

Kennebec County, Maine

County Commissioner's Meeting Minutes November 18, 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
Angela Molino, EMA Director
Devon Parsons, IT Director
Bryan Slaney, Jail Administrator
Corey Goodchild, Asst. Jail Administrator

Audrey Fredericks, Finance Manager
Matt Boucher, Register of Deeds
Scott Ferguson, County Administrator
Brian Sites, VP of VOA Business Development
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, Ronda Snyder, Register of Probate, Shay Freeman, DA Office Administrator, Spencer McKeown, Deputy EMA Director

	Discussion	Action
Call to order	12:00pm	
Introduction	Scott F. introduces Scott A. Welcome.	
Minutes	Joe Pietroski, Commissioner, made a motion to approve the minutes of November 4 th , 2025, and George Jabar, Commissioner, seconded the motion. Unanimous.	Approved 3-0
Human Resources	Chris Brawn, HR (Human Resources) Director: ➤ Recruitment: • There are currently six vacancies at the Jail. • Two correctional officers have completed the hiring process and are ready to start in the December class. Several more at different phases of the process which should fill all current vacancies. • The Sheriff's Office has two deputy positions that are vacant. • EMA Mitigation Specialist new hire starts on Monday. ➤ Benefit Open Enrollment started Saturday and runs through December 11th. ○ There is a new vision coverage vendor. ➤ Chris Brawn, HR Director, is taking the 12-week NACO Leadership Course, which is taking about a ¼ of her time in an average week. ➤ NCEU (National Correctional Employees Union) negotiations are still happening, and they are making good progress. ➤ 457b plan changes are in full swing to incorporate the Federal Secure 2.0 Act which requires the county to include a Roth provision within the County's plan design by the end of the year. ➤ At the direction of commission, the grievance from LIUNA (Laborers International Union of North America) was moved and will be heard at the December 16th meeting as agreed to by the union.	

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	➤ There are several requested policy updates which will be reviewed with the expectation that they will be ready for Commission's review before the end of the year. ➤ There are several personnel issues taking a lot of time and attention. ➤ Chris Brawn, HR director, clarified the definition of LIUNA for Joe Pietroski, Commissioner. ➤ Joe Pietroski, Commissioner, asked for information regarding background checks for potential employees, and Chris Brawn, HR Director, stated that she would share those with the commission. • Ken Mason, Sheriff, stated that the law enforcement employee background checks go through the Sheriff's Department and the procedures are different from potential hires not involved in law enforcement.	
Treasurer/ Finance	Tom Doore, Treasurer: (See attached Treasurer's report) ➤ Patsy Crockett, commissioner, asked if the casualty and liability cost and gas cost for MD3 comes out of ARPA (American Rescue Plan Act) funds, and Tom Doore, Treasurer, confirmed that it does. Scott Adkins, Finance Director: (See attached Finance report) ➤ Scott Adkins, Finance Director, started his position with Kennebec County last week. ➤ Joe Pietroski, Commissioner, asked a series of financial questions regarding policy, cash balances, funds structure, statute, and signatory authority. • Patsy Crockett, Commissioner Chair, George Jabar, Commissioner, Scott Ferguson, County Administrator, Scott Adkins, Finance Director, Audrey Fredericks, Finance Manager, and Tom Doore, Treasurer, answered these questions.	
Sheriff/Corrections	Ken Mason, Sheriff: ➤ Blue Pin Buyout: • There is a request to hire a candidate that would require a buyout fee of \$38,936. There is a budget of \$30,000 to fund any buyouts. An additional \$8,936 is needed and the Sheriff was asked where the additional funding would come from? • George Jabar, Commissioner, stated a concern for the impact of the bottom line at the end of year as the Sheriff's budget has had negative balances for the past several years and this cannot continue. • Chris Read, Chief Deputy, stated that this hire would help reduce overtime costs. • Scott Ferguson, County Administrator, stated that he will have to look at projections by department to determine where and if an additional \$8,000 could be found. Any transfer of funds would require a motion from the Commission.	

