

# Kennebec County, Maine

## County Commissioner's Meeting Minutes January 20, 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:** 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       |
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| <b>Call to order</b>              | <b>12:02pm</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
| <b>Property Abatement Hearing</b> | <b>Town of Monmouth/ David Isaacson Property Abatement</b> – Representing the Town of Monmouth was the Town Assessor, Donna Hays, and Town Manager, Justin Poirier. Mr. Isaacson attended remotely by speakerphone. Commissioner Jabar defined the process for the hearing and asked Mr. Isaacson if he understood the hearing process and requirements of the Commission, he did, and Ms. Hays was asked to discuss the valuation methodology in the context of other similar properties in the Town of Monmouth. Mr. Isaacson discussed why he felt the assessment was excessive and his concerns with the firm contracted to do the assessment (KRT Appraisal). The Commission will contact Mr. Isaacson in writing with their decision.                                                                                                                                                                                                                                                                                                   |              |
| <b>Minutes</b>                    | <b>Joe Pietroski, Commissioner</b> , made a motion to approve the minutes of <b>January 7, 2025</b> , and <b>George Jabar, Commissioner</b> , seconded the motion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Approved 3-0 |
| <b>Human Resources</b>            | <p><b>Chris Brawn, HR (Human Resources) Director:</b></p> <ul style="list-style-type: none"> <li>➤ Recruitment: <ul style="list-style-type: none"> <li>• Current vacancies: <ul style="list-style-type: none"> <li>○ Four vacancies at the Jail</li> <li>○ Two deputy positions at and One Administrative Assistant the Sheriff's Office</li> <li>○ One in Administration – Executive Assistant – currently reviewing applications and several interviews scheduled this week.</li> <li>○ One at EMA – Mitigation Planner</li> </ul> </li> </ul> </li> <li>➤ HR will be sending out communication next week 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.</li> <li>➤ NCEU (National Correctional Employees Union) negotiations are still happening. Departmental budget requests are needed to see the overall budget before moving forward.</li> <li>➤ Working on various issues that arose while on vacation last week.</li> </ul> |              |

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|                     | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Action       |
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|                     | <p>➤ <b>Commissioner Pietroski</b> had some suggestions for policies; 1) Fragrance/ scent policy. Commissioner Pietroski thinks the state might have one, and why does the county not have one. 2) Disposal renovation materials. Commissioner Pietroski asked what is done with the leftover “stuff”? Concerned with “favoritism” with the disposition of renovation materials.</p> <ul style="list-style-type: none"> <li>○ <b>Director Brawn</b> indicated that the second item is not an HR policy per se.</li> <li>○ <b>Administrator Ferguson</b> explained that contractors charge for disposition and that in the case of the windows and slate, employees were offered these items. He also indicated that this would be a Surplus Disposition policy.</li> <li>○ <b>Commissioner Crockett</b> pointed out that this would be in each individual contract as to asset disposition.</li> <li>○ <b>Commissioner Jabar</b> asked HR to look into a fragrance policy.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |
| Treasurer/ Finance  | <p><b>Tom Doore, Treasurer:</b><br/>(See attached Treasurer’s report)</p> <p><b>Scott Adkins, Finance Director:</b></p> <ul style="list-style-type: none"> <li>➤ ESAC (Federal) report (in the commission’s packet). The Sheriff signed off and it requires a signoff by the Commission. Motion by <b>Commissioner Jabar</b>, seconded by <b>Commissioner Pietroski</b> authorizing the chair to sign. <ul style="list-style-type: none"> <li>○ <b>Commissioner Pietroski</b> asked what this was, <b>Director Adkins</b> indicated it is an annual compliance document for Federal Forfeitures.</li> </ul> </li> <li>➤ <b>Director Adkins</b> requested a contract extension with RHR Smith, auditors for one year (same pricing). <b>Commissioner Crockett</b> asked for the amounts; \$18,500 for the County and \$7,500 for the Jail. <b>Director Adkins</b> offered to check with RHR if they would drop the county portion by \$5,000; the commission agreed.</li> <li>➤ W2s and 1099s are being prepared as well as reporting Overtime as a result of the Big Beautiful Bill. Next year it will be on the W2.</li> <li>➤ An updated cash flow statement will be provided at the next meeting.</li> <li>➤ There will be a discussion/ clarification with the Treasurer and KSB regarding investing to address an audit finding that we don’t agree with.</li> <li>➤ Close to finalizing the FY25 audit. Just a few remaining questions.</li> </ul> | Approved 3-0 |
| Sheriff/Corrections | <p><b>Ken Mason, Sheriff:</b></p> <ul style="list-style-type: none"> <li>➤ The Sheriff met with several KCBC (Kennebec County Budget Committee) members (Lloyd Irland &amp; Kathryn Woodsum) regarding the upcoming budget.</li> <li>➤ Vacant position and <b>Commission Jabar’s</b> request. There was discussion on whether the duties could be spread to the other three positions and maintain quality of work. The sheriff handed out a two-page letter discussing this request and his plan to redistribute the workload. He is doing a “test-run” with his staff. <b>Director Brawn</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |

