

**WALDO COUNTY COMMISSIONERS COURT SESSION  
JUNE 5, 2025**

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

**1. Call to Order:** Commissioner Johnson called the court session to order at 10:01 a.m.

**2. REVIEW/REVISE AGENDA**

**\*\*Motion: K. Kelley/B. Johnson to amend the agenda to remove the Chair's report. Unanimous.**

**3. CONSENT AGENDA**

a) Finance Report

b) Minutes: May 15, 2025 and May 22, 2025 sessions with corrections.

**\*\*Motion: K. Kelley/B. Johnson to approve the consent agenda. Unanimous.**

**4. CHAIR'S REPORT (Removed)**

**5. PUBLIC COMMENT**

None.

**6. DEPARTMENT REPORTS**

**6.1 EMA Report.** Presented by EMA Director Dale Rowley.

a) D. Rowley showed a video recording of fire extinguisher training that took place on Tuesday, June 3, 2025 at the EMA. He explained the course briefly, including that it is expensive to use and clean up from the real extinguishers so a unit was purchased that mimics extinguishers. Brief discussion about where training records are kept. Note for new H.R. Director to discuss and establish.

b) Continuity of Operations Plan: The purpose is to keep the County departments open after a disaster occurs. He did a short tabletop exercise with the Courthouse departments which helped identify some things that need to be considered and some necessary changes.

**\*\*Motion: T. Parker/K. Kelley to approve the Continuity of Operations Plan. Unanimous.**

c) D. Rowley requested time on the next Commissioners' court session to present an award. There was brief discussion about some potential grants and he suggested establishing a revenue and expenditure reserve account for these grants because some require the County to pay up front before they can be reimbursed. For now, he is putting the funding in the 2026 EMA budget, which would be approximately a 25% match.

**6.2 Finance Report:** Presented by Finance Director Kari Hunt.

a) MCRCC Jail Warrant 6/5/2025

**\*\*Motion: T. Parker/K. Kelley to authorize payment of the June 5, 2025 MCRCC accounts payable in the amount of \$11,185.87 , the two payrolls in the amount of \$91,466.98 (two payrolls) for a total of \$102,652.85. Unanimous.**

b) County Warrant 6/5/2025

**\*\*Motion: T. Parker/K. Kelley to authorize payment of the June 5, 2025 County accounts payable in the amount of \$26,336.75 , the two payrolls in the amount of \$354,995.42 for a total of \$381,332.17. Unanimous.**

c) Background Check Contract with Edgewater: There are two current contracts for Sheriff's Office and Communications Center. The County needs a new contract signed.

**\*\*Motion: T. Parker/Kelley to approve the Background Check contract with Edgewater.** Discussion about changing the wording that the background check records would be the property of the agency and copies to the client, since they felt this would be the County's property. If yes, there would be a friendly edit to add that to the vote. Question was asked about what property is maintained. **K. Kelley made a friendly edit under "Reports and Other Evidence" that the final reports become the property of the client - Waldo County. T. Parker accepted the friendly edit. Unanimous.**

d) Direct Deposit Policy

**\*\*Motion: K. Kelley/T. Parker to approve the Direct Deposit Policy.** Discussion: Regarding the word “require” whether there is a law or statute authorizing the County to do this. **K. Kelley made the edit that under Purpose, and in the policy part adding, “that it comply with all state statutes.” B. Johnson accepted that edit. Unanimous.**

e) 2026 Budget Planning Schedule Important Dates:

- July 10, 2025, 6:00 p.m. Budget Caucus. Commissioners agreed.
- During July – Department Heads need to review their proposed budgets with their Commissioner Liaison. K. Hunt will let Department Heads know that they will need to schedule meetings with their liaisons before they submit their final budget request to Finance.
- August 20-21 (Wed and Thurs) – two days, if needed, for the Commissioners to meet with the Department Heads to review the budget requests.
- September 26, 2025, 6:00 p.m. – first Organizational 2026 Budget Meeting. K. Kelley had suggested meeting with the Budget Committee to discuss particular budgeting matters before that.

