

STATE OF MAINE
COUNTY OF WALDO
COURT OF COUNTY
COMMISSIONERS

District

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Barbara L. Arseneau
County Clerk

Treasurer
Owen R. Smith

WALDO COUNTY COMMISSIONERS COURT SESSION
SEPTEMBER 4, 2025
10:00 a.m.

PRESENT: Commissioners Betty Johnson (Chairman), Kevin Kelley, and Timothy Parker. Staff present was County Clerk Barbara Arseneau to take minutes. Also present were Freedom Selectboard member Laura Greeley and Montville Selectboard member Douglas Thomas.

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

2. REVIEW/REVISE AGENDA

B. Johnson reported that the noon executive session had been cancelled.

****MOTION: T. Parker/K. Kelley to accept the agenda with this change.**

3. CONSENT AGENDA

- a) Finance Report
- b) Minutes: B. Arseneau asked that the minutes from August 21, 2025 and August 28, 2025 be removed from the consent agenda and that the July 24, 2025 minutes be added to the regular agenda for discussion.

****MOTION: K. Kelley/T. Parker to change the consent agenda by removing the August 21, 2025 and August 28, 2025 minutes and adding the July 24, 2025 minutes to the regular agenda. Unanimous.**

4. PUBLIC COMMENT

Belfast resident Eric Buch was present and inquired about the Commissioners' Court Schedule for September. It was explained that the Sept 11, 2025 session is a Special Session, and the next regular session originally scheduled on September 18, 2025 has been moved to September 25, 2025 because the Maine County Commissioners Association Annual Convention is being held on September 18th.

Freedom Selectboard member Laura Greeley and Montville Selectboard member Douglas Thomas, who are also serving on the Waldo County Budget Committee, introduced themselves and stated that they were not sure if they were expected to attend today's session as budget committee members or not. B. Arseneau provided a list with the proposed dates of the Budget Committee meetings schedule.

5. DEPARTMENT REPORTS

5.1 Finance Report - Presented by Finance Director Kari Hunt.

- a) MCRCC Jail Warrant 09/04/2024

****MOTION: T. Parker/K. Kelley to authorize payment of the September 4, 2025 MCRCC accounts payable in the amount of \$7,542.98, the August 28, 2025 payroll in the amount of \$46,630.01 and August 28, 2025 Special payroll in the amount \$671.49 for a total of \$54,844.48. Unanimous.**

- b) County Warrant 09/04/2025

****MOTION: T. Parker/K. Kelley to authorize payment of the September 4, 2025, County accounts payable in the amount of \$53,001.46 and the August 28, 2025, payroll in the amount of \$171,980.78, for a total of \$224,982.24. Unanimous.**

Northern Data Systems submitted the additional data requested last night for Jail 2022 and 2023. The goal is to look at it carefully and get it to the auditors.

****T. Parker/K. Kelley to specifically note in the minutes that they have obtained information for 2022 and 2023 from NDS financial software. Unanimous.**

c) Financial Software Selection: K. Hunt stated that there were two quotes for financial software. K. Kelley recused himself from both the discussion and vote as his spouse works for a municipal software company, and then left the room. K. Hunt stated that the quotes were from Edmunds GovTech, one including Edmunds hosting backups and the other if the County hosts backups.

QUOTE 1: Total Year 1 investment, if Edmunds hosts backups, is \$30,000.00. Year 2 is \$15,500.00, and Year 3 is \$15,500.00.

QUOTE 2: Total year 1 investment, if the County hosts backups, is \$29,000.00. Year 2 is \$11,000.00 and Year 3 is \$11,000.00.

K. Hunt stated that County IT Director J-sun Bailey recommends that Edmunds hosts rather than the County, and K. Hunt also suggested that the County hold off on the municipal dashboard until she better understands the software. It can be added any time. The cost without the municipal dashboard is \$29,000.00.

****MOTION: B. Johnson/T. Parker to accept the quote in the amount of \$29,000 with Edmonds hosting and without the municipal dashboard. Passed by two; K. Kelley not present.**

K. Kelley returned to the room after the vote and inquired about the decision. He recommended holding off on the municipal dashboard at least a year and asked to be involved with the data conversion from the current software to the new.

d) Tax Anticipation Note Delinquent Tax Interest Rate: K. Hunt recommends using the rate provided by the State of Maine auditor of 7.5% for the delinquent tax interest rate if a municipality does not submit property taxes to the County by the due date.

