

Kennebec County, Maine

County Commissioner's Meeting Minutes November 4, 2025



Present:

Patsy Crockett, Commissioner Chair
George Jabar, Commissioner
Joe Pietroski, Commissioner
Tom Doore, Treasurer
Ken Mason, Sheriff
Chris Read, Chief Deputy

Chris Brawn, HR Director
Dan Brunelle, Facilities Director
Ronda Snyder, Register of Probate
Devon Parsons, IT Director
Bryan Slaney, Jail Administrator
Corey Goodchild, Asst. Jail Administrator
Spencer McKeown, Deputy EMA Director

Shay Freeman, DA Office Administrator
Audrey Fredericks, Finance Manager
Valerie Feeney, Paralegal
Lloyd Irland, FY26 KCBC Chair
Scott Ferguson, County Administrator
Stephanie Schredder, Executive Assistant

Absent: Sue LaPointe, Deputy Register of Deeds, Brielle Balmer, Deputy Register of Probate, Meaghan Maloney, District Attorney, Cody Brown, Corrections Maintenance Supervisor, Frank Griffen, Deputy District Attorney, Matt Boucher, Register of Deeds, Angela Molino, EMA Director

	Discussion	Action
Call to order	11:59pm	
Minutes	Joe Pietroski, Commissioner, made a motion to approve the minutes of October 21st, 2025 , and George Jabar, Commissioner , seconded the motion. Unanimous.	Approved 3-0
Human Resources	Chris Brawn, HR (Human Resources) Director: ➤ Recruitment: • Kennebec County currently has five vacancies in the corrections facility. Five Corrections Officers started the November class yesterday. • There are two Deputy positions vacant in the Sheriff's Office. • EMA (Emergency Management agency) is checking references for another candidate to fill the GIS position. • The new Finance Director will be starting with the County next week and we are excited to welcome him aboard. His contract is with Stephanie Schredder, Executive Assistant, for commission signature. ➤ Workforce Development: • Human Resources had 51 students participating in 20 different classes. Refunds requested for 2025 are \$15,113, total refunds received are \$10,313. ➤ Chris Brawn, HR Director, is taking the 12-week NACo (National Association of Counties) Leadership Course, which is taking a ¼ of her time in an average week. ➤ Chris Brawn, HR Director, attended the New England Strategic HR Conference last week. ➤ NCEU (National Correctional Employees Union) negotiations are in full swing and are making good progress.	

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	➤ The grievance from LIUNA (Laborers International Union of North America) was moved and will be heard at the November 18th meeting, in agreement with the union. ➤ There are several requested policy updates Human Resources is trying to get through. The goal is to have those ready for the Commission by the end of the year. ➤ Several personnel issues continue to take a lot of time and attention.	
Treasurer/ Finance	Tom Doore, Treasurer: (See attached Treasurer's report) ➤ All municipalities have now paid their taxes. Audrey Fredericks, Finance Manager: (See attached Finance report) ➤ Joe Pietroski, Commissioner, asked for an explanation regarding consulting fees for BerryDunn, and Audrey Fredericks, Finance Manager, explained SLFRF (State and Local Fiscal Recovery Funds) compliance requirements and that administrative fees paid to BerryDunn are designated to help remain in compliance with federal reporting standards. Scott Ferguson, County Administrator, further explained that this is a contractual agreement with BerryDunn.	
Sheriff/Corrections	Ken Mason, Sheriff: ➤ A deputy is coming back from recruiting duty and that will help with scheduling. ➤ Forfeitures: • (See New Business) Captain Bryan Slaney, Jail Administrator: ➤ The population inside the jail is currently 143. ➤ There are 5 new recruits. ➤ Captain Bryan Slaney, Jail Administrator, met with Lloyd Irland, FY26 Kennebec County Budget Committee Chair, yesterday about staffing analysis for corrections. ➤ CPS (Correctional Psychiatric Services) Contract: • Captain Bryan Slaney, Jail Administrator, made a recommendation to the commission to approve an extension of the current CPS contract in the corrections facility. • This expenditure will remain within budget. • George Jabar, Commissioner, asked for a document in writing from Captain Byran Slaney, Jail Administrator, stating his recommendation. • George Jabar, Commissioner, made a motion to approve an extension notification to CPS subject to the approval of counsel, and Joe Pietroski, Commissioner, seconded the motion. Unanimous.	Approved 3-0