f) Payroll Pay Date Discussion: K. Hunt posed the question of how to handle budget years when there are 27 pay periods. She has learned that industry standard conflicts with the County current policy. The current policy is to pay the day before if the funds are available even though the actual pay day is Friday. If choosing to go with the industry standard, during 2025 there are 27 pay periods; however the County did not fund enough in the budget for that. K. Hunt suggested that for one time only, the County pay employees this year the day AFTER December 31, 2025 so the 27 pay periods will be in 2026, allowing time to plan and budget. Discussion that Department Heads should be notified by email of this change, and also discussion about amending the Employee Handbook.

**\*\*Motion: K. Kelley/T. Parker that in the Waldo County Employee Handbook, Section 9.12, the wording should be changed to, “The County of Waldo will receive pay checks bi-weekly.” Unanimous.**

**\*\*Motion: T. Parker/K. Kelley to accommodate payroll to 27 pay periods to fit in the fiscal year of 2026. Unanimous.**

g) The oversight of overpayment of an employee has been resolved. The County will be refunded over the course of six (6) pay periods, with the final payment in the first August payroll. Noted by the Commissioners.

h) Health Plan Amendments:

**\*\*Motion: K. Kelley/B. Johnson to approve the Summary of Material Modification and Amendment #12 to the County of Waldo Employee Benefit Plan Group No. 12687. Unanimous.**

**\*\*Motion: K. Kelley/T. Parker to approve the Summary of Material Modification and Amendment #13 to the County of Waldo Employee Benefit Plan Group No. 12687. Unanimous.**

J) Audit Update: The auditor has asked for a report to work on the check reconciliation and audit together; K. Hunt has not found those yet and has asked Kevin Edwards at the auditor’s office for assistance. There has been some confusion with the audit contract. The auditing firm owner inquired about invoice payments and after some checking, K. Hunt realized the auditor is asking for more money than the original contract states and they have already been overpaid. She sent the details to the auditor, and he sent back a spreadsheet with a balance of about \$500.00. This sheet did not show the credit from the ARPA audit, which was less than the quoted \$5,000.00 because it was only necessary to do the compliance portion. The auditor has provided the County a draft audit for 2021, there has been some work for 2022-24, and K. Hunt is providing more records that they requested yesterday. K. Kelley asked about the status of 2021. K. Hunt said there is one question about a fiduciary balance that she can’t quite figure out. The auditor explained what it would be for and what the balances were, but she is not finding it and wonders if there is another department that keeps its own books. The Commissioners requested that the 2021 audit be available on June 18, 2025 for acceptance and requested that the auditor resend his spreadsheet showing clearly what has been paid, what has been credited, and the actual balance.

**6.3 Human Resources Report:** Presented by County Clerk Barbara Arseneau during the H. R. Director position vacancy.

a) Pay Step Increases:

- Deputy Trevor McCray is due the 2-year pay step increase on June 26, 2025 at the fully burdened rate of \$33.36 per hour. So noted by the Commissioners
- Detective Kerry Libby is an active participant in the field training program at the Waldo County Sheriff’s Office effective May 18, 2025 at the fully burdened rate of pay of \$40.56 per hour. So noted by the Commissioners.

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b) Review and sign updated job descriptions for Finance Director and County Clerk:

**\*\*Motion: K. Kelley/T. Parker to approve the final March 27, 2025 version of the Finance Director job description. Unanimous.**

**\*\*Motion: T. Parker/K. Kelley to approve the final March 27, 2025 version of the County Clerk job description. Unanimous.**

c) K. Kelley briefly discussed signing a letter of employment services with Foley and Foley specifically for H. R. questions. It will be sent later for signature.

