPG) administration. • Discussion with HSGP program manager, reuse of unspent funds, ongoing. • Submitted the Training and Exercise report as required • HSGP22: Submitted Reimbursement Request to the state for \$80,927.98 • HSGP22: Met with Fayette Town Manager to discuss potential modification to generator project at Starling Hall • LEPC24: Submitted Reimbursement Request to the state for \$3,792.05 ➤ Mitigation and recovery planner started 10/14, doing great. ➤ GIS Planner candidate backed out for logistical reasons. Reaching out to other qualified candidates to interview, HR is leading this effort. ➤ KCEMA attended the SERC meeting, State Emergency Response Commission ➤ KCEMA attended the HazMat Team Chiefs meeting, discussed MOUs & funding ➤ Attended a Shelter Assessment Meeting with Maine Emergency Management Agency (MEMA) and Farmingdale Town Administrator at Farmingdale Town Office ➤ Attended the Central Maine Fire Chiefs Meeting provided an update on ongoing EMA projects ➤ Attended the Maine Municipal Association Health and Wellness Meeting, great workshop. ➤ Ongoing: KCEMA drone/UAS policy- legal review ➤ Ongoing: HazMat plan draft-Received Commodity flow study and associated GIS data. ➤ Ongoing: All Hazards Assessment: HAZUS report is being compiled, still experiencing delays. THIRA/SPR compiling data and creating jurisdictional profiles, consequence analysis, and community sector impacts, reviewing the new guidance released in June and adjusting the process. Funds that were reallocated prior to Angela Molino, EMA Director, starting so we are using those funds.	

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Facilities	<u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director: ➤ Busy with end of season and beginning of season • Maintaining snowplow equipment. • Switching over plow to fit the truck, which was donated by the Emergency Management Agency. ➤ Courtroom 7 Update: • Work has restarted. • The whole Facilities team is now authorized for overtime to help the vendor and are working 6 days a week to get it done. • Targeted completion date is December 1st. • The Facilities team is discovering a lot of hidden water damage. • The carpet tiles arrived today. ➤ All EMA generators were serviced the week before last. It has been years since they were last serviced. • One of the generators will stay on site for use in the garage. ➤ Dan Brunelle, Facilities Director, met with Elizabeth Mitchell, Judge of Probate, and spoke about moving the donated Mitchell bench. ➤ George Jabar, Commissioner, asked Dan Brunelle, Facilities Director, asked if Facilities made a list of all projects to be maintained in Kennebec County buildings, and Dan Brunelle, Facilities Director, stated that he does have a list and all items are a constant juggling act. • At one time there was an attempt to implement a maintenance request form, but it didn't go over well with Department Heads. Dan Brunelle, Facilities Director, and Scott Ferguson, County Administrator, recently met about reenacting this system, and discussed making the request form mandatory and servicing requests at a first-come-first-served basis. • There is difficulty of retaining contractors whilst meeting policy and statutory requirements. • George Jabar, Commissioner, stated that there should be an update to the capital plan to fund projects. ➤ The Probate Court is located directly above the boiler room in the courthouse. This fact ensures that the Probate Court will occasionally be warmer than the thermostat setting during the Autumn and Spring seasons when temperatures are largely variable. If another department in the court building requires heat, then it will trigger the boiler and consequently heat up the Probate Court as well because of its location. • The Gale Associates report suggested individual heat pumps for every office to remedy the issue but there is not current funding for that at this time. The price estimate for that would be \$500k to \$1 Million.	

