

**WALDO COUNTY COMMISSIONERS COURT SESSION
SPECIAL SESSION
MAY 1, 2025**

PRESENT: Commissioners Betty Johnson (Chairman), Kevin Kelley, and 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 10:02 a.m.

2. REVIEW/REVISE AGENDA

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

3. CONSENT AGENDA –

- a) Finance Report
- b) Minutes: April 17 and April 24, 2025 sessions

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

4. CHAIR’S REPORT

B. Johnson reported that she would like to give a Chair’s report once a month. The Commissioners are holding workshops on the Thursdays between their regular court sessions. The purpose is for items that require or need research or explanation so that all the Commissioners can hear the information at the same time.

The April 24, 2025 workshop went very well and included the following:

- The Commissioners read through all the applications for the vacant Human Resources Director position.
- Organizational charts were created and submitted by the IT Director and are now on the County’s website. The goal is to be more transparent so people will understand what County government is about, and to help the two new commissioners to learn about County Government.
- The Commissioners worked on a policy to handle contracts, reviewed other policies, job descriptions, updates, etc.
- The Employee Handbook was reviewed briefly and must be updated once the new HR Director is hired and settled in.
- Accounting software is being researched and discussed.
- A possible 18-month budget is being researched.

5. PUBLIC COMMENT

None.

6. EXECUTIVE SESSION

****Motion: K. Kelley/B. Johnson to go into executive session at 10:14 a.m. for consideration of duties/policy as permitted by MRSA Title 1§405(6)(A). Unanimous.**

The Commissioners resumed public session at 11:03 a.m.

****Motion: T. Parker/K. Kelley to add to the Internal Control Policy that there will be no sharing of credit cards. Unanimous.**

****Motion: T. Parker/K. Kelley for each card holder not to exceed the individual credit card limit. Unanimous.**

****Motion T. Parker/K. Kelley to work with and utilize Finance to pay for the hotels and travel expenses for the NENA Conference in Portland this one time. Unanimous.**

The Commissioners directed K. Hunt to add language in the Internal Control Policy and bring it back before them for review.

7. EXECUTIVE SESSION

****Motion: K. Kelley/T. Parker to go into executive session at 11:08 a.m. for consideration of potential duties as permitted by MRSA Title 1§405(6)(A). Unanimous.**

The Commissioners resumed public session at 11:31 a.m. No action was taken.

****Motion: K. Kelley/T. Parker to recess from 11:35 to 11:45 a.m. Unanimous.**

8. DEPARTMENT REPORTS/REQUESTS

8.1 Finance: K. Hunt reported that the invoices for health insurance came today and need to be added to the warrants.

****Motion: T. Parker/ K. Kelley to add the health insurance invoices for both the Jail and County accounts payable to both warrants. Unanimous.**

a) MCRCC (Jail) Warrant 5/1/2025

****Motion: K. Kelley/T. Parker to authorize payment of the May 1, 2025 MCRRC (Jail) accounts payable warrant in the amount of \$68,519.79 and April 24, 2025 payroll in the amount of \$45,347.43 for a t total of \$113,867.22. Unanimous.**

b) County Warrant 5/1/2025

****Motion: K. Kelley/T. Parker to authorize payment of the May 1, 2025 County accounts payable warrant in the amount of \$214,092.82 and the April 24, 2025 payroll in the amount of \$171,043.15 for a total of \$385,135.97. Unanimous.**

c) Executive Session for discussion of compensation as permitted by MRSA Title 1§405(6)(A)

****Motion: T. Parker/K. Kelley to go into executive session at 11:50 a.m. for discussion of compensation as permitted by MRSA Title 1§405(6)(A)**

The Commissioners resumed public session at 11:57 a.m. No action taken.

9. EXECUTIVE SESSION

****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 12:40 p.m. No action taken.

9.2 County Clerk/Human Resources Reports:

a) Human Resources Report:

1. Facilities Manager Christopher Bryant completed two years as Facilities Manager on May 1, 2025 and his salary will increase to the two-year step from \$56,430.07 to \$56,994.36 effective that date. So noted.

2. Dispatcher Ryan Dobbins has completed the certification classes at the academy April 22, 2025 and is now a certified dispatcher still in training. Effective that date, his hourly pay will increase from \$22.54 to \$23.99 per hour. So noted.

b) County Clerk Report

1. There have been two FOAA requests received in the last couple of week, both large in nature, that are being worked on.

2. The District Attorney's office submitted a list of records that have met their retention schedules scheduled for destruction.

****Motion: T. Parker/B. Johnson to approve disposition of the records as presented by the District Attorney's Office. Unanimous.**

3. Oxford County is looking for support for legislation regarding FOAA requests.

EXECUTIVE SESSION

****Motion: / to go into executive session at 12:40 a.m. for consideration of a legal matter as permitted by MRSA Title 1§405(6)(F). Unanimous.**

The Commissioners resumed public session at 12:41. a.m. The County Clerk was instructed to follow up with legal counsel.

****Motion: T. Parker/K. Kelley to adjourn at 12:44 p.m. Unanimous.**

Respectfully submitted by  Waldo County Clerk
Barbara L. Arseneau