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|                   | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Action |
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|                   | <p>indicated that any changes would require a new job description to be written to make sure salaries are at market rates and assessed properly.</p> <ul style="list-style-type: none"> <li>➤ <b>Commissioner Pietroski</b> asked about Dispatch and if it was a budgetary item for the County (~\$900K). This is not a county budgetary item and is normally budgeted by the Towns. This proposed change is in preliminary stages. <b>Lieutenant Read</b> indicated that the county would be the collector of the funds. <p><b>Captain Bryan Slaney, Jail Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ The population is currently 130.</li> <li>➤ The hold on FCC rule changes regarding phone commissions is nearing an end (April). <b>Captain Slaney</b> will be discussing this change with the phone vendor to assess the fiscal impacts of this law. This will have a significant fiscal impact to the Inmate Benefit Fund.</li> <li>➤ <b>Captain Slaney</b> would like to move into a dishwasher lease, which the County Attorney is reviewing. Given the problems with the previous dishwasher, the captain thinks a lease is the best fiscal option.</li> <li>➤ Overtime – 29 overtime shifts last week, 21 of which were for hospital coverage. Predicting overtime needs difficult as we cannot anticipate these types of events will result in overtime.</li> </ul> </li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |
| District Attorney | <p><b>Shay Freeman, Office Administrator/Department Head:</b></p> <ul style="list-style-type: none"> <li>➤ OM Freeman <ul style="list-style-type: none"> <li>○ Courtroom 7: Connectivity Point (SOM Vendor), running wire and anticipate on being done by month's end. Spoke with SOM Sgt. Dion did not know that Connectivity Point was going to be there; SOM OIT scheduled the work. Due to the need to install panic buttons, Sgt. Dion told OM Freeman to hold off on the completion of the work in Courtroom 7 by the county.</li> <li>○ <b>Facilities Director Burnelle</b> is working with Siemens to install new thermostats in the building. Also, the side door issue will be addressed as the vendor is coming to repair it so it locks on its own. Employees have been advised to make sure if they exit that the door is shut and locked.</li> <li>○ Grand Jury tomorrow, and docket call for February. The courts will be closed to the public from January 28<sup>th</sup> through January 30<sup>th</sup>. E-filing goes live February 2<sup>nd</sup>.</li> </ul> </li> </ul> <p><b>Maeghan Maloney, District Attorney:</b></p> <ul style="list-style-type: none"> <li>➤ DA's office is fully staffed and back to jury trials after this month (December) off.</li> <li>➤ Everyone is caught up on their screening to make the transition so there will not be a lot of cases to be logged in initially. However, the process will take a lot longer on the new system even though everyone was trained. This has caused some anxiety as to how this will be in reality (production). <b>DA Maloney</b> gave some examples of logging in cases. <b>OM Freeman</b> indicated that employees will be logging into the new system and their system; no more paper complaints. E-prosecutor will hopefully be better when implemented this summer.</li> </ul> |        |
| Deeds             | <p><b>Matt Boucher, Register of Deeds:</b></p> <ul style="list-style-type: none"> <li>➤ Not present.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |

