

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

39-B Spring Street
Belfast, ME 04915

Phone (207) 338-3282
Fax (207) 338-6788
E-mail: countyclerk@waldocountyme.gov

Treasurer
Owen R. Smith

WALDO COUNTY COMMISSIONERS COURT SESSION

MAY 7, 2026

9:00 a.m.

PRESENT: Commissioners Kevin Kelley (Chair), Timothy Parker and Breanna Pinkham Bebb. Staff present were Treasurer Owen Smith, Human Resource Director Tracy Benton, Finance Director Kari Hunt, Sheriff Jason Trundy, Chief Deputy Matthew Curtis, County Garden Manager Dale Cross, and County Clerk Barbara Arseneau. Others present: Dr. Tim Hughes, and Vina Lindley from the University of Maine Cooperative Extension.

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

2. **Rollcall / Attendance**

Commissioners Parker, Pinkham Bebb, and Kelley were all present.

3. **Review / Revise Agenda** Revise agenda to add an executive session for a legal matter, an executive session at the beginning of the Finance Department Report, and a Facilities Report.

****Motion: B. Pinkham Bebb/T. Parker to approve the revisions to the agenda. Passed unanimously.**

4. **Review / Revise / Approval of Consent Agenda**

- a) Finance Report
- b) Minutes: April 2, 2026 and April 16, 2026
- c) Amend consent agenda to update minutes

****Motion: K. Kelley/T. Parker to approve the Consent Agenda. Unanimous.**

5. **Public Comment – (3 Minutes Per Participant) (No one asked to speak.)**

6. **Department Reports/Requests**

6.1 Finance – reported by Finance Director Kari Hunt

- a) Executive session for a non-public matter – MRS Title 1§405(6)(F)

****Motion: K. Kelley/T. Parker to go into executive session at 9:03 a.m. for a non-public matter pursuant to MRS Title 1§405(6)(F) and (A). Passed unanimously.**

Commissioners reconvened public session at 9:21 a.m.

****Motion: T. Parker/B. Pinkham Bebb to pre-approve payment for the Probate Court from the doctor's office. Passed unanimously.**

- b) Miscellaneous: K. Hunt requested authorization to pay an upcoming invoice related to the "CLOSE" grant, a reimbursement by the State for payments made to Volunteers of America (VOA). The grant has been extended to 5/15/2026, and the invoice is not known yet and could be roughly \$10,000.00 to \$15,000.00.

****Motion: T. Parker moved to pay up to \$10,000.00 for this invoice. K. Kelley seconded with the friendly edit to set the amount at \$15,000.00.** Discussion: There was brief discussion about how this situation may have developed. Sheriff Jason Trundy, also now present, explained that the grant was extended because there were unexpended funds and VOA requested a short extension to allow the invoices to be gathered and submitted. The Commissioners thanked the Sheriff for the information. B. Bebb recommended holding a short special session in the future to vote on the invoice. K. Kelley called for the vote by roll call.

Roll call vote: T. Parker in favor, K. Kelley and B. Pinkham Bebb both opposed. Motion failed.

The Commissioners will call a special session to vote on this once the invoice amount is known.

Audit Update: The auditor submitted work to their financial statement preparers on May 5, 2026. K. Kelley reported that on May 4, 2026, after discussion with the auditor, the tentative completion dates have been moved, the 2024 check reconciliations are being done, and the 2023 audit should be done in the next two weeks.

Tax Anticipation Note Update: \$1,388,663.69 has been borrowed, 25.25% has been used, and the unused balance is \$4,111,336.31.

Checks received: Three checks have been received from the Maine County Commissioners Association Risk Pool for a previous incident. K. Hunt asked if the Commissioners would continue with the practice of putting such funds in the Vehicle Replacement Reserve.

****Motion: K. Kelley/B. Pinkham Bebb to deposit those three checks into the Vehicle Replacement Reserve account. K. Kelley and B. Pinkham Bebb in favor; T. Parker abstained. Passed by two.**

2027 Budget Timeline: K. Hunt and County Clerk B. Arseneau briefly reviewed with the Commissioners an internal timeline for the 2027 Budget process to stay on track. The Commissioners were asked for input on proposed dates and times. B. Pinkham Bebb said evenings usually work well for her, and T. Parker said he is available Monday afternoon through Thursdays, and evenings those same days. The Commissioners will review and discuss further on May 21, 2026. B. Pinkham Bebb requested that the budget binders be provided to the Budget Committee well in advance of the first budget meeting. K. Hunt stated that, due to budget constraints, current Budget Committee members serving in 2027 will be asked to reuse their 2026 binders.

