WALDO COUNTY COMMISSIONERS SPECIAL COURT SESSION
MARCH 13, 2025 (Revised 06-30-2025)

PRESENT: Commissioners Betty Johnson (Chairman), Kevin Kelley, and Timothy Parker. Also present was County Clerk Barbara Arseneau to take the minutes.

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

AGENDA CHANGES
Chief Deputy Matthew Curtis will be meeting with the Commissioners instead of the Sheriff at 11:30 a.m. instead of 10:00 a.m.

CORRECTIONAL ADMINISTRATOR JOB DESCRIPTION/PAY SCALE

FINANCE REPORT
County Clerk Barbara Arseneau was present to fill in at the request of Finance Director Kari Hunt since she was at a training session.
1. Addressing 2023 Bank Reconciliation: RHR Smith, CO, CPA has provided an estimate for completing the 2023 bank reconciliations in the amount of $10,000.00 to $12,000.00, which K. Hunt shared with the Commissioners by email on March 6, 2025 for T. Parker said he had some non-public information to share on this topic and requested an executive session.
****Motion: T. Parker/K. Kelley to go into executive session at 9:10 a.m. to discuss non-public information regarding this matter as permitted by M.R.S.A. Title 1§405(6)(f). Unanimous.**

The Commissioners resumed public session at 9:30 a.m.

****Motion: T. Parker/K. Kelley to authorize hiring RHR Smith, CO, CPA to perform the 2023 bank reconciliation, with the friendly edit of K. Kelley that payment be made only after receiving and accepting the completed 2021 County Audit from RHR Smith, CPA. Unanimous.**

2. Projected Revenue vs. Actual Revenue: There has been ongoing discussion with the auditor regarding the use of projected revenue versus actual revenue, specifically related to offsetting the County Budget. K. Hunt had submitted to the Commissioners by email the conversation between the auditor and her on this matter.
****Motion: T. Parker/K. Kelley to accept Finance Director Kari Hunt's recommendation that the 2025 projected revenues be factored into the revised 2025 tax assessments.** Discussion: The opinion to use actuals from the prior year came from the people in RHR Smith, CO who have experience with municipalities. Out of 52 auditors, only 2 CPA's have worked with county budgets. K. Hunt had researched the statutes and referenced Title 30-A, §855, 2(B) which states "The total estimated revenues, along with the county tax to be levied, must equal the total estimated expenditures." K. Hunt also followed up with other counties and the previous long-time Finance Director Karen Trussell and all confirmed that they use projected revenues. **Unanimous.**

HUMAN RESOURCES REPORT

Human Resources Director Annette McLaggan reported the following:
(Several items were reviewed that had already been addressed during the February 20, 2025 session.)

1. Ryan Dobbins has been given a conditional offer of employment as Communications Specialist at $22.54 non-certified. No date of hire is yet established.
****Motion: T. Parker/K. Kelley to approve the conditional hire of Ryan Dobbins as Communications Specialist/Dispatcher.** Discussion of whether this was budgeted and being backfilled, and the answer was yes. **Unanimous.**

10. Dispatcher Lori Mazzeo has reached the 16 year pay increase from $30.53 to $31.76 effective March 5, 2025. So noted.

11. A. McLaggan thanked the Commissioners for meeting in executive session last month regarding signing on with The Standard Insurance to manage the Paid Maine Family Medical Leave.

12. A. McLaggan requested a motion to accept separation of employment for Teri Quappe effective 2/26/2025.
****Motion: B. Johnson/ T. Parker to accept separation of employment for Teri Quappe. Unanimous.** This is an unfunded liability.

13. According to the Deputies Association Contract, all hours over 720 can be paid out to members who request it. One employee requested 257 hours, which is an unfunded liability.

CORRESPONDENCE
County Clerk Barbara Arseneau reported the following:

1. EMA Director Dale Rowley has asked if the Commissioners have chosen a date to receive EMA Training. The Commissioners chose May 8, 2025.

2. The Spirit of America Foundation Tribute Ceremony Date needs to be decided. The Commissioners selected April 17, 2025 starting at 11:00 a.m. with light refreshments.

3. A Records Disposition Form with Commissioners Office records that have more than met their retention schedule from January – February 2025. Commissioners approved the disposition of these records and signed the Form.

4. Letter from Town of Islesboro Selectboard supporting Town of Northport's suggestion regarding changing the Budget Committee to allow members other than mayors, councilors or selectpersons. Noted as received and read.

APPROVAL OF MINUTES
Minutes drafts were previously submitted to the Commissioners and tabled.

<u>From 2024:</u>
August 8, 2024
September 5, 2024
October 17, 2024
November 21, 2024
****Motion: K. Kelley/T. Parker to accept the 2024 Minutes from August 8, September 5, October 17, and November 21. Unanimous.**

<u>From 2025:</u>
January 2, 2025
January 16, 2025
January 23, 2025
February 6, 2025
****Motion: K. Kelley/T. Parker to accept the minutes from January 2, 2025, January 16, 2025, January 23, 2025, February 6, 2025, and March 6, 2025**
Check on folders. Should have procedures for filing and tracking folders with insurance policies.

The Commissioners adjourned temporarily from 10:27 a.m. to 11:15 a.m.

MISCELLANEOUS BUSINESS
Commissioner B. Johnson introduced the idea of a "consent agenda" to the Commissioners and submitted an example from the Coastal County Workforce. This would make the agendas shorter and be used for routine matters that don't require much attention or discussion. The Department Heads and others who are meeting with the Commissioners would submit reports/documents within the week of the Commissioners court session. The Commissioners could review these in advance and make notes on any questions they have or changes they'd like to make. The financial warrants need to be read and voted on. It would hopefully cut down on a lot of discussion, shorten the minutes, and provide the documents needed in advance so the Commissioners would come prepared. B. Johnson would like to look at this concept and adopt it. It would change the way the current agenda looks and reduce it. She will work on the agenda with the County Clerk and plans to meet with the department heads at their next department head/safety meeting.

****Motion: T. Parker/K. Kelley to accept starting the consent agenda. Unanimous.**

H.R. Director A. McLaggan requested an executive session for a personnel matter at 11:45 a.m. as permitted by MRSA Title 1§404(6)(A).

The Commissioners resumed public session at 12:36 p.m.

****Motion K. Kelley/T. Parker to approve the Correctional Administrator position at the rank of Lt. as amended on March 13, 2025. Unanimous.**

****Motion K. Kelley/T. Parker to set the Correctional Administrator salary at completion of the 20-**

year step at $97,448.00. Unanimous.

****Motion K. Kelley/T. Parker to approve expending up to $5,000.00 once for moving/relocation or any other expenditures as a sign on bonus, not including meals and mileage. Unanimous.**

****Motion T. Parker/K. Kelley to go into executive session at 12:37 p.m. for discussion of duties as permitted by MRSA Title 1§404(6)(A). Unanimous.**

The Commissioners came out of executive session at 1:00 p.m.

****Motion: T. Parker/K. Kelley to accept the Commissioners Committee Assignments for Districts 1, 2, and 3. Unanimous.**

****Motion: T. Parker/K. Kelley to adjourn at 1:01 p.m. Unanimous.**

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