

Kennebec County, Maine

County Commissioner's Meeting Minutes September 15, 2026



Present:

Patsy Crockett, Commissioner Chair
Joe Pietroski, Commissioner
Tom Doore, Treasurer
Scott Adkins, Finance Director

Ken Mason, Sheriff
Chris Read, Chief Deputy
Bryan Slaney, Jail Administrator
Corey Goodchild, Asst. Jail Administrator
Matthew Boucher, Register of Deeds

Angela Molino, EMA Director
Devon Parsons, IT Director
Ronda Snyder, Register of Probate
Scott Ferguson, County Administrator

Absent: George Jabar, Commissioner, Chris Brawn, Human Resources Director, Maeghan Maloney, District Attorney, Shay Freeman, D.A. Administrator, Spencer McKeown, EMA Deputy Director, Dan Brunelle, Facilities Director

	Discussion	Action
Call to order & Pledge of Allegiance	12:00PM	
Minutes	➤ Commissioner Pietroski made a motion to approve the minutes of September 1, and Commissioner Crockett seconded the motion; vote unanimous.	Approved 2-0
Human Resources	KelLee Gray, Human Resources Manager ➤ The Jail currently has 3 vacancies, one of which has been filled with a rehire. ➤ The SO has one Deputy position opening. The Administrative Assistant position has been filled and she started last week. ➤ The VWA position at the DA's office has been filled with a former employee, so the transitions will be seamless when she starts in a couple weeks. ➤ HR is working closely with EMA on an open position to ensure they receive the right candidate for their needs. ➤ We have six employees currently out on some sort of extended leave, with three more planned leaves for future dates. Things are starting to smooth out with our vendor. ➤ We are finalizing plans for the Wellness Fair that is planned for October 22nd. ➤ Most of HR's time has been spent dealing with several personnel related items.	
Treasurer/ Finance	Tom Doore, Treasurer: ➤ See attached Treasurer's report. Scott Adkins, Finance Director: ➤ The in-person test work for the FY26 Audit has been completed by Chester Kearney and went very well. ○ Gratitude to the IT department for setting up Chester Kearney with remote file access so much of their work can be done remotely and direct assistance from Kennebec County can be minimal. ○ The Audit may be completed by the end of November. ➤ The Finance Department is looking into a potential new short-term investment opportunity based on what the new rate would be.	

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County Commissioner's Meeting Minutes September 15, 2026



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Sheriff/Corrections	Ken Mason, Sheriff ➤ The new Administrative Assistant, Dawna Soucy, is working out well so far. ➤ Two oral boards have been completed for the open deputy position – hoping to fill the position within the next few months. ➤ MRS has requested an additional deputy from the Sheriff's Office. Currently, the Sheriff's Office does not have an available deputy to spare but Sheriff Mason is going to assist MRS in getting a deputy by the end of the year. ➤ Deputy Boivin had a large drug and stolen weapon seizure following a traffic stop in Augusta. Great work by everyone in the Sheriff's Office. ➤ Sheriff Ken Mason and Chief Deputy Chris Read have proposed a new records management system for the Sheriff's Office and the Correctional Facility called Pro Suite. This would replace the current obsolete Records Management System they are currently using. ○ When switching from Records Management to Pro Suite, the Sheriff's Office will also need to find an alternative to dispatch as the current State of Maine dispatch does not support any systems/software other than Records Management. ○ There is great potential to partner with Augusta Police Department for dispatch although it will come at a significant first year cost. ○ Sheriff Mason and Chief Deputy Read will create a formal business plan and contract model with APD to present to the Commission that will include more specific details on a plan for changing systems and dispatch. In the meantime, they would like the Correctional Facility to start the conversion process for Pro Suite, especially so we can use the VINE system. ○ Commissioner Pietroski made a motion for the Kennebec County Sheriff's Office to move forward with a formal Pro Suite Contract and Commissioner Chair Crockett seconded the motion; vote unanimous. Bryan Slaney, Jail Administrator ➤ 148 - current Correctional Facility population with 5 being boarded from Penobscot County. ➤ Two jail vacancies with two background checks pending to fill those vacancies. ➤ Provided the Town of Windsor representatives with a tour of the Correctional Facility. ➤ A temporary repair of the recreational wall has been completed. The wall is safe for now, but it is a short-term repair. Proposals for a permanent fix are in the works.	Approved 2-0
District Attorney	Frank Griffin, District Attorney Administrator ➤ The VWA open position has been filled as of today and they are very happy with their candidate choice.	
Deeds	Matt Boucher, Register of Deeds: ➤ There is an overall revenue increase in FY27 compared to FY26 YTD. This is largely due to the tax increases.	