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|                        | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Action |
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| EMA                    | <p><b><u>Kennebec County Emergency Management Agency (KCEMA):</u></b><br/><b>Angela Molino, EMA Director:</b></p> <ul style="list-style-type: none"><li>➤ Ongoing: Homeland Security Grant Program, LEPC, and EMPG administration.<ul style="list-style-type: none"><li>• Meet with the HSGP program manager every other week to discuss reuse of unspent funds, ongoing.</li><li>• Reimbursement received HSGP21, HSGP22, &amp; HSGP24, \$50,942</li></ul></li><li>➤ SERC Meeting program and policy changes were discussed.</li><li>➤ Hazmat Ops – open fire refresher training</li><li>➤ Extreme temperature response training – working with Maine CDC and other county EMA offices which includes surveys and focus groups.</li><li>➤ Risk Assessment (distributed to local municipalities) going through final edits will be going to the printer soon.</li><li>➤ EMPG 25 grant signed and submitted to Finance for tracking.</li><li>➤ Invitation to come to EMA briefing on February 3<sup>rd</sup>.</li></ul> |        |
| Information Technology | <p><b>Devon Parsons, IT Director:</b></p> <ul style="list-style-type: none"><li>➤ Continuing with system upgrades (Windows 11/ other).</li><li>➤ Assisted Restitution with the state data submission.</li><li>➤ Camera updates at the jail.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |
| Probate                | <p><b>Ronda Snyder, Register of Probate:</b></p> <ul style="list-style-type: none"><li>➤ Working to settle all of their cases.</li><li>➤ Stacy Wells has given her notice. HR is going to post the position.</li><li>➤ The Register provided a summary of her first year at the county.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |
| Facilities             | <p><b><u>Facilities Maintenance:</u></b><br/><b>Dan Brunelle, Facilities Director:</b></p> <ul style="list-style-type: none"><li>➤ Not present (dealing with inclement weather).</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |

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| <p><b>Administrator</b></p>                 | <p><b><u>Scott Ferguson, County Administrator:</u></b></p> <ul style="list-style-type: none"> <li>➤ Review of Executive Assistant applicants and setting up interviews.</li> <li>➤ FY27 Budget Model incorporating Department Head submissions and updating contractual/ benefit information as it comes in. Will be working with HR to review each employee's salary to be updated.</li> <li>➤ KCBC (Kennebec County Budget Committee) requested a meeting for the 28<sup>th</sup>, of January.</li> <li>➤ Department Head Meeting held discussed the budget, HR hiring process, and procurement.</li> <li>➤ Caucus District 3 was held.</li> <li>➤ Met with the Town of Windsor to address questions.</li> <li>➤ MD3 Board Meeting. Dr. Pieh has created a non-profit organization to keep the program going.</li> <li>➤ Monthly Jail data submitted to the State (CRAS).</li> <li>➤ MOSS Opioid Survey submitted as required by statute.</li> <li>➤ FY25 Audit review with the Auditor.</li> <li>➤ Unity – Casella plant closure and the St. Germain public notice of closure. DEP requirement for closure.</li> <li>➤ Department Head repair list provided to the commission. To be reviewed by the administrator and facilities director.</li> <li>➤ Concerns expressed regarding the Courthouse; the Gale mechanical assessment proposal discussed with the Commission in February was recently resent to the Commission. This was a change order request for \$47K and no action was taken then by the Commission.</li> <li>➤ <b>Commissioner Crockett</b> asked about the state building grant. <b>Administrator Ferguson</b> indicated he has been checking monthly, and the state has indicated that they have yet to review the applications.</li> <li>➤ At the request of <b>Commissioner Pietroski</b>, <b>Administrator Ferguson</b> reviewed the FY26 December YTD Fiscal Review which is sent to the Commission and KCBC monthly.</li> <li>➤ <b>Administrator Ferguson</b> commented on contracts that are based on a reimbursement basis should be changes to payments prior to services rendered, not after.</li> </ul> |  |
| <p><b>Old Business/ Follow Up Items</b></p> | <ul style="list-style-type: none"> <li>➤ <b>Commissioner Crockett</b> asked for two items to be added to Old Business <ul style="list-style-type: none"> <li>• List of Pending Maintenance Items (at which time the list was provided to the Commission – see Administration section for explanation)</li> <li>• “Thank You Letter” for Those Who Worked on Courtroom 7.</li> </ul> </li> <li>➤ <b>Kennebec County Sheriff's Vehicle Policy:</b> <ul style="list-style-type: none"> <li>• In review by the County Attorney.</li> </ul> </li> <li>➤ <b>Courtroom Seven:</b> <ul style="list-style-type: none"> <li>• <b>Office Administrator/Department Head Shay Freeman</b> provided an update on her discussion with the State regarding their continued work on the courtroom.</li> </ul> </li> <li>➤ <b>Internal Control Policy:</b> <ul style="list-style-type: none"> <li>• Currently under review with the auditor <b>RHR Smith &amp; Company</b>. <b>Administrator Ferguson</b> will check.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |

