

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

JUNE 18, 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 were also present.

- 1. Welcome / Call to Order**
- 2. Rollcall / Attendance**
- 3. Review / Revise / Approval of Agenda**

Under new business: Add Somerset County Jail Administrative Services Contract, memorial plaque for Commissioner Shorey, Financial Advisory Committee, another executive session for a personnel matter, D.A. records storage, Waldo County Bicentennial, Deputy Chief Wayne Woodbury's memorial and Enterprise Contract to the agenda.

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

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

4.1. Finance Report

4.2. Minutes: June 4, 2026

****Motion: T. Parker/B. Pinkham Bebb to approve the Consent Agenda. Passed unanimously.**

- 5. Commissioners Old Business**

5.1. Discussion of County of Waldo Disaster Response Policy – Presented by EMA Director Dale Rowley

D. Rowley reviewed the policy and answered a few questions by the Commissioners, including incident management, compensation, and various scenarios, including the recent accident at Robbins Lumber in Searsmont. Deficiencies in insurance and inventory were lessons learned. State and Federal reimbursement shortfalls were discussed. Generous donations by community businesses and organizations in response to this accident were acknowledged with appreciation. There was brief discussion of whether to send a letter requesting that the Governor declare this accident a disaster.

****Motion B. Pinkham/Bebb to approve policy and add to employee handbook. Passed unanimously.**

T. Parker requested a moment of silence in memory of Searsmont Fire Deputy Chief Wayne Woodbury. The memorial service was scheduled for June 24, 2026, 1:00 p.m. at Belfast Area High School.

- 6. Public Comment - (3 minutes per participant)**

Belfast Resident Eric Buch asked if there was a work plan for County operations identifying priority items, goals, and steps to accomplish those. T. Parker said the big priority is the Audits. K. Kelley asked for E. Buch to continue with his comments first. E. Buch requested a copy of the work plan once it is available.

E. Buch acknowledged receipt of documents for his most recent FOAA request and commented on how comprehensive and thorough it was and how much was learned but added that it generated some concerns. He requested being scheduled for an executive session with the Commissioners regarding personnel matters either today or another day to review the information and discuss his concerns. K. Kelley asked if the Commissioners wanted to make comments. B. Pinkham Bebb said she agrees with having a priority list and has asked to hold a formal workshop to come up with plans and timetables. They are trying to get a lot done in a short time. T. Parker said that with the death of Betty Johnson, things were derailed. They had originally planned to create a Commissioners' report with a list of priorities and goals. K. Kelley said he has a work list and the Commissioners need to hold a workshop, including the 2023 Audit.

The Commissioners will be putting that together. Regarding the request for an executive session with the Commissioners, the Commissioners will need to discuss that.

7. Reports/Requests

7.1. Finance – Presented by Finance Director Kari Hunt

7.1.1. Miscellaneous

Tax Anticipation Note (TAN) funds borrowed totals \$3,201,411.61. Total interest is \$13,000.00 if paid off today. The auditor is working on bank reconciliations, they asked for additional information, and it has been sent. Regarding the health fund, it was down to \$20.87 and it's been necessary to borrow from the TAN to pay for the health plan. K. Hunt and H.R. Director Tracy Benton check the account nearly daily. K. Hunt said the current situation is the result of not properly funding this account. K. Kelley said this is serious, this cannot go on for the future, must change as soon as possible and the County must go to a commercial product rather than a self-funded insurance.

Edmunds Accounting Software: K. Hunt said December 1, 2026 is the "go-live" date at this point. She does monthly touch points with Edmunds, reviews what's happened, what's coming up, and is following a Gantt chart. There was one data conversion and there were a few hiccups, which were expected. She has an appointment scheduled for 2:00 p.m. with Edmunds this afternoon and will not be able to use her computer while they are working.