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	• Ken Mason, Sheriff, stated that if a solution cannot be found, he would transfer the difference from the forfeiture fund. ➤ There will be a Toys for Tots drive with one box at the Sheriff's Office and one in the lobby of the Kennebec County Corrections Facility. Chris Read, Chief Deputy: ➤ Changes were made to the background investigations for the KCCF and Sheriff's Office. They are now more in-depth. • Final offers of employment go through Human Resources. Captain Bryan Slaney, Jail Administrator: ➤ The current jail population is 131. • There are 0 boarders. ➤ Other jail populations and staffing were discussed. ➤ The Thanksgiving basket program for families in need is underway. ➤ George Jabar, Commissioner, asked how many cases will be seen due to the court "blitz" and Corey Goodchild, Deputy Jail Administrator, stated that there will be 10 inmates being seen this week, and most are out on bail.	
District Attorney	<u>District Attorney</u> Shay Freeman, DA Office Administrator: ➤ (Not Present)	
Probate	<u>Probate:</u> Ronda Snyder, Register of Probate: ➤ (Not Present)	
Information Technology	<u>Information Technology:</u> Devon Parsons, IT Director: ➤ IT is working on system updates. ➤ IT is working with: ○ KCCF (Kennebec County Correctional Facility) maintenance for camera work and updates. ○ IT is working with the vendor for the key card upgrade. The vendor is taking a while due to hardware issues. ➤ There was a UPS (Uninterruptable Power supply) inspection for server room battery backups that included yearly cleaning and everything is in good working order. ➤ The Kennebec County annual independent fiscal audits are now on the website next to the budgets. ➤ Joe Pietroski, Commissioner, asked for clarification on county-maintained generators, and Angela Molino, EMA Director, Dan Brunelle, Facilities Director, and Devon Parsons, IT Director, provided clarification.	

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Registry of Deeds	<u>Register of Deeds:</u> Matt Boucher, Register of Deeds: ➤ A financial report was given to the commission. ➤ The 1-million-dollar transfer tax went into effect. ➤ Up \$4,000 last month. ➤ Our new rates take effect January 1. ➤ The details of the new transfer tax were discussed. ➤ Up \$29,000 for the year.	
EMA	<u>Kennebec County Emergency Management Agency (KCEMA):</u> Angela Molino, EMA Director: ➤ Ongoing: Homeland Security Grant Program, LEPC, and EMPG administration. • Discussion with HSGP program manager, recurring monthly meeting • HSGP24: Submitted reimbursement request to the state for \$60,800.00 • HSGP reimbursements payments in the queue \$101,246.90 • The GIS Planner position is filled, Monday December 8 start date. • KCEMA attended a meeting with Central Maine Power, County EMA's and MEMA. CMP provided a seasonal weather outlook and an overview of their emergency response plan. ➤ KCEMA Director will host Dept of Defense, Veteran Services and Emergency Management Brigadier General Diane L. Dunn and staff to review the Kennebec County EMA program, scheduled for December 8. ➤ All Hazards Assessment planning meeting with stakeholder to discuss updated process ➤ Ongoing: Maine CDC/County EMA Extreme Temperature response Planning ➤ 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, however will be delayed due to the federal shutdown. ○ THIRA/SPR is compiling data and creating jurisdictional profiles, consequence analysis, and to assess community lifelines impacts. ➤ Angela will be requesting an increase in training line for her FY27 budget. ➤ There will be Hazmat training in Winthrop at the fire station on Saturday November 22nd and Sunday Nov 23rd, from 8am to 4pm.	
Facilities	<u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director: ➤ The Facilities department is preparing for the winter season.	

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	➤ Dan Brunelle, Facilities Director, met with KelLee Gray, Human Resources Manager, and conducted a tour of the courthouse and the Sheriff's Office with a representative from Maine Municipal Association for workers compensation insurance. ➤ Final wiring for the new plow is being done. ➤ The sander is installed. ➤ There is a discussion surrounding salt and salt alternatives for ice and snow remediation for safety precautions. ➤ There is a discussion surrounding the historic door to the Probate Court offices.	
Administrator	<u>Scott Ferguson, County Administrator:</u> ➤ The NCEU wage matrix was revised to provide different options for the union to consider. ➤ Scott Ferguson, County Administrator, attended the MCCA (Maine County Commissioners Association) risk management meeting and the MCCA committee meeting. ➤ The Professional Standards Council is focusing on LD719. ➤ Jail financial data was input into the CRAS (Correctional Reporting of Actual Systems) for October. ➤ Provided the Monthly Fiscal Summary to the commission and the budget committee as well as Finance's Revenue & Expense report. ➤ Request for year-end spending projections were sent to department heads to be included in October's analysis. ➤ The caucus announcement for district 1 was sent out and will be in the paper for public notice. ➤ Scott Ferguson, County Administrator, is currently working on the internal controls policy document and using the GAO (General Accounting Office) Greenbook as the basis for this document. ➤ As it related to the Blue Pin Buyout request, the Sheriff's Office has overrun its budget for the last several years causing hardship on the General fund balance; overtime is a significant cause. Due to the overruns, there are no funds to transfer to the capital projects account. This will have to be addressed by the KCBC (Kennebec County Budget Committee) for FY27. ➤ Scott Ferguson, County Administrator, will be out of the office December 5th through the 9th.	
Old Business/ Follow Up Items	➤ Kennebec County Sheriff's Vehicle Policy: • In review by the County Attorney. ➤ Courtroom Seven: • Progress is being made. ➤ Internal Control Policy: • Currently under review and will be sent to the auditor. ➤ 77 Winthrop Street (parking signage) • This will stay with Old Business until it is completed.	
New Business	➤ Blue Pin Buyout (See Sheriff's Report and comments above)	

