

STATE OF MAINE
COUNTY OF WALDO
COURT OF COUNTY COMMISSIONERS

District

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Treasurer
Owen R. Smith

**Waldo County Commissioners Court Session Agenda
November 20, 2025 at 10:00 a.m.
Commissioners Courtroom, 39B Spring Street, Belfast and via Zoom**

PRESENT: Commissioners Betty Johnson (Chairman), Kevin Kelley, and Timothy Parker. Staff present were Human Resources Director Tracy Benton, Finance Director Kari Hunt, and Office Associate Danielle Murray to take minutes in the absence of the County Clerk. Present via Zoom was Treasurer Owen Smith.

1. **Call to Order** - Commissioner Betty Johnson at 10:00 a.m.

2. **Review / Revise Agenda**

****MOTION: K. Kelley/B. Johnson to accept the agenda as printed. Unanimous.**

3. **Consent Agenda**

a) Finance Report Kari Hunt

b) Minutes: November 13, 2025

****MOTION: K. Kelley/B. Johnson to approve the Consent Agenda. Unanimous.**

4. **Public Comment**

Present was Eric Bush from Belfast. He stated that some minutes from the September Commissioners' court sessions are not on the County website yet, including anything from September 2nd on. He also asked for the status of the County Audits. Commissioner Kevin Kelley said the Commissioners met with RHR Smith Auditor Ron Smith and the company is auditing 2021-24. 2021 is on the website and 2022 should be done by December 31st. Once the audits are finished, the County website will have hyperlinks to the State Auditor website on the County's new website, as the State website shows all audits for all counties.

E. Buch said he noticed there were not a lot of budget minutes posted. He is aware of some concern from towns about the proposed change to a fiscal year, and how that has rolled out. The Commissioners explained that once the Committee started looking at figures for the 18-month budget and the ripple effect, they asked the Commissioners to reconsider the 18-month budget and the Commissioners met and voted to rescind it. Minutes for budget meetings are current and lengthy, and once they are approved, the County Clerk will request that they are posted on the County website. Eric Buch said he was glad to hear about collaboration with towns about the 12-to-18-month budget. B. Johnson explained the goal of reducing the Tax Anticipation Note and Interest and mentioned that some counties don't have a TAN.

E. Buch commented about the good progress on the OPIOID discussions but expressed surprise that he did not see it on court agenda. He asked what the ad hoc committee was doing beyond what appears on the website to notify the public. K. Kelley explained that there is now a job description and three (3) people have applied. Most people will go to the Standing Committee. Seven (7) people will be assigned for the December 5, 2025 deadline and the first meeting will be in January. E. Buch suggested a press release.

****MOTION: K. Kelley/T. Parker to revise the agenda to give additional comments on the OPIOID Committee. Unanimous.**

The following people were recommended for the Standing Committee:

Matt Magnusson - Correctional Administrator

Nick Cullen - Clinical Social Worker for Maine Behavioral Healthcare

Tia Poulin - Director of Community Justice & Recovery Services for VOA

Norman Hightower - Restorative Justice Project Maine and community member with lived experiences

Ruth Fethke - Probation and Parole Officer for Maine Department of Corrections

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****MOTION: K. Kelley/T. Parker to approve those presented for the OPIOID Standing Committee. Unanimous.**

5. Department Reports/Requests

5.1 Finance – Presented by Finance Director Kari Hunt.

- The contract for check reconciliation has not been signed. It was already approved at a prior court session, and she confirmed she was authorized to sign and send it.
 - K. Hunt will be submitting a letter to vendors requesting removal of Former Finance Director Karen Trussell's name. That letter will be sent along with the checks moving forward.
 - She recommended all invoices to be sent to the Finance Office first, and then Finance will distribute the invoices to the department heads.
 - She recommended setting it up for invoices not to go to everyday email but directly into an Accounts Payable email.
- **MOTION: T. Parker/K. Kelley to accept the vendor letter as drafted. Unanimous.**

- K. Hunt requested permission to pay off the TAN at 1st National would be just over \$4 million. It must be paid before the end of this year. T. Parker said he would make a motion until final numbers were presented. K. Hunt said she would provide that before the end of the court session.
- 87.1% of the property taxes have been collected. All but four (4) municipalities have paid, Belmont, Monroe and Swanville, and Searsport. They have all been sent reminders.

