

**WALDO COUNTY COMMISSIONERS COURT SESSION
JUNE 18, 2025**

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

1. Call to Order: Commissioner Johnson called the court session to order at 10:05 a.m.

2. REVIEW/REVISE AGENDA

****Motion: K. Kelley/T. Parker to change the agenda and add the Information Technology Director to report on CivicPlus directly after public comment, to add an executive session for an employee evaluation MRSA Title 1§405(6)(A), and to remove the Tax Abatement Appeal hearing from the agenda because the plaintiff called to withdraw. Unanimous.**

3. CONSENT AGENDA –

- a) Finance Report
- b) Minutes: May 29, 2025 session

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

4. PUBLIC COMMENT

None.

5. DEPARTMENT REPORTS

5.1 I.T. Report: IT Director J-sun Bailey presented.

a) CivicPlus Quotes, including Next Request – Discussion of FOAA requests received by the County departments and other requests for information and how to track these, including those received by the Commissioners and forwarded to the County Clerk. The Sheriff's Office receives the most FOAA requests and this software can compile and track requests and responses to keep things easy so the same information could be used and sent and would be consistent, etc. It is Cloud-based and can tie in with notices, agendas, minutes, etc. Cumberland County uses it. The company also broke it out into separate quotes. Other software 3rd parties were briefly discussed.

Web Site: The current Waldo County web site needs to be overhauled. Department of Justice requirements must be taken into consideration and complied with by a certain timeline.

Further discussion and decision tabled to the August 21, 2025 Commissioners' Court Session for FOAA.

b) J. Bailey requested an executive session for a personnel matter as permitted by MRSA Title 1§405(6)(A).

****Motion: K. Kelley/T. Parker to go into executive session at 10:23 a.m. for a personnel matter as permitted by MRSA Title 1§405(6)(A). Unanimous.**

The Commissioners came out of executive session at 10:26 a.m. No action was taken.

5.2 Finance: Finance Director Kari Hunt presented.

K. Hunt provided a credit card expenditure sheet for K. Kelley to review briefly.

a) MCRCC (Jail) Warrant 6/18/2025

****Motion: T. Parker/K. Kelley to pay the Accounts payable warrant in the amount of \$238,077.89 and the June 18, 2025 Payroll in the amount of \$41,929.62 for a grand total of \$280,007.51. Unanimous.**

b) County Warrant 6/18/2025

****Motion: T. Parker/K. Kelley to pay the County Accounts payable warrant in the amount of \$73,310.42 and the June 18, 2025 payroll in the amount of \$172,845.84 for a grand total of \$246,156.26 Unanimous.**

c) Edgewater Background Check Contract for County Commissioners Office – The Commissioners reviewed and signed.

d) Executive Session: K. Hunt requested an executive session for a personnel matter.

****Motion: T. Parker/K. Kelley to go into executive session at 10:43 a.m. for a personnel matter as permitted by MRSA Title 1§405(6)(A). Unanimous.**

The Commissioners resumed public session at 10:56 a.m.

****Motion K. Kelley, T. Parker to pay the retroactive wages due an employee in the amount of \$523.26 from CCA funds and the balance of the \$17,495.72 to be paid from the Severance Reserve, after speaking with the attorney and obtaining a legal opinion, with payment made preferably over a period of 3 payrolls. Unanimous.**

****Motion: K. Kelley/T. Parker to go into executive session at 10:57 a.m. for discussion of a personnel matter as permitted by MRSA Title 1§405(6)(A). Unanimous.**

The Commissioners resumed public session at 11:09 a.m.

****Motion: K. Kelley/T. Parker to pay bonuses in the total of \$2,250.00 from the Human Resources budget line 1021-3005. Unanimous.**

****Motion: T. Parker/K. Kelley to go into executive session 11:10 a.m. to discuss a personnel matter as permitted by MRSA Title 1§405(6)(A). Unanimous.**

The Commissioners resumed public session at 11:23 a.m.

****Motion: K. Kelley/T. Parker to increase the part-time Office Associate's base rate of pay to \$23.03 effective June 15, 2025 and the Office Associate's job description to change to include ongoing training on payroll processing and to be backup for payroll. Unanimous.**

The Commissioners expressed appreciation for the hard work that Office Associate Liza Clark has been doing and noted that her six (6) months probationary period and evaluation were completed.

5.3 H.R. Report: County Clerk Barbara Arseneau presented.

a) Elijah J. Stone has been selected to fill the Full-Time Patrol Deputy position in the Waldo County Sheriff's Office effective June 23, 2025 at the fully burdened rate of \$28.49 per hour.

****Motion: T. Parker/K. Kelley to hire Elijah J. Stone as Full-time Patrol Deputy effective June 23, 2025 at the fully burdened rate of \$28.49 per hour. Unanimous.**

b) Commissioners' Monthly Mileage Reports: B. Arseneau requested that the Commissioners please submit their mileage at the end of each month by calling or emailing it in for either the Office Associate or County Clerk to fill out the sheet or submitting it on the Excel sheet electronically. The Commissioners asked that the Excel sheets be emailed to each of them and they would do it themselves. They will be paid on whatever warrant they are submitted in time for.

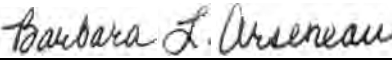
c) 2025 MCCA Convention: The annual convention of the Maine County Commissioners Association convention will be held in Sagadahoc County at the Sebasco Harbor Resort in Phippsburg September 18 – 20, 2025. B. Arseneau submitted details and registration documents to the Commissioners and asked them to decide who would attend. The Commissioners' mileage, training, meals, and lodging budget lines current balances were briefly reviewed.

d) EMA will meet with the Commissioners during the July 3, 2025 court session because there was a scheduling conflict.

6. 11:00 a.m. Tax Abatement Appeal Hearing: Pet. 386 Peace Ridge Sanctuary vs Town of Freedom:

Cancelled on June 17, 2025 because the plaintiff's representative telephoned to withdraw the application for appeal because the Town of Freedom contacted them and agreed to grant the appeal for the amount requested.

7. **Motion: T. Parker/K. Kelley to adjourn at 11:43 a.m. Unanimous.

Respectfully submitted by  Waldo County Clerk
Barbara L. Arseneau