

Kennebec County, Maine

County Commissioner's Meeting Minutes October 6, 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
Shay Freeman, D.A. Administrator
Matthew Boucher, Register of Deeds
Devon Parsons, IT Director
Scott Ferguson, County Administrator

Absent: Maeghan Maloney, District Attorney, Angela Molino, EMA Director, Spencer McKeown, EMA Deputy Director, Dan Brunelle, Facilities Director, Ronda Snyder, Register of Probate

	Discussion	Action
Call to order & Pledge of Allegiance	12:00PM	
Minutes	<ul style="list-style-type: none"> ➤ Commissioner Pietroski made a motion to approve the minutes of September 15 with the first line spelling error removed, and Commissioner Jabar seconded the motion; vote unanimous. 	Approved 3-0
Human Resources	<p>Chris Brawn, Human Resources Director</p> <ul style="list-style-type: none"> ➤ Workforce Development Update: <ul style="list-style-type: none"> ○ 37 students have taken advantage, attending 24 unique classes. ○ Refund requested total for 2026: ~\$9,500. Refunds received total: ~\$7,100 from 2026 classes, ~\$14,000 from 2025 classes. ➤ The Jail currently has 2 vacancies with a class beginning 10/19. ➤ The SO has a Deputy opening. ➤ Interviewing with EMA this week on their open position. ➤ Currently, Kennebec County has two employees out on military leave, and six employees out on some sort of extended medical leave, with more planned leaves for future dates. ➤ The Kennebec County Wellness Fair is coming up on October 22nd 11:00am-3:00pm. ➤ Auditing/cleanup of the system to ensure terminated employees payroll/HR files are accurately archived. ➤ Reminders have been sent out to all employees who have not completed their required annual training. ➤ Most of Chris's time has been spent dealing with several personnel-related items and guiding department heads through coaching/counseling opportunities. ➤ Chris will be leaving at 1pm today to pick up family coming in for her daughter's wedding this weekend. I will also be off the rest of this week to help manage the family and wedding festivities! 	
Treasurer/ Finance	<p>Tom Doore, Treasurer:</p> <ul style="list-style-type: none"> ➤ See attached Treasurer's report. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes October 6, 2026



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	<p>Scott Adkins, Finance Director:</p> <ul style="list-style-type: none"> ➤ Completed an analysis of CDAR interest amounts to date and we have gained about \$14,500. These are proving to be great investments for Kennebec County. ➤ Scott attended the MCCA Convention and the NES GFOA Conference over the past two weeks. <ul style="list-style-type: none"> ○ Great, informative events. 	
Sheriff/Corrections	<p>Ken Mason, Sheriff</p> <ul style="list-style-type: none"> ➤ Provided the Commission with an update on the new Dispatch plan for Kennebec County. The Sheriff's Office has created a rough draft business plan and has had it reviewed by the County Administrator and County Finance Director. <ul style="list-style-type: none"> ○ The hope is to move forward with the finalized plan by end of October but first would like to meet with municipalities for their input and address any potential concerns. ➤ Still in search of one new Deputy to hire. ➤ One Deputy is currently at the Academy. <p>Lt. Frank Hatch</p> <ul style="list-style-type: none"> ➤ The Declaration of Independence will be on display at the Maine State Library Oct. 21-23. The Sheriff's Office will be escorting the Declaration of Independence from Lewiston to the Library on Oct. 20. <p>Cpt. Bryan Slaney, Jail Administrator</p> <ul style="list-style-type: none"> ➤ 138 – current inmate population including 5 Penobscot County boarders. ➤ Captain Slaney presented the Commission with a request to renew the Correctional Facility Generator Warranty with a 5-year contract. <ul style="list-style-type: none"> ○ Commissioner Jabar made a motion to approve the Correctional Facility Generator 5-year extended warranty and Commissioner Pietroski seconded the motion for Commissioner Chair Crockett to sign the contract; vote unanimous. 	Approved 3-0
District Attorney	<p>Shay Freeman, District Attorney Administrator</p> <ul style="list-style-type: none"> ➤ The VWA position has been filled with a former employee. ➤ Jury selection will take place Thursday and Friday. ➤ The Segis audit is taking place. ➤ Court Admin Week is coming up Oct. 19-23. ➤ 1 ADA retiring at the end of October. ➤ 2 ADAs are leaving Somerset County ➤ District Attorney Administrator has requested that Commissioner Chair Crockett sign the 2027 VOCA Grant. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes October 6, 2026



