

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



39-B Spring Street
Belfast, ME 04915

Phone (207) 338-3282
Fax (207) 338-6788
E-mail: countyclerk@waldocountyme.gov

Treasurer
Owen R. Smith

WALDO COUNTY COMMISSIONERS COURT SESSION
OCTOBER 2, 2025
10:00 a.m.

PRESENT: Commissioners Betty Johnson (Chairman), Kevin Kelley, and Timothy Parker. Staff present were Treasurer Owen Smith, and County Clerk Barbara Arseneau took minutes. Later in the session, Bangor Daily News Reporter Sasha Ray and citizen Dorothy Odell were present.

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

2. REVIEW/REVISE AGENDA

****MOTION: K. Kelley/T. Parker to revise the agenda by adding discussion of the boiler contract to the County Clerk Report, and to add a second Executive Session for discussion of assignments and duties as allowed by MRS Title 15405(6)(A) as the last item for the court session. Unanimous.**

3. CONSENT AGENDA

a) Finance Report

b) Minutes: September 4 2025, September 11, 2025, September 29, 2025, and September 30, 2025.

****MOTION: K. Kelley/T. Parker to move the September 11, 2025 minutes out of the consent agenda for discussion, to add the phrase "Staff present" when listing the employees, note when the Treasurer is present to the September 4, September 29, and September 30, 2025 minutes and to approve them with those edits. Unanimous.**

4. PUBLIC COMMENT

None.

5. DEPARTMENT REPORTS

5.1 Finance Report - Presented by Finance Director Kari Hunt.

The auditor will meet with the Commissioners October 9, 2025 at 1:00 p.m. to discuss progress with the 2022-24 audits.

a) MCRCC Jail Warrant October 2, 2025:

****MOTION: T. Parker/K. Kelley to authorize payment of the October 2, 2025 MCRCC accounts payable warrant in the total amount of \$22,832.71. Unanimous.**

b) County Warrant October 2, 2025:

****MOTION: T. Parker/K. Kelley to authorize payment of the October 2, 2025, County accounts payable warrant in the total amount of \$52,395.46. Unanimous.**

c) OPIOID Funds Warrant:

****MOTION: T. Parker/K. Kelley noted there was no funds expended from the OPIOID Settlement Funds.** Discussion: T. Parker felt that since this is going to be its own warrant, it would be a complete record to document when it was being expended and when it is not. After brief discussion, the Commissioners agreed that it had been difficult to look through history and piece together any funds used for OPIOID expenditures, and this would now be part of the warrant announcements, would keep a clear record, and there should be an OPIOID Warrant whenever there is an MCRCC Warrant and County Warrant. This will acknowledge the concern about lack of transparency. **Unanimous.**

5.2 Human Resources Report: Presented by H.R. Director Tracy Benton.

a) Pay Step Increases:

- Anthony Holzhauser is due his 6-month pay step increase at the fully burdened pay rate of \$29.87 per hour effective September 30, 2025. So noted.
- Officer Matthew G. Sanderson is due his 6-month pay step increase at the fully burdened pay rate of \$29.62 per hour effective October 7, 2025. So noted.

b) Miscellaneous - Updated and New Job Descriptions

For the District Attorney's Office Staff: Administrative Assistant, Legal Assistant, and the addition of the title Deputy Prosecutorial Assistant/Legal Assistant.

****MOTION: T. Parker/K. Kelley to approve the job descriptions for Deputy Prosecutorial Assistant/Legal Assistant, Administrative Assistant, and Legal Assistant.** Discussion: K. Kelley requested various edits and reformatting, and made the friendly edit as follows: **To approve subject to edits discussed and also to authorize the County Clerk to use the Commissioners' signature stamps when completed. Unanimous.**

For the Sheriff's Office Staff: A new job description for the Sheriff's Office entitled "Administrative Criminal Analyst" was submitted. The Commissioners recommended edits/reformatting for review at the next regular court session.

****MOTION K. Kelley moved/T. Parker to go into Executive Session at 10:42 a.m. for a personnel matter according to Title 1§405(6)(A). Unanimous.**

The Commissioners resumed public session at 11:06 a.m.

5.3 Information Technology Report: Presented by IT Director J-sun Bailey.

a) County Website: J. Bailey recommended updating the county web site because the current site needs to be rebuilt, does not have a good foundation, uses Word Press at \$1,000.00 per year, and has received numerous complaints from the public and Budget Committee, in large part for not being user friendly. It's difficult for IT to use, as well. He provided a list of what other towns and counties are using and recommended CivicPlus, the second most expensive quote he had received, noting that it is used by the City of Belfast and Androscoggin County. The other quote from Revise is only for the website. CivicPlus and Granicus both do FOAA requests and closed captioned recordings for an additional price. The Sheriff's Office is receiving increasing requests for camera footage in addition to other FOAA requests, and the County Clerk appears to receive the second most FOAA requests. Also present was Communications Director Michael Larrivee who said that all 9-1-1 calls must be transcribed and are currently done by one of the dispatchers. J. Bailey recommended going with Smarsh for text messaging, as CivicPlus does not do that but does other social networking. The Commissioners will review this and come back to it on October 9, 2025 at 3:00 p.m. and instructed J. Bailey to put in the highest figure for the two-years contract in the budget request.

****MOTION: K. Kelley/T. Parker to table discussion on the website until October 9, 2025. Unanimous.**

5.4 Communications Center Report: Presented by Communications Director Michael Larrivee.

a) Battery Backup at Communications Center: M. Larrivee has contacted an electrician but received no response. K. Kelley recommended calling the manufacturer to see if they sell direct, and what the expected life is as the current ones are 12-15 years old. K. Kelley & M. Larrivee will research this further.

5.5 County Clerk Report:

a) Minutes for July 24, 2025: The Commissioners had not reviewed these and tabled until the next court session.

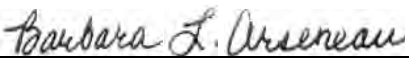
b) Miscellaneous – none

c) Sign Boiler Contract between GR Coleman Propane & Natural Gas Systems and the County of Waldo.

****MOTION: K. Kelley/T. Parker to go into executive session at 11:32 a.m. for discussion of non-public information as allowed by Title 1§405(6)(F). Unanimous.**

The Commissioners resumed public session at 11:36 a.m. The Commissioners agreed to sign the boiler contract.

****The Commissioners adjourned at 11:36 a.m.**

Respectfully submitted by  Waldo County Clerk
Barbara L. Arseneau