Kennebec County, Maine

County Commissioner's Meeting
Minutes November 3, 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
Angela Molino, EMA Director
Devon Parsons, IT Director
Dan Brunelle, Facilities Director
Scott Ferguson, County Administrator

Absent: Maeghan Maloney, District Attorney, Matthew Boucher, Register of Deeds, Spencer McKeown, EMA Deputy Director, Ronda Snyder, Register of Probate

	Discussion	**Action**
Call to order & Pledge of Allegiance	**12:00PM**	
Minutes	➢ **Commissioner Pietroski** made a motion to approve the minutes of Octobr 20, and **Commissioner Jabar** seconded the motion; vote unanimous**.**	Approved 3-0
Human Resources	**KelLee Gray, Human Resources Administrator** ➢ Chris Brawn, Human Resources Director, is currently at the Strategic HR Conference in New Hampshire. ➢ Workforce Development Update: o 41 students have taken advantage, attending 25 unique classes. o Refund requested total for 2026: ~$9,866.50. Refunds received total: ~$7,814.95 from 2026 classes, ~$14,034.68 from 2025 classes. ➢ The Safety Committee will be attending a Safety Committee Training next month. ➢ Preparing with employee open enrollment. Notices will be going out soon as all paperwork is due to HR by November 13. ➢ Reviewing all employees' IPP coverage in preparation for the IPP rate change to one coverage level. ➢ The Wellness Fair hosted by the Kennebec County Wellness Committee went very well and had a great turnout. A budget reconciliation for the Wellness Committee has been completed in preparation for the end of the calendar year. ➢ Administrative Items: o Many interviews and offers for current open positions. o FROIs o Temporary reasonable accommodations. o Scanning and organizing files especially old file clean up. o PFML claims and legal documentation reviews.	

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Treasurer/ Finance	**Tom Doore, Treasurer:** ➢ See attached Treasurer's report. **Scott Adkins, Finance Director**: ➢ The finance department has completed submissions for unclaimed property. The goal is to complete these monthly moving forward. ➢ The finance department will be setting up another CDAR with KSB.	
Sheriff/Corrections	**Ken Mason, Sheriff** ➢ Conducted a municipality meeting last week to inform Kennebec County municipalities of Sheriff's Office dispatch change plans. o The Sheriff's Office will be presenting to the Augusta City Council on the dispatch matter as well. o Hoping to move forward with the official dispatch change in July 2027. **Cpt. Bryan Slaney, Jail Administrator** ➢ 154 – current inmate population including Oxford County boarders. ➢ Captain Slaney presented the Commission with a request to renew the CPS Medical and Mental Health Contract for another one-year term. o **Commissioner Jabar** made a motion to move forward with a one -year renewal with CPS for the Correctional Facility Contract and **Commissioner Pietroski** seconded the motion; vote unanimous.	Approved 3-0
District Attorney	**Shay Freeman, District Attorney Administrator** ➢ Two jury trials in October – both guilty verdicts. ➢ A new jury selection will take place this Thursday and Friday. ➢ There will be a large trial taking place in November. ➢ The first five steps of the DA office moves out of the Capital Judicial Center have been completed – 4 more steps until fully executed.	
Deeds	**Matt Boucher, Register of Deeds:** ➢ Absent.	
EMA	**Kennebec County Emergency Management Agency (KCEMA):** **Angela Molino, EMA Director:** ➢ Ongoing: Homeland Security Grant Program, LEPC, and EMPG administration. o EMPG26 Ongoing. Application is not open yet. o HSGP26 Ongoing. Deadline for county application is December 21 ▪ MEMA Technical Assistance training 11/04	

