

Kennebec County, Maine

County Commissioner's Meeting Minutes March 3rd, 2026



Present:

Patsy Crockett, Commissioner Chair
Joe Pietroski, Commissioner
George Jabar, Commissioner
Chris Brawn, HR Director
Tom Doore, Treasurer
Scott Adkins, Finance Director

Ken Mason, Sheriff
Chris Read, Chief Deputy
Bryan Slaney, Jail Administrator
Matthew Boucher, Register of Deeds
Angela Molino, EMA Director
Devon Parsons, IT Director

Dan Brunelle, Facilities Director
Audrey Fredericks, Finance Manager
Scott Ferguson, County Administrator
Meaghan Maloney, District Attorney
Corey Goodchild, Asst. Jail Administrator

Absent: Spencer McKeown, Deputy EMA Director, Ronda Snyder, Register of Probate, Matthew Boucher, Register of Deeds, Dan Brunelle, Facilities Director,

	Discussion	Action
Call to order	12:00PM	
Minutes	Commissioner Jabar made a motion to approve the minutes of February 17, 2026, and Commissioner Chair Crockett seconded the motion; vote, unanimous.	Approved 3-0
Human Resources	Chris Brawn, HR (Human Resources) Director: ➤ We currently have four vacancies in the Jail. The next CO training class will be in April. There are currently still two Deputy positions vacant in the SO. The Administrative Assistant in the Sheriff's Office has been hired and is scheduled to start next Monday. ➤ There is an offer being made to fill the Probate Paralegal position today. ➤ Workforce Development 2026: 12 students attended 6 unique classes; Refund requested total for 2026: \$3,865; Refunds received total: \$14,034 from 2025 classes. ➤ The Department of Labor PFML program is officially set to begin May 1st. We are working with our vendor to get the required communications out and set up to accept claims. ➤ We have several employee complaints, requests, and grievances in different stages that are being worked through and taking most of HR's time right now. ➤ There are several requested policy updates being reviewed. The hope is to have those done and ready for Commission review soon. They just keep taking a back burner to new and ongoing issues.	
Treasurer/ Finance	Tom Doore, Treasurer: ➤ See attached Treasurer's report. Scott Adkins, Finance Director: ➤ You have before you the final audit. The auditor will be present at next Commissioners' Meeting on March 17th to review the audit. ➤ RFP sent for FY26 Audit.	

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Sheriff/Corrections	Sheriff Ken Mason: ➤ Lieutenant Hatch is currently trying to fill two vacant positions ➤ Maine Sheriffs Conference is on April 9th at 5:30PM ○ Deputy Jeff Boudreau, Deputy Elijah Curtis and Detective Benjamin Murphy from Augusta P.D. will be receiving the Presidential Valor Award. ➤ A Deputy has been deployed with only a few days notice to assist with snow removal relief out of state Chris Read, Chief: ➤ Received a notification from Augusta PD that Byrne Grant Funds have not been used (\$11,230). ➤ Drafting up a proper plan with language to fund Blue Pin hiring. Corey Goodchild, Assistant Jail Administrator: ➤ 129 Inmates are currently at the jail. ➤ Contracts: ○ Siemens bid for Sprinkler and Fire inspections. ▪ The reason for the change in vendors is Johnson Controls but were not holding up their end of the Contract ▪ Motion for Commission Chair Crockett to sign made by Commission Jabar, seconded by Commissioner Pietroski; vote unanimous. ➤ Exactitude OB Cell Door replacement ○ Motion for Commission Chair Crockett to sign made by Commissioner Jabar, seconded by Commissioner Pietroski; vote, unanimous. ➤ Sheriff Ken Mason recommended bonuses to two administrative team members who have been picking up extra duties due to a vacant position.	3-0 Approved 3-0 Approved
District Attorney	Shay Freeman, DA Office Administrator ➤ E-file information packet given to Commissioners. ○ Included 18-page "how to" e-file document and feedback on new system ➤ Mike has finished the carpet squares and is now working on old office space/storage area, refreshing paint, etc. ➤ Guilty Verdict last week on aggravated assault stabbing case. ➤ Working with Sargeant Christensen to retrieve and transport inmate from NY to ME.	
Deeds	Matt Boucher, Register of Deeds: ➤ Not present	
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, ongoing. ○ Reimbursement request submitted for HSGP22: \$3,969	

