

Kennebec County, Maine

County Commissioner's Meeting Minutes March 17th, 2026



Present:

Patsy Crockett, Commissioner Chair
Joe Pietroski, Commissioner
KelLee Gray, Human Resources Administrator
Tom Doore, Treasurer
Scott Adkins, Finance Director

Ken Mason, Sheriff
Chris Read, Chief Deputy
Corey Goodchild, Asst. Jail Administrator
Shay Freeman, D.A. Administrator
Devon Parsons, IT Director

Dan Brunelle, Facilities Director
Angela Molino, EMA Director
Spencer McKeown, Deputy EMA Director
Audrey Fredericks, Finance Manager
Scott Ferguson, County Administrator

Absent: George Jabar, Commissioner, Chris Brawn, HR Director, Bryan Slaney, Jail Administrator, Ronda Snyder, Register of Probate, Matthew Boucher, Register of Deeds, Meaghan Maloney, District Attorney

	Discussion	Action
Call to order	11:00AM	
Minutes	Commissioner Chair Crockett made a motion to approve the minutes of February 17, 2026, and Commissioner Pietroski seconded the motion; vote, unanimous.	Approved 2-0
Human Resources	KelLee, HR (Human Resources) Administrator ➤ Chris Brawn, HR Director, is out of office on Vacation. ➤ Openings – currently have 1 position in the SO (candidate lined up), Admin assistant started, Probate has 1 opening being filled on Thursday, accepting finances 4 for financial specialist 4 openings for the CO accept they are full pending a physical pass ➤ New Legislation for Surveillance Policy to be implemented ○ Currently working on policy and procedure creation in line with new legislation to notify that all our buildings and parking lots are under surveillance ○ Changes applicant notification and new hire release form and current employees will sign a yearly release ➤ Paid Family Medical Leave Act ○ Instituted on May 1st under our private insurance policy ○ All employees will be notified ○ Ongoing training to fully understand the difference between PFML versus FMLA ○ FMLA is Federal but unpaid, PFML is State mandated and paid ➤ Wellness Classes are very popular ➤ Ongoing Position Interviews with Chris and KelLee	
Treasurer/ Finance	Tom Doore, Treasurer: ➤ See attached Treasurer's report. Scott Adkins, Finance Director:	

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	➤ You have before you a short summary that highlights the Finance Department's job responsibilities and duties as well as a List of Funds that are currently active.	
Sheriff/Corrections	Sheriff Ken Mason: ➤ K-9 Rooster has been injured during training and needs surgery to remove a tooth ○ Could be upwards of \$3,500.00 ○ Looking into the cost of pet insurance for the two K-9s ➤ 14 Deputies and 5 Sergeants currently – will be hiring a Blue Pin Deputy in May making it a total of 15 Deputies Chris Read, Chief: ➤ Discussion to move funds from the Jail surplus to a reserve account to hire Blue Pin ➤ Commissioner Pietroski made a motion to move \$50,000.00 from the Jail Budget to create a reserve account for Blue Pin hiring, seconded by Commissioner Chair Crockett; vote unanimous ➤ Special Detail Rate to be changed from \$85 p/h to \$95 p/h ○ Deputy would receive \$67.50 p/h, the rest of the billed rate would fund expenses such as gas for vehicles, deputy equipment, etc. ○ Special Detail shifts are NOT hourly shifts and do not count towards total hours worked per week/pay period ➤ Commissioner Chair Crockett made a motion to increase Special Detail Billing Rate from \$85 per hour to \$95 per hour, seconded by Commissioner Pietroski; vote unanimous Corey Goodchild, Assistant Jail Administrator: ➤ 123 Inmates are currently at the jail.	2-0 Approved 2-0 Approved
District Attorney	Shay Freeman, DA Office Administrator ➤ PTT – Prosecutorial Technology Team ○ 2 Kennebec County staff members participate in PTT – one Paralegal and one legal secretary ○ Meet once a month with PTT to review and update management system such as statutory changes, case dismissals, etc. ➤ SME – Subject Matter Expert ○ Meet every Wednesday and Thursday ○ Wednesday – work on conversion process and setup how E-Processor should work ○ Thursday – conversion of everything from Justware to E-Processor to Justware ➤ E-filing ○ Still trial and error and seeking constant assistance with technology help desk ○ Access is still limited to necessary documents ○ Learning how to process and file properly so filing is not denied ➤ Grand Jury – this Wednesday and Thursday	