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	➤ Kennebec County sends their deepest condolences in learning our former Register of Deeds, Beverly Hathaway, has passed away.	
EMA	Kennebec County Emergency Management Agency (KCEMA): Angela Molino, EMA Director: ➤ Ongoing: ○ Homeland Security Grant Program, LEPC, and EMPG administration. ○ EMPG26 - application on hold. ○ HSGP26 - The State joined other states in a lawsuit against FEMA for language in the FY26. ○ Met with program manager assistant to discuss project and developments. There are none currently. ○ HSGP23 - Communications room upgrade is currently under construction. ○ Natural Hazard Mitigation Plan ○ The EMA website is published but ongoing. ○ Flyers complete ○ Maine County Mutual Aid Agreement - Approved by the commissioners and pending legal review. ○ KCEMA drone/UAS policy is currently under legal review. ➤ KCEMA staff met with Maine Forest Service to discuss recent deployment and future collaborations. ➤ KCEMA will participate in a statewide functional exercise this Wednesday. ○ KCEMA will attend the prescribed burn in Vienna Friday as related planning.	
Information Technology	Devon Parsons, IT Director: ➤ Working on Jail software exports for IMC. ➤ Assisted Chester Kearney Auditors with remote access for the FY26 Audit. ➤ The IT Department is still working through issues with T-Mobile ○ There was a recent shut down of patrol car hot spots with no notice or reasoning. IT was able to quickly resolve the issue but working with T-Mobile to eliminate future issues.	
Facilities	Dan Brunelle, Facilities Director: ➤ Absent – working on courthouse retaining wall demolition in preparation for installation of the new retaining wall.	
Probate	Ronda Snyder, Register of Probate: ➤ The new Paralegal, Jessica Brewer, has been working well and is a great fit for the Probate Office. ➤ Register of Probate provided the Commissioners with a Doctors Letter regarding her ADA accommodation request. ➤ August FY27 Revenue reached \$22,522.00 ➤ There are close to 700 new Probate cases this year. 65-70% are informal estates.	

Kennebec County, Maine

County Commissioner's Meeting Minutes September 15, 2026



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	➤ Probate has experienced recent issues with a company that is marketing themselves as “Probate Experts”, charging clients upwards of \$3,000.00 per case. The cases then come to the Probate Office with many errors, documents not in order, just overall terrible filing. There is also concern that this company is practicing law without a license. The Register of Probate will be reporting these instances.	
Administrator	Scott Ferguson, County Administrator: ➤ Recently met with Risk Management to formally approve the Settlement Agreement. ➤ Town of Windsor visited the County, had a tour of the Correctional Facility, and met with the Administrator for discussion about budget, human resources and PFML, etc. ➤ Administrator and Register of Deeds met with a gentleman from Albion as he had some concerns about his property title being stolen. They discussed Deeds property alert system and offered contacts with the State of Maine for further assistance. ➤ Correctional Facility generator had a rear main seal issue, and CAT has paid for some of the repair work. ➤ Department of Corrections asked for a Community Corrections Act Report. County Administrator has provided several years’ worth of data. ➤ Provided the Register of Probate with history on Merrill’s Security and the current Contract with them. ○ There were many safety concerns following the security review done at the Courthouse building. Merrill’s was one aspect of security added to the building after the review was done. ➤ Administrator will be attending the MCCA Convention next week as well as the Annual NES GFOA Conference the following week.	
Old Business/ Follow Up Items	➤ Kennebec County Sheriff’s Vehicle Policy ○ No update. ➤ Sheriff – Dispatch Update ○ See department update. ➤ Deeds – Auto-Indexing & Front Desk Software ○ Kennebec County Legal Counsel has reviewed the Contract with Just Appraised and is in communication with their Counsel. ➤ VOA ARPA Program Follow up with BerryDunn and Developers Collaborative ○ There have been proposed changes to both the ARPA Grant Agreement as well as the Covenant. Both have been reviewed by BerryDunn and meet the Federal ARPA Grant Requirements. ○ The Maine Housing Authority closing has been completed and is in escrow until Kennebec County funding is deposited. ○ Commissioner Pietroski made a motion that on behalf of the Kennebec County Commission, Commissioner Chair Crockett sign the Grant Agreement for the VOA project funded by ARPA. Commissioner Chair Crockett seconded the motion and the vote was unanimous.	Approved 2-0 Approved 2-0

