Kennebec County, Maine

County Commissioner's Meeting
Minutes October 20, 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
Matthew Boucher, Register of Deeds
Devon Parsons, IT Director
Dan Brunelle, Facilities Director
Scott Ferguson, County Administrator

Absent: Maeghan Maloney, District Attorney, Angela Molino, EMA Director, Spencer McKeown, EMA Deputy Director, Shay Freeman, D.A. Administrator, Ronda Snyder, Register of Probate

	Discussion	**Action**
Call to order & Pledge of Allegiance	**12:00PM**	
Minutes	➢ **Commissioner Chair Crockett** made a motion to approve the minutes of October 6, 2026, and **Commissioner Jabar** seconded the motion; vote unanimous**.**	Approved 3-0
Human Resources	**Chris Brawn, Human Resources Director** ➢ The Jail has 3 vacancies – planning a new hire class in November. ➢ The Sheriff's Office has one Deputy opening. ➢ EMA has hired their open position and he starts November 2nd. ➢ Two employees are out on military leave, and six employees are out on some sort of extended medical leave, with at least three more planned leaves for future dates. The leaves are taking up most of the Human Resources Assistant's time. ➢ We are set and ready for the Kennebec County Wellness Fair that is planned for October 22nd. We are accepting donations for food and pet supplies with a chance to win several fabulous prizes. ➢ The PCN process was discussed at this week's Department Head Meeting. Going forward, lateral justification requests will come through email. They simply need an email response so the offer can be made and be prepared for the following Commission Meeting. ➢ The Workers' Comp Renewal was sent out last week. A big thank you to Scott Adkins and his team for all the math and getting the renewal out timely. ➢ There has been an increase in ergonomic challenges across the County, so HR is working to get the HR team trained to do ergonomic assessments. ➢ Open Enrollment is coming up. The dates are November 15th - December 11th. Communications will go out soon to all employees.	

	Discussion	Action
	➢ As usual, most of Chris' has been spent dealing with several personnel related items and guiding department heads through coaching/counseling opportunities. ➢ Next meeting Chris will be at the Strategic HR conference in NH.	
Treasurer/ Finance	**Tom Doore, Treasurer:** ➢ See attached Treasurer's report. **Scott Adkins, Finance Director**: ➢ The Finance Director would like to do one more CDAR as the rest of the municipal tax warrant payments come in. This would be a great opportunity for interest growth while there is cash on hand.	
Sheriff/Corrections	**Ken Mason, Sheriff** ➢ Provided the Commission with an update on the new Dispatch plan for Kennebec County. ➢ The Sheriff's Office plans to have a meeting with municipalities to inform them of the plan for switching over dispatch. They will seek the assistance of EMA to organize this meeting with municipalities. ➢ The Sheriff's Office is hopeful that the County may invest some funds into the overall first year cost of the dispatch transition to alleviate some of the financial burden on Kennebec County municipalities. **Cpt. Bryan Slaney, Jail Administrator** ➢ 138 – current inmate population. ➢ The full facility evacuation drill went successfully this morning. ➢ An alternative sentencing program is set to start this Friday at Pilgrim Lodge. ➢ Completed a quarterly budget review with the Finance Director. ➢ One new CO starts tomorrow	
District Attorney	**Shay Freeman, District Attorney Administrator** ➢ Absent.	
Deeds	**Matt Boucher, Register of Deeds:** ➢ Deeds is up about $6,000.00 in revenue year over year. ➢ The office is heading into their slow season. ➢ Signing up your property for Deeds Property Alert is extremely important, especially with the increase of online fraud attempts. ➢ Still working on negotiating the Just Appraised software contract.	
EMA	**Kennebec County Emergency Management Agency (KCEMA):** **Angela Molino, EMA Director:** ➢ Absent.	