July 15, 2026, K. Hunt will be unavailable for up to 2 hours with D. Rowley to discuss what is needed for vendor setup with Edmunds. She will be offsite to do that and is completely unavailable. In November, training will be 2 to 3 hours every day for a few weeks. Holidays will determine when they actually go live. The Commissioners discussed training slowly and make sure Finance and the other Department Heads are fully trained, that support tickets work properly, etc. K. Hunt stated that D. Rowley will be training with her so that there is one department head who also understands how the software works. Edmunds will continue to do monthly touch points for a while after the go live. K. Hunt will inquire about the questions the Commissioners had.

Budget Templates for 2027: Went out on schedule. Budgets are due July 15, 2026. Commissioner Kelley plans to sit with each department head separately and go over their general ledger details, and expects needs, and nothing frivolous.

Discussion Items:

Bereavement leave is currently paid from Severance, and K. Hunt recommended budgeting it within each department since bereavement is not paid beyond the budgeted salary. Regarding the Severance Reserve, she reported that one unbudgeted item that will be revisited today will likely be paid from that account. K. Kelley recommended that all law enforcement employment applications posted on the County's website include the applicant's law enforcement academy completion date, which would allow the County to determine at the time of hire whether a training reimbursement may be owed to another agency. Additionally, when an employee separates from County employment, the academy completion date would help determine whether the County is entitled to reimbursement of training costs from the subsequent employing agency, if applicable. T. Parker noted that people are not interested in working in law enforcement the way they used to. Tabled to July 2, 2026.

B. Pinkham Bebb requested numbers related to how often academy reimbursement occurs, the history, relationship between lower pay for new person vs. paying the training fee, etc. K. Hunt supplied information on Sheriff's Patrol and Corrections regarding training and hiring transactions, noting that more has been received than paid out. Sign-on bonuses were paid from Severance and totaled \$130,000.00. Only 3 of those employees have stayed. Since 2024, \$106,793.00 has been paid out, since 2023, \$139,491.00 has been paid, and sign-on bonuses totaled \$130,000.00. M. Larrivee was present and asked if sign on bonuses had been done in Communications and was told yes, and there is only one left being paid. K. Hunt stated that the \$130,000.00 included law enforcement and communications employees. T. Parker requested that this be added to the list of unbudgeted items for the Budget Committee.

Vacation and Sick Leave Buyouts: These are governed by union contracts, and K. Hunt recommended budgeting at the department level, as they could be estimated during the budget process. The Commissioners thanked K. Hunt for bringing up these ideas, requested that she research how other Counties handle this, and tabled it to the next Commissioners' meeting on 7/2/2026.

Tabled Discussion from June 4, 2026 regarding an invoice from the Town of Bucksport: K. Hunt recommended paying this from the Severance reserve as it wasn't budgeted, and there is roughly \$140,000.00 in Severance at this time.

****MOTION: K. Kelley/T. Parker to pay \$50,277.00 to Town of Bucksport from the Severance reserve account; T. Parker made a friendly edit that this be presented to the Budget Committee. Passed unanimously.**

7.1.2. Warrants:

MCRCC (Jail) Warrant 06/18/2026

****Motion: B. Pinkham Bebb/T. Parker to approve payment of the June 18, 2026 MCRCC accounts payable and reserve warrant in the amount of \$234,192.41 and June 18, 2026 payroll in the amount of \$55,744.52 for a total of \$289,936.93. Passed unanimously.**

County Warrant 06/18/2026

****Motion: B. Pinkham Bebb/T. Parker to approve payment of the June 18, 2026 County accounts payable and reserve warrant in the amount of \$354,906.84 and June 18, 2026 payroll in the amount of 182,504.32 for a total of \$528,411.16. Passed unanimously.**

OPIOID Warrant 06/18/2026

OPIOID Funds Received was \$6,238.65, and the ending balance is \$524,115.61. There was brief discussion of a \$5.00 wire transfer fee for funds that were received. The Commissioners requested tracking these fees in accounts payable.

****Motion: K. Kelley/T. Parker to approve payment of the June 18, 2026 OPIOID Settlement Fund in the amount of \$5.00 for the wire transfer fee. Passed unanimously.**

7.2 Commissioners New Business

Memorial Service for Searsmont Deputy Fire Chief Wayne Woodbury 6/24/2026 at 1:00 p.m. Belfast Area High School, and T. Parker will represent the Commissioners by attending.

