

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



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Treasurer
Owen R. Smith

WALDO COUNTY COMMISSIONERS COURT SESSION

JUNE 4, 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, and County Clerk Barbara Arseneau. Members of the public present: Others present: Eric Buch of Belfast.

1. Welcome / Call to Order

2. Rollcall / Attendance

3. Review / Revise / Approval of Agenda Add State vs. Maurice Darres –asset forfeiture and a request to videotape in the Probate Court to Commissioners New business

****Motion: K. Kelley/T. Parker to revise the agenda as stated. Passed unanimously.**

4. Review / Revise / Approval of Consent Agenda

4.1 Finance Report

4.2 Minutes: May 7, 2026 and May 21, 2026

****Motion: B. Pinkham Bebb/T. Parker to approve the consent agenda. Passed Unanimously.**

5. Public Comment – (3 Minutes Per Participant)

Belfast resident Eric Buch asked the Commissioners if there is there a list of priorities for this year, a work plan that regarding revisions to the annual budget process and a plan for conversion from self-administered health insurance to an outside company; the status of the 2023 Audit, if there would be a public presentation of the findings of the auditor, and if an audit committee been formed. He said he'd read in a recent article about FEMA hazard mitigation plans that Waldo is the only Maine County without approved plans in place for all of its municipalities and asked what Waldo County EMA could do to ensure that all 26 municipalities complete the required plans to have full coverage for available FEMA funds. He concluded by noting there were five executive sessions on the agenda and stated that state law requires the substance of the matter must be included in the description of the vote to go into executive session.

K. Kelley responded that the 2023 audit just arrived that morning. There were no material issues. The auditor will be asked to come and present the audit in public. The management letter needed a few edits and is on the agenda today. The 2024 audit is still in progress, and some account reconciliation is being performed as an adjunct service. The Audit Committee has not been formed yet but a Gantt chart timeline has been created and more information will be forthcoming.

The EMA Disaster Plan EMA plan has not been completed because not all the towns were in agreement, so it will be revisited. If all the Towns are not on board, some grants cannot be applied for. B. Pinkham Bebb said it might also be that the people involved have jobs, have other roles in the community and have difficulty finding time. T. Parker noted that some of the towns have people with young families and others may be older and want government to move slowly and not see changes made quickly. E. Buch congratulated the Waldo County Commissioners for being identified as the youngest commission in the State.

K. Kelley reported that there is a list of things to budget for; capital projects, a county administrator, process for the budget, the audit, what priority, and when. He credited the prior Commissioners for Waldo County having no long term debt. There are 10 County buildings and the jail and courthouse are old, but the other buildings are in fairly good shape. Regarding executive sessions, they are five different matters and the board tries to be careful not to reveal information that could reveal private information.

6. Executive Session for a personnel matter – MRS Title 1§405(6)(A)

****K. Kelley/T. Parker to go into executive for a personnel matter pursuant to MRS Title 1§405(6)(A) at 9:15 a.m. Passed unanimously.**

The Commissioners resumed public session at 9:36 a.m.

****Motion: B. Pinkham Bebb/T. Parker to reconfirm the County's HSA (Health Savings Account) offering. Passed unanimously.**

****Motion: B. Pinkham Bebb/T. Parker to approve plan changes to the self-funded health plan ahead of upcoming union negotiations. Passed unanimously.**

****Motion: B. Pinkham Bebb/T. Parker to approve the Employee Navigator program software for benefits management. Passed unanimously.**

7. Department Reports/Requests

7.1 Finance – Finance Director Kari Hunt

7.1.1 Miscellaneous: OPIOID settlement funds were received in the amount of \$10,297.61, earned interest of \$1,234.41, and ended the month of May at \$517,881.96.

The TAN Funds report show \$1.8 million used for the County, \$58,000.00 used for Jail, and \$109,000.00 went into the health fund in addition to transferring the premiums over. The premiums transfer only covered one week, so she and H.R. Director Tracy Benton have been examining the accounts weekly, if not daily, to determine how much from TAN funds needs to be transferred there.

This morning she received the 2023 Draft Audit Management Letter, and the entire week had been spent gathering additional materials for the auditor. She provided the Commissioners each a packet. Commissioner Kelley had reviewed the management letter, and he reported two edits; changing selectboard minutes to Commissioners' minutes and limiting the hardbound copies to four (4) for Commissioners and Finance and one (1) for the permanent file.

****Motion: K. Kelley/T. Parker to approve the 2023 management Letter. Passed unanimously.**

K. Kelley noted that on page 19 "accrued comp absences" needs to be filled in. He emphasized again that surprisingly there are no material or weaknesses or significant deficiencies in the 2023 audit.

