

WALDO COUNTY COMMISSIONERS COURT SESSION

JULY 24, 2025

10:00 a.m.

PRESENT: Commissioners Betty Johnson (Chairman), Kevin Kelley, and Timothy Parker. Office Association Liza Clark took minutes.

1. Call to Order: Commissioner Johnson called the court session to order at 10:03 a.m.

2. REVIEW/REVISE AGENDA

Zoom policy will be implemented. Commissioner Johnson explained the new policy for remote participation for meetings (see attachment A for copy of Remote Policy).

****Motion: Commissioner Parker motion and he read the remote participation policy. Commissioner Kelley second.**

Motion Pass

Meeting adjourn at 10:06 AM

Call or Order: Commissioner Johnson called the court session to order at 10:10 am

3. CONSENT AGENDA

a) Finance Report

b) Minutes: June 5, 2025, June 18, 2025, July 3, 2025, July 10, 2025 (a.m.), July 10, 2025 (p.m.), July 10, 2025 (Budget Caucus), July 17, 2025.

****Motion: Commissioner Parker Motion/Kelley second. Motion passed.**

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

4. CHAIR'S REPORT: Presented by Commissioner Betty Johnson

a) Policies and procedures update. Commissioner Johnson explained the meetings the commissioners and department heads have been in. The Commissioners have been having regular workshops giving them time to research, work on policies, evaluations, and job descriptions that are later brought to meetings for discussion and implementation. Nothing is voted on until the scheduled Commissioners meetings.

b) Commissioner Johnson discussed the pros and cons of fiscal and calendar years for the county budget. 2-3 workshops took place to discuss the best implementation by looking at what a fiscal year calendar would entail, looked at the county budget, self-funded health plan, contracts were reviewed, and discussion with the Finance Director took place. Commissioner Johnson asked for **motion** to go into a fiscal year instead of a calendar year. Discussion: the budget process has started, and the commissioners are unsure how to make the money to pay bills and keep up with rising costs year to year. Commissioner Johnson explained this was a better alternative than borrowing money at a high interest rate.

****Motion: Commissioner Parker/Commissioner Kelley second to have the County of Waldo go into a fiscal year budget effective 2026. Unanimous.**

c) Commissioner Johnson explained the Liaison program. Each commissioner is assigned to different departments across the county so department heads can discuss and go through details and questions with a commissioner before decisions can be made/voted on.

d) Commissioner Kelley is seeking a **motion** for the Opioid Ad Hoc committee proposal – *he read from the motion to establish an Ad Hoc Opioid Committee for Waldo County handout* (see attachment B). Discussion. Commissioner Parker recognizes the importance of betterment of addiction. Similar to mental health, long term benefits we will be showing we are spearheading the issues Commissioner Johnson commented that this will cover all Waldo county towns and the Ad-Hoc committee will be a working committee covering all communities. She believes it will get better, but the problem will always be there including the lasting effects on families. She envisions that talking groups can be set up for family members who have been affected.

Commissioner Parker closed with this transition becoming a primary focus for the future.

****Motion: Commissioner Johnson/Commissioner Parker second to establish an Ad Hoc Opioid Committee for Waldo County. Unanimous.**

5. PUBLIC COMMENT

Waldo County Commissioners Court Session Minutes

July 24, 2025

Page 1 of 4

Dr. Tim Hughes came forward and handed out his words to the Waldo County Commissioners and introduced himself, Eric Buch, and Jay Davis. He gave a brief background of everyone.
Dr. Tim Hughes read the handout provided (see attachment C).

Commissioner Kelley thanked Dr Hughes and asked what he thought were some gaps in Waldo County. Dr Hughes said housing, employment, re-entry, residents leaving the jail and recovery centers with nothing and no support. Commissioner Kelley said there is a 10-year expenditure plan, and how to spend this money effectively in the county. There were concerns on how it is spent and would like to look into a data analysis to see the results of how the funds are spent and the outcomes of those expenditures to gauge success.
Dr Hughes said MOSS would be ideal to partner with for data analysis.

Jay Davis spoke. Jay read from his notes and was asked to speak up twice by Commissioners because he was very soft spoken and hard to hear. Mr. Davis asked where \$138,000 of past grant money was spent. Commissioner Johnson answered that \$5,000 was requested for AIME and HIIT for conferences in 2018 and 2022.

November 3rd "What Does Freedom Mean to You?" conference.

\$2,000 given to NCC.

Some money was used in re-entry, and people are not doing as well as they could be at time of release.

Commissioner Johnson said the money went toward things that needed to be paid.

Commissioner Kelley introduced two people who are here from Cross Insurance to discuss health insurance during an executive session.