Somerset County Jail Agreement: This is an additional ad hoc agreement to provide temporary services for 20 months at Somerset Jail, as they lost both their Jail Administrator and Deputy Administrator. In conjunction with Waldo's inmate services, County Jail Administrator Matthew Magnusson will help with developing jail policies, and other assistance. The staff there is relatively new.

****Motion: K. Kelley/T. Parker to approve this agreement.** Discussion: T. Parker expressed his pride in Waldo County for doing this; he had mentioned it back in 2024 and he was glad to see it is being followed through. K. Hunt asked if May date was correct, and it was. K. Hunt recommended putting the funds received during this contract into the Revitalization Reserve, as this reserve is for inmate housing to cover unexpected increases, lack of state funding some years, etc. **Passed unanimously.**

****Motion: T. Parker/B. Pinkham Bebb to place revenue received from the Jail Administration contract with Somerset County into the Revitalization Reserve account. Passed unanimously.**

E. Buch asked for the total dollar amount. K. Kelley stated that the Public Comment is over but would respond, stating that this is a variable that would reduce after the policies are completed, so it would be \$6,600.00 a month and then would drop to \$6,000.00 a month.

Enterprise Contract Change:

K. Kelley said there are individual contracts for vehicles within the master Enterprise contract and the Commissioners need to look closely at the Amendment that was sent to them. He asked for it to be tabled to July 2, 2026. Individual vehicle contracts should be brought to the Commissioners so they know how much the County is paying for its assets, and when those contracts expire. Each new vehicle is another 5-year contract. He felt the individual vehicle contracts should come before the Commissioners so they know how much the County is paying for its assets, when those expire, etc. T. Parker agreed, and noted that the County stopped buying individual vehicles, and that the Jail also has vehicles that are aging out and are not part of this contract and wondered if those should be included. B. Pinkham Bebb noted that there was a lot of discussion during budget process about how many vehicles are owned, the life span, vehicle sharing, etc. K. Kelley said there are other departments such as EMA and Facilities that also have aging vehicles. Any questions on fleet contract should be sent directly to the Sheriff's Office.

OPIOID Grant Applications: Several have been received, they are waiting for some information from some who were recommended for awardees, and MOSS has a template for grant awards so those will come before the Commissioners. Some awards will be a cash-up-front payout; others may be paid over time. M. Magnusson will come before the Commissioners. B. Pinkham Bebb asked if MAT (Medically Assisted Treatment) for addiction would be an acceptable budget process rather than an application from OPIOID funds.

District Attorney Records Storage: Some of the cases are permanent; others are long term. There is an issue of how those are secured. The training for certification regarding these records is complete but the gates where the records are stored are not strong enough. Some of the boxes are stacked too high, and additional shelving racks are needed to properly support the stored records. Several hundred boxes are at risk of being crushed, creating both safety and security concerns. K. Kelley met with D. Rowley. Communications Director Michael Larrivee is the LASO (Local Agency Security Officer) and EMA Director Dale Rowley does an excellent job keeping that building locked. It has been estimated that it will cost \$9,500.00 to address the current issues and will be paid from the Facilities Reserve.

****Motion K. Kelley/T. Parker to approve \$9,500.00 to pay for the project to eliminate the safety and security issues, to be funded from the Facilities Reserve. Passed Unanimously.**

Financial Advisory Committee: The Commissioners request subject matter experts and it would include a couple of Town Managers, the Treasurer, Finance Director, and two other people. Anyone interested should submit a resume' to the County Clerk before July 2, 2026. First order of business would be to establish a charter. This would be placed on the County website. B. Pinkham Bebb felt the timeline was very short and felt that a press release should be put together with more information on the County website. This committee will review County audits, fund balances, etc. It was also important that people have some government financial knowledge, as well.

Former Unity College Utilization Ideas: T. Parker congratulated the Town of Unity for considering utilizing the facility for summer camps and will hopefully generate more money for that side of the County.