Updated Finance Director Job Description: The Commissioners will review before the next meeting and tabled further discussion until May 21, 2026.

c) MCRCC (Jail) Warrant 05/07/2026

**** Motion: B. Pinkham Bebb/T. Parker to approve the 5/7/26 MCRCC (Jail) Warrant in the amount of \$12,110.65 and the 5/7/26 Payroll of \$56,726.87 for a total of \$68,837.52. Pass unanimously.**

d) County Warrant 05/07/2026

**** Motion: B. Pinkham Bebb/T. Parker to approve the 5/7/26 County Warrant in the amount of \$120,698.96 and the 5/7/26 Payroll of \$265,065.49 for a total of \$385,764.45.** Discussion: T. Parker asked if this warrant included invoices from the Belfast Police Department for attending Budget and Commissioners meetings in recent months. K. Hunt stated that these had already been paid in previous warrants. **Passed unanimously.**

e) OPIOID Warrant 05/07/2026

****Motion: B. Pinkham Bebb/T. Parker to approve the 5/7/26 OPIOID Warrant at \$0.00. Passed unanimously.** The starting balance for the OPIOID Settlement funds was \$505,186.91, interest earned was \$1,168.03, and the ending balance as of 4/30/2026 was \$506,354.94. YTD OPIOID funds received was \$620,718.03, and in May the County received an OPIOID Settlement fund payment in the amount of \$10,297.61 from Walgreens.

6.2 Facilities Report – reported by Facilities Manager Christopher Bryant

a) Courthouse Roof Quote: This is an updated quote. Half of the courthouse roof was repaired several years ago. The new quote is \$12,5952.92, which he felt was excellent, and includes removal, insulation, and a new underlayer. There was brief discussion regarding shingling methods. When asked if the \$16,000.00 in the Facilities budget was for this roof, C. Bryant stated that amount was for the Jail. The courthouse roof was not budgeted for and is considered a capital improvement that will be paid by Facilities, All Other or another capital improvement reserve. T. Parker suggested that after the roof is repaired, to eventually go with a “standing seam” roof, which would hopefully last for 50 years. C. Bryant reported an extended warranty for 50 years for materials plus 10 years for craftsmanship for \$250.00, which he recommended. T. Parker said there still needs to be an engineered plan for future roofing but recommended approving this current quote.

****Motion: T. Parker/K. Kelley to approve the quote.** Discussion: C. Bryant said the Finance Director just informed that there is \$318,462.40 in the Facilities Reserve Account. **T. Parker made the friendly edit that this**

courthouse roof repair be reported to the Budget Committee since this was not a budgeted item. Passed unanimously. The Commissioners signed the quote.

C. Bryant provided an update on camera orders and installations in the Probate Courthouse and reported that a locksmith is fixing one of the doors that wouldn't lock. T. Parker requested that a quote be obtained to fix the windows in the Probate Judge's chamber. C. Bryant said he will obtain a quote for the windows in the Probate Office, as well. He and the technician have been preparing for summer outdoor projects, including a leak at the Aborn Tower site with flooring that needs to be replaced and has been purchased with budgeted funds. C. Bryant reported he had also received quotes for materials for the exit stairs at the Cooperative Extension Office and he and the Facilities Technician will perform the work themselves.

b) Updated Facilities Manager, Facilities Technician, and Custodian job descriptions: Copies were provided to the Commissioners. C. Bryant and H.R. Director Tracy Benton had prepared and reviewed the Facilities Manager position. B. Pinkham Bebb expressed that she appreciated discussing it with C. Bryant in person, as she felt it was best for the Commissioners to review them with the department heads. She noted that the reason she had recommended tabling the Finance Director's job description this morning was because she knew the Director had a training scheduled after her report. C. Bryant reviewed changes made including adding and/or removing properties or removing properties that were no longer owned by the County. The Commissioners added the following edits to the Facilities Manager's description: "Occasionally on call" needs to be changed to "Always on Call". Facilities Technician and Manager descriptions are also missing "ability to interpret SDS's".

