

STATE OF MAINE
COUNTY OF WALDO
COURT OF COUNTY
COMMISSIONERS



District

- 1 Breanna Pinkham Bebb (207) 323-1226
- 2 Kevin J. Kelley (207) 306-9225
- 3 Timothy A. Parker (207) 306-9232

Barbara L. Arseneau
County Clerk

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Treasurer
Owen R. Smith

WALDO COUNTY COMMISSIONERS COURT SESSION

APRIL 2, 2026

9:00 a.m.

PRESENT: Commissioners' Kevin Kelley (Chair), Timothy Parker and Brianna Pinkham Bebb. Staff present were Human Resource Director Tracy Benton; Finance Director Kari Hunt; County Clerk Barbara Arseneau; Office Associate Danielle Murray. Commissioner K. Kelley stated the Treasurer is excused from this meeting. Also present were members of the public.

1. Welcome / Call to Order: Commissioner Kelley called the meeting to order at 9:00 a.m.

2. Review / Revise Agenda Revise agenda to state March 18th minutes not March 19th.

****Motion: Commissioner T. Parker/B. Pinkham Bebb to revise the agenda**

3. Consent Agenda

- a) Finance Report
- b) Minutes: March 19, 2026
- c) Amend consent agenda to update minutes date to 3/18/26

****MOTION: T. Parker/B. Pinkham Bebb to approve the Consent Agenda. Unanimous.**

4. Public Comment (3:00 Minutes Per Participant)

Eric Buch stated the website is still missing 7 sets of minutes listed. He requested a list of items that were moved from 2026 to 2025 budget, reserve accounts be available to the public, requested the balance for the Sheriff's undesignated funds account, and the projections forward if possible. He expressed surprise that the sheriff had rounded up people to make comments and feels it created a false narrative.

5. Department Reports/Requests

5.1 Finance - Finance Director Kari Hunt.

a) **** Motion: Commissioner B. Pinkham Bebb /T. Parker to approve the 4/2/26 MCRRC (Jail) Warrant in the amount of \$16,096.49 the 3/26/26 Payroll in the amount of \$44,219.16 the 4/1/26 Special Retro Payroll in the amount of \$53,190.84 for a total of \$113,506.49. Unanimous.**

b) **** Motion: Commissioner B. Pinkham Bebb/T. Parker to approve the 4/2/26 County Warrant in the amount of \$44,248.91 the 3/26/26 Payroll in the amount of 182,863.98 the 4/1/26 Special Retro Payroll in the amount of \$60,017.74 for a total of \$287,130.63. Unanimous.**

c) ****Motion: Commissioner T. Parker/B. Pinkham Bebb to approve the 4/2/26 OPIOID Warrant at \$0.00. Unanimous.**

d) **Miscellaneous – Check reconciliation update:** The final reconciliation of 9 checking accounts are in progress. Soft timeline for the reconciliation should be completed by May. The 9 checking accounts are difficult and more time consuming.

Audit update: Leases and Contracts that are over \$5,000.00 and for more than 1 year needed to be obtained from all departments and forwarded to the Auditor (RHR). The Finance Director is waiting on the bank to send the ICS statement retroactive 3 years. Commissioner Kelley spoke with auditor said they were waiting for additional documents from 2023.

With the budget now approved the new data is being entered into NDS. Once completed, a report will be sent to each department head for review. The Commissioners, Human Resources, Facilities, IT, Jail, and Health Benefits departments will see minor changes due to Jail expenses being reallocated to the appropriate cost centers. Commissioner Kelley asked on the status of the retro payroll going back to 1/1/26. Human Resource Director T. Benton stated the retro payroll is completed and released as of today, 4/2/26. Notification has been sent to staff. Commissioner Kelley, stated if there are questions or concerns, please reach out to Human Resources we want to address any issues as expeditiously as possible.

Presented for review is a proposed change to eleven reserve accounts. The changes & consolidations have been submitted to the State Auditor for approval. The State auditor confirmed receipt and approved the changes, and consolidation.