6. DEPARTMENT REPORTS

6.1 Finance Report - Presented by Finance Director Kari Hunt.

a) MCRCC Jail Warrant 7/24/2025

****Motion: Commissioner Parker/ Johnson second to authorize payment of the July 24, 2025, MCRCC accounts payable in the amount of \$228,639.18 and the July 17, 2025, payroll in the amount of \$55,775.18 for a total of \$284,414.36. Motion passes with 2. Commissioner Kelley abstained from vote due to signing the checks.**

b) County Warrant 7/24/2025

****Motion: Commissioner Parker/Johnson second to authorize payment of the July 24, 2025, County accounts payable in the amount of \$260,394.87 and the July 17, 2025, payroll in the amount of \$189,051.35 for a total of \$449,446.22. Motion passes with 2. Commissioner Kelley abstained from vote.**

6.2 HUMAN RESOURCES REPORT – Presented by H.R. Director Tracy Benton

a) Pay Step Increases to be noted by Commissioners:

- Aaron Santana pay increase on August 8, 2025, to \$33.61/hour for his 2-year step increase. Deputy Santana is also eligible for his 2-year vacation step of 96 hours annually.
- Megan Duval pay increase on July 15, 2025, to \$27.63/hour for 12 years of service.
- Elena Donovan pay increase on July 21, 2025, to \$26.80/hour for completing 6-month probation.

So noted – Commissioner Kelley made note that these are all on time.

b) Motion was requested for the approval of the 2025 Part-time Pay Scales for Non-exempt/Non-union employees was presented to commissioners.

****Motion: Commissioner Kelley/ Parker second to approve Patrol Deputy with FTO Certification to \$24.54/hour. Unanimous.**

****Motion: Commissioner Kelley/ Parker second to approve Civil Deputy to \$24.54/hour. Unanimous.**

****Motion: Commissioner Kelley/ Parker second to approve IT Technician to \$26.78/hour. Unanimous.**

****Motion: Commissioner Kelley/ Parker second to approve Garden Manager to \$26.78/hour. Unanimous.**

****Motion: Commissioner Kelley/ Parker second to approve Victim Witness Advocate to \$23.71/hour. Unanimous.**

****Motion: Commissioner Kelley/ Parker second to approve Dispatchers with Certification to \$22.09/hour. Unanimous.**

****Motion: Commissioner Kelley/ Parker second to approve Temporary Paralegal to \$20.68/hour. Unanimous.**

****Motion: Commissioner Kelley/ Parker second to approve Legal Secretary to \$19.79/hour. Unanimous.**

****Motion: Commissioner Kelley/ Parker second to approve Patrol Deputy – Uncertified (FTO) to \$19.72/hour. Unanimous.**

****Motion: Commissioner Kelley/ Parker second to approve Deeds Clerk to \$22.91/hour. Unanimous.**

****Motion: Commissioner Kelley/ Parker second to approve Deeds Clerk, EMA Planner to \$19.34/hour. Unanimous.**

****Motion: Commissioner Kelley/ Parker second to approve Any other positions to \$17.26 /hour. Unanimous.**

****Motion: Commissioner Kelley/ Parker second to approve EMA Youth Intern to \$15.00/hour. Unanimous.**

Motion was requested for the approval of the 2025 Part-time Corrections for Reentry Center/Jail was presented to commissioners.

****Motion: Commissioner Kelley/ Parker second to approve Certified Corrections Officer to \$23.47/hour. Unanimous.**

****Motion: Commissioner Kelley/ Parker second to approve Uncertified Corrections Officer to \$20.12/hour. Unanimous.**

Each job was listed and voted on individually.

c) Request for motion to approve and sign Office Associate Job Description

****Motion: Commissioner Kelley/ Parker second to approve Office Associate Rev. 07/17/2025 job description. Unanimous.**

6.3 COUNTY CLERK REPORT - Presented by Office Associate Liza Clark in the absence of the County Clerk.

1) Amended employment agreement for Human Resources Director.

Commissioner Johnson explained the HR agreement was for an original number of hours that needed to be increased to accommodate the needs of the HR dept. Commissioner Johnson is the liaison of the HR dept and she agreed the number of hours needed to be increased.

****Motion: Commissioner Parker/ Kelley second to approve the Amended Employment Agreement for HR Director, Tracy Benton, revised 7/17/2025. Unanimous.**

2) Request for motion regarding signing the one-time MOU. Commissioner Kelley read aloud the one-time MOU between the County of Waldo and the NCEU regarding Overtime Compensatory Time.

Discussion. Commissioner Johnson asked for more clarification. Commissioner Kelley explained this was a medical leave incident and a comp time case for the accepted medical condition.

Commissioner Parker asked if there would be another MOU if this was to occur again. Commissioner Kelley said a new MOU would have to be wrote, this was a one-time case.