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	➤ There was a discussion surrounding budgetary compliance with MAT (Medically Assisted Treatment) in the KCCF (Kennebec County Corrections Facility), and it was reassured that the KCCF is in total compliance. ➤ Kennebec County Dispatch: • No updates.	
District Attorney	<u>District Attorney</u> Meaghan Maloney, District Attorney, Shay Freeman, DA Office Administrator and Valerie Feeney, Paralegal: ➤ The court blitz is coming up. November 17th through November 21st. ➤ UCD meeting was moved to Friday, November 7th. 12pm at the Capital Judicial Center. ➤ The annual DA office Thanksgiving is coming up. <u>Val Feeney, Paralegal:</u> ➤ The Axon system is up and running and is in compliance. • There are approximately five other counties using the Axon system. • The start-up cost was waived for Kennebec County. ➤ E-prosecutor conversion: • Data conversion is going well. • There is more opportunity for automation than there was in the old system. • The entire state will be using E-prosecutor. ➤ Meaghan Maloney, District Attorney, explained how the Enterprise Justice System is inefficient. ➤ The James Oliver sentencing was last week. He attacked an 80-year-old woman and Justice Daniel Mitchell gave him a sentence of 28 years in prison.	
Probate	<u>Probate:</u> Ronda Snyder, Register of Probate: ➤ Ronda Snyder, Register of Probate, stated that she had no answer as to when the historic door to the Probate offices would be winterized, and stated that the Maine Historical Society is requiring that it be winterized. • George Jabar, Commissioner, asked if the Historical Society would pay for the winterization. ➤ Ronda Snyder, Register of Probate, insisted that there is mold present in the probate office despite the professional mold report that was completed recently, and she hasn't received any communication regarding mold remediation. • Patsy Crockett, Commissioner, asked if the employee potentially most affected by the issue was moved to a different seat to avoid exposure, and Ronda Snyder, Register of Probate, stated that the employee has been working in different places. ➤ Ronda Snyder, Register of Probate, asked who had denied her executive session request, and Patsy Crockett, Commissioner, stated that the request was denied at the recommendation of the Kennebec County Attorney and that Scott Ferguson, County Administrator, was copied on the decision.	

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Information Technology	<u>Information Technology:</u> Devon Parsons, IT Director: ➤ System upgrades are ongoing. ➤ Working with Jail maintenance for system upgrades. ➤ Working on getting Axon docs online for the Sheriff's Office. ➤ There is a vendor coming for the battery backup inspection for the server room this week. ➤ The key card vendor is coming to install the next software system next week. ➤ IT helped the restitution clerk to start getting paperwork filled out for and forms for submissions prepped for restitution claims.	
Registry of Deeds	<u>Register of Deeds:</u> Matt Boucher, Register of Deeds: ➤ Not present.	
EMA	<u>Kennebec County Emergency Management Agency (KCEMA):</u> Spencer McKeown, EMA Deputy Director: ➤ Ongoing: Homeland Security Grant Program, LEPC, and EMPG administration. • Discussion with HSGP program manager, reuse of unspent funds, ongoing. ➤ KCEMA hosted the Local Emergency Planning Committee (LEPC) meeting, with a presentation from • Maine DEP on the Oil Spill response exercise on the Kennebec River held during the summer. ➤ KCEMA hosted the Local EMA Directors Meeting, with a presentation from the Maine Forest Rangers. ➤ KCEMA interviewed 2 potential candidates for the GIS Planner position, HR is contacting references. ➤ KCEMA attended the Trunk or treat at Togus. ➤ KCEMA attended Maine CDC/County EMA Extreme Temperature response Planning meeting ➤ KCEMA attended a meeting with Greater Augusta Utilities District (GAUD) and MEMA to discuss the inclusion of special districts like GAUD in the Natural Hazard Mitigation plan and Hazard Mitigation Grant Funding opportunities ➤ KCEMA Director will be attending an Anti-Terrorism Working Group Planning Meeting ➤ 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. The natural category for the THIRA/SPR is complete. Compiling data and creating jurisdictional profiles, consequence analysis, and community sector impacts.	

