

Kennebec County, Maine

County Commissioner's Meeting Minutes

January 7, 2026



Present:

Patsy Crockett, Commissioner Chair
 Joe Pietroski, Commissioner
 George Jabar, Commissioner
 Tom Doore, Treasurer
 Ken Mason, Sheriff

Chris Read, Chief Deputy
 Chris Brawn, HR Director
 Scott Adkins, Finance Director
 Angela Molino, EMA Director
 Devon Parsons, IT Director
 Audrey Fredericks, Finance Manager

Frank Griffen, Deputy District Attorney
 Bryan Slaney, Jail Administrator
 Corey Goodchild, Asst. Jail Administrator
 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, Spencer McKeown, Deputy EMA Director, Shay Freeman, DA Office Administrator, Ronda Snyder, Register of Probate, Dan Brunelle, Facilities Director, Matt Boucher, Register of Deeds

	Discussion	Action
Call to order	12:04pm	
Minutes	Joe Pietroski, Commissioner, made a motion to approve the minutes of December 16th, 2025, and George Jabar, Commissioner, seconded the motion.	Approved 3-0
	George Jabar, Commissioner, made a motion to appoint Patsy Crockett, Commissioner, as the 2026 Commissioner Chair, and Patsy Crockett, Commissioner Chair, seconded the motion.	Approved 3-0
Human Resources	Chris Brawn, HR (Human Resources) Director: ➤ Recruitment: • KCCF (Kennebec County Correctional Facility)-There are three vacancies in the Jail, and three new Correctional Officers that started Monday. • Sheriff's Office-Two vacant Deputy positions and a vacant Administration Assistant position • EMA (Emergency Management Agency)- There is a Mitigation Planner position open. ➤ Workforce Development 2025: • Kennebec County had 51 employees taking 20 different classes. Total requested refund is \$15,114 and 11,205 was received for the year. ➤ Chris Brawn, Human Resources Director, reviewed the holiday calendar for years 2026 and 2027 and saw no holidays that would trigger a request for additional days off. An annual task was added to review every January for budget purposes and commission approval. ➤ Chris Brawn, HR Director, thanked the Commissioners for the opportunity to attend the 12-week NACo Leadership Course. ➤ Chris Brawn, HR Director, worked on additional communication to employees regarding the Big Beautiful Bill and the no tax on overtime. Finance will include overtime reports for those who worked overtime in 2025.	

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	➤ NCEU (National Correctional Employees Union) negotiations are still happening. Departmental budget requests are needed to see the overall budget before moving forward. ➤ The LIUNA (Laborer's International Union of America) grievance is close to being settled. ➤ Human Resources is working through year-end benefit rate changes as well as end-of-year reporting. Once all these are done, we will move our focus to our annual total compensation statements. ➤ There are several requested policy updates in process.	
Treasurer/ Finance	Tom Doore, Treasurer: (See attached Treasurer's report) Scott Adkins, Finance Director: ➤ Finance is working with Scott Ferguson, County Administrator, on the FY25 audit, and will hear back from auditor in the next day or so. ➤ George Jabar, Commissioner, stated the importance of unaudited surplus. ➤ There was a discrepancy with the revenues in the Registry of Deeds and the Probate Court that has been solved. ➤ Scott Adkins, Finance Director, explained the difference between designated and undesignated fund balances. ➤ At the next commission meeting there will be an audit agreement to extend the RFP (Request for Proposal) for one additional year with the auditor, RHR Smith, at the same price as previous years. ➤ Scott Adkins, Finance Director, worked with Ken Mason, Sheriff, on a federal forfeiture report that will be presented at the next commission meeting.	
Sheriff/Corrections	Ken Mason, Sheriff: ➤ Two deputies that were out are coming back. ➤ Discussed potentially eliminating the Administrative Assistant position from the budget and possibly giving an increase to the other two administrative positions in the Sheriff's office. This would eliminate the cost of benefits for a whole position. • George Jabar, Commissioner, requested that Ken Mason, Sheriff, put this proposal in writing to the Commission for consideration. Chris Brawn, HR Director, stated that if this were to be done, each position that would get a raise would potentially need a reclassification to justify the pay increase. Lieutenant Chris Read, Chief Deputy: ➤ Augusta Dispatch: • Kennebec County will no longer have the State of Maine to dispatch calls, so Chris Read, Chief Deputy, has been working with the City of Augusta to provide dispatching services. ○ The first year of expenses will cost \$917,000, which is more to establish training and facilities equipment to provide the service and subsequent years will be lesser because the training and equipment will already be in place.	