****Motion: Commissioner Kelley/ Parker second to approve the Memorandum of Understanding between the County of Waldo and NCEU dated July 14, 2025 regarding one-time use of comp time. Unanimous.**

3) Midcoast Villager subscription request.

Commissioner Parker abstained from vote.

****Motion: Commissioner Kelley/ Johnson second to approve the 1-year subscription to Midcoast Villager. Passed with 2 votes.**

Commissioner Kelley explained that all contracts go to commissioners for approval and signature.

4) MSA Summer Retreat will be held August 27 and 28th in Old Orchard Beach. Liza asked if the Commissioners will be attending. Commissioner Kelley will be attending. Commissioners Johnson and Parker will not be attending.

5) Commissioner Johnson talked about the MCCA Conference being held Sept. 18-21, 2025. Commissioner Johnson said she will not be attending this year. Commissioner Parker will not be attending. Commissioner Kelley will attend.

7. EXECUTIVE SESSION - for discussion of duties as permitted by MRSA Title 1§405 (6)(A).

****Motion: Commissioner Parker/Kelley second to go into executive session at 11:07 a.m. for consideration of employment as permitted by MRSA Title 1§405(6)(A).**

The Commissioners resumed public session at 11:12 a.m. No vote.

8. EXECUTIVE SESSION - for discussion of non-public information as permitted by MRSA Title 1§401 (6)(F).

****Motion: Commissioner Parker/Kelley second to go into executive session at 11:13 a.m. for non-public information as permitted by MRSA Title 1§405(6)(A).**

The Commissioners resumed public session at 12:03 p.m.

****Motion: Commissioner Parker / Kelley second to commit to a letter of authorization for Cross Insurance to gain access to Aetna for employee insurance. Pass unanimous**

9. EXECUTIVE SESSION - for discussion of personnel matter as permitted by MRSA Title 1§401 (6)(A).

****Motion: Commissioner Kelley/Parker second to go into executive session at 12:07 p.m. for consideration of employment as permitted by MRSA Title 1§401(6)(A).**

The Commissioners resumed public session at 12:09 p.m. Unanimous.

10. EXECUTIVE SESSION - for discussion of personnel matter as permitted by MRSA Title 1§401 (6)(A).

****Motion: Commissioner Parker/Kelley second to go into executive session at 12:10 p.m. for consideration of personnel matter as permitted by MRSA Title 1§401(6)(A).**

****Commissioner Kelley motion to accept resignation / Parker second. No votes to accept.**

****Commissioner Parker motion to post job description / Kelley second.**

Kari Hunt said the job description will need to be revisited before posting it. No vote.

The Commissioners resumed public session at 12:14 p.m. Unanimous.

****Motion to adjourn – 12:15 p.m.**

Respectfully submitted by Liza D Clark, Waldo County Office Associate

COUNTY OF WALDO
Remote Participation Policy
Adopted Pursuant to Title 1 MRSA § 403-B

Purpose

It is the policy of the County of Waldo to allow elected members of the Board of County Commissioners, Budget Committee, County Department Heads, County employees, and the general public to attend all public meetings as defined by Title 1 § 403-B M.R.S.A. by remote means including but not limited to telephonic and video conferencing capabilities.

Conditions and Requirements

Members of the public body (elected officials) are expected to be physically present for public proceedings except when being physically present is not practicable. Circumstances in which physical presence for one or more members is not practicable shall include:

1. The existence of an emergency or urgent issue that requires the public body to meet by remote methods;
2. Illness, other physical condition or temporary absence from the jurisdiction of the body that causes a member of the body to face significant difficulties traveling to and attending in person at the location in the notice provided by Title 1 § 406 M.R.S.A.;
3. The area of the public body's jurisdiction includes geographic characteristics that impede or slow travel;
4. Members of the public will be provided the ability to attend by remote methods and the County will provide conference call and/or video connection web links to any member of the public that wishes to attend by remote methods;
5. Remote participation/input generally will only be allowed by the County Commissioners, County Department Heads, and County Clerk (or when absent, the County Clerk's designee. If public input is allowed at any meeting where remote participation is allowed, the County will provide notice of public input being allowed and an effective means of communication between the members of the body and the public. It is the responsibility of the public to possess their own technological means to tie in to remote proceedings either telephonically or by video conferencing;
6. All notices of proceedings will be advertised by notification to local media and posted on the County of Waldo's website. The notice will include the means by which members of the public may access the proceeding using remote methods. The notice will also identify where the members will be meeting in person and this location will be available for members of the public to attend in person as well unless the body limits public attendance at a proceeding solely to remote methods if there is an emergency or urgent situation that requires the body to meet only by remote methods (§403-B Section E.);

7. A member of the body who participates in a public proceeding by remote methods is present for purposes of a quorum and voting;
8. All votes taken during a public proceeding using remote methods must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by other members of the public body and the public; and
9. All documents and other materials considered by the public body will be made available electronically or otherwise to the public who attend by remote methods to the same extent customarily available to members of the public who attend the proceedings in person.
10. Unless otherwise directed by the County Commissioners, the County will not record via means of tele-video conferencing public meetings and/or County Commissioners' Court Sessions.

