

**WALDO COUNTY COMMISSIONERS COURT SESSION  
SPECIAL SESSION  
MAY 15, 2025**

**PRESENT:** Commissioners Betty Johnson (Chairman) and Kevin Kelley; Timothy Parker was present via Zoom virtual meeting software. County Clerk Barbara Arseneau took minutes.

**1. Call to Order:** Commissioner Johnson called the court session to order at 10:06 a.m.

**2. REVIEW/REVISE AGENDA**

**\*\*Motion: K. Kelley/T. Parker to approve the agenda. Unanimous.**

**3. CONSENT AGENDA –**

- a) Finance Report
- b) Minutes: May 1 and May 7, 2025 sessions

**\*\*Motion: K. Kelley/T. Parker to approve the consent agenda.**

**4. CHAIR'S REPORT**

B. Johnson reported that the Commissioners and Department Heads have been busy interviewing applicants for the Human Resources Director position. The Commissioners thank everyone for their time and efforts. The Commissioners will be interviewing the top two applicants at the end of this court session.

**5. DEPARTMENT REPORTS**

**5.1 Finance:**

- a) MCRCC (Jail) Warrant 5/15/2025

**\*\*Motion: T. Parker/B. Johnson to pay the Accounts payable \$881,577.00 Payroll: \$49,714.12 Grand total: \$137,871.89. Unanimous.**

K. Hunt requested that an invoice to the U.S. Bank for the District Attorney's Office photocopier lease in the amount of \$254.36 be added to the County warrant.

**\*\*Motion: T. Parker/B. Johnson to add to the County warrant an invoice to U.S. Bank for the District Attorney's Office photocopier lease in the amount of \$254.36. Unanimous.**

- b) County Warrant 5/15/2025

**\*\*Motion: T. Parker/K. Kelley to pay the County Accounts payable warrant in the amount of \$131,171.51 and the May 8, 2025 payroll of \$203,868.95 for total of \$335,040.46.** Discussion: K. Kelley asked if the Treasurer looked at all the warrants. K. Hunt said the Treasurer reviews each warrant, all invoices, and signs off on them, but never the payroll warrants, to her knowledge. B. Johnson said that it is really the Commissioners' job to look at the payroll warrants and bank accounts, although in recent years it had been assigned to the Treasurer. K. Hunt explained invoices are reviewed and signed by the department head, then two people at the Finance Office review and process them, so most errors are caught in that process. K. Kelley stated that the Commissioners are the final authorization for payment, however. The Commissioners will discuss further in a workshop. **Passed unanimously.**

K. Kelley said he was aware that a recent medical test was denied by Meritain Health. It is not covered under the County's health policy. As of yesterday, it was a time sensitive issue. The appeal can come before the Commissioners if they wish to make changes, but this should be done carefully and thoughtfully if at all. Employees also should check in advance if possible whether tests/procedures are covered by Meritain.

**\*\*Motion: T. Parker/K. Kelley to go into executive session to discuss non-public health information as permitted by MRSA Title 1§401(6)(F) at 10:21 a.m. Unanimous.**

The Commissioners resumed public session at 10:30 a.m.

**\*\*Motion: T. Parker/K. Kelley to keep \$350,000.00 set aside in the account for the healthcare benefits.** Discussion: Commissioners asked K. Hunt what the health plan average monthly cost was. She explained that would be hard to explain because some months are much higher than others and there is no pattern. The monthly health packet is

comprised of the premiums at about \$162,000.00 which are put into the account. The expenses are sometimes over that.

**\*\*K. Kelley made/T. Parker accepted the friendly amendment to increase the amount to \$400,000.00 so that the health bill can be paid in a timely manner and the Finance Director could automatically maintain the \$400,000.00 so the finance director has the authority to do that unless changed by the Commissioners in the future. Motion tabled, then decision was to vote. Passed unanimously.**

The health insurance costs are also paid for by the tax anticipation note. Brief discussion about whether to change budget year to avoid having a tax anticipation note (TAN) and if it could actually be avoided. Real numbers would need to be presented to the Budget Committee. K. Hunt said, respectfully, that decisions made in the past have impacted where the County is now with the health fund account.

**\*\*Motion: K. Kelley/T. Parker to uphold the decision that the aforementioned medical test stay as denied by Meritain Health based on unapproved diagnostic code. Unanimous.**

The Commissioners asked for the entire Meritain contract to be printed out for the Commissioners so they can fully understand it, that they will have a special session May 29, 2025 to study this, and to request that Insurance Administrator Malcolm Ulmer attend, if possible.

## **5.2 Sheriff's Office**

a) New Hire for Correctional Administrator Vacancy. Chief Deputy Matthew Curtis presented the Sheriff's decision for hiring the Correctional Administrator as Matthew Magnussen, who has over 20 years' related experience including in the probationary office, and 7 years at the prison. The request is to hire him at the 20-year step and vacation accrual would also be at 20 years. Date of hire will be effective June 16, 2025.

**\*\*Motion: K. Kelley to approve hiring Matthew Magnussen as Correctional Administrator.** Withdrawn due to lack of a second. T. Parker requested an executive session.

