

**WALDO COUNTY COMMISSIONERS COURT SESSION
JULY 3, 2025**

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 10:02 a.m.

2. REVIEW/REVISE AGENDA

Brief discussion about shifting a few things on the agenda so that people who were present could be seen early.

****Motion: K. Kelley/T. Parker to edit the agenda. Unanimous.**

3. CONSENT AGENDA

a) Finance Report

b) Minutes: June 5, 2025 and June 18, 2025 tabled for corrections.

****Motion: T. Parker/K. Kelley to approve the consent agenda. Unanimous.**

EXECUTIVE SESSION (requested by Commissioner Kelley)

****Motion: K. Kelley/T. Parker to go into executive session at 10:04 a.m. for discussion of duties as permitted by MRSA Title 1§405(6)(A).**

The Commissioners resumed public session at 10:20 a.m.

4. Questions for Auditor Regarding Completed 2021 Audit: Present: C.P.A. Kevin Edwards, R.H.R. of Smith & Company

K. Kelley asked the following questions:

1. In the 2021 audit, were there any material issues for the audit configured Dec. 31, 2021? Per K. Edwards, none.

2. Were there any significant issues in the financial audit of Dec. 31, 2021? Per K. Edwards, none.

3. Were there any findings on the fiscal audit of Dec. 31, 2021? Per K. Edwards, none.

4. Were there any management concerns for Dec. 31, 2021 Audit? Yes, banks recs should be reviewed by another party.

5. PUBLIC COMMENT

None.

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

a) The Commissioners have not held workshops during the month of June due to the current work overload for all.

b) The Commissioners and Finance staff were commended for the terrific team work and for taking care of business. Some of the Commissioners are coming into the office briefly to help out, and it is so enjoyable to see everyone working together toward the same goal.

c) The Commissioners hired Tracy N. Benton as the new Human Resources Director effective June 16, 2025, part-time while she is still living out of state. T. Benton has started taking on some of the H.R. functions including payroll, onboarding, and personnel questions/issues. The County staff will continue to work with and assist her.

d) B. Johnson serves on the Board for the Coastal County Workforce, which has a regional office in Belfast. The Workforce applied for a grant recently and has been awarded \$2 million dollars. Businesses are closing and it's becoming harder to maintain and find work. The Workforce helps train people to find and keep jobs and this grant will help.

7. DEPARTMENT REPORTS

7.1 Finance Report: Presented by Finance Director Kari Hunt.

a) MCRCC Jail Warrant 7/3/2025

****Motion: T. Parker/K. Kelley to authorize payment of the July 3, 2025 MCRCC accounts payable in the amount of \$44,488.20 and the July 1, 2025 payroll in the amount of \$55,652.70 for a total of \$100,140.90. Unanimous.**

b) County Warrant 7/3/2025

****Motion: T. Parker/K. Kelley to authorize payment of the July 3, 2025 County accounts payable in the amount of \$127,489.96 and the July 1, 2025 payroll in the amount of \$199,684.08 for a total of \$327,174.04. Unanimous.**

c) Credit Card for Correctional Administrator

The former Correctional Administrator had a County credit card and turned in when he resigned. K. Hunt requested authorization to issue a credit card to new Correctional Administrator Matthew Magnusson.

****Motion T. Parker/K. Kelley to issue a credit card to the new Correctional Administrator. K. Kelley edited for the credit limit.** K.H. said it is \$2,000.00. Discussion: T. Parker asked why this had to come before them and was told that that the Commissioners must authorize credit cards. **Unanimous.**

d) ACH for Fleet Management. WEX has a short turnaround for payment, and interest is charged. The only way other than paying a check is ACH payment.

****Motion: K. Kelley/T. Parker to move the question.** Discussion about the goal being to avoid any further interest charged because these payments don't always align with the warrants. It is based on calendar days, so timing will often be an issue. **Unanimous.**

e) Brief discussion on payroll. H.R. Director Tracy Benton took the lead on the most recent payroll. It was a challenging payroll, and T. Benton contacted department heads with questions, etc.

7.2 EMA REPORT: Presented by EMA Director Dale Rowley, who introduced EMA Volunteer Paul Biddle.

a) HF Antenna Approval: There may be small poles going up on the Garden/EMA site – mostly 4' but a few 12' may be needed. This is mostly a national security matter. This will help with signal interference issues.

b) Training Contractor: D. Rowley had hired a firm to do some classes related to shooters and since it is hard for volunteers to attend long classes, he recommends several shorter classes. The State agreed the funds could be used for hiring someone as a contract employee to do this, so he recommend Paul Biddle because he has all the training and skills.

****Motion: T. Parker/K. Kelley to move forward with hiring a person to do instructing of these classes. Unanimous.**

c) Award presented: D. Rowley presented an Emergency Management Service Award from the Maine Association of Local Emergency Managers to Volunteer Paul Biddle for his excellent work. P. Biddle volunteered many hours of training instruction to better prepare the first responders and the public for disasters.

d) Waldo County Employees Emergency Duties List. D. Rowley submitted a County employee list in alphabetical order, by department, and Emergency Management Operating Committee roles, with brief discussion on exercises and schedules. During a real emergency, at least two Commissioners must be available to approve if proceeding requires that approval. When asked what happens if he can't reach any commissioners, D. Rowley said he consults with the County Clerk for advice and assistance. The accounting for disaster recovery must first be approved by at least two commissioners. Money from the Federal Government is for Mass Care and Active Shooter. The SRO office asked D. Rowley to do Incident Command Training and other trainings.