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	○ Kennebec County will provide billing services for the towns that partake in the service within the county. Some of the towns within Kennebec County will see an increase in their current bills. ● Ken Mason, Sheriff, and Chris Read, Chief Deputy, will be meeting with the Town Managers to discuss possible financial figures. ● Joe Pietroski, Commissioner, questioned if emergency medical services and fire could be included in this dispatch. Chris Read, Chief Deputy, stated that they would discuss the idea further. Captain Bryan Slaney, Jail Administrator: ➤ The population inside the KCCF (Kennebec County Correctional Facility) is 135. ➤ Captain Bryan Slaney, Jail Administrator, is working on a budget request.	
District Attorney	<u>District Attorney</u> Frank Griffen, Deputy District Attorney: ➤ There was mandatory training yesterday for the state mandated e-filing system conversion. ● The Court is closing at the end of the month for a week to do the software migration. This is a statewide transition. ● There isn't any funding coming from the State of Maine to help compensate Kennebec County for training and additional work due to the new e-filing system. ➤ Courtroom 7: ● Court officials are happy with the work done in the courtroom.	
Probate	<u>Probate:</u> Ronda Snyder, Register of Probate: ➤ Not present	
Information Technology	<u>Information Technology:</u> Devon Parsons, IT Director: ➤ There are continuing system upgrades for Windows 11. ➤ There is an upgrade for the Northpoint jail classification system. This is an annual upgrade. ➤ There is year 2026 training for online security. ➤ IT worked with Jail Maintenance for battery backup issues for equipment in the KCCF. ➤ There was a routine yearly key card audit for the county. ➤ AI data centers are increasing costs for equipment and there are lots of price increases across the board.	
Registry of Deeds	<u>Register of Deeds:</u> Matt Boucher, Register of Deeds: ➤ Not present.	

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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, reuse of unspent funds, ongoing. • Reimbursement received HSGP24: \$40,542.17 • Reimbursement received HSGP22: \$27,130.00 • Reimbursement received HSGP21: \$5,000.00 ➤ KCEMA attended the MEMA County Directors meeting, ME DOT presented. ➤ Submitted to MEMA the HSGP 25 supplemental application, local contact list as required by 37b, County inventory report, NIMS compliance report, modification form and ARL to spend down remaining funds ➤ Discussed Risk assessment and EOP process review with MEMA, will schedule biweekly meetings ➤ Attended the RSU 4 active shooter tabletop exercise, CISA (Cyber security and Infrastructure Security Agency), MEMA, KSO, ME DOE and MSP were present along with RSU 4 administrative staff. ➤ Submitted the request for HazMat Ops refresher training for Kennebec County to be held at Winthrop FD ➤ Discussed Risk assessment and EOP process review with Litchfield FD and Waterville FD ➤ KCEMA staff has completed county required trainings and new staff has completed onboarding training, including program training at MEMA ➤ 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: Risk assessment ➤ Ongoing: THIRA/SPR compiling data and creating jurisdictional profiles, consequence analysis, and community lifeline intersect. Natural & Technological Hazard data compilation is complete. Copy paste. ➤ Angela Molino, EMA Director, invited the commission to the Emergency Operations Center to review the risk assessment.	
Facilities	<u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director: ➤ Not present (dealing with inclement weather).	
Administrator	<u>Scott Ferguson, County Administrator:</u> ➤ The Probate Court vault issue has been rectified. ➤ The FY25 audit has been reviewed internally and we will be meeting with the auditors. ➤ Scott Ferguson, County Administrator, received a call from Ethan Horton at the Kennebec Journal regarding jail legislation and directed him to the Jail Administrator. ➤ It was stated that Scott Ferguson, County Administrator, thought NACo should collaborate with GFOA (Government Finance Officers Association) to provide training to finance officers in government.	