****Motion: B. Pinkham Bebb/T. Parker to approve the Facilities Manager Job Description as revised on 4/1/2026 with the Commissioners' edits to include always being on call, interpreting SDS's, and capitalizing Federal and State and on the word "all" on the back page. Passed unanimously.**

****Motion: B. Pinkham Bebb/K. Kelley to approve the Facilities Technician Job Description as revised on 4/1/2026, including capitalization of State, and interpreting SDS. Passed unanimously.**

****B. Pinkham Bebb/K. Kelley to approve the Facilities Custodian Job Description as revised on 4/1/2026 with the edit to address proper capitalizations. Passed unanimously.**

6.3 Information Technology Report – reported by Information Technology Director J-sun Bailey

a) J. Bailey presented the quote to move from Blue Mantis to Carahsoft for Microsoft products. It will save \$11,000.00 per year. The County has already prepaid monthly for January through April but will start paying annually as of May, so this line will be over budget, but not the IT budget overall due to savings elsewhere in the budget. He requested that the Commissioners vote to approve the quote.

****Motion: B. Pinkham Bebb/K. Kelley to move forward with the Carahsoft project as requested. Passed unanimously.**

b) Miscellaneous - none

6.4 County Clerk Report – reported by County Clerk Barbara Arseneau

a) Correspondence: Letters have been sent to all historical societies B. Arseneau could find listed, notifying them of the 2027 Waldo County bicentennial and inviting them to participate in the planning process. B. Pinkham Bebb asked if Bayside Historical Society received a letter and B. Arseneau said she had not found them listed but will obtain the contact information and reach out to them.

b) Miscellaneous: She reminded the Commissioners that the Maine County Commissioners Association is holding its monthly Board and Risk Pool Board meeting at Athena Health in Belfast. The Maine Association of County Clerks, Administrators, and Managers will also be holding their quarterly meeting, so she is planning to attend. K. Kelley noted that security is tight at that location and that attendees must send names ahead of time.

Spirit of America Awardees: Reminder to the Commissioners that they must submit names to the County Clerk

within two weeks, or May 21, 2026, in order to prepare certificates and notify winners of the date and time of the next ceremony.

6.5 Commissioners Old Business

a) Miscellaneous – Commissioner Kelley reported he is now a board member of Coastal Counties Workforce and there are two vacant union seats that they would like filled, so he is working on that.

6.6 Commissioners New Business

a) Miscellaneous: Commissioner Pinkham Bebb reported that she attended a community visioning session meeting at the Captain Albert Stevens School regarding the Waldo County Technical Center, which is in poor condition. This was the second of three meetings for the public and the third will be at Searsport High School. The public discussion is whether to renovate and expand the current building or construct a new facility to support expanding programs such as aquaculture and CDL training. The Center has also applied for a grant tied to Maine's "9 through 16" career technical education model, created during the Paul LePage administration. The model would combine grades 9–12, career technical education, and a University of Maine presence on one regional campus. To move forward, two local high schools would need to participate, potentially resulting in consolidation of schools within the Technical Center's catchment area, which includes Belfast Area High School, Searsport District High School, Mount View High School, and Ecology Learning Center. She encouraged all to attend one of the public meetings for more information. The goal is to provide programs that will help young people stay in Maine if they choose.

T. Parker had requested, but it wasn't added to the agenda, that the Commissioners recognize that this is Correctional Professionals Week and Teacher's Appreciation Week. He specifically recognized Alicia McCormick, elementary school principal at Mt. View, and retired educational professional Michael Lawson of Belfast, who supported creative problem-solving. The Unity Mason Lodge was approached about fundraising for the private school Ecology Learning Center Project Graduation, to which he has donated a cord of firewood.

K. Kelley said he reached out to the history department at two universities, and both are interested in using interns for a video or history of Waldo County for a stipend, which he recommended at \$500.00 each for a video on the history of Waldo County. B. Pinkham Bebb recommended that she reach out to a local County effort called Torch Light Media first.

6.7 Grant Opportunity (Viña Lindley – University of Maine Cooperative Extension)

V. Lindley presented the opportunity to apply for a Community Greenhouse Grant, which she felt was a terrific opportunity for the County Garden. She approached the Sheriff's Office for their input and is now presenting it to the Commissioners. The funding cap is \$100,000.00 and the structure is a durable greenhouse – either glass or polycarbonate to withstand wind and snow, to last a long time, and provide better insulation through the season. This is an opportunity for teaching and expanding the growing season. She's prepared quotes for submission, has worked with a contractor on a 30' x 40' greenhouse, and has received a quote from the contractor in the amount of \$90,152.00. Once quotes for plumbing and electric are received, the total is expected to be close to the \$100,000.00 grant limit. The plan is to build it on top of the soil, have benches, and ridgeline ventilation. No money is required from the County. Funds are for the building only; not staff time, supplies, etc. Ongoing maintenance costs are being researched including a propane heater, which would require ongoing maintenance.

