

Kennebec County, Maine

County Commissioner's Meeting Minutes April 7th, 2026



Present:

Patsy Crockett, Commissioner Chair
Joe Pietroski, Commissioner
Chris Brawn, Human Resources Director
Tom Doore, Treasurer
Scott Adkins, Finance Director
Ken Mason, Sheriff

Chris Read, Chief Deputy
Bryan Slaney, Jail Administrator
Corey Goodchild, Asst. Jail Administrator
Meaghan Maloney, District Attorney
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, Ronda Snyder, Register of Probate, Scott Ferguson, County Administrator

	Discussion	Action
Call to order	12:19P	
Minutes	Commissioner Chair Crockett made a motion to approve the minutes of March 17th, and Commissioner Pietroski seconded the motion; vote, unanimous.	Approved 2-0
Human Resources	Chris Brawn, Human Resources Director ➤ A corrections Officer class started yesterday so we currently have zero vacancies in the Jail. There is one Deputy position vacant in the SO. There are five interviews scheduled for the Finance Specialist position this week. ➤ Workforce Development 2026: There are no new updates or changes in reimbursements we are waiting for in 2026. ➤ Met with the NCEU mediator to go over NCEU wages. The mediation itself has been set for later this month. ➤ The State hit us with a background check audit last week, which we completed and were found to be 100% compliant. ➤ 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. We did wrap up one of the more cumbersome investigations last week, that did create additional legal review which was shared with you all last week. ➤ The Department of Labor PFML program is officially set to begin May 1st. We are ramping up work with our vendor. Our official notice to employees went out yesterday.	

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	➤ With that, we have been reviewing all personnel policies to ensure continuity across all forms of leave to allow the leaves to run concurrently where possible. Those are the policies I sent a couple of weeks ago for your review. ➤ There are several other policy updates and reviews I am trying to get through which should be forthcoming, as possible. ➤ Policy changes reviewed with the Commissioners ○ Commissioner Pietroski made a motion to accept changes to the leave policies, seconded by Commissioner Chair Crockett; vote unanimous.	2-0 Approved
Treasurer/ Finance	Tom Doore, Treasurer: ➤ See attached Treasurer's report. Scott Adkins, Finance Director: ➤ Recent Cash Flow document presented to Commissioners ➤ FY25 Audit and Fund Balance Analysis document presented to Commissioners	
Sheriff/Corrections	Sheriff Ken Mason: ➤ Open deputy position to be filled in May by Blue Pin ➤ New Administrative Assistant for the Sheriff's office is going well Chris Read, Chief: ➤ Update given on the status of Dispatch ○ Michael Libby is currently collecting and assessing all the municipality invoices to create a fair and equitable billing formula specifically so that there is not a billing overlap between State and County invoicing ○ Still researching a new dispatch center/system Bryan Slaney, Jail Administrator: ➤ 138 inmates currently at the Jail ➤ 77% of budget has been spent	
District Attorney	Meaghan Maloney, District Attorney ➤ DA Intern Program – focusing on Law Student Interns Shay Freeman, DA Office Administrator ➤ Court Room 7 Update ○ Last two portraits that needed repairs are completed and hung in court room ○ Carpet squares and panic buttons are installed and completed ○ Court Room 7 is finished ➤ Jury selection begins this week	

