

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 16, 2026, at 9:00 a.m.

(Minutes are summarized. For a complete recording, please visit <https://waldocountyme.gov>)

1. Welcome / Call to Order: Commissioner Kevin Kelley called the meeting to order at 9:03 a.m.

2. PRESENT: Commissioners Kevin Kelley (Chair), Timothy Parker, Breanna Pinkham Bebb. Staff present were Human Resources Director Tracy Benton, Finance Director Kari Hunt, County Clerk Barbara Arseneau, and Office Associate Danielle Murray; Commissioner K. Kelley stated that Treasurer Owen Smith is excused.

3. Review / Revise Agenda

Commissioner Kelley requested adding two edits:

Add the Opioid Press Release from 3/20/26 under the consent agenda.

Add the Opioid Minutes from 3/16/26 under the consent agenda.

Add under Commissioners' new business, Commissioner's responsibilities, Coastal County Workforce, Winterport Cupboard.

****Motion: T. Parker/B. Pinkham Bebb to approve and accept the Opioid Press Release and Opioid Minutes. Unanimous.**

4. Consent Agenda

a) Approval of Minutes: March 5, 2026

b) Finance Report

c) Opioid Press release from 3/20/26

d) Opioid Minutes from 3/16/26

****Motion: T. Parker/B. Pinkham Bebb to approve the consent agenda. Unanimous.**

5. Public Comment (3 Minutes Per Participant)

No public comment

6. Department Reports/Requests -

6.1 Finance – Finance Director Kari Hunt

a) Opioid Report:

Opioid Settlement Funds:

Beginning Balance 02/28/2026: \$503,982.23

Approved Expenses: \$0.00

Deposits: \$0.00

Interest Earned 03/31/2026: \$1,204.68

Ending Balance 03/31/2026: \$505,186.91

YTD Opioid Funds Received: \$620,718.03

LTD Interest Earned: \$30,841.03

LTD Expenses: \$147,372.15

Finance Director K. Hunt received notice that an Opioid payment will be made to the County sometime in April in the amount of \$6,238.65.

b) Audit & Bank Reconciliation:

As of April 13, the auditor, RHR Smith, is finalizing their review of jail cash. Numerous items in 2023 were classified as Miscellaneous Revenue. The auditor is now able to easily see the Self-Funded Health Care account since it's on its own. In addition, the auditor had a few priority audits that had to be completed, delaying the County audit. In reference to the check reconciliation, all requested documentation has been submitted except for one report. A ticket has been submitted to Northern Data Systems to resolve this. The outstanding report is not expected to delay the audit process.

Commissioner Kelley asked if there is any indication on when the audit will be done. Finance Director K. Hunt stated the auditor is in the final stages of completion. The auditor is also now working on bank reconciliations for 2024.

c) TAN:

Beginning Balance: \$5,500,000.00

Borrowed: \$615,268.33

Unused Balance: \$4,884,731.67

Finance Director K. Hunt stated she started borrowing from the TAN at the end of March last year. The County prepaid housing for the jail in the amount of \$375,000.00, CivicPlus at \$51,000.00, Edmunds at \$29,000.00, and tower contracts totaling between \$13,000.00-\$15,000.00 for a combined total of \$477,000.00 at 5.22%.

d) Self-Funded Health Account:

The Health Fund currently has a balance of \$871.70. Finance Director K. Hunt is monitoring the account daily and transferring TAN funds as needed to maintain sufficient cash flow. However, she is being cautious with TAN usage, as the budget for TAN interest was reduced and she wants to make sure to keep the interest within budget. She is requesting a motion authorizing her to transfer the monthly employer and employee premiums to the Health Fund upon completion of the monthly invoice. This will help maintain a more stable balance in the fund and help reduce the TAN use. The cost of the monthly premiums is approximately \$167,370.00 this number may fluctuate due to covered lives. Commissioner Pinkham Bebb asked if this has been done in the past. Finance Director K. Hunt stated no, not to this level; in the past there was another layer of monitoring but the monitoring has fallen to Finance Director K. Hunt and Human Resources Director T. Benton. Last year the Commissioners told the Finance Director to keep it at a certain dollar figure. Because the TAN interest was reduced to \$100,000.00, the Finance Director needs to be cautious and only wants to put in funds when needed. Commissioner Parker asked where the funds would be moved from. Finance Director K. Hunt stated the funds are generated through the general fund for Jail and County. Commissioner Parker asked the status of the County's TAN utilization. Finance Director K. Hunt stated that \$615,000.00 has been used at 5.5%. Commissioner Parker asked if receiving funds starts in October, and K. Hunt confirmed yes.

