

STATE OF MAINE
COUNTY OF WALDO
COURT OF COUNTY
COMMISSIONERS

District

1 Betty I. Johnson (207) 323-3767
2 Kevin J. Kelley (207) 306-9225
3 Timothy A. Parker (207) 306-9232

Barbara L. Arseneau
County Clerk



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Treasurer
Owen R. Smith

WALDO COUNTY COMMISSIONERS COURT SESSION

OCTOBER 16, 2025

10:00 a.m.

PRESENT: Commissioners Betty Johnson (Chairman) Kevin Kelley, and Timothy Parker. Also present was Finance Director Kari Hunt and County Clerk Barbara Arseneau took minutes.

1. Call to Order: Commissioner Johnson called the court session to order at 10:02 a.m.

2. Review/Revise Agenda

K. Kelley asked for there be time for three motions to be added, right after the Consent Agenda.

****MOTION: K. Kelley/T. Parker to add time for three motions after the Consent Agenda. Unanimous.**

3. Consent Agenda

- a) Finance Report
- b) Minutes: None

****MOTION: K. Kelley/T. Parker to approve the Consent Agenda. Unanimous.**

****MOTION: K. Kelley/T. Parker to transfer from the General Fund \$199,023.14 to the OPIOID Fund.**

Unanimous.

****MOTION: K. Kelley/T. Parker to transfer \$100.00 from the OPIOID Fund to the General Fund to reimburse for wire transfer fees. Unanimous.**

****MOTION: K. Kelley/T. Parker to transfer from the OPIOID Fund \$5,000.00 for funds that were approved and paid fiscal year 2024 to the Belfast Creative Coalition as voted on November 3, 2022. Approved by two; B. Johnson recused herself from this motion.**

4. Public Comment

None.

5. Department Reports/Requests

5.1 Finance Presented by Finance Director Kari Hunt

- a) MCRCC (Jail) Warrant 10/16/2025

****MOTION: T. Parker/K. Kelley to approve the October 16, 2025 MCRRC Accounts Payable and Reserve warrant at \$89,197.97, the October 9, 2025 payroll warrant of \$44,506.91 and for a grand total of \$133,704.88. Unanimous.**

b) ****MOTION: T. Parker/K. Kelley to approve the October 16, 2025 County Accounts Payable and Reserve Warrant in the amount of \$275,886.75 and October 9, 2025 payroll of \$200,598.82, and a special payroll on October 9, 2025 of \$9,974.97 for a grand total of \$486,460.54. Unanimous.**

c) ****MOTION: T. Parker/K. Kelley to approve zero expenditures from the OPIOID Fund. Unanimous.**

5.2 Sheriff's Report – Presented by Sheriff Jason Trundy

a) The Administrative Criminal Analyst Job description will be brought before Commissioners with updates as requested.

****MOTION: K. Kelley/T. Parker to approve the revised Administrative Criminal Analyst Job Description. Unanimous.**

b) Belfast City Police, Waldo County Sheriff's Office, and the VFW will be doing a food drive at Hannaford and food and donations will go to the "No Greater Love Food Pantry". He heard that people were being turned away because there wasn't enough food at the food pantry, especially with the government shutdown effecting the SNAP food program. T. Parker thanked the Sheriff for his support of this program, as his town is one of the towns that benefits from it.

c) The contract for the Corrections Medical Provider is not completed yet.

****MOTION K. Kelley/T. Parker to verify licenses by a primary source to include medical/clinical practitioner licenses, DEA licenses, and Board Certifications for all contracted staff. The permanent filing of the documents is to be maintained by the Sheriff and Human Resources in a Credentialing file.**

Discussion: Even if the County has a copy of the medical licenses, it must be certain that it is also on the State Board Certification. It is very important that the licenses be current, on file with the County, and that is done every year. **Unanimous.**

5.3 Facilities Report – Presented by Facilities Manager Christopher Bryant

a) Lighting at Probate/Courthouse: Hegstrom Electric performed a site view of the lighting and quoted \$2,200.00 including equipment and labor. That budget line will be over-expended by \$1,400.00. Currently the budget is 72% expended but not all that could be expended has been so far this year, so the bottom line of the budget should be fine. When asked if he had received any other quotes, C. Bryant said he had reached out to other companies for quotes and had not heard back, so he is recommending Hegstrom Electric. He believes that most of the cost is because a bucket truck is needed. The wall packs are not working well, and it has been a safety issue that was mentioned last year. The globe lights also need to be replaced. It costs more to have a light-guided timer so C. Bryant will set the mechanical timer himself.