	Discussion	Action
	○ HSGP25: Ongoing. ○ HSGP23: Communications room upgrade-ongoing ▪ Electrician and communications vendor have been working. ➢ Natural Hazard Mitigation Plan – ongoing ○ Kick off meeting-all completed. Including special districts: schools and water/waste water. ○ Reserved auditorium at Camp Chamberlain for the seminar, December 1 ➢ Kaitlyn attended the CMP EPCRA drill in Farmingdale. ➢ Spencer Completed OSCH 30hr general industry training. ➢ October 19, I presented at Muffin Mondays to the Age Friendly group in Fayette to discuss all hazard preparedness ➢ UAS/Drone training at KCEMA 10/19-10/23 ➢ October 21 - Attended the Directors meeting and FY2026 HSGP planning meeting at MEMA ➢ October 22 - Kaitlyn conducted the LEPC meeting and presented on GIS ➢ October 22 - Conducted the Local Directors meeting, presentations from Spencer on Weather forecasting, Maine Forest Ranger Tim presented on deployment to CA and Kaitlyn on GIS. ➢ Finance and mitigation analyst - Start date 11/2 ○ Set up workstation, cleaned room, patched holes, and painted. ○ Onboarding 11/3 ➢ Ongoing: Professional development. ○ Tuesdays - KLI ○ Fridays - Instructor course ➢ Ongoing: Maine County Mutual Aid Agreement – Approved by the commissioners pending legal review ➢ Ongoing: KCEMA drone/UAS policy – legal review-reached out, no response. Require assistance with this matter.	
Information Technology	**Devon Parsons, IT Director:** ➢ IT Director presented the Commission with a request to renew the Vertiv Service Contract for battery back up support. ○ **Commissioner Pietroski** made a motion to approve the renewal of the Vertiv Service Contract and **Commissioner Jabar** seconded the motion; vote unanimous. ➢ Correctional Facility system upgrades. ➢ Assisting with DA office moves. ➢ Hill House server room air conditioner replacement.	Approved 3-0

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Facilities	**Dan Brunelle, Facilities Director:** ➢ The Garage addition is almost complete. Some siding and the new door are left to install. ➢ A lot of seasonal clean up taking place right now.	
Probate	**Ronda Snyder, Register of Probate:** ➢ Absent.	
Administrator	**Scott Ferguson, County Administrator:** ➢ County Administrator was on vacation last week. ➢ Started the FY28 Budget model. ➢ Had a meeting with FOP on Monday to discuss a request from the DA to move the DVIs to a 42-hour work week. Under the current Union contract, the DVI positions work 40 hours per week.	
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 No update. ➢ Probate o Records Management Scanning Project – No update. o Staffing – No update. ➢ Abatement Appeal Requests – M. Shaw, E. Urquhart, E. Garnier o Commissioners have signed the formal Abatement Appeal Decision letters. These will be sent to the taxpayers individually as well as the Town of Monmouth.	
New Business	➢ IT – Server Room UPS Service Contract Renewal o See department update. ➢ Kennebec County Correctional Facility – CPS Contract Renewal o See department update.	
Public Comments	➢ None	
Executive Session	➢ Personnel - 1 MRS ss. 405(6)(A) o **Commissioner Pietroski** made a motion to enter Executive Session at 12:52pm.	

	Discussion	Action
	➢ Declared out of Executive Session at 1:00pm.	
Adjournment	➢ **Commissioner Pietroski** made a motion to adjourn the meeting at 1:01pm and **Commissioner Chair Crockett** seconded the motion; vote unanimous.	Approved 3-0

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Treasurer Meeting Notes – 11/03/2026

Tom Doore, Kennebec County Treasurer

General Fund Cash – Today's Balance = $16,286,656 / *Increased* by $3,211,444 from 10/20/2026 meeting.

- $2,951,452 - Balance in the **Insured Cash Sweep** account with KSB
- $5,755,632 - Invested in the **Intrafi Money Market** account with KSB
- $2,510,103 - Invested in a KSB / CDARS @ 3.95% APY
  - (13 Week Term / Mature date: 12/24/2026)
- $5,069,469 - Invested in a KSB / CDARS @ 3.95% APY
  - (26 Week Term / Mature date: 02/25/2027)

Investment Cash: $2,256,846 - All invested in Kennebec Savings Bank Managed Investment Account. Balance *increased* by $20,543 vs 10/20/2026 report.

Warrants for signatures:	W#18	Payroll 10.30.26	$643,777.87
	W#19	A/P Warrant - Reg	$383,645.89
	W#19D	A/P Warrant – ACH	$321,855.18
	W#27R07	Restitution	$ 6,881.04

ARPA Expenditures: Total $0.00

ARPA Funds: Remaining & Committed: $493,608.16 *(as of 11.03.26)*

FY27 Municipal Tax Payments

Collected: $18,397,443 (81.89%)

*Uncollected: $4,068,764 (*City of Augusta $3,502,184 & Town of Readfield $566,580)

Date Collected	Municipality	Amount
10/30/2026	Town of Litchfield	$729,069
10/28/2026	Town of Winthrop	$1,237,151
10/28/2026	Town of China	$861,230
10/26/2026	Town of Wayne	$407,380
10/26/2026	Town of Monmouth	$846,220
10/21/2026	Unity Plantation	$111,599
10/21/2026	Town of Sidney	$929,084
10/21/2026	Town of W. Gardiner	$693,240
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