****Motion: K. Kelley/T. Parker to authorize Finance Director Kari Hunt to transfer the monthly Employer and Employee premiums to the Health Fund upon completion of the monthly invoice not to exceed 3% which is \$5,221.10, for this Fiscal Calendar Year 2026 only. Unanimous.**

e) Unbudgeted Expenses: Maine Municipal Association - Annual Workers Compensation Audit - \$3,551.00; RHR Smith & Company CY 2024 Check Rec \$150-\$133 per hr - \$20,000.00; Cross Insurance - Malpractice Insurance - \$300.00, for a total of \$23,851.00.

f) Reserve Reconciliation Update:

Nine reserve accounts remain a work in progress. Finance Director K. Hunt is focused to prioritize reconciliation of reserve accounts required for the consolidation process. Finance Director K. Hunt requested motions to consolidate the following reserve accounts:

****Motion: B. Pinkham Bebb/T. Parker to close the Capital Reserve – Courthouse account in the amount of \$9,130.90 and transfer the balance to the County Facilities Reserve. Unanimous.**

****Motion: B. Pinkham Bebb/T. Parker to close the Capital Reserve – Sheriff account, along with the corresponding Insured Cash Sweep (ICS) account, in the amount of \$170,474.85 and transfer the balance to the County Facilities Reserve.**

Discussion: T. Parker asked if ICS is a second account. Finance Director K. Hunt stated ICS is attached to the Sheriff's account to protect the funds. **Unanimous.**

****Motion: T. Parker/B. Pinkham Bebb to close the Active Reserve – County Planning account in the amount of \$11,191.41 and transfer the balance to the County Facilities Reserve.** Discussion: T. Parker asked what that account is for. K. Kelly passed the Proposed Consolidation Sheet with descriptions to T. Parker. Description is, "To provide ongoing and long-range expenses dealing with planning issues." **Unanimous.**

****Motion: B. Pinkham Bebb/T. Parker to close the Active Reserve – Future County Land/Building account in the amount of \$26,387.82 and transfer the balance to the County Facilities Reserve. Unanimous.**

The Facilities All Other Reserve, along with its corresponding ICS account, will remain open with a current balance of \$101,943.47. This account, which was renamed last week, will be renamed "County Facilities Reserve" as approved on April 2, 2026. The total balance for the County Facilities Reserve following these transfers will be \$319,128.45. Commissioner Parker corrected that the motion was 2 weeks ago. Noted.

****Motion: T. Parker/B. Pinkham Bebb to close the Capital Reserve – Emergency Shelter account, along with its corresponding ICS account, in the amount of \$32,878.05 and transfer the balance to the County Disaster Response Reserve.**

The Active Reserve – EMA/Disaster Recovery account, along with its corresponding ICS account, will remain open with a current balance of \$84,094.71. The new total for the County Disaster Response Reserve will be \$116,972.76 as of today 4/16/26.

g) 2026 Final Budget:

The Final Budget has been submitted and requested to be placed on the website. Copies have been presented to the Commissioners. County Clerk Barbara Arseneau will be reporting it to the State of Maine as required by Statute.

h) Edmunds:

Finance Director K. Hunt had her monthly meeting with Edmunds regarding the accounting software conversion. In July or August, they will begin mapping of the software and data conversation. The County's go live date with Edmunds is 12/1/26. In November there will be training for one to two weeks, and the Finance Director will be unavailable while focusing on the new software. Finance Director K. Hunt has requested that Edmunds explore reporting options that incorporate both integrated and non-integrated data related to the jail, so that meaningful comparisons can be made. Edmunds is currently reviewing this request and is hopeful that additional information will be available at their next meeting.