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	➤ Joe Pietroski, Commissioner, asked about unspent funding in KCEMA, and Spencer McKeown, Deputy EMA Director, stated that Angela Molino, EMA Director, could speak further about the subject when she is available. • Scott Ferguson, County Administrator, stated that the funding usually carries over but needs to be used for a compliant expenditure. ➤ Joe Pietroski, Commissioner, stated that he would like to know if KCEMA is receiving federal funding, and would like to create a meeting with KCEMA regarding expanding resources into communities, and helping towns with grant applications. ➤ Patsy Crockett, Commissioner Chair, stated that the Spirit of America recognized the Manchester Fire Department, and they mentioned how much Angela Molino, EMA Director, has done for them. ➤ Angela Molino, EMA Director, is attending an antiterrorism planning meeting with the national guard.	
Facilities	Facilities Maintenance: Dan Brunelle, Facilities Director: ➤ The Facilities department is preparing for Winter. ➤ The jail roof project is almost complete. ➤ Courtroom Seven Update: • The vendor is working 77 hours a week. • When items are stripped away or furniture is moved, there are more items discovered that need to be fixed or remedied. • Dan Brunelle, Facilities Director, stated that he is confident that we the goal completion date will be reached. • Dan Brunelle, Facilities Director, had been in contact with the electronics expert at the state building. He did a walkthrough and wrote a report for the installation of the PA system. • Dan Brunelle, Facilities Director, thanked Shay Freeman, DA Administrator, for all the progress pictures. • The insurance claim reimbursement funding from the storm damage covers the costs of the renovations and repairs to the courtroom. ➤ The courthouse has a new roof, new eaves, and new heating system. • Dan Brunelle, Facilities Director, would like to add new thermostats in the courthouse to equalize the heating distribution in all areas by placing the thermostats in the areas they affect. Some areas will still have issues with adjusting temperature because of other contributing factors, such as the Probate offices being directly above the boiler room.	

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	➤ Joe Pietroski, Commissioner, inquired about job lists in the Facilities department, and Dan Brunelle, Facilities Director, stated that he currently has a list of projects that need to be done but many times funding for the projects cannot be secured and a schedule cannot be solidified due to constant change in contributing factors that need to coincide for the project to come to fruition; these factors include but are not limited to, weather, vendor delays, situational changes, emergencies, etc. • Joe Pietroski, Commissioner, asked to receive a list of all projects that need to be done in Kennebec County, and that he would like the list and estimates of cost given to the budget committee to be funded. ○ Dan Brunelle, Facilities Director, and Scott Ferguson, County Administrator, assured Joe Pietroski, Commissioner, that a list and cost estimates are given to the budget committee every year and every year they choose not to fund them. ○ Joe Pietroski, Commissioner, assumed that the courthouse was an unsafe building and Dan Brunelle, Facilities Director, stated that the courthouse was not unsafe and pointed out the engineering report from Gale Associates that was recently done stating the building was not unsafe.	
Administrator	<u>Scott Ferguson, County Administrator:</u> ➤ A request to move \$45,000 from A001-1040-4615 TO A001-1040-4635 was presented for Facilities (a supplemental budget transfer) to enable the purchase of HVAC equipment so the expenditures will appear on the correct expenditure line. • George Jabar, Commissioner, made a motion to approve the supplemental line transfer of \$45,000 A001-1040-4615 TO A001-1040-4635, and Joe Peirtoski, Commissioner, seconded the motion. Unanimous. ➤ FY25 audit is in process. • There is a need for a confirmation letter that is currently in process. • Many of the audit questions and requests have been worked through and provided. ➤ ARPA quarterly report was filed thanks to Audrey Fredericks, Finance Manager. ➤ Kennebec County is currently processing a LIUNA grievance. ➤ Scott Ferguson, County Administrator, received a request about the budget and replied with statute and provided guidance. • Scott Ferguson, County Administrator, stated that he is concerned about the KCBC and scope creep superseding its statutory authority into the operations of the County. He recommends that the County Attorney review the statutory responsibilities of the KCBC and the County Commission as it pertains to the budget and budget process. • George Jabar, Commissioner, stated that he thinks it is important for the KCBC to be educated about the budget process and the County processes.	Approved 3-0

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	• Joe Pietroski, Commissioner, requested clarification on the bargaining units and their negotiation processes, and Scott Ferguson, County Administrator, provided clarification. • Scott Ferguson, County Administrator, offered to send the financial summary typically sent to the Commissioners to the KCBC. The Commissioners were agreeable to this. ➤ Operational and budgetary differences between different jails in several counties were discussed. ➤ Joe Pietroski, Commissioner, stated that there is new legislation regarding counties and the maintenance of town roads. • Scott Ferguson, County Administrator, and George Jabar, Commissioner, both agreed that the wording in the law is unclear as to who would handle maintenance of roads in the municipalities. • Scott Ferguson, County Administrator, stated that the county does not have the capabilities to be able to maintain town roads.	
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 under review and will be sent to the auditor. ➤ 77 Winthrop Street • This will stay with Old Business until it is completed. ➤ Note Re: Budget Overview Letter • (See Lloyd Irland, FY26 KCBC Chair, public comment) • Scott Ferguson, County Administrator, provided Mr. Irland with the response sent to Commissioner Pietroski for clarification based on statute.	
New Business	➤ Probate Repairs Status: • (See Probate Report) ➤ Facility maintenance Request Form: • This is being developed. ➤ County Work Estimates: • Scott Ferguson, County Administrator, and Dan Brunelle, Facilities Director, stated that getting vendor estimates was difficult due to the compliance regulations that are needed when working with government entities. • Patsy Crockett, Commissioner, asked that all available asset and repair lists be given to the Commission, and Scott Ferguson, County Administrator, stated that he would send the lists but that the data would not be fully accurate due to an issue in Edmunds. Scott Ferguson, County Administrator, asked for time	

