

**WALDO COUNTY COMMISSIONERS COURT SESSION
SPECIAL SESSION
MARCH 27, 2025**

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

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

AGENDA CHANGES

Some date-sensitive correspondence needed to be discussed in public session.

CORRESPONDENCE

B. Arseneau presented the Human Resources Report dated March 13, 2025 that had not been reported by the former H.R. Director during that court session.

Motions Required:

1. Accept the separation of employment for Communications Dispatcher Ter Quappe effective February 26, 2025. Date of hire was September 24, 2025.

****Motion: K. Kelley/T. Parker to accept the separation of employment for Communications Dispatcher Teri Quappe effective February 26, 2025. Date of hire was September 24, 2025. Unanimous.**

2. Accept the resignation of Patrol Deputy Jacob Grinnell effective March 7, 2025. Date of hire was September 19, 2025.

****Motion: K. Kelley/T. Parker to accept the resignation of Patrol Deputy Jacob Grinnell effective March 7, 2025. Date of hire was September 19, 2025. Unanimous.**

3. To approve the conditional offer of employment for Ryan Dobbins as uncertified Communications Specialist/Dispatcher effective March 19, 2025 at \$22.54 per hour.

****Motion: T. Parker/K. Kelley to approve the conditional offer of employment for Ryan Dobbins as uncertified Communications Specialist/Dispatcher effective March 19, 2025 at \$22.54 per hour. Unanimous.**

Pay Step Increases and Other Items to be Noted:

1. Corrections Officer Scott Read is due the 8-year pay step increase effective April 24, 2025 from \$26.67 per hour to \$27.47. So noted.

2. Corrections Officer Matthew Holmes is eligible for the \$10,000.00 sign-on bonus. He has successfully completed new hire field training, so is eligible for the first installment of \$1,000.00 which was paid February 27, 2025. The remaining \$9,000.00 will be issued in installments of \$3,000.00 on his 1-year anniversary of December 8, 2025; \$3,000.00 on his 2nd anniversary, and \$3,000.00 on his 3rd anniversary. So noted.

3. On February 25, 2025, Meritain Health processed payments in the amount of \$38,327.90. So noted.

4. On March 4, 2025, Meritain Health processed payments in the amount of \$25,825.74. So noted.

5. The Meritain Health February monthly billing packet totaled \$162,149.61. So noted.

B. Arseneau reported that the vacant Human Resources position has been posted on Indeed, Maine Municipal Association, Mainc County Commissioners Association, and Society for Human Resource Management websites.

The former H.R. Director left a note regarding performance evaluation forms for non-union staff.

Correspondence:

1. Letter received from Michael Hurley, owner of 41-43 Congress Street, formerly old Jailer's House and barn. He has decided not to redevelop the property on his own and is considering selling it. He has reached out to the Belfast Planning Office as his property is one of the three condominium units and he has asked if it could either be redeveloped as a condo or if the condominium arrangement could be dissolved if mutually agreed by the County and him. He also inquired about the condominium association meetings and if those are necessary as they haven't been done. The Commissioners asked the Clerk to research this question.

EXECUTIVE SESSION

****Motion: to go into executive session at 10:17 a.m. for discussion of non-public information as permitted by MRSA Title 1§405(6)(F). Unanimous.**

The Commissioners resumed public session at 12:20 a.m.

1. Letter of Engagement:

****Motion: K. Kelley/T. Parker to approve and sign the letter of engagement with Rudman Winchell for legal advice. Unanimous.**

2. Mileage for Information Technology Director:

****Motion: K. Kelley/T. Parker to pay mileage for the Information Technology Director for driving his personal vehicle between the County buildings. Unanimous.**

3. Pay for employment separation of former Human Resources Director:

****Motion: K. Kelley/T. Parker to approve wage payment the week of March 24-27, 2025 for former H.R. Director Annette McLaggan. Unanimous.**

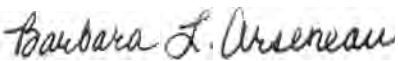
****Motion: K. Kelley/T. Parker to approve payout of up to 50% of accrued sick leave for former H.R. Director Annette McLaggan. Unanimous.**

****Motion: K. Kelley/T. Parker to approve payout of accrued vacation leave for former H.R. Director Annette McLaggan. Unanimous.**

4. The Commissioners signed updated job descriptions for the following positions: Finance Director, County Clerk, and Director of Information Technology.

The next court session will be a regular session on April 3, 2025 starting at 9:00 a.m.

Commissioners adjourned at 12:20 p.m.

Respectfully submitted by  Waldo County Clerk
Barbara L. Arseneau