Intern P. Biddle said they trained in First Aid and EMS for an Active Shooter. Two days after that training, what had been taught was used twice to save peoples' lives. K. Kelley requested that the next time there is a class for First Aid and CPR, it be sent to all departments. P. Biddle said that it has been noted that the public is always present and it is imperative to train more civilians.

7.3 INFORMATION TECHNOLOGY REPORT – IT Director J-sun Bailey and Facilities Manager Christopher Bryant were present. J. Bailey reported the following:

a) Wiring/camera project at Probate/Commissioners Court: Review of the scope of work that was discussed with Ray Monreal. RING cameras used to be installed but have not working well. He discussed hardwiring cameras with the Probate Register. One would be on the main door, and the other entrance down the hallway, one on the corner near the Commissioners' Office to look at both hallways, and one near the Deeds Entrance. The quote was initially about \$10,000.00 and then simplified to \$8,500.00. There was brief discussion of the courtrooms and what access is legal. The Commissioners asked that a camera be placed in the office where the check-in counter is. The Commissioners instructed staff not to unlock the back door on Commissioner's Court days because the public should use the Spring Street side door. Cameras can be set up to record when there is motion but it is only video, not audio. The Facilities Manager will

assist Ray Monreal with some of the work. J. Bailey said Seacoast Security used to be at the Sheriff's Office and J. Bailey found it cheaper to host their own Server. T. Parker recommended a sign that says, "Video Surveillance in Use."

****Motion: K. Kelley/T. Parker to approve the camera installation with Ray Monreal, and that the back doors are to remain locked at all times. Unanimous.**

b) Contract for Maritime Energy for Fixed Price: C. Bryant reached out to Maritime Energy and that day found out that the fuel price was .10 cents cheaper than the previous year. B. Johnson said that she had concerns with emails being sent to the Commissioners for authorization outside of a public meeting, and signatures should be the Commissioners' in the future for legal purposes. C. Bryant stated that he felt he was doing his job as a Facilities Manager to reach out to the Commissioner and also to secure the best price, as this has been the practice for many years.

****Motion: T. Parker/K. Kelley to approve the placeholder of Christopher Bryant signing because of the cost savings.**

Discussion: T. Parker said he agreed with and understands what Commissioner Johnson is saying, but also appreciated the reason for signing was for cost savings. B. Johnson said that it was good it was locked in and the Commissioners think that is great. She recommended that C. Bryant speak with Maritime Energy and ask if there could be right of first refusal and to try to lock in a price but that the Commissioners must approve and sign. They are also considering liability concerns. C. Bryant reported that the total cost savings will be \$2,500.00 or more for the year. **Unanimous.**

The Commissioners requested that a generator be installed at the Probate/Commissioners Courthouse.

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

a) Unsigned 2025 Pay Scales were reviewed and signed by the Commissioners.

b) The updated Sheriff's Office Administrative Staff Pay Scale for 2025 was signed.

c) Pay Step Increases as follows:

- Sergeant Nick Oettinger will complete 15 years of employment on July 14, 2025 with an increase to the fully burdened rate of \$45.29 per hour, and a total of 200 hours of vacation annually. So noted.
- Dispatcher Holdon Doyon will complete six months of TAC duties on July 12, 2025 and paid the first stipend of \$150.00 in the first July pay period. So noted.
- Dispatcher Devin Fairbrother will complete 2 years of employment on July 25, 2025 with a pay increase from \$25.45 per hour to \$26.25. He is eligible for the third payment of his hiring bonus in the amount of \$5,000.00 in the next payroll. So noted.
- Deputy Trevor McCray completed 2 years of employment on June 26, 2025 with an increase to the fully burdened rate of pay of \$33.26 per hour, and an increase to 96 hours of vacation annually. So noted.
- Communications Director Michael Larrivee will reach the 16-year step as Director on July 12, 2025 with a pay increase from \$37.21 per hour to \$38.70 per hour. So noted.
- Probate Administrative Assistant Elena Donovan will move from the 8-year pay step of \$26.33 per hour to the 12-year pay step of \$26.80 on July 21, 2025, completion of six months, as agreed when she transferred from the Registry of Deeds to the Registry of Probate on January 21, 2025. So noted.

7.5 COUNTY CLERK REPORT

1) Miscellaneous Correspondence: The Maine County Commissioners Association's annual convention and Maine Sheriff's Association breakfast meeting invitations were briefly discussed, with attendance to be decided later.

2) Discuss March 13, 2025 corrected minutes: Two votes were inadvertently omitted and are now included.

****Motion: K. Kelley/T. Parker to approve the corrections to the March 13, 2025 minutes, dated June 30, 2025.**

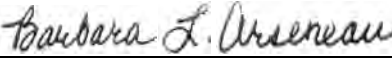
Unanimous.

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

****Motion: T. Parker/K. Kelley to go into executive session at 11:37 a.m. for discussion of duties as permitted by MRSA Title 1§405 (6)(A). Unanimous.**

The Commissioners resumed public session at 12:07 p.m. No action was taken.

9. **Motion: K. Kelley/B. Johnson to adjourn at 12:07 p.m. Unanimous.

Respectfully submitted by  Waldo County Clerk
Barbara L. Arseneau