	➤ The FY27 budget document is being worked on. ➤ Scott Ferguson, County Administrator, had discussions with the tax abatement applicant from Monmouth. ➤ The December fiscal summary is being finalized. Discussing projections with Finance Director, Scott Adkins. ➤ District 2 Caucus - There is a question of the definition of an appointed official as it relates to an individual on a budget committee. It is currently with County Attorney Peter Marchesi to see if the position qualifies. ➤ The NCEU (National Correctional Employees Union) wage table has been reconfigured. ➤ The IRS raised the federal mileage reimbursement rate to \$.725. ➤ Department Heads budget submissions are due Friday the 9th. Scott Ferguson, County Administrator, will be working with KelLee Gray, HR Manager, to review county employees to update the budget model. ➤ Scott Ferguson, County Administrator, thanked Elizabeth Mitchell, Probate Judge, and her staff along with Dan Brunelle, Facilities Director, for their work on the probate vault.	
Old Business/ Follow Up Items	➤ Kennebec County Sheriff's Vehicle Policy: • In review by the County Attorney. ➤ Courtroom Seven: • The Commission requested this item stay on the agenda. ➤ Internal Control Policy: • Currently under review with the auditor RHR Smith & Company. ➤ 77 Winthrop Street (parking signage) • The Commission requested this item stay on the agenda.	
New Business	➤ Kennebec Savings Bank: Craig Garofalo, Executive VP, COO and CLO, James Edwards, VP & Director of Cash Management, Gail P. Conley, Regional vice President & Director of Advancement Services, Jake Connolly, Relationship Manager • The Kennebec Savings Bank representatives gave a presentation to the Kennebec County Commissioners regarding the county investments and financial functions held with the bank. (See attachment) ➤ December 24th Day Off: • George Jabar, Commissioner, made a motion to approve December 24th, 2025, as an administrative day for Kennebec County, and Joe Pietroski, Commissioner, seconded the motion. Unanimous. ➤ City of Augusta Dispatch: • See Chief Deputy's Report. ➤ Request for Continuing Education: • George Jabar, Commissioner, made a motion to authorize the Commission Chair to sign the request for continuing education, and Joe Pietroski, Commissioner, seconded the motion. Unanimous.	Approved 3-0 Approved 3-0
Public Comments	None.	

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Adjournment	George Jabar, Commissioner Chair, made a motion to go into executive session at 1:43pm to discuss personnel matters pursuant to 1 M.R.S.A. section 405 (6)(A), and, Joe Pietroski, Commissioner, seconded the motion. Unanimous. There was a declaration to end Executive Session at 2:19pm There was a motion by Patsy Crockett, Commissioner Chair, to adjourn the regular session at 2:20pm, and Joe Pietroski, Commissioner, seconded the motion.	Approved 3-0 Approved 3-0
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Respectfully Submitted: Stephanie Schredder, Executive Assistant

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Treasurer Meeting Notes 01/07/2026

General Fund Cash \$625,912.00.00: All invested in the Insured Cash Sweep account with Kennebec Savings Bank

Investment Cash: \$14,250,000.00: All invested in the Intrafi Money Market account with Kennebec Savings Bank

Investment Cash: \$2,262,073.00: All invested in Kennebec Savings Bank Managed Investment Account. Balance increased **\$3,763.00** as of 01/07/2026.

Warrants for signatures:	W#28	Payroll 12.24.25	\$ 655,524.00
	W#29	A/P Warrant – Reg & ARPA	\$ 738,435.00
	W#29D	ACH-Reg & ARPA	\$ 591,929.00
	W#26R12	Restitution	\$ 10,123.00
	W#26CR09	Civil Refund	\$ 812.00

ARPA Expenditures: Total \$384,108.00

Berry Dunn \$3,895.00

G&E Roofing \$380,213.00

ARPA Funds: Remaining & Committed: \$1,700,918.00 (as of 01.07.26)

Finance:

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