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	- There is a reminder that the air conditioning units in the courthouse are close to the end of their usable lifecycle and that the HVAC system will have to be fixed soon but there is a question of where the funding would come from. Patsy Crockett, Commissioner Chair, asked to receive an updated project list regularly for the Commissioners. - There is an air conditioning unit purchased and ready for installation at 77 Winthrop Street, but installation will need funding from the next budget cycle. ➤ Dan Brunelle, Facilities Director, stated that no matter what the items on the maintenance list, it boils down to available funding for those projects.	
Administrator	Scott Ferguson, County Administrator: ➤ Not Present.	
Old Business/ Follow Up Items	➤ Kennebec County Sheriff's Vehicle Policy: - In review by the County Attorney. ➤ Courtroom Seven: (See Facilities Report) ➤ Internal Control Policy: - Currently in review with the auditor. ➤ 77 Winthrop Street - This will stay with Old Business until it is completed. ➤ Dan Brunelle, Facilities Director, stated that he spoke to Peter Marchesi, County Attorney, to arrange for a meeting with all parties involved in coordinating the installation of the AV equipment in Courtroom Seven.	
New Business	➤ KVCAP: George Jabar, Commissioner, made a motion to approve the reappointment of Richard Staples to the Board of Directors of KVCAP for a three-year term, from November 2025 to November 2028, and Patsy Crockett, Commissioner Chair, seconded the motion. Unanimous. Joe Pietroski, Commissioner, made a motion to approve the reappointment of Bobby-Jo Bechard to the KVCAP Board of Directors for a three-year term, from November 2025 to November 2028, and Patsy Crockett, Commissioner Chair, seconded the motion. Unanimous. - All three Commissioners stated their appreciation for KVACAP as an organization and all of the volunteers that dedicate their time and energy.	Approved 3-0 Approved 3-0
Public Comments	➤ Tom Doore, County Treasurer: In response to the earlier inquiry by Joe Pietroski, Commissioner, regarding ARPA funding, the total is \$2,579,121, and all of those funds have been committed. ➤ Joe Pietroski, Commissioner:	

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	• Joe Pietroski, Commissioner, stated that he would like to see quarterly budget reports distributed and to arrange meetings for review of the reports with the Kennebec County Budget Committee, and George Jabar, Commissioner, stated that this was already happening, and there was little to no response or attendance by the budget committee members. • There was a question of granting split payments and legislation that had been passed for town and city tax payments. ○ These items will be revisited at the next meeting when the County Administrator will be present and this item will be placed in 'Old Business' on the agenda.	
Adjournment	Patsy Crockett, Commissioner Chair, made a motion to go into executive session at 1:31pm to discuss personnel matters pursuant to 1 M.R.S.A. section 405 (6)(A), and, George Jabar, Commissioner, seconded the motion. Unanimous. There was a declaration to end Executive Session at 1:50pm There was a motion made by George Jabar, Commissioner, to sign the employment contract for an employee, and Joe Pietroski, Commissioner, seconded the motion. There was a motion made by George Jabar, Commissioner, to adjourn regular session at 1:51pm, and the motion was seconded by Joe Pietroski, Commissioner. Unanimous.	Approved 3-0 Approved 3-0 Approved 3-0

Respectfully Submitted: Stephanie Schredder, Executive Assistant

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Treasurer Meeting Notes 10/21/2025

General Fund Cash \$1,512,500.00: All invested in the Insured Cash Sweep account with Kennebec Savings Bank

Investment Cash: \$ 16,750,000.00 : All invested in the Intrafi Money Market account with Kennebec Savings Bank

Investment Cash: \$2,238,332.00 : All invested in Kennebec Savings Bank Managed Investment Account.

Balance increased **\$7,922.00** since 09/30/2025.

Warrants for signatures:	W#16	Payroll	\$613,014.00
	W#17	A/P Reg & ARPA	\$ 98,787.00
	W#17D	ACH-Reg & ARPA	\$ 27,383.00
	W#26R07	Restitution	\$ 4,804.00
	W#26CR05	Civil Refund	\$ 1,460.00

ARPA Expenditures: Total \$ 10,851.00

Berry Dunn	\$ 9,726.00	September Consulting
Eide Bailly, LLP	\$ 1,125.00	Consulting

FY26 Tax Received: from last meeting

Municipal Tax spreadsheet \$ 19,393,834.00 – Total received

Town of Clinton - \$360,706.00

Town of Litchfield - \$730,370.00

Town of Sidney - \$877,612.00

Not Received: \$ 1,340,637.00

Town of China - \$809,689.00

Town of Readfield - \$517,697.00

Unity Township - \$13,251.00