Memorial Plaque for William Shorey: Last year the Sheriff recommended changing the name of the County Garden in recognition of Commissioner William Shorey, who passed away while in office. Mike Thibodeau has graciously donated a piece of granite, there is a plaque wording in the works, and the plan is to have a memorial dedication for W. Shorey. Commissioner Betty Johnson also passed away while in office and there is research being done to obtain a flag pole for the Probate/County Courthouse which may be dedicated to Commissioner Johnson. Suggestions should be submitted to the County Clerk.

7.3 County Clerk Report – Presented by County Clerk Barbara Arseneau

7.3.1 2027 Bicentennial Update: Commissioner Pinkham Bebb had stated that would like to brainstorm with B. Arseneau and had suggested that B. Arseneau follow up with two of the local historical societies that had been reached out to. B. Arseneau reported leaving telephone and email messages for both and will report back to the Commissioners at the next meeting. B. Arseneau mentioned the following ideas that have been mentioned or heard of:

- A County of Waldo bicentennial banner to hang on the courthouse
- A time capsule. to be opened in 50 years.
- A Navy frigate to come to Belfast Harbor (K. Kelley's suggestion)
- A Waldo County Bicentennial Challenge Coin (K. Kelley's suggestion)
- A new County Logo design

The Commissioners will consider the suggestions and submit any other ideas they have to the County Clerk before the next Commissioners' meeting on July 2, 2026.

7.3.2 Public Surplus Enrollment: This was discussed during the June 4, 2026 court session and the Commissioners needed to assign the administrative role. After brief discussion regarding which departments utilize the current State Surplus the most, and after checking with Communications Director Michael Larrivee and Information Technology Director J-sun Bailey, the Commissioners voted as follows:

***Motion: K. Kelley/T. Parker with friendly edits, for Communications Director Michael Larrivee to serve as point of contact/administrator for Public Surplus with IT Director J-sun Bailey serving as alternate in the absence of M. Larrivee. Passed unanimously.**

7.3.3 Rescind Motion on State v. Maurice Darres Asset Forfeiture on June 4, 2026: B. Arseneau reported that the asset forfeiture had been written as shared between the City of Belfast and the Waldo County Sheriff's Office; the Smith and Wesson Shield Plus .30 Super Carry Handgun S/N: JPM2535 went to the City of Belfast, and not to the County of Waldo.

****Motion: T. Parker/K. Kelley to rescind the motion made on June 4, 2026 for the County of Waldo to accept the Smith and Wesson Shield Plus .30 Super Carry Handgun S/N: JPM2535 as asset forfeiture. Passed unanimously.**

7.3.4 The Commissioners instructed B. Arseneau to send flowers to an upcoming memorial service.

7.3.5 Acknowledgement: B. Arseneau said she wished to acknowledge and thank Office Associate Danielle Murray for her hard work on union contract documents, for taking on other additional work, for being a delight to train, etc. The Commissioners recognized this and also thanked D. Murray for her excellent work.

7.4 Human Resources Report

7.4.1. Pay Step Increases to be noted:

Dispatcher Chase Thayer has completed academy training and is now certified so the new pay rate will be \$25.74 per hour effective June 12, 2026. So noted.

Dispatcher Blaine Parsons has completed five (5) years of employment with a pay step increase to \$30.16 per hour. So noted.

Legal Administrative Assistant Casey Faulkingham has reached the 6-months pay step of \$24.18 per hour. So noted.

Sheriff's Office employee Matthew Sanderson completed academy training with a pay increase to \$34.74 per hour. The Commissioners congratulated and so noted this accomplishment and pay increase.

Sheriff's Office employee Elijah Law completed academy training with a pay increase to \$31.89. The Commissioners congratulated and so noted this accomplishment and pay increase.

Sheriff's Office employee Elijah Law also completed 6 months of employment with an increase in pay to \$33.17 per hour. So noted.

The Sheriff's Office recommends promotion of Lewis Dyer to corporal with a pay increase to \$41.66.

