

**WALDO COUNTY COMMISSIONERS COURT SESSION**

**AUGUST 7, 2025**

**10:00 a.m.**

**PRESENT:** Commissioners Betty Johnson (Chairman), Kevin Kelley, and Timothy Parker. County Clerk Barbara Arseneau took minutes.

**1. Call to Order:** Commissioner Johnson called the court session to order at 10:00 a.m.

**2. REVIEW/REVISE AGENDA**

**3. CONSENT AGENDA**

- a) Finance Report
- b) Minutes: Commissioners briefly discussed the edits of adding minutes from August 6, 2025 and removing the March minutes from March 19, 2025 from the Consent Agenda.

**\*\*MOTION: Commissioner Parker Motion/Kelley to approve the Consent Agenda as edited. Motion passed.**

Commissioner Johnson briefly explained what the consent agenda is and how it can be found in Robert's Rules.

**4. CHAIR REPORT:** Presented by Commissioner Betty Johnson

- a) The Commissioners are continuing to hold workshops to educate themselves and learn about their roles.

**5. PUBLIC COMMENT**

Dr. Tim Hughes was asked if he wished to make any comments and he stated that he did not.

**\*\*MOTION: K. Kelley/T. Parker to approve Lieutenant Matthew Magnusson as Chair of the Opioid Ad-hoc Committee and Chair of the (working) Opioid Committee. Unanimous.**

**6. DEPARTMENT REPORTS**

**6.1 Finance Report** - Presented by Finance Director Kari Hunt.

- a) MCRCC Jail Warrant 08/07/2025

**\*\*MOTION: T. Parker/K. Kelley to authorize payment of the August 7, 2025, MCRCC accounts payable in the amount of \$14,668.01 and the July 31, 2025, payroll in the amount of \$53,294.71 for a total of \$67,962.72.**

**Motion passes with 2. Commissioner Kelley abstained from vote due to signing the checks.**

- b) County Warrant 7/24/2025

**\*\*MOTION: T Parker/K. Kelley to authorize payment of the August 7, 2025, County accounts payable in the amount of \$41,115.05 and the July 17, 2025, payroll in the amount of \$183,198.18, and special pay run for \$894.83 for a total of \$224,313.23.**

The County received the 4th (and final) payment for the former Superior Courthouse from the City of Belfast. K. Hunt recommended moving these funds to the Technology and Severance Reserves.

**\*\*MOTION: K. Kelley/T. Parker to place \$186,667.00 for the final payment of the former Superior Courthouse as follows: 70% in the Technology Reserve and 30% int the Severance Reserve. Unanimous.**

c) District 6 Jail Collaborative: K. Hunt asked how the consultant would be funded. Brief discussion about costs related to future housing of Waldo County inmates at Two Bridges. K. Kelley recommended hiring a consultant in 2024 for planning purposes for the four counties of Waldo, Knox, Sagadahoc and Lincoln to look at financial, capital and operational aspects. SMRT was hired, and IT Director J. Bailey has submitted the requested data. Federal Government and ICE are housing prisoners at Two Bridges, and Penobscot County has beds, as has Waldo County. Housing costs will be renegotiated soon in October for 2025, 2026, and 2027. The data being gathered is just the four counties involved in the collaboration. Waldo County will retain all of the data for the consultant. The goal is for the Waldo County Reentry to continue to be marketable and sustainable. K. Kelley will reach out to the Sheriff to discuss future boarding costs. The Reentry/Garden Program was discussed concerning program model and utilization.

**\*\*MOTION: K. Kelley/T. Parker to fund up to \$32,000.00 for the consultant. Unanimous.**

d) Sheriff's K-9 Protective vest: Discussion of using the unused moving allowance for the Correctional Administrator to fund a protective vest for the Sheriff's K9 in the amount of \$4,269.72.

**\*\*MOTION K. Kelley/T. Parker to rescind the moving allowance cost that was not used by the Correctional Administrator. Unanimous.**

**\*\*MOTION: T. Parker to pay out of reserves but then in 2 weeks get numbers back. Died for lack of second.**  
There was discussion about funding it from equipment line in Sheriff's budget.

**\*\*MOTION: T. Parker/K. Kelley to fund the vest at \$4,269.72 vest from the Sheriff's Uniform budget line. Unanimous.**

e) K. Hunt reported on a discussion with the Auditor on 08/06/2025 for the 2022, 2023, and 2024 audits. The auditor recommends a "qualifying audit" for the years 2022 and 2023. The auditor wrote a description of the qualifying audit, which was emailed to K. Kelley. The 2021 audit is completed but hasn't been received because of minor management concerns, the lowest of any audit issues. K. Kelley asked that 2021 be received and put on the County's website.

**\*\*MOTION: K. Kelley/T. Parker to sign the management letter for the 2021 audit. Unanimous.**

**\*\*MOTION: K. Kelley/T. Parker for a copy of the 2021 completed audit to be put on the County website. Unanimous.**

It was noted that there were at least five (5) people handling the accounting during 2022-2023 and it would take copious money and time to address this. K. Kelley requested an executive session to briefly discuss an idea.