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	to correct the data before sending to the commission, and Patsy Crockett, Commissioner Chair, insisted that he send the lists regardless of potential data discrepancies. ➤ Forfeitures: • George Jabar, Commissioner, made a motion to accept the two forfeiture requests, each in the amount of \$420, and Joe Pietroski, Commissioner, seconded the motion. Unanimous. ➤ Recommendation to Renew CPS Contract – Corrections • (See Corrections Report) ➤ Icon Contract: • George Jabar, Commissioner, made a motion for the Commissioner Chair to sign the ICON contract for Probate, and Joe Pietroski, Commissioner, seconded the motion. Unanimous. ➤ Dan Brunelle, Facilities Director, stated that he had investigated the Probate door that the Register of Probate and the Maine Historical Society were asking to have winterized, and the door in question is considered an emergency exit and therefore cannot be blocked during the Winter to make proper repairs. There is a roof over the door protecting it in the meantime. • The preservation will be placed on the list of items as high priority that will be addressed in the new year. ➤ Joe Pietroski, Commissioner, requested more information regarding the courtroom rental agreement, and Scott Ferguson, County Administrator, stated that the original agreement in which Kennebec County is required to pay rent to the State of Maine/Capital Judicial Center stated that it was “In Perpetuity” which would require no end to the obligation of rental payment from Kennebec County to the Capital Judicial Center.	Approved 3-0 Approved 3-0
Public Comments	➤ Lloyd Irland, FY26 KCBC (Kennebec County Budget Committee) Chair: • There will be six new members of the KCBC this year and we will make it clear that they need to visit/tour the jail. • The Jail is the biggest budget item. • Lloyd Irland, FY26 KCBC Chair, inquired about the variance between audited numbers and the original statements. • There will be meeting with Ken Mason, Sheriff, regarding budget questions. • A budgetary summary page/ periodic report was requested. • Scott Ferguson, County Administrator, confirmed that the KCBC has been receiving quarterly reports, and will continue to receive them as well.	
Adjournment	There was a declaration to go into recess at 1:46pm George Jabar, Commissioner Chair, made a motion to go into executive session at 2:31pm to discuss consultations with legal counsel pursuant to 1 M.R.S.A. section 405 (6)(E), and, Patsy Crockett, Commissioner Chair, seconded the motion. Unanimous.	Approved 3-0

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	There was a declaration to end Executive Session at 4:30pm	
	There was a motion made by George Jabar, Commissioner , to sign the employment contract for an employee, and Patsy Crockett, Commissioner Chair , seconded the motion. Joe Pietroski, Commissioner , abstained.	Approved 2-0, 1 Abstain
	There was a motion made by George Jabar, Commissioner , to adjourn regular session at 4:31pm, and the motion was seconded by Patsy Crockett, Commissioner . Unanimous.	Approved 3-0

Respectfully Submitted: Stephanie Schredder, Executive Assistant

Treasurer Meeting Notes 11/04/2025

General Fund Cash \$589,950.00: All invested in the Insured Cash Sweep account with Kennebec Savings Bank

Investment Cash: \$18,000,000.00: All invested in the Intrafi Money Market account with Kennebec Savings Bank

Investment Cash: \$2,244,089.00: All invested in Kennebec Savings Bank Managed Investment Account. Balance increased **\$5,757.26** since 10/21/2025.

Warrants for signatures:	W#18	Payroll	\$ 37,727.00
	W#19	Payroll - 10/31/25	\$586,272.00
	W#20	A/P Reg & ARPA	\$366,066.00
	W#20D	ACH-Reg & ARPA	\$227,863.00
	W#26R08	Restitution	\$ 8,243.00
	W#26CR06	Civil Refund	\$ 605.00

ARPA Expenditures: Total \$3.00

Maine Turnpike Authority (EMA ARPA MD3) \$3.00

ARPA Funds: Remaining & Committed: \$2,555,643.00 (as of 11.04.25)

FY26 Tax Received: \$ 20,721,220.00 – Total received

Town of China \$809,689.00

Town of Readfield \$517,697.00

Town of Winthrop \$1,149,881.00

Outstanding: \$ 20,179.00

Unity Township: \$13,251.00 – Partial Payment received **pending**: \$ 6,928.00