****Motion: T. Parker/B. Pinkham Bebb to provide a detailed list of all the reserve accounts that are being closed, along with the details of where the funds were transferred.** Discussion: T. Parker that this is to get ahead of the ball. **Unanimous.**

i) Office Associate:

Finance Director K. Hunt had the Office Associate track the tasks completed for Finance, County Clerk, and Human Resources Director over the course of a month. The Finance Director found this very helpful and has requested that the Office Associate continue this practice.

j) Warrant Addition:

Finance Director K. Hunt requested a motion for \$10,000.00 to settle an invoice for contracted services for IT. This invoice was expected but went into a spam email folder.

****Motion: B. Pinkham Bebb/K. Kelley** Discussion: T. Parker asked what work was done. IT director J. Bailey stated it was for migrating software to Microsoft. Using this contractor was a savings of \$25,000.00. **Passed; 2 in favor and 1 abstention (K. Kelley).**

Commissioner Pinkham Bebb complimented Finance Director K. Hunt on the finance report, stating it was "the most informative finance report," and thanked her for both the report and for providing advance notice of the time that needs to be protected for the transition to Edwards Software.

k) Warrants:

****Motion: B. Pinkham Bebb/T. Parker to approve the 3/5/26 MCRRC (Jail) Warrant in the amount of \$147,315.23 and the 4/9/26 payroll in the amount of \$51,454.86 for a total of \$198,770.09. Unanimous.**

**** Motion: B. Pinkham Bebb/T. Parker to approve the 3/5/26 County Warrant in the amount of \$343,277.01 and the 4/9/26 payroll in the amount of \$193,493.47 for a total of \$536,770.48. Unanimous.**

****Motion: T. Parker/B. Pinkham Bebb to approve the 3/5/26 OPIOID Warrant at \$0.00. Unanimous.**

Commissioner Kelley recognized Finance Director K. Hunt for receiving certification with the Maine Municipal Tax Collectors & Treasures Association.

6.2 County Clerk Report – Barbara Arseneau

a) Correspondence – The Sheriff's office has received an approval for the transfer of forfeited assets in the case of Maurice Darres vs State of Maine. What may be coming is twofold; one is currency in the amount of \$1,240.00 and the second is a S&W Shield Plus .30 Super Carry Handgun.

****Motion: B. Pinkham Bebb/T. Parker to accept the forfeited assets of \$1,240.00 and the Smith & Wesson Shield Plus .30 Super Carry handgun. Unanimous.**

b) 1 Year Extended Warranty on the copier for Registry of Deeds in the amount of \$654.00.

****Motion: T. Parker/B. Pinkham Bebb to approve the 1 Year Extended Warranty on the copier for Registry of Deeds in the amount of \$654.00. Unanimous.**

c) Overview of 200th Anniversary of Waldo County (Bicentennial).

County Clerk B. Arseneau has drafted a letter to send out to the historical societies in all Waldo County Towns and the one City as a starting point to enlist their ideas. Commissioner Kelley has reached out to University of Maine and Husson University and is exploring several ideas, including having an intern assist with compiling the history of Waldo County and creating content for the website; developing an audiovisual project highlighting the current history of Waldo County, in connection with the work of former Commissioner B. Johnson; reaching out to local school districts to organize an essay or video contest to engage students on the topic, "What County Government Means to Me." Commissioner Kelley has provided two names from his district as potential committee members and encourages the other commissioners to do the same. February 7, 2027, is the date of the Bicentennial.

e) CivicPlus Update: County Clerk B. Arseneau is continuing to learn CivicPlus with Office Associate D. Murray, and they have been working on the website agenda. Commissioner Kelley suggested to IT Director J. Bailey that he could put together some tips and tricks to help ensure the website is utilized as effectively as possible.

f) Office Associate D. Murray has submitted 3/5/26 minutes. Commissioner Kelley noted that even with the help of AI the minutes still need to be reviewed for grammar.