****Motion: Commissioner T. Parker/B. Pinkham Bebb to consolidate 11 checking accounts down to 4 checking accounts. Friendly edit K. Kelley accounts known as Courthouse, Sheriff, Facilities All Other, County Planning, Future County Land/Building, Employment Security, Severance/Assistant, Technology, Future Technology, EMA Disaster Recovery, Emergency Shelter. Unanimous.**

Commissioner T. Parker asked for the names that the 4 accounts are being reduced into. It was discussed that they would be named County Facilities, Severance, County Technology, and County Disaster Response. That they be given a purpose that will be in the next motion. This is for naming the consolidated accounts.

****Motion: Commissioner T. Parker/ B. Pinkham Bebb. 4 accounts to be named County Facilities, Severance, County Technology, County Disaster Response. Unanimous.**

Commissioner T. Parker started a motion about account purposes and then recalled it, after learning it had already been submitted to the State. He decided to make the following motion.

****Motion: Commissioner T. Parker/B. Pinkham Bebb the new 4 accounts will have the same directed purposes. Unanimous.**

There was discussion about the target amounts for these accounts and whether the State had seen them and if they met compliance. Finance Director K. Hunt confirmed the State had seen all of it and that it met State Statute.

The following accounts will be consolidated into one, retaining the same descriptions but labeled as "County Facilities.": Courthouse, Sheriff, Facilities All Other, County planning, and Future County Land/Building, target amount \$450,000.00.

The following accounts will be consolidated into one, retaining the same descriptions but labeled as "Severance.": Employment Security, and Severance/Assistant, target amount \$350,000.00.

The following accounts will be consolidated into one, retaining the same descriptions but labeled as "County Technology.": Technology, and Future Technology, target amount \$500,000.00.

The following accounts will be consolidated into one, retaining the same descriptions but labeled as "County Disaster Response": EMA Disaster Recover, and Emergency Shelter, target amount \$120,000.00.

****Motion: Commissioner T. Parker/B. Pinkham Bebb that the four targeted amounts be assigned to their accounts appropriately. Unanimous.**

Commissioner Pinkham Bebb recommended creating ad-hoc committee for reserve account planning.

Commissioner Parker agreed that 2025-2026 was a great year for new starting point, and reserves shouldn't be used to offset the budget.

The 2026 Tax assessment breakdown: Total Jail expenses: \$3,879,840.00, total County Expenses: \$11,323,773.14, Jail Revenue: \$394,446.50, County Revenue: \$789,466.00, Assessment to Towns: \$14,019,700.64.

Commissioner Kelley open for discussion.

****Motion: Commissioner B. Pinkham Bebb/T. Parker to approve the 2026 Waldo County Tax Allocation & the County Tax comparison for FY 2025-2026.** Discussion: Commissioner Parker feels giving them the breakdown

first would have sped up the budget process. Commissioner Kelley appreciates all the staff and managers that were involved in the process. **Unanimous.**

5.2 Emergency Management Agency Report – Dale Rowley

a) There are 8 schools within Waldo County that this agreement encompasses for approval with Waldo County school safety.

****Motion: T. Parker/B. Pinkham Bebb to approve Waldo County School Safety 2026 Mutual Aid. Unanimous.**

b) EMA Director D. Rowley has updated the agreement for all 16 counties to support each other. It has been in place since the 60's. D. Rowley gave examples of how this has worked in the past.

****Motion: T. Parker/B. Pinkham Bebb to approve 2026 Maine County Emergency Management Mutual Aid Agreement between 16 Counties. Unanimous.**

c) The county has two agreements with Maritime Energy. A local gas station that provides emergency fuel if the County loses power for an extended period. Gasoline and diesel would be reserved for our use cruisers, fire trucks, and emergency services. The county has installed a transfer switch at the station as part of this agreement but had not had to utilize the agreement yet. The switch is manual and was tested initially, though it has not been tested annually. Commissioner Kelley asked about pricing. EMA Director D. Rowley stated that they provide fuel at the government rate. Propane Fuel Support Agreement #1 ensures supply and resupply; they will come in and top off tanks as needed. They typically respond within a few hours.

****Motion: B. Pinkham Bebb/T. Parker to approve 2-year Fuel Support Agreement with Maritime Energy friendly edit T. Parker with annual testing. Unanimous.**

****Motion: T. Parker/B. Pinkham Bebb to approve 2-year Propane Fuel Support Agreement with Maritime Energy. Unanimous.**

5.3 County Clerk Report – Barbara Arseneau

a) Correspondence – County Clerk B. Arseneau received a call Monday from Men's Health Network asking if we would put together a proclamation for men's health month. The Commissioners did not comment.

b) Registry of Deeds Contract Agreement for Pitney Bowes: It is billed quarterly for 60 months.

