

Kennebec County, Maine

County Commissioner's Meeting Minutes February 3, 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
Call to order	12:01pm	
Minutes	Commissioner Pietroski made a motion to approve the minutes of January 20, 2026, and Commissioner Jabar seconded the motion; vote, unanimous.	Approved 3-0
Human Resources	Chris Brawn, HR (Human Resources) Director: ➤ There are ○ four vacancies at the jail with two applicants scheduled to begin in February 9th. ○ Two deputy positions vacant at the Sheriff's Office as well as an Administrative Assistant opening. ➤ EMA has hired their Mitigation planner, starting tomorrow. ➤ The Administration Executive Assistant has been hired and will start February 23rd. ➤ 1095 (health coverage statements from the Affordable Health Care Act) have been finalized and copies available from Human Resources. ➤ The One Big Beautiful Bill Tax on Overtime notifications/addendum were sent with W2 for 2025. ➤ Human Resources have completed the annual compensation statements and included with the W2s as well. ➤ Due to the crackdown by the Federal Government on immigration, Human Resources will be using E-verify to determine eligibility to work in US and hopefully assure compliance. ➤ Have begun wage reviews for departments asking for more than COLA in the FY27 Budget. ➤ The Maine Department of Labor has completed their assessment of the Paid Family Medical Leave Act and announced that the program will officially start May 1st. Human Resources will be sending out notifications to all employees. ➤ Policy updates & Reviews	
Treasurer/ Finance	Tom Doore, Treasurer: ➤ There was a fraud check that was caught quickly as the county uses Positive Pay and the Finance department check daily for fraud attempts. It is currently under investigation by the bank.	

Kennebec County, Maine

County Commissioner's Meeting Minutes February 3, 2026



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	➤ (See attached Treasurer's report) Scott Adkins, Finance Director: ➤ Calendar year end W2's, 1099s and payroll reports went out. ➤ Quarterly reports have been completed by Finance; Calendar Year end work activity is completed. ➤ Finance is currently working on bank reconciliations. One account that was behind is now current. ➤ Handout ○ The updated cashflow statement was provided to the commission – there are no perceived issues. ARPA has approximately \$1.7M left to spend down by year end. ➤ Investing options discussed: ○ Three options were looked at/ discussed. It is recommended to invest a minimum amount. ○ The recommendation is to invest in CDARS with KSB which is currently at 3.75%. ○ Finance has no concerns with any need to withdraw early, or any associated penalties. ○ The increased "risk", if any, is worth the increased return. ➤ Commissioner Jabar, made a motion to move \$6M to CDARS, seconded by Commissioner Pietroski; vote, unanimous. ➤ The FY25 Audit language concerning collateralization focused on bond interest risk. The bond is owned by the county, not the bank. The language identifies the county as the asset holder – no requirement for collateralization. ➤ Commissioner Jabar made a motion to accept language as recommended by the auditor, seconded by Commissioner Pietroski; vote, unanimous.	Approved 3-0 Approved 3-0
Sheriff/Corrections	Ken Mason, Sheriff: ➤ Looking to fill two patrol deputy positions. One was a Blue Pin, but since the budget was depleted the person was passed over. Commissioner Chair Crockett, asked if the Sheriff discussed this with the County Administrator; he did not. The Sheriff chose to not pursue the candidate. ➤ Deborah Couture, American Legion Post #181, Litchfield, ME, recognized the Sheriff and the trustees at the jail for their community service work in assisting the Post with its interior remodeling. A certificate was presented. ➤ Lt. Chris Read provided an update on the dispatch proposal. Discussions with APD (Augusta Police Department) Chief Lully to understand when the new asset management system will be purchased. They are hoping for some federal money to help with the cost. There is no immediate rush to pull away from the state as we can continue as we are currently. Lt. Read will be explaining the plan to the local municipalities. Things do not need to be rushed; we have time to make sure there is a smooth transition. Talking with Mike Labbe the Director (at the state?). Looking at a year end transition, but not certain. There are contractual labor increases anticipated with APD. The cost will be based on the new system plus dispatch fees (labor, etc.).	