**\*\*Motion: K. Kelley/T. Parker to sign a letter of employment services with Foley and Foley specifically for H. R. questions. Unanimous.**

d) 2026 COLA for non-union employees: After brief discussion of having waited until June, it was suggested by K. Kelley that the COLA for non-union employees be 2.5% with a hold for a trigger. A spreadsheet was provided by Office Assistant Liza Clark at the request of K. Kelley.

**\*\*Motion: K. Kelley/T. Parker that 2.5% be the COLA for non-union employees for 2026 subject to change based on final budget numbers. Passed by two; T. Parker abstained.**

e) The 2025 Pay Scale for the Sheriff's Administrative Staff, which was found to have two errors, was presented by B. Arseneau for the second review and signature.

**\*\*Motion: K. Kelley/T. Parker to sign the updated 2025 Sheriff's Administrative Staff Pay Scale. After brief discussion about whether this was correct, K. Kelley/T. Parker voted to withdraw the motion. Unanimous.**

**\*\*Motion: T. Parker/K. Kelley to send the pay scale back to the Sheriff's Office for their draft of this scale, signed by the Chief Deputy, to be resubmitted to the Commissioners. Unanimous.**

f) July 3, 2025 Court Session discussion. The Commissioners agreed to keep the July 3, 2025 court session as scheduled for that date. B. Johnson reminded all that the next court session is June 18 rather than June 19, 2025.

**6.4 Clerk's Report:** Presented by County Clerk Barbara Arseneau

a) Updated MRSA Title 30-A, §51, 3. Travel expenses: B. Arseneau recently noticed that at some point this statute had been updated to require a majority vote by the County Commissioners to allow the payment of all necessary and proper expenses and travel allowances to and from the county seat by the commissioners who live more than 5 miles from the county seat.

**\*\*Motion: T. Parker/K. Kelley to continue with the previous practice of allowing Commissioners who live more than 5 miles from the county seat to be paid necessary and proper travel expenses. After brief discussion of that wording, T. Parker retracted his motion and K. Kelley retracted his second. Unanimous.**

**\*\*Motion: K. Kelley/T. Parker to allow payment of all necessary and proper expenses and travel allowances to and from the County seat by the commissioners who live more than 5 miles from the county seat retroactive to January 2025. Unanimous.**

**CORRECTED WARRANTS:** K. Hunt came back before the Commissioners with corrected and revised June 5, 2025 warrants.

**\*\*Motion: T. Parker/K. Kelley to correct both of the June 5, 2025 Warrants. Unanimous.**

**\*\*Motion: T. Parker/K. Kelley that the June 5, 2025 County Accounts payable warrant be approved in the corrected amount of \$38,768.47, with the June 5, 2025 payroll in the amount of 181,107.97 for a total of \$393,763.89.**

**\*\*Motion: T. Parker/K. Kelley that the MCRRC (Jail) June 5, 2025 Accounts payable warrant be approved in the corrected amount of \$16,334.17, with the June 5, 2025 payroll in the amount of \$47,358.39, for a total of \$107,801.15. Unanimous.**

## **7. EXECUTIVE SESSION**

**\*\*Motion: KK/TP to go into executive session at 12:35 p.m. for consideration of a new hire as permitted by MRSA Title 1§405(6)(A). Unanimous.**

The Commissioners resumed public session at 1:10 p.m.

The Commissioners recessed for lunch at 1:10 p.m.

The Commissioners reconvened at 2:25 p.m.

**\*\*Motion: K. Kelley/T. Parker to go into executive session for consideration with a potential Human Resources Director new hire at 2:30 p.m. Unanimous.**

The Commissioners came out of executive session at 3:09 p.m.

The Commissioners signed an Employment Agreement with Human Resources Director candidate Tracy N. Benton effective June 6, 2025 with Conditional Employment Terms.

The Commissioners met with the staff briefly to talk about the work the next day.

**9. \*\*Motion: K. Kelley/B. Johnson to adjourn at 3:19 p.m. Unanimous.**

Respectfully submitted by  Waldo County Clerk  
Barbara L. Arseneau