****Motion: T. Parker/B. Pinkham Bebb to accept contract agreement for Pitney Bowes for 60 months. Unanimous.**

c) The next Commissioners Court session on 4/16/26 will include the Spirit of America Ceremony.

5.4 Commissioners Old Business

a) Austin Winder of 5 & Dime Studios proposed creating a video to commemorate Waldo County's 200th anniversary in 2027. Commissioner Pinkham Bebb contacted Luke Dyer, Town Manager (as a reference) in Van Buren, who reported a positive experience and interest in promoting the town. The project had a \$22,000 budget, including a \$7,500 Maine Tourism grant, and filming took place over three weeks from late fall into early winter. The only concern was that the firm is out of state, and it was suggested to consider bidding the project to a Maine-based firm. Commissioner Kelley recommended it should be kept as an agenda item. The Waldo Bicentennial is next year. Some ideas were recognizing Commissioner Betty Johnson's video "What Does Your County Do?". Commissioner Parker emphasized representing the County's diverse population and prefers having local individuals tell its story rather than an outside entity.

Commissioner Pinkham Bebb added that the effort should extend beyond those in the room and suggested forming an ad hoc committee. The County Clerk volunteered as the chair of the Bicentennial committee.

****Motion: T. Parker/B. Pinkham Bebb to create a Bicentennial ad hoc committee for Waldo County. Unanimous.**

****Motion: B. Pinkham Bebb/T. Parker to have County Clerk B. Arseneau chair the Bicentennial Anniversary ad hoc committee. Unanimous.**

Commissioners briefly discussed how to setup an advisory committee for this project.

b) 2026 Budget Comments- Commissioner Pinkham Bebb stated that the budget is complete and expressed

relief that it is finished. Commissioner Parker, in respect of Commissioner Kelley, read a quote by Theodore Roosevelt.

Commissioner Kelley thanked staff for their efforts in presenting the numbers in many different formats. He noted that transparency is on the table.

Commissioner Pinkham Bebb thanked staff and department heads for their work during the budget meetings.

5.5 Commissioners New Business

a) Contracts – Ratify

Inmate Boarding Contract Approved in December by the Somerset County Commissioners:

Commissioner Pinkham Bebb said she had been reviewing the length of the inmate boarding contract, noting that it was not fully 5 years but 4.5 years as it ended in the fiscal year. Briefly mentioned was the escalator clause for treatment of opioid addiction at 5% for supply cost and 5% increase for boarding every year.

****Motion: T. Parker/B. Pinkham Bebb to approve long term contract (4.5 years) with Somerset County for Inmate Boarding. Unanimous.**

b) 2026 Budget Comments

Commissioner Kelley gave a special note to IT Director J. Bailey, who is always working behind the scenes. We appreciate the hard work, late-night hours and dedication.

Commissioner Pinkham Bebb raised concerns about health insurance and asked what the plan is moving forward to ensure the County is on a path to move away from being self-insured. Commissioner Kelley stated that they are reviewing this with the current broker and have a meeting scheduled next week to discuss suggestions and ideas for the future. He emphasized that the County must transition from self-funded to a commercial product. He also noted that he has spoken with all four unions, and the issue has been clearly communicated—the County cannot afford the current plan design.

Commissioner Pinkham Bebb asked how the group feels about hiring a county administrator. Commissioner Kelley said he would consider it but is not committed. Commissioner Parker noted that there is both a need and a want; while they were elected to do the job, he does not have the time. He added that the discussion involves pay, benefits, hours, and the overall way operations are handled, and that it is an interesting conversation. He is not leaning either way currently. Commissioner Pinkham Bebb suggested planning a workshop, stating that there is a need and believes the County could be run more effectively. Commissioner Kelley responded that the County is having trouble funding reserves and is trying to strategize for the future, with a county administrator being part of that discussion. He emphasized the need to be financially responsible, noting that the undesignated fund balance is 1.5 million and that there are ongoing challenges funding Severance and IT.

