

**WALDO COUNTY COMMISSIONERS COURT SESSION
MARCH 6, 2025**

PRESENT: Commissioners Betty Johnson (Chairman) and Kevin Kelley, and Timothy Parker. Also present were Finance Director Kari Hunt, and County Clerk Barbara Arseneau took minutes.

Call to Order: Commissioner Johnson called the court session to order at 9:00 a.m.

ACCEPT/MODIFY AGENDA

The first executive session will go ahead of the Discussion on the Correctional Administrator Job Description and Pay Scale. Commissioners accepted.

EXECUTIVE SESSION

Motion: T. Parker /K. Kelley to go into executive session at 9:01 a.m. for discussion of non-public information as permitted by MRSA Title 1§405(6)(F). Unanimous.

Commissioners resumed public session at 9:55 a.m.

CORRECTIONAL ADMINISTRATOR JOB DESCRIPTION & PAY SCALE

Sheriff Jason Trundy was present and stated that the Commissioners had asked for all Patrol job descriptions to review the command structure, etc. He met with the Commissioners previously to submit an updated Correctional Administrator job description, changing it from Major to Lieutenant, and requested that the pay scale be the same as the FOP Patrol Lieutenant. The Commissioners had agreed to change that position to Lieutenant but tabled discussion on the pay scale. B. Johnson stated that the Commissioners will hold a workshop next Thursday, March 13th to review the Patrol job descriptions and pay scales. K. Kelley recommended that pronouns be removed, spelling/grammatical errors be addressed, and for votes to include reference to those minor edits. The Chief Deputy position is still listed as Major. J. Trundy said the job descriptions are being updating and has been using aspects of the criminal justice academy to do so. The term Major has been reclassified as Sergeant. Brief discussion on changes in titles and description and possible effect on unions. Sheriff Trundy's goals is to create equity between Patrol and Corrections in rank and pay scale. The Correctional Administrator position will be posted internally and externally 10 days. Pay will be based on experience and not have a dollar range at this time, but by the time the posting time has expired, the pay framework should be in place.

INFORMATION TECHNOLOGY REPORT

IT Director J-sun Bailey reported the following:

1. A laptop is being worked on for the D.A.'s Office.
2. Work is being done with Knox County on the Spillman interface.
3. J. Bailey discussed remote participation in the Commissioners Court Sessions. He had recommended switching to Teams due to recent security issues with Zoom. B. Johnson expressed concern about requests for recordings adding a lot of work to staff and noted the difficulty in moving attendees in and out of waiting rooms during executive sessions. At times there have been complaints that those attending remotely have difficulty hearing the public discussions. J. Bailey said Teams links can still be put on the County website, and the host can still unmute people or not as they wished.

The Commissioners felt it is preferable for those participating to attend in person, but all acknowledged that teleconferencing has become an accessibility option. The Commissioners agreed that remote access and participation will continue, but sessions will not be recorded.

****Motion: K. Kelley/B. Johnson to approve the IT expenditures of \$50,926.10 from January through the end of March. Unanimous.**

****Motion: K. Kelley/T. Parker to approve \$17,250.00 for 20 computer replacements. Unanimous.**

EXECUTIVE SESSION

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

The Commissioners resumed public session at 10:41 a.m.

FINANCE REPORT

Finance Director Kari Hunt reported the following:

WARRANTS:

****Motion: T. Parker/K. Kelley to authorize payment of the March 6, 2025 General Fund Accounts Payable and Reserve accounts payable in the amount of \$216,891.15, the February 27, 2025 payroll in the amount of \$254,569.19 for a total of \$471,460.34. Unanimous.**

****Motion: K. Kelley/T. Parker to authorize payment of the March 6, 2025 MCRRC/Corrections accounts payable in the amount of \$58,041.52 and the February 27, 2025 payroll in the amount of \$60,224.30 for a total warrant of \$118,265.82. Unanimous.**

****Motion: K. Kelley/T. Parker to file the financial report. Unanimous.**

The rest of the Finance Report will be given at the next court session due to the agenda running behind schedule.

EXECUTIVE SESSION

****Motion: K. Kelley/T. Parker to go into executive session at 10:49 a.m. for discussion of non-public information as permitted by MRSA Title 1§405(6)(F). Unanimous.**

Commissioners resumed public session at 12:00 p.m.

****Motion: K. Kelley/T. Parker to fill out the application with the vendor “The Standard Insurance Company” to manage the Maine Paid Family Medical Leave. Unanimous.**

EXECUTIVE SESSION

****Motion: T. Parker/K. Kelley to go into executive session at 12:04 p.m. for non-public financial discussion as permitted by MRSA Title 1§405(6)(F). Unanimous.**

The Commissioners resumed public session at 12:55 p.m.

The following business was postponed until the next Commissioners Court Session due to the agenda running behind schedule:

HUMAN RESOURCES REPORT

EXECUTIVE SESSION

PUBLIC COMMENT

CORRESPONDENCE

APPROVAL OF MINUTES

MISCELLANEOUS BUSINESS

EXECUTIVE SESSION for discussion of duties permitted by MRSA Title 1§405(6)(A)

The court session adjourned at 12:56 p.m.

Next session will be a special session on March 13, 2025.

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