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	➤ Court Room 7 still Out of Order – cannot use for Grand Jury ➤ Ongoing Trials this week, Retrial next week ➤ Court has Admin week coming up March 30th-April 3rd ➤ Taking a Managing Performance Cultivating High Trust Accountability course training	
Deeds	Matt Boucher, Register of Deeds: ➤ Not present	
EMA	<u>Kennebec County Emergency Management Agency (KCEMA):</u> <u>Angela Molino, EMA Director:</u> ➤ Ongoing: Homeland Security Grant Program, LEPC, and EMPG administration. ○ HSGP25 has been received but not accepted by the state. Discussion regarding language at state level. Ongoing. ○ Received from MEMA a financial report for FY25 for all grants showing payments to Kennebec. Ongoing. ○ All DHS (FEMA) are furloughed. Payments_ and communication response will be delayed until further notice. ➤ KCEMA Risk assessment registration is ongoing. ○ Approximately 80 participants were scheduled to attend Natural Hazards Workshop for March 30. ○ Adversarial Hazards Workshop completed, approximately 80 participants attended representing all jurisdictions within Kennebec County ○ Consolidating data from assessment workshops into the BIG spreadsheet ➤ Attended County budget meeting, presented budget. ➤ Attended the department head meeting ➤ Attended the school walk through for Active Shooter planning RSU 4 ➤ Provided CDS Support letter for Town of China ➤ Discussed CDS application for KCEMA with Susan Collins state office rep Chuck M and Katie M, ongoing. Letter of support here and request for support going out to Chiefs ➤ EMA Kennebec River Ice Breaking planning meeting with the US Coast Guard, NWS, USGS and potentially affected municipalities (Friday) ○ Continued coordination throughout the week and weekend ○ Provided observations of the conditions at the time and analysis of the forecast and impacts on the immediate communities impacted by the Kennebec River to Max Williams-WGME ➤ Ongoing: CDC extreme temp planning. ➤ Ongoing: KCEMA drone/UAS policy- legal review ➤ Ongoing: HazMat plan draft-Received Commodity flow study and associated GIS data . ➤ Ongoing: Risk assessment	

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	➤ Ongoing: Natural Hazard Mitigation plan update: initial review of the previous plan. ➤ Letter of Support for the Kennebec County Emergency Management Agency FY27 CDS Request – Mobile Command Vehicle ○ Request made to Commissioners to review and sign letter to be sent to Senator Susan Collins ➤ Commissioner Chair Crockett made a motion to sign letter, seconded by Commissioner Pietroski; vote unanimous	2-0 Approved
Information Technology	Devon Parsons, IT Director: ➤ Jason Blanchard, Assistant IT Director, out of office on vacation ➤ Website postings ➤ Ongoing upgrades/updates ➤ New hire onboarding ➤ Assisting Maintenance to get into their new office downstairs	
Facilities	Dan Brunelle, Facilities Director: ➤ No water has been found in the basement of Hill House after all the recent rain ➤ Removed oil tanks from basement and will remove baseboards and about 4” of sheetrock off the concrete on the basement walls to eliminate water absorption ➤ Making new carpentry workshop in the basement ➤ Preparing for Spring season projects ➤ Dig Safe seminar next Tuesday to receive update on new digging and excavation policies	
Probate	Ronda Snyder, Register of Probate: ➤ Not present.	
Administrator	Scott Ferguson, County Administrator: ➤ For the sake of time I will not review what was already provided in my weekly report. ➤ Old business has been addressed by the appropriate departments, there are no new updates. ➤ Summary of FY27 budgetary changes are in your packets, however the minutes have not been adopted by Budget committee.	
Old Business/ Follow Up Items	➤ Kennebec County Sheriff's Vehicle Policy – no updates ➤ Courtroom 7 Update - Provided in the DA's report. ➤ 77 Winthrop Street Parking Signage – Signage will be installed when the ground thaws. ➤ Sheriff – Dispatch Update provided during Sheriff's report. ➤ County Attorney Peter Marchesi has delegated the letter concerning the MD3 vehicle and supplies to the MD3 of Maine, Inc. to Michael Lichtenstein, Esq.	

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New Business	➤ RHR Overview of the FY25 Audit – Heather Hunter ○ Teams meeting with power point presentation was given by Heather. ○ A hard copy of the presentation as well as the full Audit Report was given. ➤ Sheriff – Special Detail Billing Rates ○ Given during department reports	
Public Comments	➤ None.	
Executive Session	➤ Commissioner Chair Crockett made a motion to go into executive session at 12:53P to discuss personnel matters pursuant to 1 M.R.S.A. section 405 (6)(A), Commissioner Pietroski seconded the motion. The vote was unanimous. ➤ There was a declaration to end Executive Session at 1:21PM.	2-0 Approved
Adjournment	➤ Commissioner Chair Crockett made a motion to adjourn, seconded by Commissioner Pietroski, the vote was unanimous to adjourn the regular session at 1:25PM.	2-0 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)