Effective Date

The policy is effective on the date it is adopted following the public meeting held at __:__ a.m. on _____, 2025 at the Waldo County Commissioners Courtroom at 39B Spring Street in Belfast. It may be amended by the Board of County Commissioners following the provisions on Title 1 § 403-B M.R.S.A.

Board of Waldo County Commissioners on _____, 2025 at Belfast, Maine:

Betty I. Johnson, Commissioner

Date Adopted

Kevin J. Kelley, Commissioner

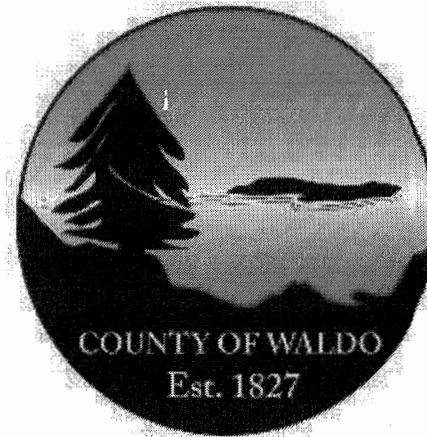
Date Adopted

Timothy A. Parker, Commissioner

Date Adopted

Attest:

Liza Clark, Office Associate



Motion to Establish an Ad Hoc Opioid Committee for Waldo County

This motion proposes the formation of an **Ad Hoc Opioid Committee** for Waldo County to support efforts related to the education, treatment, and prevention of opioid addiction within the community.

- The committee shall be composed of **7 to 9 members**, all of whom must be actively engaged in the **education, therapy, and/or treatment of opioid addiction**.
- Members will be **appointed and approved** by the **Waldo County Commissioners**.
- Committee members will be classified as:
 - **Active Voting Members**, or

The committee will:

- **Meet monthly**, with each meeting's minutes to be recorded, approved by the committee, and submitted to the Waldo County Commissioners.
- Ensure minutes are **published and made publicly accessible** on the official Waldo County website.
- Be responsible for drafting and submitting to the Commissioners:
 - **Recommendations** regarding the use of opioid settlement funds.
 - A **proposed budget** outlining suggested expenditures.

The **Waldo County Commissioners will retain final legal authority** over all expenditures of opioid settlement funds on behalf of the public in Waldo County.

Words delivered to the Waldo County Commissioners on 24 July 2025 by Tim Hughes, Jay Davis, and Eric Buch, all citizens of Belfast.

Thank you for the opportunity to speak before you today in this public meeting.

We would like to enlist the support of the Waldo County Commissioners to organize a public discourse to identify priority community needs around substance use, and to explore ways the Commissioners can support those needs in disbursing the Waldo County Opioid Settlement Funds (OSFs), ideally with involvement of the Maine Opioid Settlement Support (MOSS) Center.

Our substance use problem is severe. In the 2025 Waldo County Community Health Needs Assessment Report, substance use ranked 2nd of the top 5 social concerns; 65% of stakeholders said substance use negatively impacted them, a loved one, or their community. The Maine Drug Data Dashboard reveals that Waldo County suffered 10 overdose deaths in 2023, 18 overdose deaths in 2024 and, in the first five months of 2025, 9 overdose deaths. If this rate continues, that will lead to 21 or 22 deaths in 2025, the highest number on record. And these deaths are the tip of the iceberg as far as harm caused. The pain, the anguish, the lost loved ones, lost hopes, lost dreams, paths not followed, potentials not achieved by our community and citizens is manyfold higher.

We are aware that Maine has so far received \$236.35 million in OSFs. Of that, Waldo County has received \$440,097.81 (<https://www.maine.gov/ag/opioids/settlement-payments.html>).

We are also aware of \$2.5 million in Maine funds used to set up the Maine Opioid Settlement Support Center whose sole purpose is to work with Maine communities, without charge, to identify needs, organize and share community data, facilitate collaboration, and foster best practices.

We are also aware of a bill signed into law this year, mandating annual reporting to the State Attorney General's Office beginning January 15, 2026, on the receipt and use of these funds. The MOSS Center is happy to assist with this reporting, again, for free.

We are also aware of a number of nonprofit organizations who could well use these funds. These organizations include but are not limited to: Restorative Justice Project Maine, Volunteers of America, Project Connect, Seaport Community Health Center Medication-Assisted Treatment Program, and the Maine Recovery Network.

We therefore request of the Commissioners to provide an ongoing, equitable and public process for distributing these funds, ideally by contacting the Maine Opioid Settlement Support Center.