K. Hunt said an invoice was received this morning from Bucksport Public Safety requesting a \$50,277.00 reimbursement for the prorated law enforcement training for an employee recently hired by the County. T. Parker requested an executive session because he needed to discuss private information regarding multiple employees related to this.

****T. Parker/K. Kelley to go into executive session for a personnel matter to discuss employees by name at 9:43 a.m. Passed by two; B. Pinkham Bebb opposed.**

The Commissioners resumed public session at 9:52 a.m. No action was taken.

K. Hunt restated that the invoice requested was \$50,277.00 and noted that this was an unbudgeted item when the Severance budget was calculated. Chair K. Kelley tabled further discussion on this invoice until the next June Commissioners Court session.

Warrants:

MCRCC (Jail) Warrant 06/05/2026

****Motion: T. Parker/B. Pinkham Bebb to approve the 6/6/26 MCRCC (Jail) Warrant in the amount of \$7,307.72 and the 6/4/26 Payroll of \$58,834.06 for a total of \$66,141.78. Passed unanimously.**

County Warrant 06/04/2026

****Motion: T. Parker/B. Pinkham Bebb to approve the 6/4/26 County Warrant in the amount of \$41,486.05 and the 6/4/26 Payroll of \$194,092.55 for a total of \$235,578.60. Passed unanimously.**

OPIOID Warrant 06/04/2026

****Motion: T. Parker/B. Pinkham Bebb to approve the 6/6/26 OPIOID Warrant at \$0.00. Passed unanimously.**

7.2 Facilities Report - Facilities Manager Christopher Bryant

7.2.1.1 Discussion of Contract Quotes

Annual Propane Contract Quote: The quote for June 2026- May 2027 is \$1.72 per gallon, up 9 cents since last year. The aggregate increase is unknown but is based on usage. Back when the Ukraine war started, propane was \$2.00 at the time and has dropped incrementally since then. This year it has increased. He could see the value in doing a two-year lock in. The contract expired in May and must be signed in June. All buildings run on Propane, even though the budget currently lists it as "Fuel Oil." T. Parker thought it would be wise to lock in for two years.

****MOTION: T. Parker/B. Pinkham Bebb to sign contract for two years.** Discussion: T. Parker felt that conditions in the Middle East wouldn't improve and felt it made sense to lock in for two years. **Passed unanimously.** C. Bryant said he would return with the contract for the Commissioners to sign before the end of the meeting.

7.3 Information Technology Report – J-sun Bailey, IT Director

7.3.1 2027 Budget Inquiry

J. Bailey noted that budget planning has started and asked if the positions that were unfunded in the current budget would be put back in the budget for the coming year. K. Kelley responded that this on the list of budget discussion topics.

7.4 Commissioners New Business

1. Asset Forfeiture Surrender:

****B. Pinkham Bebb/T. Parker to accept the surrender of property from the State vs. Maurice Darres in the amount of \$1,240.00.**

****K. Kelley/T. Parker to accept the surrender of one (1) Smith and Wesson Shield Plus .30 Super Carry Handgun S/N: J)M2535.**

2. Request to use County Law Library: K. Kelley said an attorney has asked to video the County Law Library to record for his business.

****K. Kelley/T. Parker to discuss allowing videorecording the County Law Library.** Discussion: T. Parker asked if the Law Library space had anything confidential with it. K. Kelley said that the Judge had no concerns with the space being used. B. Pinkham Bebb said she believed it was to promote the attorney's business. K. Kelley expressed concern that this would give the impression of supporting one particular attorney. T. Parker asked if there is already signage in that area stating there is no recording, and they believed so. **All opposed. Motion did not pass.**

K. Hunt said that the signs may say not to record, but asked what would prevent someone from coming in, recording it, and later using it on a website. It was agreed that the Commissioners would not be sanctioning someone advertising on County property.

7.4.1 Executive session for discussion of non-public duties and compensation with the Sheriff

****Motion: K. Kelley/T. Parker to go into executive session at 10:08 a.m. for discussion for duties pursuant to MRS Title 1§405(6)(A). Passed unanimously.**

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

7.4.2 Executive session for a personnel matter

****Motion: K. Kelley/T. Parker to go into executive at 10:30 a.m. for a personnel matter pursuant to MRS Title 1§405(6)(A). Passed unanimously.**

Commissioners resumed public session at 10:57 a.m.

****Motion: K. Kelley/B. Pinkham Bebb to rehire Matthew Curtis as Chief Deputy. Passed unanimously.**

****Motion: B. Pinkham Bebb/K. Kelley to rehire Matthew Curtis at the same salary he was being paid prior to retirement. Friendly edit by T. Parker to use the term "new hire." Passed unanimously.**

****Motion: K. Kelley/T. Parker to rehire at the same seniority/longevity as time of retirement.** Discussion: T. Parker said he had requested the word new hire because he wanted to show a break in service between then and now.