**\*\*MOTION: K. Kelley/T. Parker to go into executive session at 10:43 a.m. for discussion of non-public information as permitted by MRS Title 15405(6)(F). Unanimous.**

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

**\*\*MOTION: K. Kelley/T. Parker to table the qualifying opinions for fiscal years 2022 and 2023 for a period of six weeks while the Commissioners review the information they received. Unanimous.**

3) Engagement Letter for 2025 Audit: The auditor is requesting a 50% retainer upon signing the letter of engagement. If it is not immediately paid, the County will be wait-listed. This retainer was not budgeted in the current budget.

**\*\*MOTION: K. Kelley/T. Parker to table a decision on the 2025 Audit to the October 2, 2025 court session.**

## **6.2 Human Resources Report** - Presented by H.R. Director Tracy Benton

a) There were no pay step Increases to be noted by Commissioners.

b) Request for motion to approve and sign updated Office Associate Job Description.

**\*\*MOTION: K. Kelley/T. Parker to approve Office Associate Revised 08/07/2025 job description. Unanimous.**

c) Approve Communications Shift Supervisor Job Description.

**\*\*MOTION: K. Kelley/T. Parker to approve the Communications Shift Supervisor Job Description with minor edits. Unanimous.**

## **6.3 EMA Report** - Presented by EMA Director Dale Rowley.

a) Homeland Security Grant: The State is making changes related to the grant that the County EMA would like to apply for, which would violate the conditions of the grant. Nobody knows if the Governor will pass legislation prohibiting counties from working with I.C.E. or other detainers. This could impact the ability to apply for the grant. This is information-only at this point so the Commissioners can give thought to what would happen if the Governor made Maine a Sanctuary State.

## **6.4 Information Technology Report**- Presented by IT Director J-sun Bailer.

a) There is a 36-month contract moving from GWI to Consolidated for Internet Service Provider (I.S.P.)

**\*\*MOTION: K. Kelley/T. Parker to approve the contract with Consolidated for internet service. Unanimous.**

b) There is a budget for laptops and desktops that are due to be replaced. The lowest quote is \$24,915.15 to replace 3 laptops and 16 desktop computers. Originally the goal was to keep it at \$17,252.00 but that wasn't possible.

**\*\*MOTION: K. Kelley/T. Parker to approve the quote of \$24,915.15 for 3 laptops and 16 desktop computers. Unanimous.** The Commissioners will discuss further which reserve this will be funded from.

c) County Website Quotes: Quotes were received from:

1. The company "Revise" submitted a quote of \$16,000.00 the first year and \$5,300.00 every year thereafter, which includes data conversion.
2. CIVIC Plus quoted \$10,995 just for FOIA/FOAA capabilities with a 5% increase each year, and unlimited users and unlimited agencies. The County could offer it to the towns if they wanted to use it at no charge. He recommended setting it up for himself first to see if it works, then offer to towns, as separate agencies. The only shared part is a public portal.

#### 6.5 County Clerk Report:

a) B. Arseneau submitted the minutes from March 19, 2025, February 1, 2024, and August 6, 2025 for approval.

**\*\*MOTION: K. Kelley/T. Parker to approve the minutes from March 19, 2025, August 6, 2025, and February 1, 2024. Unanimous.**

b) Budget Committee Ballots Results:

**District 1:** 4 votes for Northport Select Board Member Breanna Pinkham-Bebb (Winner) and 1 vote for Waldo Select Board Member Tom Wagner.

**District 2:** 2 votes for Prospect Select Board Member Brandy Bridges (Winner)

**District 3:** 7 votes for Freedom Select Board Member Laura Greeley (Winner)

**\*\*MOTION: K. Kelley/T. Parker to accept the winning Budget Committee Members as presented. Unanimous.**

c) Amended Employment Agreement with H.R. Director Tracy Benton dated 7/24/2015:

**\*\*MOTION: K. Kelley/T. Parker to approve the Amended Employment Agreement with H.R. Director Tracy Benton as presented. Unanimous.** The Commissioners signed the agreement.

d) Confidential & Privileged Attorney/Client Document:

**\*\*MOTION: K. Kelley/T. Parker to sign a Confidential and Privileged Document. Unanimous.**

e) Maine County Commissioners Association has signed with Public Surplus for Counties to use for selling county items throughout the nation.

**\*\*Motion: K. Kelley/T. Parker to sign Waldo County with Public Surplus. Unanimous.**

**\*\*K. Kelley/T. Parker to go into Executive Session at 12:02 p.m. for discussion of duties and employment as permitted by MRS Title 1§405(6)(A). Unanimous.**

The Commissioners resumed public session at 12:30 p.m.

**\*\*MOTION: T. Parker/K. Kelley to have Human Resources Director establish and fill a temporary employment agreement. Unanimous.**

K9 Vest Additional Discussion: Chief Deputy Matthew Curtis asked to discuss vote made earlier in the court session to use funds from the Sheriff's Uniforms budget line to purchase a protective vest for the Sheriff's Office K9. The Sheriff's Office had thought about applying for a grant to obtain the vest, but the Commissioners had suggested there might be funding elsewhere. There were no funds in the Uniform/clothing line for this purchase, so he requested using the budget funds in the Capital Outlay line.

**\*\*MOTION: T. Parker/K. Kelley to edit the original motion and vote and to take the K9 vest expenditure out of the Capital Outlay line of the Sheriff's budget.**

**\*\*Adjourned at 12:39 p.m.**

Respectfully submitted by Barbara L. Arseneau Waldo County Clerk  
Barbara L. Arseneau