Kennebec County, Maine

County Commissioner's Meeting Minutes February 3, 2026



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	\$110K to transfer data into system, which is not recommended by the Sheriff's Office. Kennebec's IT can help with data problems if they arise. The plan is to keep the data in-house as the system is not supported. Captain Bryan Slaney, Jail Administrator: ➤ There are 123 inmates inside the correctional facility today. ➤ Before you for signature is the ECOLAB Dishwasher lease. The lease will honor repairs regardless of what an inmate does to the machine. ➤ Commissioner Jabar made a motion to authorize the Commission Chair to sign the lease agreement; seconded by Commissioner Pietroski, , vote, unanimous. ➤ An amendment was presented regarding the Securus contract which (needs to be in place by April 1st) is based on recent FCC Commission changes to commissions (third change in the last year), which is now called a "<i>call recovery fee</i>" for inmate phone use; 2¢ per call. This is a reduction to what can be collected for phone calls. Commissions can be earned on tablets and e-messages. ➤ Commissioner Jabar made a motion to authorize the Commission Chair to sign the amendment for the inmate telephone contract with Securus; seconded by Commissioner Pietroski, , vote, unanimous.	Approved 3-0 Approved 3-0
District Attorney	Shay Freeman, Office Administrator/Department Head: ➤ The District Attorney is in Somerset County today and has nothing to report. ➤ Yesterday was the first day of the new system, E-filing. It was described as interesting. Staff was working through autogenerated documents, dismissals and bar codes. ➤ Joe Miranda was on hand to help out with problems. It was challenging. The state hopes to have this rolled out by the end of the year. ➤ Jury selection Thursday and Friday ➤ Ready to resume trials. There are about 200 on the list. The list of incarcerated the longest 6 of 10 murders which are the Attorney Generals and staff are waiting on the Attorney Generals office to work out the schedule. ➤ Courtroom 7 – SOM (Connectivity Point) still working on; new speakers, wiring, monitors, and the installation of panic buttons. As the state is finishing their work, we are waiting to hear from them as to when we can complete our remaining work.	
Deeds	Matt Boucher, Register of Deeds: ➤ Revenue for last month was \$77,295 up approximately \$700 due to the new fee schedules. ➤ Increase on surcharge up \$2,410 over last year. I would like to use increases for preservation of records. This is like a 66% increase. ➤ The register wants to buy new equipment from surcharge account for scanning equipment. ➤ LD 2141 – state taking 1% of transfer tax, which will decrease revenue. The transfer tax is down to 9.2% from 10%, but now the state wants to take 1.8% toward homeless crisis. This will be a hit to property tax as it represents a reduction to county revenues.	

Kennebec County, Maine

County Commissioner's Meeting Minutes February 3, 2026



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	➤ Sales of \$1M+ properties are up.	
EMA	<u>Kennebec County Emergency Management Agency (KCEMA):</u> Angela Molino, EMA Director: ➤ EMA provided an overview of the Hazard Mitigation Plan to the commissioners earlier in the morning. ➤ Director Molino was unable to attend due to a conflict.	
Information Technology	Devon Parsons, IT Director: ➤ IT has been working on system upgrades. ➤ Northpoint – classification system ➤ Several IT related work items resulting from personal changes. ➤ Camera work at the jail. ➤ Working with the vendor to install new parts for the Keycard system. ➤ Restitution data feed to state – report to come	
Facilities	Facilities Maintenance: Dan Brunelle, Facilities Director: ➤ Snow removal. ➤ Keeping an eye on each building during the cold snap. Director Brunelle has concerns with pipes behind the walls. ➤ Deeds/ EMA building is of concern due to the lack of insulation in the building from original construction. ➤ So far there are no major failures. ➤ Director Brunelle has been monitoring the temperature through the Siemen's systems. Temperatures have been kept higher to keep buildings warmer in this cold weather.	
Probate	Ronda Snyder, Register of Probate: ➤ The register had to leave the meeting. ➤ Expects more revenue due to legislative fee increases.	