Kennebec County, Maine

County Commissioner's Meeting Minutes September 15, 2026



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	○ Commissioner Pietroski made a motion that on behalf of the Kennebec County Commission, Commissioner Chair Crockett sign the Declaration of Covenants. Commissioner Chair Crockett seconded the motion; vote unanimous. ○ Further discussion between VOA, BerryDunn, and Kennebec County Administrator is needed for the Intercreditor Agreement and Subordination Agreement. ○ A Groundbreaking Ceremony for the VOA Project will be held on October 1 at 12:30PM. ➤ Probate ○ Records Management Scanning Project – No update. ○ Staffing – See department update. ➤ Abatement Appeal Requests – M. Shaw, E. Urquhart, E. Garnier ○ All appeals will be reviewed by the Kennebec County Commission at their next meeting on October 6, 2026.	
New Business	➤ Kennebec County Sheriff's Office – Pro Suite Records Management ○ See department update.	
Public Comments	➤ None	
	➤ The Spirit of America Award Ceremony will be held on Thursday, October 15, 2026, at 6:00pm in Courtroom 7 at 95 State Street, Augusta, Maine 04330.	
Adjournment	➤ Commissioner Pietroski made a motion to adjourn at 1:57pm and Commissioner Chair Crockett seconded the motion; vote unanimous.	Approved 2-0

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County Commissioner's Meeting Minutes September 15, 2026



Treasurer Meeting Notes – 09/15/2026 Tom Doore, Kennebec County Treasurer

General Fund Cash – Today's Balance = \$7,679,139 / decreased by (\$78,229) from 09/01/2026 meeting

- \$2,386,753 - Invested in the **Insured Cash Sweep** account with KSB
- \$255,632 - Invested in the **Intrafi Money Market** account with KSB
- \$5,036,754 - Invested in a KSB / CDARS @ 3.87% APY
 - (26 Week Term / Mature date: 02/25/2027)

Investment Cash: \$2,245,967 - All invested in Kennebec Savings Bank Managed Investment Account. Balance *decreased* by (\$19,225) vs 09/01/2026 report.

Warrants for signatures:	W#10	Payroll 09.04.26	\$695,179.48
	W#10	Payroll 09.04.26 Correction	\$ 978.54
	W#11	A/P Warrant – Reg	\$637,030.11
	W#11D	ACH-Reg	\$122,638.57
	W#27R04	Restitution	\$ 3,457.38
	W#27CR04	Civil Refund	\$ 531.96

ARPA Expenditures: Total \$345,819.38

City of Augusta (Civic Ctr Roof) - \$204,964.18

MaineGeneral (Pharmacy) - \$49.90 – EMA ARPA MD-3 Expense

Volunteers of America - \$140,675.66

WEX Bank Gas Card - \$129.64 – EMA ARPA MD-3 Expense

ARPA Funds: Remaining & Committed: \$1,144,059.04 (as of 09.15.26)

FY27 Municipal Tax Payments received to date: \$5,712,420

- 09/01/2026 Town of Windsor \$534,555
- 08/28/2026 Town of Mt. Vernon \$532,704
- 08/25/2026 Town of Vienna \$158,531
- 08/18/2026 Town of Pittston \$432,209
- 08/18/2026 City of Hallowell \$445,779
- 08/17/2026 Town of Manchester \$614,077
- 08/13/2026 City of Gardiner \$760,272
- 08/10/2026 Town of Randolph \$192,355
- 07/14/2026 Town of Farmingdale \$469,779
- 07/14/2026 Town of Chelsea \$383,117
- 07/10/2026 Town of Winslow \$1,188,882