Commissioner Kelley discussed the 18-month budget and noted that if the budget committee supports it, the plan would not be implemented in one year but instead through a possible two; four-year transition and review period. He also stated that CivicPlus, Edmunds, and two tower contracts were not funded, but they were prepaid. As of April 7, the County is live with CivicPlus, and the new accounting software go-live is this year. Commissioner Pinkham Bebb emphasized the importance of transparency, particularly ensuring that meeting minutes are posted to the website in a timely manner. Commissioner Parker noted the progress made over the past year, stating that the County has made significant strides. He added that the wheels of government turn slowly and that they attempted to accomplish a great deal in the first year.

c) Miscellaneous — Commissioner Parker would like to recognize the Friends of Lake Winnecook (Unity Pond) for their efforts to help clean up algae in the lake.

5.6 Human Resources – Human Resource Director Tracy Benton

a) Pay step Increases and promotion.

Anthony Holzhauser 1 year step increase, Classification II, with \$.50/hr educational stipend effective 3/31/26 \$34.99. So noted.

Matthew Sanderson 1 year step increase, Non-Certified, Classification I, with \$.25/hr military stipend effective 4/3/26 \$33.10. So noted.

The open administrative position of Criminal Analyst was filled by Matthew Varney effective 4/12/26 at \$27.86 per hour.

****MOTION: T. Parker/B. Pinkham Bebb to approve the promotion of Matt Varney to the Criminal Analyst position for the county effective 4/12/26. Unanimous.**

b) Job descriptions for Facilities Director, Facilities Custodian, Facilities Technician, Prosecutorial Assistant/Investigator, Corrections Transport Supervisor, and Corrections Officer were tabled to 4/16/26.

c) Executive Session for discussion of a personnel matter per MRS Title 1§405(6)(A).

****MOTION: K. Kelley /T. Parker to go into Executive Session at 10:37 a.m. for discussion of a personnel matter as allowed by MRS Title 1§405(A)(1). Unanimous.**

Commissioners reconvened the public session at 11:04 a.m.

****Motion: K. Kelley/T. Parker to ratify NECU union contract dated 1/1/26 through 12/31/28 negotiations. Passed by two; Commissioner Pinkham Bebb was not yet Commissioner.**

d) Miscellaneous –The 2025 Workers Comp audit has been received and invoiced in the amount of \$3,551.00. In the past it has been approximately \$20,000.00. This audit was not presented in the budget process: only the Worker Comp fees. Commissioner Parker asked how this had been paid in previous years. Finance Director K. Hunt advised it was coming from the Workers Comp line; this is the first year that actuals were used. K. Hunt this is only covering quarterly not the annual audit.

Commissioner Kelley, we need to maintain a separate list of items that need to be budgeted for the 2027 budget. Human Resources Director Tracy Benton we tried to add it to the Workers' Comp line.

e) Human Resource Director T. Benton has signed up for conference in May believes it will be useful to the county, in updating the County Handbook.

f) Wellness program Human Resource Director T. Benton wants to make it healthy for the employees and recommended creating a cookbook. Commissioner Kelley agreed that nutrition is key to longevity.

****Motion: K. Kelley/T. Parker to go into executive session at 11:08 a.m. for a personnel matter MRS Title 1§405(6)(A)**

Reconvened from the executive session at 11:14 a.m.

****Motion: K. Kelley/T. Parker to approve an unpaid leave of absence. Unanimous.**

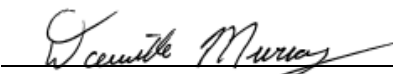
****Motion K. Kelley/T. Parker to go into executive session for a legal issue under MRS 405(d) at 11:15 a.m.**

Reconvened from Executive Session at 11:21 a.m.

****Motion B. Pinkham Bebb/T. Parker to approve the contract with RHR Smith & Company for bank reconciliation. Unanimous.**

****Motion T. Parker/B. Pinkham Bebb for RHR Smith & Company to be paid out of County Savings. Unanimous. Friendly edit by T. Parker to be earmarked for tracking of unbudgeted items for the next budget cycle. Unanimous.**

6. ****Motion: K. Kelley/T. Parker to adjourn at 11:22 a.m. Unanimous.**

Respectfully submitted by  Danielle Murray, Waldo County Office Associate