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	<ul style="list-style-type: none"> ○ Commissioner Jabar made a motion to authorize Commissioner Chair Crockett to sign the VOCA Grant on behalf of the Kennebec County Commission for the District Attorney's Office and Commissioner Pietroski seconded the motion; vote unanimous. 	Approved 3-0
Deeds	<p>Matt Boucher, Register of Deeds:</p> <ul style="list-style-type: none"> ➤ The office is seeing a slower pace with documents and activity coming through. ➤ Matt is still finalizing the Just Appraised Contract for new Deeds software. ➤ The new scanners have been purchased for Deeds, installed in the office, and are working great. ➤ The Deeds Office will be looking into new shelving for the leather-bound books that the Former Registrar had re-done during her term. The current shelving units are starting to slightly damage the leather. 	
EMA	<p>Kennebec County Emergency Management Agency (KCEMA): Angela Molino, EMA Director:</p> <ul style="list-style-type: none"> ➤ Absent. 	
Information Technology	<p>Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ The EMA website is official online. ➤ Updating the Jail desktops. ➤ Working with T-Mobile on billing accuracy. ➤ Automatic exporting for Vine and Guardian is being set up for the new software when the time comes. 	
Facilities	<p>Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ Absent – working on courthouse retaining wall before the time on the rental excavator is done. 	
Probate	<p>Ronda Snyder, Register of Probate:</p> <ul style="list-style-type: none"> ➤ Absent. 	
Administrator	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ Attended NES GFOA Conference in RI and MCCA Convention in ME <ul style="list-style-type: none"> ○ There was a big focus on AI and Cybersecurity at NES GFOA. Great presentation on leadership by Peter Marchesi at MCCA Convention. ➤ The VOA Groundbreaking ceremony took place last week. Commissioner Chair Crockett and Executive Assistant attended, and it seemed to have a large turn out including Governor Janet Mills. ➤ Review of Contracts with several Kennebec County Departments. ➤ Researching the use of multi-factor authentication for some county systems as it could provide better protection and security. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes October 6, 2026



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	<ul style="list-style-type: none"> ➤ The Cooperative Extension would like to assist with Spring Planting and landscape maintenance around some of the County buildings. They will work with our Facilities Director to create a plan. ➤ Will be taking some vacation time at the end of October. 	
Old Business/ Follow Up Items	<ul style="list-style-type: none"> ➤ Kennebec County Sheriff's Office <ul style="list-style-type: none"> A. Vehicle Policy <ul style="list-style-type: none"> ○ If a fleet program were to be established, an agreement has not been made as to who would be overseeing it. Currently, Sgt. Estes oversees all the fleet, and he does a respectable job with it. ○ We are using WEX fuel cards for all our vehicles but there are inconsistencies with which vehicles the cards are being used in and by whom and a lack of information given at the pumps by the individuals such as vehicle mileage. ○ If cards were assigned to vehicles rather than individuals, there might be a better chance at tracking and monitoring the data. ○ The Sheriff's Office is going to work on a better plan and will present it to the Commission. B. Dispatch Update <ul style="list-style-type: none"> ○ See department update. C. Pro Suite Records Management <ul style="list-style-type: none"> ○ See department update. ➤ Deeds – Auto-Indexing & Front Desk Software <ul style="list-style-type: none"> ○ See department update. ➤ Probate <ul style="list-style-type: none"> ○ Records Management Scanning Project – No update. ○ Staffing – No update. ○ County Administrator believes all positions in Probate have been filled. ➤ Abatement Appeal Requests – M. Shaw, E. Urquhart, E. Garnier <ul style="list-style-type: none"> ○ Reviewed and discussed by the Commission. 	
New Business	<ul style="list-style-type: none"> ➤ Kennebec Correctional Facility – Facility Generator Warranty <ul style="list-style-type: none"> ○ See department update. ➤ Kennebec Valley Tourism Council – Mike Guarino & Tanya Griffeth <ul style="list-style-type: none"> ○ Introduced themselves to the Commission and provided them with a brief overview of the work their council does for Tourism in Maine and specifically in the Kennebec County region. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes October 6, 2026