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	- An unaudited fund balance report is being developed to give Kennebec County an estimation of account balances. ➤ Central Western Maine Workforce Development Board: Joe Pietroski, Commissioner, asked if anyone would like to serve on the board and Chris Brawn, HR Director, stated that she would be interested. ➤ VOA (Volunteers of America) scope change: Brian Sites, VP of VOA Business Development and Implementation: (See Attached Letter and Reports) George Jabar, Commissioner, made a motion to accept the change request under the ARPA agreement made by Volunteers of America, following \$258,000 for the purchase of 57b Oxford Street in Augusta, and \$76,500 to cover the projected pre-development expenses to get this project to 50% design level, and Patsy Crockett, Commissioner, seconded the motion and is delighted to. Unanimous. ➤ Joe Pietroski, Commissioner, requested that the capital asset lists be sent to him again. Scott Ferguson, County Administrator, stated that the asset list has already been sent to the commission, but he will send it again. As had been previously noted, the list needs to be consolidated and analyzed as there are several lists from several sources.. Scott Ferguson, County Administrator, stated that the Department Heads will be asked to list repair items which will be compiled for review of the commission. Requests should include department, location, a description of the repair, priority (high, medium, low), and funding source. - There was a discussion about borrowing funds from the State of Maine to fix items on the capital list, and it was stated by several attendees that they did not prefer to put the County in debt. - It was noted that many existing major capital projects have been addressed with ARPA funding.	Approved 3-0
Public Comments	➤ Scott Ferguson, County Administrator, informed the Commissioners about cyber security coverage provided by the MCCA risk pool, and stated that if there is a cyber security breach in another county that it was not clear if Kennebec would be required to subsidize premium increases as it is a risk pool.	
Adjournment	There was a motion made by George Jabar, Commissioner, to adjourn regular session at 1:48pm. There was a motion made by Patsy Crockett, Commissioner Chair, to nominate our George Jabar, Commissioner, to serve on the risk pool board and MCCA (Maine County Commissioners Association) board and Joe Pietroski, Commissioner, seconded the motion. Unanimous. George Jabar, Commissioner, made a motion to nominate Joe Pietroski, Commissioner, to be on the MCCA legislative committee, and Patsy Crockett, Commissioner Chair, seconded the motion. Unanimous.	Tabled Approved 3-0 Approved 3-0

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	There was a motion by Patsy Crockett, Commissioner Chair , to adjourn the regular session at 1:57pm, and Geroge Jabar, Commissioner , seconded the motion,	Approved 3-0

Respectfully Submitted: Stephanie Schredder, Executive Assistant

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Treasurer Meeting Notes 11/18/2025

General Fund Cash \$686,705.00: All invested in the Insured Cash Sweep account with Kennebec Savings Bank

Investment Cash: \$16,250,000.00: All invested in the Intrafi Money Market account with Kennebec Savings Bank

Investment Cash: \$2,251,922.00: All invested in Kennebec Savings Bank Managed Investment Account. Balance increased \$7,732.00 as of 11/18/2025.

Warrants for signatures:	W#21	Payroll 11.14.25	\$ 643,204.03
	W#22	A/P Reg & ARPA	\$1,086,080.29
	W#22D	ACH-Reg	\$ 78,966.23
	W#26R09	Restitution	\$ 3,782.34
	W#26CR07	Civil Refund	\$ 714.15

ARPA Expenditures: Total \$17,359.11

Volunteers of America Riverlands Supportive Housing \$8,838.70

NFP Property & Casualty (Liability Ins MD-3) \$8,412.53

WEX Bank (MD-3 Gas) \$107.88

ARPA Funds: Remaining & Committed: \$2,536,000.61 (as of 11.18.25)

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

Finance:

Sick Buy Back and Cash-In Lieu scheduled to pay 12/05/2025. HR is working on both lists which are due to finance 12/01/2025. Friendly reminder to provide HR your Healthcare coverage to receive Cash-In Lieu.

End of Year Process for W-2 and 1099's starting.