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|                        | <ul style="list-style-type: none"> <li>➤ <b>77 Winthrop Street</b> (parking signage) <ul style="list-style-type: none"> <li>• <b>Administrator Ferguson</b> will discuss with <b>Director Brunelle</b> as to the status of the signs.</li> </ul> </li> <li>➤ <b>Commissioner Crockett</b> asked for the inclusion of the Abatement for the next meeting.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |
| <b>New Business</b>    | <ul style="list-style-type: none"> <li>➤ <b>Audit Pricing</b> <ul style="list-style-type: none"> <li>• <b>Director Adkins</b> is requesting a one-year extension and will ask about a price reduction.</li> </ul> </li> <li>➤ <b>ESAC/Federal Drug Forfeiture Annual Compliance Report</b> <ul style="list-style-type: none"> <li>• Signed by the Commission.</li> </ul> </li> <li>➤ <b>Discussion to clarify spending of budget items</b> <ul style="list-style-type: none"> <li>• <b>Commissioner Pietroski</b> requested clarification of spending of budgeted items; Question: “what kind of a level do we put where the spending of money by the budget on something that is not necessarily in the budget but, do you have to bring to the commissioners first for approval before expense?”. <b>Commission Jabar</b> asked for an example. <b>Commissioner Pietroski</b> used the MD3 vehicle as an example. <b>Administrator Ferguson</b> indicated that MD3 is still using ARPA money. He also indicated that if a Department Head feels that they can meet extraordinary, or emergency, needs within their budget and maintain their budget by year end. This is why year-end projections are important.</li> </ul> </li> <li>➤ <b>Administrator Ferguson</b> mentioned that the Court Security contract needs to be signed and will be presented at the next meeting.</li> <li>➤ <b>Commissioner Crockett</b> asked about MD3. <b>Administrator Ferguson</b> indicated they have about one month of ARPA funding remaining. He suggested they have about one month of funding remaining.</li> <li>➤ <b>Commissioner Crockett</b> asked about MD3 funding. <b>Administrator Ferguson</b> indicated that Dr. Pieh submitted a \$25K program request. There was discussion concerning the existing assets for MD3. <b>Commissioner Crockett</b> requested for the County Attorney to advise the Commission on gifting the assets to the not for profit MD3.</li> <li>➤ <b>Administrator Ferguson</b> also expressed his concerns regarding the lack of funding by the KCBC for capital.</li> <li>➤ There was discuss on Fund Balance between the General Fund and the Jail Fund.</li> </ul> |              |
| <b>Public Comments</b> | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |
| <b>Adjournment</b>     | <b>Commission Jabar</b> motioned to adjourn, seconded by <b>Commissioner Pietroski</b> , unanimous to adjourn the regular session at 2:14pm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Approved 3-0 |

# *Kennebec County, Maine*

County Commissioner's Meeting  
Minutes January 20, 2026



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## Treasurer Meeting Notes 01/20/2026

**General Fund Cash** \$380,896.00: All invested in the Insured Cash Sweep account with Kennebec Savings Bank

**Investment Cash:** \$13,050,000.00: All invested in the Intrafi Money Market account with Kennebec Savings Bank

**Investment Cash:** \$2,259,886.00: All invested in Kennebec Savings Bank Managed Investment Account. Balance decreased \$2187.00 as of 01/20/2026.

|                          |          |                          |               |
|--------------------------|----------|--------------------------|---------------|
| Warrants for signatures: | W#30     | Payroll 01.09.26         | \$ 759,280.08 |
|                          | W#31     | A/P Warrant – Reg & ARPA | \$ 128,349.20 |
|                          | W#31D    | ACH-Reg & ARPA           | \$ 410,152.74 |
|                          | W#26R13  | Restitution              | \$ 7,777.45   |
|                          | W#26CR11 | Civil Refund             | \$ 829.46     |

**ARPA Expenditures: Total** \$96.05

**MaineGeneral** \$11.10 (MD-3)

**WEX Bank** \$84.95 (MD-3 Gasoline)

**ARPA Funds: Remaining & Committed:** \$1,698,168.77 (as of 01.20.26)

## Finance:

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