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	➤ Basement clean out ○ Making space for additional office areas ○ Air quality testing has been done, and 3 radon systems are installed in the basement ➤ DA Legal Secretary, Amanda, was introduced to Commissioners	
Deeds	Matt Boucher, Register of Deeds: ➤ CITT tax was received last month and now making readjustments to financial figures ➤ \$74,000 YTD revenue increase ➤ Researching new registry recording technology ➤ Making updates to department job descriptions so that they are position specific rather than individual specific	
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. ○ All DHS (FEMA) are furloughed. Payments and communication response will be delayed until further notice. ➤ Risk assessment: All workshops completed, all jurisdictions attended, attendance average of 75. ○ Report findings, develop steering committee, formulate 5-year strategy ○ Input data from assessment into HazMat response plan, EOP and mitigation plan due in Fall 2027 ➤ Summary of LEPC supported training ○ Augusta FDR HazMat tech/ops training March - LEPC/SERC ○ Gardiner & Pittson FD HazMat refresher tonight LEPC ○ Winthrop FD HazMat ops initial & refresher February & November LEPC/SERC ○ Oakland FD HazMat refresher- March LEPC ○ Waterville Tech refresher - December LEPC ➤ Camp Runoia in Belgrade to discuss disaster evacuation planning ➤ Discussion with Senator Collins office regarding Kennebec County CDS request ➤ Published the Kennebec County resource map application ➤ Attended CDC extreme temp planning meeting, focus group slide deck overview. ➤ Ongoing: Maine CDC/County EMA Extreme Temperature response planning: final stages ➤ Ongoing: KCEMA drone/UAS policy- legal review	

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Information Technology	Devon Parsons, IT Director: ➤ Ongoing upgrades/updates ➤ Terminal server updated ➤ Cell phone account upgrades	
Facilities	Dan Brunelle, Facilities Director: ➤ Hill House Fire Alarm Inspection ○ Failure to communicate out of the building with dispatch center ➤ Elevators need to be replaced sooner than expected due to new state mandate beginning July 1st ○ Researching whether elevators are going to need to be sole sourced ➤ Journeyman position job description being finalized ➤ Spring Cleanup has begun ○ John Matthews and Trustees have been assisting with outdoor yardwork ○ Yearly basement clean out	
Probate	Ronda Snyder, Register of Probate: ➤ Not present.	
Administrator	Scott Ferguson, County Administrator: ➤ Not present.	
Old Business/ Follow Up Items	➤ Kennebec County Sheriff's Vehicle Policy – no updates ➤ Courtroom 7 Update - Provided in the DA's report. Completed. ➤ 77 Winthrop Street Parking Signage – Signage will be installed when the ground is dryer. ➤ 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. – Set to be signed on 4/21/26 pending attendance.	
New Business	➤ MPFML Implementation and Leave Policies – Discussed during HR update ➤ Kennebec County Budget Committee Request – All Commissioners and County Administrator must be present	
Public Comments	➤ Commissioner Andre Cushing MCAA President gave a presentation of legislative updates regarding jail activities at the State House	
Executive Session	➤ Commissioner Chair Crockett made a motion to go into executive session at 1:43P 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 2:30P.	2-0 Approved

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Adjournment	➤ Commissioner Chair Crockett made a motion to adjourn, seconded by Commissioner Pietroski , the vote was unanimous to adjourn the regular session at 2:31PM.	2-0 Approved

Treasurer Meeting Notes – 04/07/2026

Tom Doore, Kennebec County Treasurer

General Fund Cash – Today's Balance = \$9,537,745 / (\$1,660,375) from 03/17/26 meeting

- \$504,068.43 - Invested in the **Insured Cash Sweep** account with KSB
- \$3,000,300 - Invested in the **Intrafi Money Market** account with KSB
- \$6,033,377 - Invested in a KSB / CDARS @ 3.75% APY
 - (13 Week Term / Mature date: 05/07/2026)

Investment Cash: \$2,262,508.38 - All invested in Kennebec Savings Bank Managed Investment Account. Balance decreased **\$2835.00** as of 04/07/2026.

Warrants for signatures:	W#40	Payroll 03.20.26	\$ 640,792.12
	W#41	Payroll 04.03.26	\$ 644,138.31
	W#42	A/P Warrant – Reg	\$ 306,963.16
	W#42D	ACH-Reg & ARPA	\$ 379,662.87
	W#26R18	Restitution	\$ 25,830.46
	W#26CR16	Civil Refund	\$ 1,197.12

ARPA Expenditures: Total \$3,325.00

Berry-Dunn Feb Consulting \$3,325.00

ARPA Funds: Remaining & Committed: \$1,677,461.13 (as of 04.07.26)