Passed unanimously. The Commissioners welcomed Matthew Curtis back and thanked him for 30-plus years of County service.

7.4.3 Executive Session for a personnel matter at 11:00 a.m. pursuant to MRS Title 1§405(6)(A) in at 11:00 a.m.

****Motion: B. Pinkham Bebb/T. Parker to go into executive at 11:00 a.m. for a personnel matter pursuant to MRS Title 1§405(6)(A). Passed unanimously.**

Commissioners resumed public session at 11:04 a.m. No action was taken.

7.5 Commissioners Old Business

7.5.1 Sign EMA job descriptions (approved May 21, 2026) with edits. Present - EMA Director Dale Rowley, and H.R Director Tracy Benton. Acronyms have been spelled out.

****MOTION: T. Parker/K. Kelley to approve, with the friendly edit for corrected origination dates for the Emergency Management Director of 4/3/26 and the EMA Planner of 5/8/26. Passed unanimously.**

****Motion: T. Parker/B. Pinkham Bebb to approve the Finance Director job description with revision date 5/29/2026. Passed unanimously.**

7.5.2 Sign pay scales reviewed on May 21, 2026.

****Motion T. Parker/K. Kelley to approve with friendly edits the Communications Director, County Clerk, EMA Director, Deputy EMA Director, Facilities Department, Finance Department, Human Resources Department, Information Technology Department, Prosecutorial Assistant all presented pay scales for 2026. Passed unanimously.**

7.6 County Clerk Report – County Clerk Barbara Arseneau

2027 Budget Committee Caucus: After discussion about past practice of nominations being in person and ability to allow participation by videoconference and the current remote participation policy, the Commissioners voted as follows:

****Motion: B. Pinkham Bebb/T. Parker to allow Budget Committee Members to participate by videoconference during the Budget Committee Caucus. Passed unanimously.**

B. Arseneau explained that not all municipal officers are budget committee members and the municipal officers are the ones who nominate other municipal officers during the caucus.

****Motion: B. Pinkham Bebb/T. Parker to rescind the previous motion. Passed Unanimously.**

****Motion: B. Pinkham Bebb/T. Parker to allow participants in the July 2, 2026 Budget Caucus to participate by videoconference; friendly edit by T. Parker to include the phrase “active participants”. Passed unanimously.**

Public Surplus Contract: This contract is offered through Maine County Commissioners Association for each individual County. B. Arseneau asked whose username would be on the application, and who would be in charge or administrate this. There are a number of components including who would be considered owner if County property was being sold. The Commissioners noted that normally a County Administrator would handle this. The Commissioners asked if any department head present wished to volunteer. Hearing none, they tabled further discussion to 6/18/2026.

2027 County Bicentennial Update: Since no historical societies have replied to the invitation to serve on a planning committee, B. Arseneau will follow up. She has also reached out to County Administrators/Managers for input and one suggested creating a time capsule to be opened 50 years later. Commissioner Kelley recommended reaching out to a Senator to see if a Navy frigate or Coast Guard ship could come to Belfast. B. Arseneau submitted paper documents previously sent to the Commissioners on setting up a committee for this type of event and asked the Commissioners for their specific ideas for events to narrow things down and move things forward. B. Pinkham Bebb said she would like to brainstorm with B. Arseneau at a later date as she has some thoughts on these types of events.

7.7 Human Resources Report

7.7.1 Pay Step Increases to be Noted – None.

7.7.2 Miscellaneous: T. Benton submitted a formal amendment document from MainePERS moving NCEU union employees to Plan 3C.

****Motion: T. Parker/B. Pinkham Bebb to sign MainePERS formal amendment. Passed unanimously.**

Jail Job Descriptions for Jail for review: These were sent previously to the Commissioners and the submissions today are hard copies. They were also sent to the union representatives, and one comment was received, which she read to the Commissioners as follows: "Any substantive changes will need to be negotiated, but minor cosmetic language updates generally do not." The representative still wants to do a final review after all edits. The Commissioners tabled further discussion to 6/18/2026 meeting. T. Parker noted that the Lieutenant position was missing. T. Benton said that it was very recently done and likely didn't need edits, but she will go back and review it.

7.7.3 Executive session for discussion of duties and compensation:

****Motion: T. Parker/K. Kelley to go into executive session at 11:25 a.m. for discussion of duties and compensation. Passed unanimously.**

Commissioners resumed public session at 11:51 and called for adjournment.

8. Adjourn

****Motion: T. Parker/B. Pinkham Bebb to adjourn at 11:51 a.m. Passed unanimously.**

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