

Kennebec County, Maine

County Commissioner's Meeting Minutes May 19, 2026



Present:

Patsy Crockett, Commissioner Chair
Joe Pietroski, Commissioner
George Jabar, 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
Maeghan Maloney, District Attorney

Shay Freeman, D.A. Administrator
Dan Brunelle, Facilities Director
Angela Molino, EMA Director
Devon Parsons, IT Director
Ronda Snyder, Register of Probate
Scott Ferguson, County Administrator

Absent: Spencer McKeown, Deputy EMA Director

	Discussion	Action
Call to order & Pledge of Allegiance	12:00PM	
Minutes	➤ Commissioner Pietroski made a motion to approve the minutes of May 5 th , and Commissioner Chair Crockett seconded the motion; vote unanimous.	Approved 3-0
Human Resources	Chris Brawn, Human Resources Director ➤ We are up to four vacancies in the Jail. We are actively interviewing and looking at starting a new class in June. The new patrol deputy started yesterday. Probate has received a letter of resignation, but that employee will work their notice. That vacancy will show as of June 1st. ➤ As mentioned at the last meeting, the Department of Labor changed their stance on PFML eligibility. Now all employees working for a public employer with an approved private plan are to be provided with coverage, equally, without exception. We were able to get ALL County employees notified of eligibility and currently have seven employees out on Maine Paide Family Medical Leave. ➤ The health trust made changes to their IPP plan that now is forcing our employees to apply for PFML to collect the full amount of income protection. We seem to be going around on this with them but hope the issue is resolved soon. ➤ Close to an agreement with the NCEU on their contract that is set to expire at the end of June. ➤ Still working through several legal issues with our legal counsel. ➤ KelLee Gray, Human Resources Administrator, is going out on vacation for the last three weeks in June so we are getting HR end of year done early (as best we can) in preparation for her absence.	
Treasurer/ Finance	Tom Doore, Treasurer: ➤ See attached Treasurer's report. Scott Adkins, Finance Director: ➤ Provided the Commissioners with a Cash Pool Summary to offer a general breakdown of Fund Balances.	

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	➤ Draft Internal Controls Policy has been sent to department heads for review and feedback has been positive.	
Sheriff/Corrections	Chris Read, Chief Deputy: ➤ The Sheriff's Office currently has a deputy out on injury. ➤ The department is preparing for open positions starting in July. ➤ Criminal Forfeiture Case – the Sheriff's Office received a letter from the Attorney General's Office regarding a Final Order of Forfeiture for Kennebec County to accept a transfer of assets. ○ Commissioner Jabar made a motion to authorize Commissioner Chair Crockett to sign the forfeiture letter on behalf of all Commissioners to transfer funds in the amount of \$2,923.00 for the Criminal Forfeiture Case and Commissioner Pietroski seconded the motion; vote unanimous. Bryan Slaney, Jail Administrator: ➤ Current Jail population - 157 ➤ 10 CARA Program Graduates – 7 released from custody ➤ June 8th Female CARA Program starts ➤ Diversionary Sentencing Program at Winthrop YMCA Camp last week – 30 participants	Approved 3-0
District Attorney	Maeghan Maloney, District Attorney ➤ There is an Aggravated Assault trial currently ongoing. ➤ The Court has free time next week due to the AG's Office extending another case so they will be holding a bench trial next week. ➤ District Attorney is pleased with the transcript capacity of the new e-filing system. ➤ District Attorney offered praise of appreciation to Finance Director, Scott Adkins, for coming to the DA's Office to discuss and answer questions about the Internal Controls Policy Draft.	
Deeds	Matt Boucher, Register of Deeds: ➤ Will provide more information regarding new Auto-Indexing and Front Desk System proposals at next meeting. ➤ A lot of recent public inquiries regarding roads, road closures, abandoned roads, etc. ➤ Register of Deeds received an award from the Registry of Deeds Association for his dedication and vision of the association with bringing LD 358 S.P. 144 to fruition.	
EMA	Kennebec County Emergency Management Agency (KCEMA): Angela Molino, EMA Director: ➤ Absent but provided a department review below. ➤ Ongoing: Homeland Security Grant Program, LEPC, and EMPG administration. ○ FY26 DHS funding bill, signed by President Trump ○ FY25 preparedness funds terms and conditions have been received. Ongoing. ○ FEMA council report review. Ongoing.	

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	○ FY25 MEMA Grant review committee reviewed and approved county submitted HSGP projects in June. KCEMA Director is on the review committee. ➤ Collaborating with finance director to reconcile grant expenditure and revenue lines. ➤ Attended the State of Maine Homeland Security Strategy initial planning meeting. ➤ Attended the MMA Leadership in Action Panel Discussion and Case studies as a panelist. ➤ Pipeline virtual tabletop. Deputy and director attended. ➤ Coordinated with facilities to clean out the garage and service all generators. ➤ Ellie Pratt, Mitigation and Recovery Planner is taking her 107 certification (drone) exam today at noon. We are excited for her! ➤ KCEMA staff are attending 4 days of drone courses hosted by Augusta FD ○ AWR-422 Intro to UAS Flight Ops ○ PER-421 UAS Flight Ops Level II ○ PER 407: Intro to UAS Data Analytics for Emergency Response ○ PER-434: UAS Data Analytics for Emergency Response Level II ➤ Ongoing: KCEMA drone/UAS policy – legal review-no response yet. ➤ Ongoing: Risk Assessment ➤ Ongoing: CDC extreme temp planning ➤ Ongoing: Leadership Academy	
Information Technology	Devon Parsons, IT Director: ➤ Ongoing system and server upgrades ➤ New KSO Deputy setup ➤ Keycard system upgrades ➤ Please alert IT immediately anytime a keycard or key fab is lost.	
Facilities	Dan Brunelle, Facilities Director: ➤ A wire was accidentally dug up by the Augusta Utility District. We were not notified that they would be digging on our property, but luckily it was a minor wire for an outdoor light pole. We are now on a notification list for any further projects happening on or near our property. ➤ Addition to the garage starts in the next couple of weeks.	
Probate	Ronda Snyder, Register of Probate: ➤ One of the filing cabinets in Vault needs to have all its documents scanned and uploaded into the Probate system. ○ This would take many years to scan by hand, so Register of Probate is seeking proposals for an outsourced company that offer large scale document scanning and uploading. ○ Have received two proposals so far – Records Management (Maine) and Inception (New Hampshire)	