****MOTION K. Kelley/T. Parker to approve paying \$2,200.00 to install lighting at the Probate/Commissioners Courthouse. Unanimous.**

b) Fire-rated cabinets: The current ones in the H.R. Office can no longer be shut properly so they will be removed and other file cabinets need to be found. There are various file cabinets sitting in storage and he hopes to locate 42" or 48" cabinets in the future if possible.

c) C. Bryant provided updates on various projects on the Capital Improvement List. The flooring in the H.R./Finance/Commissioners offices is well underway. He is waiting for responses on several things such as the fire escape for the U. of M. Extension Office, the AC units on the Jail rooftop, an oil tank, and the \$15,725.00 that was approved already on the Comm. Center. He needs to do a walkthrough with the air-duct cleaner. The Commissioners commended C. Bryant for his great work.

5.4 County Clerk's Report – Presented by County Clerk Barbara Arseneau

a) Correspondence: a memo was received October 14, 2025 from the Penobscot Estuary Mercury Remediation Trust regarding the October 29, 2025 Community Meeting and Drop-In Information Session along with copies of a community meeting flyer that they requested be shared with local government officials, etc. The Commissioners briefly discussed and agreed to distribute the flyers as much as possible.

****MOTION: K. Kelley/T. Parker to help distribute the Penobscot Estuary Mercury Remediation Trust informational flyers and put on the website.** Discussion: T. Parker noted for the record that this is the second time this board of Commissioners is taking interest in Native American waterways. **Unanimous.**

b) The Commissioners reviewed the draft September 11, 2025 Court Session minutes.

****MOTION: T. Parker/K. Kelley to approve the minutes from the September 11, 2025 Commissioners**

Court Session. Unanimous.

Miscellaneous business:

K. Kelley reported that there is MCCA Risk Pool Training offered at the Knox County Sheriff's Office on October 24, 2025 at 9:00 a.m.

B. Arseneau reminded all that the next Budget Committee Meeting is October 25, 2025 from 9:00 a.m. to 4:00 p.m. and listed the departmental budgets to be reviewed by the Budget Committee. The next subsequent Budget Committee Meeting is November 8, 2025 from 9:00 to 1:00 p.m.

Human Resources Report – Presented by Human Resources Director Tracy Benton

a) The Employee Navigator can be added to CGI payroll software and it is easy for employees to use. Cross Insurance will host it and will have the forms. Only MEPRS and the 457 Plan will be handled separately. There is a \$600.00 one-time integration fee, and it is less than \$100.00 per month. This would come out of this years' budget. It will be a huge cost savings in salary.

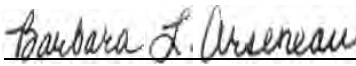
****MOTION: T. Parker/K. Kelley to approve paying the one-time \$600.00 integration fee with \$1.00 per employee cost. K. Kelley made the friendly edit that this is to approve the \$600.00 integration fee in 2025 and the \$1.00 per employee cost for 2026. Unanimous.**

Executive Session: B. Arseneau requested an executive session for discussion of personnel related matters according to MRS 1§405(6)(A).

****MOTION: K. Kelley/T. Parker to go into executive session at 10:53 a.m. for discussion of personnel matters according to MRS 1§405(6)(A) Unanimous.**

The Commissioners resumed public session at 11:17 a.m. No action taken.

The Commissioners adjourned at 11:17 a.m.

Respectfully submitted by  Waldo County Clerk
Barbara L. Arseneau