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	○ HSGP25 has been received, not accepted by the state. Discussion regarding language at state level. Ongoing. ○ EMPG25 modified grant award received. MOU/award signed. ○ Requested from MEMA a financial report for FY25 for all grants showing payments to Kennebec. Ongoing. ○ HSGP23 EHP for communications upgrade: received quote from both electrician and radio vendor. Waiting on approval from MEMA. ○ All DHS (FEMA) are furloughed. Payments and communication response will be delayed until further notice. ➤ Risk assessment: Technological Hazards workshop complete, all jurisdictions attended, with approximately 80 representatives. Natural and Adversarial Hazard workshops have been scheduled. ➤ Attended the Central Maine Fire Chiefs meeting, Maine Forestry presented on arson investigation, discussed mitigation plan update. ➤ Attended County budget meeting. ➤ GIS Planner has started the Computer-Aided Management of Emergency Operations (CAMEO) software training for Hazardous Materials planning. ➤ Attended the Waterville RRT meetings, MEMA and Augusta DST were present. County is trying to maintain capability. ➤ Attended CDC extreme temp planning meeting, focus group slide deck overview. Ongoing. ➤ Ongoing: Maine CDC/County EMA Extreme Temperature response planning: Surveys have been distributed and developing focus groups, 19 positive responses. ➤ Ongoing: KCEMA drone/UAS policy- legal review ➤ Ongoing: HazMat plan draft-Received Commodity flow study and associated GIS data. ➤ Ongoing: Risk assessment	
Information Technology	Devon Parsons, IT Director: ➤ Ongoing upgrades ➤ Keycard upgrades ➤ Laptop purchases ➤ Upgraded TVs for security camera display	
Facilities	Dan Brunelle, Facilities Director: ➤ Not present	
Probate	Ronda Snyder, Register of Probate: ➤ Not present.	

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Administrator	Scott Ferguson, County Administrator: ➤ Met with Victor Esposito from the Cooperative Extension who had several questions regarding the budget process. ➤ Attended Budget Committee Meeting last week –several major departments were addressed, and Facilities & Finance will continue working on capital plan. ➤ We are pleased to have our new Executive Assistant, Kaitlyn Kane, who has been Onboarding of ➤ Ongoing Personnel issues ➤ Administrators Organization collecting information for Legislature ➤ Dan and team have been working on renovations at Probate	
Old Business/ Follow Up Items	➤ Kennebec County Sheriff's Vehicle Policy – no updates ➤ Courtroom 7 Update already provided in the DA's report. ➤ Internal Controls Policy – is based on Federal Green Book which sets standards for effective internal controls. The commission expressed some concerns regarding the length of the document and that the commission was not mentioned in the policy. Administrator Ferguson indicated that the document has nothing to do with the commission and defines an organization's policies, procedures, and responsibilities to ensure accurate financial reporting, safeguard assets, and ensure regulatory compliance. ○ Director Adkins suggested waiting to present Internal Controls Policy after the Cash Management and Procurement Policies are updated, at which time all policies can be presented to department heads and elected officials. ➤ FY25 Audit – Review with RHR – Director Adkins has already provided an update. ➤ 77 Winthrop Street Parking Signage – Signage will be installed when the ground thaws. ➤ Facilities Repair List from Departments, no new updates. ➤ Sheriff – Dispatch Update provided during Sheriff's report. ➤ Gift of MD3 vehicle and supplies to the MD3 of Maine, Inc – County Attorney Peter Marchesi has been asked to prepare a letter transferring ownership.	
New Business	➤ Siemen's Sole Source Contract - OB-2 cell door replacement. – Commission Chair Crockett to sign made by Commissioner Jabar, seconded by Commissioner Pietroski; vote, unanimous ➤ Siemen's Sprinkler Inspection Contract. – Commissioner Jabar made a motion to approve Siemens inspection contract, Commission Chair Crockett second the motion; vote, unanimous ➤ Berry Dunn ARPA Quarterly Report. – 1.68M left	3-0 Approved 3-0 Approved
Public Comments	➤ None.	

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Executive Session	➤ Commissioner Chair Crockett made a motion to go into executive session at 1:24P 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 2:02PM.	3-0 Approved
Adjournment	➤ Commissioner Chair Crockett made a motion to adjourn, seconded by Commissioner Pietroski, the vote was unanimous to adjourn the regular session at 2:02PM.	3-0 Approved

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Treasurer Meeting Notes 02/17/2026

General Fund Cash \$671,985.00: All invested in the Insured Cash Sweep account with Kennebec Savings Bank

Investment Cash:

1. \$5,800,000.00: Invested in the Intrafi Money Market account with Kennebec Savings Bank
2. \$6,000,000.00: Invested in CDARS 3.75% APY (13 Week Term / Mature date: 05/07/2026)

Investment Cash: \$2,269,588.00: All invested in Kennebec Savings Bank Managed Investment Account. Balance increased \$4010.00 as of 02/17/2026.

Warrants for signatures:	W#34	Payroll 02.06.26	\$ 666,684.38
	W#35	A/P Warrant – Reg	\$ 120,124.64
	W#35D	ACH-Reg & ARPA	\$ 87,314.59
	W#26R16	Restitution	\$ 11,234.02
	W#26CR13	Civil Refund	\$ 480.35

ARPA Expenditures: Total \$49.24

WEX Bank \$49.24 (MD-3 ARPA)

ARPA Funds: Remaining & Committed: \$1,689,167.52 (as of 02.17.26)