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Information Technology	**Devon Parsons, IT Director:** ➢ There was a server error due to a bad Microsoft update, but IT has resolved it. ➢ Still upgrading systems in the Correctional Facility. ➢ OIT State of Maine circuit was updated by the state. ➢ Working with the DA's office for the upcoming office moves out of the Capital Judicial Center.	
Facilities	**Dan Brunelle, Facilities Director:** ➢ Retaining wall outside of the Courthouse has been completed, and the sidewalk will be paved in the next few days. ➢ The garage addition is ongoing but going well. ➢ EMA has a communications room upgrade project that the facilities team has been working on. ➢ Lots of seasonal projects, yard cleanup, etc.	
Probate	**Ronda Snyder, Register of Probate:** ➢ Absent. ➢ The Commission has asked that a representative of the Probate department attend the Commission Meetings to report on the department in the absence of the Register of Probate.	
Administrator	**Scott Ferguson, County Administrator:** ➢ Attended virtual MCCA meeting – Discussion about an Executive Director position for MCCA. All three Commissioners are in favor of this new role. ➢ Administration Team Meeting last week – great discussion about teamwork. ➢ Department Head Meeting – department updates and review of the HR PCN process. ➢ September FY27 Fiscal Summary has been completed and presented to the Commission.	
Old Business/ Follow Up Items	➢ Kennebec County Sheriff's Office A. Vehicle Policy o No update. B. Dispatch Update o See department update. C. Pro Suite Records Management o See department update. ➢ Deeds – Auto-Indexing & Front Desk Software o See department update.	

	Discussion	Action
	➢ Probate A. Records Management Scanning Project o No update. B. Staffing o County Administrator believes all positions in Probate have been filled. C. Emergency egress alternatives for disabled individuals o No update. ➢ Abatement Appeal Requests – M. Shaw, E. Urquhart, E. Garnier o Kennebec County Legal Counsel is still reviewing the formal decision letters to be sent to the taxpayers. The goal is to present these at the next Commission Meeting.	
New Business	➢ Unity Township Plowing Contract o **Commissioner Jabar** made a motion to approve the Unity Township Plowing Contract with Reynolds Concrete for the 2026-2027 winter season and **Commissioner Pietroski** seconded the motion; vote unanimous. ➢ KVCAP – Reappointing Board Member o **Commissioner Jabar** made a motion for Tabitha Ryan to continue as a Board Member at KVCAP, **Commissioner Crockett** seconded the motion; vote unanimous.	Approved 3-0 Approved 3-0
Public Comments	➢ None	
	➢ The Commissioners have been asked to complete an HR evaluation by November 1, 2026.	
Executive Session	➢ Personnel - 1 MRS ss. 405(6)(A) o **Commissioner Jabar** made a motion to enter Executive Session at 12:58pm. o Declared out of Executive Session at 1:06pm.	
Adjournment	➢ **Commissioner Chair Crockett** made a motion to adjourn the meeting at 1:07pm and **Commissioner Jabar** seconded the motion; vote unanimous.	Approved 3-0

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Treasurer Meeting Notes – 10/20/2026

Tom Doore, Kennebec County Treasurer

General Fund Cash – Today's Balance = $13,075,212 / *decreased* by ($660,347) from 10/02/2026 meeting.

- $528,602 - Balance in the **Insured Cash Sweep** account with KSB
- $2,755,632 - 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: $2,236,303 - All invested in Kennebec Savings Bank Managed Investment Account. Balance *increased* by $14,352 vs 10/02/2026 report.

Warrants for signatures:	W#16	Payroll 10.16.26	$694,893.45
	W#17	A/P Warrant - Reg	$ 90,805.32
	W#17D	A/P Warrant – ACH	$440,182.63
	W#27R06	Restitution	$ 14,110.58
	W#27CR0	Civil Refund	$ 0.00

ARPA Expenditures: Total $39,981.11

Berry-Dunn $34,200.00

MD3 of Maine, Inc $5,704.00

WEX Bank $77.11 Sept Gas MD-3

ARPA Funds: Remaining & Committed: $493,608.16 *(as of 10.20.26)*

FY27 Municipal Tax Payments - Collected: $12,582,470 / 56.01%. *Uncollected: $9,883,737*

Date Collected	Municipality	Amount
10/15/2026	Town of Oakland	$1,171,250
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	$532,704
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