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	○ A final decision on company has not been made but Register of Probate is close to a decision.	
Administrator	Scott Ferguson, County Administrator: ➤ Held Administrative Team Meeting last week ○ The team did a very impressive job collaborating and addressing an issue that arose with PFML. ➤ Enterprise Fleet Management meeting ○ Discussed a potential fleet management agreement as well as vehicle purchasing and vehicle rentals with discounts. ➤ Attended MCCA Meeting on 5/18 ○ Will be reaching out to the County's top paid Vendors to request sponsorship for the MCCA Convention later this year. ➤ Collection of Statewide Wage Data ○ Will be a beneficial data source for municipalities in the State of Maine ➤ NCEU Contract near completion ➤ Many recent Freedom of Access Act requests	
Old Business/ Follow Up Items	➤ Kennebec County Sheriff's Vehicle Policy ○ No updates ➤ Sheriff – Dispatch ○ No updates ➤ Deeds – Auto-Indexing & Front Desk Software ○ Discussed during Deeds Department update ➤ Internal Controls Policy ○ Discussed during Finance Department update	
New Business	➤ VOA ARPA Project Status – BerryDunn, Zeb Letourneau, VOA, Richard Hookswayman & Developers Collaborative, Amanda Bartlett ○ Zeb Letourneau of BerryDunn provided an update on the ARPA Projects and more specifically the VOA Affordable Housing Project. ○ 7 ARPA Projects Remaining – a few have fully expended the funds, and a few are being monitored. All expect one project are in good standing. ○ Richard Hookswayman of VOA and Amanda Bartlett of Developers Collaborative attended the meeting to speak on behalf of the VOA Project. ○ VOA has hired Developers Collaborative to consult on the project and see it to completion. ○ The VOA Project is requesting a formal scope change to change the project from a multi-phase approach to a single-phase approach (a 10-unit building and a 15-unit building to one 25-unit building).	

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	○ There is concern that VOA has an inability to meet timelines that have already been set in place throughout the lifespan of the project. ○ BerryDunn suggests an ultimatum date to break ground on the VOA Project otherwise funding could be cut. ● Chief Deputy Chris Read suggested that there be an outlined definition of what “Breaking ground” means specifically to the County Commissioners. ● Zeb Letourneau of BerryDunn stated that the typical definition of “Breaking ground” is that the Contractors are on site and have begun construction of the actual buildings. Zeb stated that the definition can be formalized if preferred. ○ VOA and Developers Collaborative will attend next Commissioner’s Meeting on June 2, 2026. ➤ Jail – Funds Transfer for MS Software Upgrade of \$25,000 from A002-1050-4005 to A002-1050-7375 ○ Commissioner Jabar made a motion to transfer funds from account A002-1050-4005 to A002-1050-7375, Commissioner Chair Crockett seconded the motion; vote unanimous. ➤ Transfer of Forfeited Assets ○ Discussed during Sheriff’s Office update	Approved 3-0
Public Comments	➤ None	
Adjournment	➤ Commissioner Jabar made a motion to adjourn regular session at 1:42pm, seconded by Commissioner Chair Crockett ; vote unanimous	Approved 3-0

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Minutes May 19, 2026



Treasurer Meeting Notes – 05/19/2026

Tom Doore, Kennebec County Treasurer

General Fund Cash – Today's Balance = \$7,279,803 / *decreased* (\$800,446) from 05/05/26 meeting

- \$524,171 - Invested in the **Insured Cash Sweep** account with KSB
- \$2,755,632 - Invested in the **Intrafi Money Market** account with KSB
 - \$4,004,844 - Invested in a KSB / CDARS @ 3.75% APY
 - (4 Week Term / Mature date: 06/04/2026)

Investment Cash: \$2,258,585 - All invested in Kennebec Savings Bank Managed Investment Account. Balance *decreased* by **\$4,680** as of 05/19/2026.

Warrants for signatures:

W#47	Payroll 05.15.26	\$ 647,496.99
W#48	A/P Warrant – Reg & ARPA	\$ 90,988.31
W#48D	ACH-Reg & ARPA	\$ 255,827.73
W#26R20	Restitution	\$ 14,258.63
W#26CR19	Civil Refund	\$ 644.54

ARPA Expenditures: Total \$8367.76

Maine State Museum \$8,250.00

WEX Bank \$117.76

ARPA Funds: Remaining & Committed: \$1,524,049.99 (as of 05.19.26)