****MOTION: K. Kelley/T. Parker to approve the delinquent tax interest rate at 7.5%. Unanimous.**

e) OPIOID Settlement Policy: K. Hunt presented the final draft of the policy to the Commissioners.

****MOTION: T. Parker/K. Kelley to pass the OPIOID Settlement Policy as presented. Unanimous.**

f) Credit Card Policy: K. Hunt presented the final draft of the Credit Card Policy to the Commissioners.

****MOTION T. Parker/K. Kelley to approve the final version of the Credit Card Policy.** K. Kelley asked if 2.4 and 2.5 of the policy are working and made the friendly edit to change the font in 3.3 to match the rest. **Unanimous.**

g) The Commissioners Court Session on September 18, 2025 is rescheduled to September 25, 2025 so K. Hunt requested a vote allowing her to prepare and process the invoices for September 18th to stay on schedule.

****MOTION: B. Johnson/T. Parker to approve payment of the warrants for September 18, 2025 and for the warrants to be reviewed and approved in advance so this can stay on the finance schedule. T. Parker asked to add that this is to make sure things are paid in a timely manner according to the schedule. Unanimous.**

h) Changes in Budget Lines: K. Hunt asked that changes in the 2026-27 Jail Budget and various lines be discussed for clarification. K. Kelley explained that in late 2007, the State of Maine took over the county jails. Jail budgets and expenditures had to be separated by law. Eventually, the State returned Jail operation financial matters to the Counties and the Jail budget should have been put back in the same company as the County.

K. Hunt asked for an executive session for further discussion because the information was non-public and confidential in nature.

****MOTION: K. Kelley/T. Parker to go into executive session at 10:33 a.m. for discussion of non-public information as permitted by MRS Title 1§405(6)(F). Unanimous.**

The Commissioners resumed public session around 10:42 a.m. No action was taken.

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

a) Communications Dispatcher Ryan Dobbins will complete 6 months of employment on September 9, 2025 with a pay step increase from \$23.99 per hour to \$24.69. So noted.

b) Executive Session was requested for discussion of the process for hiring a new Office Associate according to Title 1§405(6)(A).

****MOTION: K. Kelley/T. Parker to go into executive session at 10:48 a.m. for discussion of hiring a new Office Associate. Unanimous.**

The Commissioners resumed public session at 10:58 a.m. No action was taken.

****MOTION K. Kelley moved/T. Parker to go into Executive Session at 10:59 a.m. for a personnel matter according to Title 1§405(6)(A). Unanimous**

The Commissioners resumed public session at 11:06 a.m. No action was taken.

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

a) J. Bailey recommended updating the county web site because the current site needs to be rebuilt, there isn't a good foundation, and it uses Word Press for \$1,000.00 per year. The current site has been complained about by the public, budget committee members, etc. in large part for not being user friendly. From the back end, it is not user friendly for IT, either. He provided information a list of what towns and other counties are using and recommended the second most expensive quote he had received; CivicPlus. This company 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. J. Bailey also explained that the Sheriff's Office is receiving increasing requests for camera footage in addition to other FOAA requests, and he believed the County Clerk receives the second most FOAA requests, but it is difficult for her to say how many on average each year. Also present for this discussion was Communications Director Michael Larrivee. He said all 9-1-1 calls must be transcribed, so one of his dispatchers does that. K. Kelley felt that the DA's Office should be asked how long records need to be kept.

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; possibly 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.**

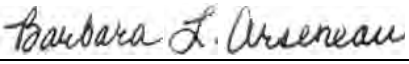
5.4 Communications Center Report: Presented by Communications Director Michael Larrivee.

a) Battery Backup at Communications Center: M. Larrivee said he asked EMA Director Dale Rowley to assist but he is not an electrical engineer. M. Larrivee has reached out to an electrician to look at it but has received no response. K. Kelley recommended calling the manufacturer, ask if they sell direct, what the expected life span is, etc. The option of purchasing a refurbished one was discussed. The battery backups that are in there have been there for about 12-15 years. K. Kelley will come in and look at them. M. Larrivee will also check to see what the State has.

5.5 County Clerk Report:

A) Minutes for July 24, 2025: The Commissioners had not reviewed and decided to table until the next court session.

5.6 Adjourn: The Commissioners adjourned at 11:36 a.m.

Respectfully submitted by  Waldo County Clerk
Barbara L. Arseneau