7. Commissioners Old Business

8. Commissioners New Business

8.1 Commissioners' Report

a) The Winslow Community Cupboard, which serves several communities both inside and outside of Waldo County, missed the budget process. It was discussed that the County Clerk B. Arseneau will send an email to them outlining the County's process and including the questionnaire. The Commissioners expressed support for such an organization; however, this should follow the Special Appropriations process.

b) Commissioners Responsibilities

Commissioner Kelley stated that former Commissioner B. Johnson was on the committee for the Coastal Counties Workforce, Inc. They are looking for a commissioner to fill the vacancy on the committee. Commissioner Pinkham Bebb asked several questions regarding which committees Commissioners are required to serve on. She would like to focus on work that address problems in Waldo County and getting the County's own operations in order before committing time in smaller increments elsewhere. She would also like clearer expectations regarding these responsibilities. Commissioner Pinkham Bebb stated that if there were requirements, she would like to know what they are and try to meet them. Commissioner Kelley directed a question to MCCA president Andre Cushing, asking if the Risk Committee or board is required to have a member by the bylaws on those committees. President A. Cushing explained that the Maine County Commissioners Association (MCCA) is a membership organization to which all 16 counties belong. In addition to networking opportunities. Membership in the County Commissioners Association is not statutorily required; however, it is associated with participation in the Risk Pool and broader engagement in county government and encouraged continued participation. He noted that the Finance Committee, on which former Commissioner B. Johnson served, is an appointed position by the Association's President and is not a statutory requirement. The intent of such appointments is to engage members of the Commission. President A. Cushing added that while there are some statutory committee requirements, he could not recall all of them at that time. He also noted that Commissioners may serve on additional committees, such as the Eastern Maine Development Corporation, a multi-county agency, and recommended reviewing the bylaws of those organizations for guidance. A. Cushing stated the MCCA allows for a proxy and operates in a hybrid format. Monthly in-person attendance is generally not required, and meetings are typically held during the daytime. Commissioner Pinkham Bebb stated that, for Waldo County at this time, it is difficult to commit to additional responsibilities while there are existing issues that need to be addressed and opportunities to improve organization and efficiency. She expressed greater interest in taking on additional responsibilities in a year or two, when the County is in a stronger position. Commissioner Kelley followed up regarding committee involvement, noting that Eastern Maine Development Corporation (EMDC) is not statutorily required, and that the District 6 Corrections Collaborative is no longer in existence. Also referenced was the Midcoast Council of Governments. Commissioner Pinkham Bebb noted she has worked with them at the municipal level and found them helpful. It was also noted that the Belfast Creative Coalition is optional. K. Kelley stated he will get involved with Coastal Counties Workforce, INC for this year and will revisit it in December.

****Motion K. Kelley/T. Parker to sit on the committee of Coastal Counties Workforce, Inc. committee if it doesn't conflict with current Commissioners meetings. Unanimous.**

9. Human Resources Report - Tracy Benton Human Resources Director

9.1 HR Report: Pay Step Increases; New Hires, etc.

- a) Pay scales will need to be set up and updated. Tabled until next Commissioner's Court on 5/7/26.
- b) Presented to the Commissioners for review: Commissioners PayScale - No increase; Commissioners Office (County Clerk) - 2.7% COLA increase
- c) No New hires currently.