****Motion: T. Parker/B. Pinkham Bebb to approve the promotion of Lewis Dyer to the position of Corporal with a pay increase to \$41.66 per hour. Passed unanimously.**

Sarah Powell has been identified for the open Dispatcher position, with conditional approval pending successful background check.

****Motion: B. Pinkham Bebb/T. Parker to approve the conditional offer of employment based upon successful background check. Passed unanimously.**

7.4.2. Miscellaneous

Job Descriptions: reviews or changes to Corrections Jobs Descriptions provided 2 weeks ago. The Jail Administrator position did not change as it was drafted one year ago.

****Motion: B. Pinkham Bebb/T. Parker to approve the updated Corrections Corporal job description. Passed unanimously.**

****Motion: B. Pinkham Bebb/T. Parker to approve the updated Corrections Corporal with Programs and Services job description. Passed unanimously.**

****Motion: B. Pinkham Bebb/T. Parker to approve the updated Corrections Officer job description. Passed unanimously.**

****Motion: B. Pinkham Bebb/T. Parker to approve the updated job description for Corrections Transport Supervisor. Passed unanimously.**

****Motion: B. Pinkham Bebb/T. Parker, with friendly edit to add the word “appointed”, to approve the updated Detention Manager job description. Passed Unanimously.** This will be returned with that edit for signatures.

Discussion of new Communications Center job descriptions:

T. Benton and Communications Director Michael Larrivee presented the Quality Assurance Position job description and Communications Specialist Dispatcher job description. M. Larrivee confirmed that these had been reviewed and approved by the union. Also presented was the Communications Director job description. The Commissioners tabled until July 2, 2026 for time to review.

Pay Scales: Presented for review were 2026 pay scales for Elected Officials, Part-time (which T. Benton intends to evaluate for 2027 in line with the current market), Part-time Corrections Officers (T. Benton will also be working on 2027 scales later), Deeds/Probate/Judge/Sheriff, and Non-exempt-non-union Part-time.

T. Parker said he would not make a motion on the Elected Officials’ Pay Scale because the County Commissioners need to be included on that even though the previous board decided that there should be no COLA increases. He believed there should still be step increases even if there is no COLAs. The Elected Official’s Pay Scale was tabled to July 2, 2026.

****Motion: T. Parker/B. Pinkham Bebb to approve the Non-exempt-non-union Part-time Pay Scale effective 1/1/2026. Passed unanimously.**

****T. Parker/B. Pinkham Bebb to approve the Part-time Certified/Non-certified Corrections Officers effective 1/1/2026. Passed Unanimously.**

7.4.3. Executive session for discussion of duties and compensation - MRS Title 1§405(6)(A)

****Motion: T. Parker/B. Pinkham Bebb to enter executive session at 10:44 a.m. for discussion of duties and compensation pursuant to MRS Title 1§405(6)(A) . Passed unanimously.**

(Commissioner T. Parker had to leave at 10:46 a.m.)

Commissioners resumed public session at 11:09 a.m.

7.4.4. Executive Session for discussion of duties and compensation - MRS Title 1§405(6)(A)

****K. Kelley/B. Pinkham Bebb to go into executive session at 11:10 a.m. for discussion of duties and compensation pursuant to MRS Title 1§405(6)(A). Passed Unanimously by two.**

Commissioners resumed public session at 11:15 a.m.

****Motion: K. Kelley/B. Pinkham Bebb to approve the MOU of the AFSCME Council 93 Article 25 Wages for Title Change and Reclassification Changes effective June 28, 2026. Passed unanimously by two.**

T. Benton requested an additional executive session for discussion of a personnel matter pursuant to MRS Title 1§405(6)(A). Passed unanimously by two.

****K. Kelley/B. Pinkham Bebb to go into executive session at 11:18 a.m. for discussion of a personnel matter pursuant to MRS Title 1§405(6)(A). Passed unanimously by two.**

Commissioners resumed public session at 11:30 a.m. No action was taken.

8. Adjournment: **Motion: K. Kelley/B. Pinkham Bebb to adjourn at 11:30 a.m. Passed unanimously by two.

Respectfully submitted by  Waldo County Clerk
Barbara L. Arseneau