Kennebec County, Maine

County Commissioner's Meeting Minutes February 3, 2026



Administrator	<u>Scott Ferguson, County Administrator:</u> ➤ Interviews were held for the Executive Assistant position. The position was offered to Kaitlyn Kane who will be starting on the 23rd of February. ➤ The KCBC (Kennebec County Budget Committee) first meeting was held January 28th and appointed a chair and recording secretary. Their next meeting will be held on February 25th at 4pm. ○ Administrator Ferguson reviewed the upcoming budget process and requested when the commission would like to meet with the Department Heads. The commission indicated that February 10th would work beginning at 10am. Each Department Head would come in to discuss their budget. ○ Sheriff increases were considerable the jail is at 7%; the reality with step increases adds another 2%-3%. We are seeing increases in insurance, worker's compensation and health insurance as well. ○ The commission has to decide the salary increase percentage for non-bargained employees. ➤ Attended the annual Unity meeting. Went over the budget with the residents of the unorganized territory. Casella will be closing operations by the end of the year due to PFAS legislation. Creating a road reserve for of \$15,000. ➤ Attended the Risk Management and MCCA meeting at the Somerset County Jail. Provided comments regarding jail funding and clarification on the Tax CAP and incremental increases allowable by statute. ➤ Reviewed LIUNA contract language proposal which is being tied to the COLA grievance. ➤ Updated the MCCA County directory for Kennebec County. ➤ MACCAM virtual meeting. ➤ NCEU filed a prohibitive practice complaint due to the county not wanting to negotiate a salary increase prior to departmental budget submissions so overall increases can be determined and the impact of this salary proposal.	
Old Business/ Follow Up Items	➤ Kennebec County Sheriff's Vehicle Policy: • Pending, no update. ➤ Courtroom Seven: • Office Administrator/Department Head Shay Freeman indicated that the state is still working on the courtroom and will let the county know when they can finish the project. ➤ Internal Control Policy: • Administrator Ferguson has reached out to RHR Smith auditors; however, no response has been given. ➤ 77 Winthrop Street (parking signage) • Director Brunelle has checked on the status of the signs and they are being worked on. The ground is too hard right now to put them in until it thaws. This may be the reason for the vendor's delay.	
New Business	➤ Audit Pricing – Director Adkins checked and the response was if you don't like it go out to RFP. Administrator Ferguson thinks it might be good to stay with RHR for one more year with the state jail audit requirements. Commissioner Jabar felt we are in a good position as we are current on our audits. There was	