M. Curtis said that, with the structural expertise of EMA Director Dale Rowley along with input from Garden Manager Dale Cross, the greenhouse won't require new power service or a new well. It will be a propane-powered heating unit, and the building design would capture radiant heat even without the heater being turned on. The goal will no longer focus on tonnage but on extending the growing season to provide as many vegetables as possible to and continue working with community partners. The two step process would include first seeking permission to apply for the grant, then obtain permission to accept any fund award. Meanwhile, the

Commissioners stated their need to know the ongoing costs so it can be included in the budget. D. Rowley offered to tap into the solar energy already out there for electricity, and propane would be an ongoing cost. ****K. Kelley/B. Pinkham Bebb to apply for the grant.** Discussion: T. Parker referenced the County's major 2012 expansion of the garden program and stressed the importance of providing reentry center residents with skills to reduce recidivism. He supported partnerships with schools to provide healthy food for children but felt the proposed 30' x 40' greenhouse was too small, especially for year-round gardening. M. Curtis clarified the intent was initially to extend into the "shoulder" growing months rather than operate year-round, while possibly partnering with MOFGA and others. M. Curtis reported that a second proposal was also received, and for an additional \$15,000.00 it could be a 30' x 96' greenhouse. B. Pinkham Bebb thought it was compelling to consider the additional \$15,000.00 to more than double the length of the building and wondered about seeking out match funds. T. Parker thought the State might negotiate more CCA money. V. Lindley said the University system did not have funding to assist with this. After submitting the application, it will be June or July before they know if it is awarded, and during that time they could seek out some other funds. T. Parker asked if the U. of M. might contribute some supplemental funds if the County found some funds. There was brief discussion about partnering with MOFGA and others. M. Curtis suggested considering how to possibly process the raw vegetables in the future. **Passed unanimously.**

6.8 Human Resources Report (by County Clerk Barbara Arseneau in absence of Human Resource Director)

a) Pay Step Increases or new hires:

Darren Moody, who worked for the County from 2009 to 2020, has been hired as a full-time Patrol Deputy effective May 11, 2026, at \$41.27 per hour at the Class II, 10-year level, with 200 annual hours of vacation. T. Parker commented that D. Moody was a huge asset to Waldo County. K. Kelley asked if this was a budgeted position and was told that it was.

****Motion: T. Parker/B. Pinkham Bebb to approve hiring Darren Moody as full-time Patrol Deputy. Passed unanimously.**

Trevor J. Luna has been hired as a full-time Patrol Deputy effective May 18, 2026, at the Class II, 1-year level with 80 annual hours of vacation at \$34.49 per hour.

****Motion: T. Parker/B. Pinkham Bebb to hire Trevor J. Luna as full-time Patrol Deputy.** Discussion: K. Kelley asked if this was a budgeted position and was told that it was. **Passed unanimously.**

b) Miscellaneous – Resolution to change the MainePERS plan for eligible National Correctional Union Employees so this change can take effect June 1st.

****Motion: T. Parker/B. Pinkham Bebb to approve the resolution to change the MainePERS Plan for eligible National Correctional Union Employees as written. Passed unanimously.**

County Clerk Job Description Update: B. Pinkham Bebb requested a revision to include that the County Clerk will ensure that a qualified employee attends meetings and takes minutes in the absence of the County Clerk.

****Motion: K. Kelley/T. Parker to approve the 5/7/2026 updated version of the County Clerk job description with the requested revision. Passed unanimously.**

Human Resources Director Job Description Update:

****Motion: T. Parker/B. Pinkham Bebb to approve the 4/23/2026 updated version of the Human Resources Director job description with the requested revision. Passed unanimously.**

c) Executive Session for discussion of employment - MRS Title 1§405(6)(A).

****Motion: T. Parker/B. Pinkham Bebb to go into executive session at 10:45 a.m. for a discussion of employment pursuant to MRS Title 1§405(6)(A). Passed unanimously.**

7. Public session resumed at 11:37 a.m. followed immediately by adjournment.

Respectfully submitted by Barbara L. Arseneau Waldo County Clerk
Barbara L. Arseneau