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	<ul style="list-style-type: none"> ○ They are one of several entities that work with the Maine Office of Tourism and the Maine Tourism Association. Through grants, sponsorships, and donations, they market our region to visitors. They also create and host several events throughout the year to pique the interest of visitors. ○ Their prime motivation is to encourage visitors to come to our region, but the hope is to retain them even more so. ➤ District Attorney's Office – State of Maine Contract <ul style="list-style-type: none"> ○ See department update. ➤ Probate - Emergency egress alternatives for disabled individuals. <ul style="list-style-type: none"> ○ No update from Probate. ○ Kaitlyn Kane, Executive Assistant, did schedule two ramp vendors to come to the building and evaluate ADA compliancy and provide options if needed. They are scheduled to meet with the Facilities Director on Oct. 7. ➤ Motion to approve agreement to resolve disputed litigation. <ul style="list-style-type: none"> ○ Commissioner Jabar made a motion to approve the agreement to resolve the disputed litigation and Commissioner Pietroski seconded the motion; vote unanimous. 	Approved 3-0
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 Jabar made a motion to adjourn at 1:30pm and Commissioner Pietroski seconded the motion; vote unanimous.	Approved 3-0

Kennebec County, Maine

County Commissioner's Meeting Minutes October 6, 2026



Treasurer Meeting Notes – 10/06/2026 Tom Doore, Kennebec County Treasurer

General Fund Cash – Today's Balance = \$13,735,559 / increased by \$6,056,420 from 09/15/2026 meeting. The receipt of municipal tax payments, see details below, is the main reason for the large increase in the County's cash balances.

- \$3,703,301 - Balance in the **Insured Cash Sweep** account with KSB
- \$255,632 - Invested in the **Intrafi Money Market** account with KSB
- \$2,501,858 - Invested in a KSB / CDARS @ 3.95% APY
 - (13 Week Term / Mature date: 12/24/2026)
- \$5,052,817 - Invested in a KSB / CDARS @ 3.95% APY
 - (26 Week Term / Mature date: 02/25/2027)

Investment Cash: \$2,221,951 - All invested in Kennebec Savings Bank Managed Investment Account. Balance *decreased* by (\$24,016) vs 09/15/2026 report.

Warrants for signatures:	W#12	Payroll 09.18.26	\$731,040.66
	W#13	Payroll 10.02.26	\$701,437.66
	W#14	A/P Warrant - Reg	\$334,154.06
	W#14DA/P	Warrant – ACH	\$634,221.72
	(previously signed 09.28.26) W#15	ARPA Special Run	\$610,469.77
	W#27R05	Restitution	\$ 10,418.69
	W#27CR05	Civil Refund	\$ 1,342.48

ARPA Expenditures: Total \$0.00

Volunteers of America - \$610,469.77

ARPA Funds: Remaining & Committed: \$533,589.27 (as of 10.06.26)

FY27 Municipal Tax Payments - Collected: \$11,411,220 / 50.79%. *Uncollected: \$11,054,987*

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County Commissioner's Meeting Minutes October 6, 2026



Details of Municipal Tax Payments

Date Collected	Municipality	Amount
10/01/2026	Town of Albion	\$282,365
09/30/2026	Town of Vassalboro	\$672,473
09/22/2026	City of Waterville	\$1,506,458
09/21/2026	Town of Rome	\$693,549
09/18/2026	Town of Belgrade	\$1,401,902
09/18/2026	Town of Fayette	\$355,822
09/09/2026	Town of Clinton	\$423,778
09/09/2026	Town of Benton	\$362,453
09/01/2026	Town of Windsor	\$534,555
08/28/2026	Town of Mt. Vernon	\$532,70
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