9.2 Job Descriptions

- a) All job descriptions have been tabled until next Commissioner's Court on 5/7/26. Commissioners have requested the department heads come and describe the job functions.
- b) MainePERS - Part of the union contract that was just signed with NCEU was for them to move on MainePERS from a 2C schedule to a schedule 3C for anyone who was interested. This can go live on June 1st or July 1st. MainePERS will have the wording for a motion on the next court session if the Commissioners are willing to go for June 1st. Human Resource Director T. Benton will not be here during the next commissioners meeting on 5/7/26 as she will be at the Maine Human Resource Conference. MainePERS will craft the wording for the motion. H.R. Director T. Benton will have County Clerk B. Arseneau present this motion in her absence.
- c) Employee Handbook: during the 2nd session in 5/21/26, H. R. Director will present a Gantt Chart (timeline) for review.

9.3 Executive Session: for Personnel Matters as Needed. M.R.S 1§405(6)(A) 10:09 a.m.

****Motion: T. Parker/B. Pinkham Bebb Go into executive session at 10:09 a.m. for Personnel Matter M.R.S 1§405(6)(A). Unanimous.**

****Motion: T. Parker/B. Pinkham Bebb that they not go into executive session at 10:10 a.m. Unanimous.**

a) MCCA President A. Cushing stated that MCCA will be holding a meeting at Athena Health in Waldo County on May 18, 2026. The Risk Pool meeting will begin at 9:00 a.m., followed by the Commissioners Meeting at 10:00 a.m. A convention will also be held at Sunday River from September 22–25, 2026. During recent discussions, President A. Cushing spoke about ongoing challenges related to county jail operations, which make up a significant portion of county budgets due to medical, mental health, and staffing costs. State funding remains level at \$24 million, and advocacy for increased support is ongoing. MCCA is focusing on strengthening collaboration with sheriffs, expanding regional service models such as centralized booking, and reviewing county roles, services, and financial structures.

Commissioner Parker expressed appreciation for the presentation and referenced a prior discussion highlighting alternative approaches. Commissioner Parker raised concerns regarding the expansion of county services and potential conflicts with municipal "home rule," noting that many smaller towns cannot afford independent services such as policing or jails. Commissioner Parker also highlighted constituent concerns about limiting government involvement and the financial impact on smaller or rural communities.

President A. Cushing responded that they are not seeking to mandate services but to offer voluntary, collaborative solutions. President A. Cushing provided examples of successful efforts, including a multi-town fire/EMS district supported by county resources, shared services such as animal control and assessing, and contracted community policing through the Sheriff's Office. President A. Cushing emphasized cost savings through shared resources and reduced administrative burden.

Commissioner Parker noted challenges specific to smaller counties with limited tax bases and fewer large municipalities to offset costs and reiterated the importance of collaboration for services such as policing and EMS, while acknowledging local identity and independence of towns.

President A. Cushing expressed support for regionalization efforts, citing successful examples of multi-town fire/EMS collaboration and ongoing discussions in other communities and noted workforce financial challenges as key drivers for increased cooperation and economies of scale.

Commissioner Parker emphasized the importance of return on investments when considering funding and collaborating, noting that shared services should demonstrate clear financial and operational benefits.

Commissioner Kelley Thanked A. Cushing and acknowledged efforts to strengthen collaboration among county organizations, sheriffs, and municipal associations, noting the importance of a unified voice moving forward.

****Motion: K. Kelley/T. Parker to go into executive session at 10:33 a.m. for Personnel Matters M.R.S 1§405(6)(A). Unanimous.**

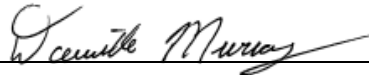
Commissioners reconvened the public court session and recessed at 10:50 a.m.

8. Spirit of America Foundation Tribute Ceremony

Commissioner K. Kelley reconvened from recess at 11:00 a.m. for the Spirit of America Foundation Tribute Ceremony.

a) Commissioner Kelley stated that if there is anyone that should be recognized in their communities, to speak with County Clerk Barbara Arseneau so that their names can be obtained, as there will be another round of Spirit of America Awards that is forth coming.

6. Motion: Chair K. Kelley adjourned session at 11:25 a.m. Unanimous.

Respectfully submitted by  Danielle Murray, Waldo County Office Associate