- a) The MCRCC (Jail) Warrant for 11/20/2025 was \$252,451.88 and the 11/17/2025 payroll was \$50,993.73 for a grand total \$303,445.61.

****MOTION: T. Parker/K. Kelley to approve paying the MCRCC (Jail) 11/20/2025 warrant of \$252,451.88 and the 11/17/2025 payroll of \$50,993.73 for a total of \$303,445.61. Unanimous.**

- b) The County Warrant for 11/20/2025 was \$291,863.48 and the 11/17/2025 payroll of \$197,439.00 for a grand total of \$489,302.48.

****MOTION: T. Parker/K. Kelley to approve payment of the County 11/20/2025 warrant of \$291,863.48 and the 11/17/2025 payroll of \$197,439.00 for a total of \$489,302.48. Unanimous.**

- c) Opioid Warrant 11/26/2025 - Zero dollars.

****MOTION: T. Parker/K. Kelley to approve zero dollars spent on the 11/20/2025 OPIOID warrant. Unanimous.**

5.2 County Clerk Report: - Presented by Office Associate Danielle Murray in the absence of the County Clerk. D. Murray said there was nothing to report that she was aware of.

5.3 Human Resources Report

- a) Pay step increases to be noted - none at this time.

- b) Miscellaneous:

- The DA's office selected candidate Kayci Faulkingham to fill the open Administrative Assistant position and are sending a conditional hire letter for a start date of December 8, 2025 at \$23.18 per hour, pending a successful background check.

****MOTION: T. Parker/K. Kelley to approve the conditional offer with the amendment of pending the background check. Unanimous.**

- An updated job description for the Office Associate was presented to the Commissioners.

****MOTION: K. Kelley/T. Parker to accept the revision to the 7/3/24 Office Associate Job Description with the one dated 11/13/25. Unanimous.**

K. Hunt presented the final figures for the Tax Anticipation Note as follows: The payoff is \$4,080,025.88 for the TAN. The original borrowed amount was \$5.5 million, \$399,215.68 was transferred, and of that the interest was \$88,010.20.

****MOTION: T. Parker/K. Kelley to pay the TAN in the amount of \$4,080,025.88. Unanimous. K. Kelley unanimous Commissioner Kevin Kelley volunteered to sign the check.**

Commissioner Tim Parker made Motion to go to executive session Commissioner Kevin Kelley 2nd unanimous

5.4 Human Resources: Executive Session for discussion of a personnel matter - MRS Title 1§401(6)(A).

****MOTION: T. Parker/K. Kelley to go into executive session at 10:35 a.m. for discussion of a personnel matter as allowed by MRS Title 1§405(6)(A). Unanimous.**

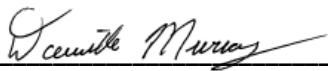
The Commissioners resumed public session at 10:55 a.m.

****MOTION: T. Parker/K. Kelley that Officer Toth's stipend bonus be pushed back to the local union for a determination with a response back to the Commissioners on their findings. Unanimous.**

****MOTION: T. Parker/K. Kelley for H.R. Director Tracy Benton to have further conversation with the attorney. Unanimous.**

****MOTION: T. Parker/K. Kelley to have further conversation regarding the use of comp time, with the friendly edit that a memorandum of understand would be needed to push it back to the union, and the union would need to draft it. Unanimous.**

****MOTION: B. Johnson/K. Kelley to adjourn. Unanimous.**

Respectfully submitted by  Office Associate
Danielle Murray