**\*\*Motion: T. Parker/K. Kelley to go into executive session at 10:39 a.m. to discuss non-public information regarding this matter as permitted by MRSA Title 1§401(6)(A). Unanimous.**

The Commissioners resumed public session at 10:43 a.m.

**\*\*Motion: K. Kelley/T. Parker to hire Matthew Magnusson as Correctional Administrator effective June 16, 2025 at the 20-year pay step and with 20-year accrual of vacation as presented. Unanimous.**

b) Maintenance on garden truck. There has been a recall on the truck, along with a lot of maintenance on the front end. He detailed parts that have been needed and stated it is in the shop every few months, and it is becoming expensive. A quote has been received from Enterprise for a lease for both a Ford and Chevy truck. The Ford would be about \$3,500.00 less than the Chevy. He recommended sending the current truck to auction, requested authorization to purchase the Ford truck, which is a diesel like the current truck, yet still less expensive than the non-diesel Chevy, use the equity, and split the difference 50/50 between Detail and MCRCC Garden and plowing, as this will also be used by patrol side. The goal is for vehicles to be under warranty. The grand total is a little over \$47,000.00 new.

**\*\*Motion: T. Parker/K. Kelley to auction the 2017 diesel truck and lease a new diesel truck, put the equity toward the lease, and split remaining costs 50/50 between Patrol and the MCRCC Garden. Unanimous.**

## **5.3 County Clerk Report**

a) (Technically Human Resources Report) B. Arseneau explained that two errors had been found on the recently updated Sheriff's Administrative Pay Scale. The pay step line for the Correctional Administrator ~~was wrong on the second~~ and Detention Manager were both incorrect. It has now been updated with the correct amounts as agreed upon by the Commissioners in a previous court session. The Commissioners wished to review the corrected pay scales and tabled it to a future session once they had determined what was accurate.

b) Appeal of Town of Freedom Assessor's apparent denial of tax abatement application from Peace Ridge Sanctuary, received at the Commissioners' Office May 6, 2025. It was noted that the 2024 taxes were appealed by this organization the previous year. The Commissioners voted as follows:

**\*\*Motion: K. Kelley/T. Parker to reach out to legal counsel to review this matter and give an opinion. Unanimous.**

c) B. Arseneau reported that the Maine Association of County Clerks, Administrators and Managers had submitted a letter of support for LD 1775: An Act to Authorize the Issuance of a Revenue Bond to Upgrade County Jails to Meet the Corrections Needs of Maine's Counties. All the MACCAM members had been asked to sign, and B. Arseneau stated that she did not because she believed that she did not have the authority to sign support of legislative documents because that fell under the Commissioners' authority. The Commissioners agreed.

**\*\*Motion: K. Kelley/T. Parker for B. Johnson to sign for the Waldo County Commissioners. Unanimous.**

d) Attorney Andrew Hamilton called B. Arseneau to say that he would be leaving the current firm he was with and to ask if the County Commissioners would like to have the corporate records he had worked on with them for the Congress Street Hill Property, LLC. The Commissioners requested that Attorney Hamilton have a letter written by another attorney stating that by receiving these records, the County of Waldo would be held harmless for any past acts before accepting the records.

e) The Maine State Governor's Office called B. Arseneau to say they had received the request to make a Proclamation for Commissioner William Shorey in honor of his years of public serve, but the Governor does not do that for one person instead of a group. Instead she could write a letter to the family or the County could request a memorial from a member of the legislative delegation. The Commissioners requested that the letter be written on the Governor's official letterhead and sent to the family.

#### **6. Public Comment**

None.

#### **7. EXECUTIVE SESSION**

Discussion of a personnel matter as permitted by MRSA 1§405(6)(A).

**\*\*Motion: K. Kelley/T. Parker to go into executive session at 11:37 a.m. for discussion of a personnel matter as permitted by MRSA Title 1§405(6)(A). Unanimous.**

The Commissioners resumed public session at 11:43 a.m.

#### **8. EXECUTIVE SESSION**

Discussion of non-public information as permitted by MRSA 1§405(6)(F).

**\*\*Motion: to go into executive session at 11:43 a.m. for discussion of non-public information as permitted by MRSA Title 1§405(6)(F). Unanimous.**

The Commissioners resumed public session at 11:50 a.m. and recessed briefly.

The Commissioners resumed public session at 11:57 a.m.

#### **9. EXECUTIVE SESSION**

Interviews with candidates for potential hire as permitted by MRSA 1§405(6)(A)

**\*\*Motion: T. Parker/K. Kelley to go into executive session at 11:57 a.m. for consideration of duties/policy as permitted by MRSA Title 1§405(6)(A). Unanimous.**

The Commissioners resumed public session at 3:46 p.m.

**\*\*Motion: K. Kelley/B. Johnson that the County Commissioners will review and approve credit card statements and receipts on a monthly basis. Unanimous.**

**\*\*Motion: K. Kelley/B. Johnson to waive repayment of \$160.32 that was due the County in fiscal year 2024. Unanimous.**

**\*\*Motion: B. Johnson/K. Kelley to adjourn at 3:47 p.m. Unanimous.**

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