Kennebec County, Maine

County Commissioner's Meeting Minutes February 3, 2026



	discussion on county Fund Balances. Administrator Ferguson indicated that the General Fund balance is not as robust as it should be. The jail is doing fine. ➤ Administrator Ferguson commented on the excellent presentation by EMA that morning and the amount of work and data that EMA went through to prepare each municipal Hazard Mitigation Plan. ➤ The Commission declined the abatement request and a letter will be sent out to Mr. Isaacson. Motion to decline, Commissioner Jabar, seconded Patsy Crockett, Commissioner Chair, opposed Joe Pietroski, Commissioner ➤ Treasurer/ Finance investment recommendation – addressed. ➤ FY27 Budget – Departmental Reviews with the Commission – scheduled for February 10th. ➤ Contracts: • Securus – Approved to be signed (see above) • ECOLAB - Approved to be signed (see above) • Merrill Security – Courthouse ○ Commissioner Jabar made a motion to authorize the Commission Chair Crockett to sign the security contract with Merrill Security to provide security services to the courthouse; seconded by Commissioner Pietroski; vote, unanimous. ➤ Administrator Ferguson asked about using recordings as opposed to transcribed minutes. The commission was not in favor of this idea. ➤ Commissioner Pietroski asked about the Professional Standards Council appearing before CJPS and had concerns regarding insufficient funding. Jail funding was removed from the Governor's supplemental budget. ➤ Commissioner Chair Crockett indicated that the budget committee asked about county involvement in the legislative process for the jail. Commission Jabar indicated that this is the role of MCCA and their Legislative Policy Committee. It is difficult to get all county and local organizations to collaborate. ➤ Administrator Ferguson commented that counties are the only municipal entities with tax limits; LD1 and Jail Tax Caps. Commissioner Jabar also commented on the unfunded state mandates that make matters worse.	Approved 3-0
Property Abatement	➤ Property Abatement Hearing - David Isaacson, Town of Monmouth ○ Commissioner Jabar indicated that the law ties the hands of the commission. It is on the taxpayer to prove that valuation is not valid, the assessment is unreasonable, is discriminatory, or dishonest or burdensome. That was not proven. ○ Commissioner Pietroski had issues the application of the valuation standard (07) as it related to waterfront property, the value applied to the outdoor stove and felt a reasonable figure was presented. Commissioner Pietroski felt the two stories did not provide clarity and that Mr. Isaacson deserves something less as he felt the overall value was high. He did not feel this property was of the same value. ○ Commissioner Jabar felt that credible evidence of an incorrect assessment was not provided. There was no bank or certified appraisal to the contrary. Burden of proof was not provided. ○ Commissioner Chair Crockett indicated that since the owner did not meet the assessor to let her inside	

Kennebec County, Maine

County Commissioner's Meeting Minutes February 3, 2026



	the dwelling, that could have impacted the valuation. ➤ Motion to deny abatement appeal was made by Commissioner Jabar, seconded by Commissioner Chair Crockett, Commissioner Pietroski opposed the motion. Motion carries.	Approved 2 Opposed 1
Public Comments	➤ Tammy Kane, Jail Quartermaster, indicated that Monmouth's September Town meeting did not produce minutes and that KRT is worth looking into. ➤ No further public comments.	
Executive Session	➤ Commissioner Chair Crockett made a motion to go into executive session at 1:38pm to discuss personnel matters pursuant to 1 M.R.S.A. section 405 (6)(A), Commissioner Jabar seconded the motion. The vote was unanimous. ➤ There was a declaration to end Executive Session at 2:17pm	Approved 3-0
Adjournment	➤ Commission Jabar motioned to adjourn, seconded by Commissioner Pietroski, the vote was unanimous to adjourn the regular session at 2:18pm.	Approved 3-0

Kennebec County, Maine

County Commissioner's Meeting Minutes February 3, 2026



Treasurer Meeting Notes 02/03/2026

General Fund Cash \$609,240.00: All invested in the Insured Cash Sweep account with Kennebec Savings Bank

Investment Cash: \$12,550,000.00: All invested in the Intrafi Money Market account with Kennebec Savings Bank

Investment Cash: \$2,265,578.00: All invested in Kennebec Savings Bank Managed Investment Account. Balance increased \$5691.62 as of 02/03/2026.

Warrants for signatures:	W#32	Payroll 01.23.26	\$ 629,024.41
	W#33	A/P Warrant – Reg & ARPA	\$ 251,200.38
	W#33D	ACH-Reg & ARPA	\$ 250,642.62
	W#26R14	Restitution	\$ 304.00
	W#26R15	Restitution	\$ 6,455.24
	W#26CR12	Civil Refund	\$ 370.82

ARPA Expenditures: Total \$4,336.50

Berry-Dunn \$4,336.50

ARPA Funds: Remaining & Committed: \$1,690,427.83 (as of 02.03.26)

Finance:

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