

Town of Waldo Special Select Board Meeting

Minutes of Special Select Board Meeting, Saturday, June 14, 2025, at Waldo Town Office

This meeting was held immediately following the Special Town meeting where two new Select Board members were elected: Tom Wagner and Kim Weaver. This Special Select Board Meeting is being held immediately following the Special Town meeting to handle town business that had been pending due to the unexpected departure of two Select Board members.

The Select Board members are now Ian Stover, Tom Wagner, and Kim Weaver.

Motions are in ***bold, red, italicized font***

Topic	Key Points and Outcomes	Follow-up
Call to order and selection of a Chair	<ul style="list-style-type: none">• <i>Motion by Tom Wagner and second by Ian Stover to call the meeting to order at 9:48 am. Motion adopted 3-0.</i>• <i>Motion by Tom Wagner and second by Kim Weaver to nominate Ian Stover for Chair. Ian Stover accepted the nomination. Motion adopted 3-0.</i>	All items previously assigned to Wayne Marshall are now aligned with Ian Stover
Housekeeping	<ul style="list-style-type: none">• Diane Tyler issued a key to the Town Office building to Kim Weaver. Ian Stover and Tom Wagner already have a key.• Diane Tyler explained that a monthly time sheet is required and must be submitted to the State annually; she collects the timesheets monthly. Diane Tyler will email the Excel form to Kim Weaver this afternoon. Ian Stover and Tom Wagner confirmed that they already have the Excel form.	<ul style="list-style-type: none">• Diane Tyler provides timesheet template to Kim Weaver• Kim Weaver to begin providing monthly time sheet
General Assistance	<ul style="list-style-type: none">• <i>Motion by Tom Wagner and second by Kim Weaver to keep General Assistance with the Select Board. Motion adopted 3-0.</i>• <i>Motion by Ian Stover and second by Tom Wagner for Kim Weaver to administer General Assistance. Motion adopted 3-0.</i>	Diane Tyler to update the Town webpage with Kim Weaver's contact information in the General Assistance section of the webpage
Concealed Weapons	<ul style="list-style-type: none">• <i>Motion by Ian Stover and second by Kim Weaver for the Select Board to process concealed weapons permits for the Town of Waldo. Motion adopted 3-0.</i>• Tom Wagner shared there is one concealed weapon permit that has been pending for a while that needs approval.	Select Board to process concealed weapon permit that has been waiting
Financial Warrant	<p>The financial warrant was signed by all 3 Select Board members. Key highlights:</p> <ul style="list-style-type: none">• Tom Wagner requested that any invoices from Ivan or Earl be reviewed with him before they are paid. Kellie Jacobs shared that she prefers Department Heads review and provide approval for all invoices before she pays them.	<ul style="list-style-type: none">• Select Board to determine how to handle signing of the financial warrant on week's when the Select

Town of Waldo Special Select Board Meeting

Minutes of Special Select Board Meeting, Saturday, June 14, 2025, at Waldo Town Office

Topic	Key Points and Outcomes	Follow-up
	<ul style="list-style-type: none">• Tom Wagner stated that the Road Commissioner position could return the salary to the budget if he could hold both positions. Herb Harnden shared that the townspeople would need to vote to change the position from elected to be assumed by the Select Board. State Law prohibits a Select Board member from holding two elected positions.• Ian Stover asked for the status of the Westcott Stream foreclosure property and Kellie Jacobs stated that it has been served by the Sheriff's Department. The owner was not present when the Sheriff's Department served the papers; the tenant accepted the papers. Kellie Jacobs stated that there is a lien on the property. Ian Stover asked if there have been any conversations with the property owner and Kellie Jacobs stated that there have not been.• Ian Stover requested status on the Waterville Road sale closing. Kellie Jacobs reported that it completed successfully.• Kellie Jacobs shared that she notified Kitty of Stevens Lawn Care that she cannot release payment until the financial warrant is approved and that was anticipated to happen today. She will notify Kitty Stevens after this meeting that payment is ready.• Kellie Jacobs and Diane Tyler are working with the Auditor to reword the employment agreement to ensure people are not paid for time not worked.• Diane Tyler stated that dispensing of State Collected Fees, Payroll, and Educational Expenses can be transacted through signing the financial warrant outside a public meeting if there is an approved policy on file. Kim Weaver said she supports signing the financial warrant outside a public meeting when the Policy is on file and when there are copies of the receipts for review. Kellie Jacobs suggested scheduling a weekly meeting to review the warrant where 2 of the 3 Select Board members are present and the meeting can be canceled on the weeks when there are no payments needing approval. Ian Stover suggested tabling this topic to allow the Select Board time to consider the impacts and next actions.• Kellie Jacobs stated the Fire Department has exceeded their budget. Kellie Jacobs and Diane Tyler expressed concern with the lack of frugality with purchases. Kellie Jacobs showed the Select Board where there could be confusion in the annual report because the Fire Department line was visually confusing due to the lack of alignment on the page and the	<p>Board does not meet.</p> <ul style="list-style-type: none">• Select Board to discuss Fire Department budget with Rodney Young

Town of Waldo Special Select Board Meeting

Minutes of Special Select Board Meeting, Saturday, June 14, 2025, at Waldo Town Office

Topic	Key Points and Outcomes	Follow-up
	<p>lack of physical visual lines around expense categories. Formatting will be enhanced to provide clarity in reporting going forward. Kim Weaver asked for a copy of the Annual Report; Diane Tyler said she will provide a copy. Kellie Jacobs stated she will provide the expenses booked against the Fire Department budget for review and she shared that an official Quickbooks report will be available after the Audit changes are complete. Ian Stover stated that Rodney Young, Fire Chief, is generally at the Monday evening Select Board meetings and that would be a good time to revisit this topic. Tom Wagner said the fire truck pump failed inspection and will need to be addressed within the budget. Kim Weaver shared that she expects the financials to be managed like anyone would their home budget and that forecasting would help manage situations like this.</p>	
Building Audit Repairs	<ul style="list-style-type: none"> • Kellie Jacobs provided a copy of the Building Audit Report to Kim Weaver and Tom Wagner; Ian Stover confirmed that he has a copy. • Kellie Jacobs stated that an Auditor review is required of all fixes. • Kellie Jacobs shared that Doug performs a lot of the general maintenance and asked that he be endorsed to lead the repairs. She stated that her experience is that he is self-aware and knows when something is beyond his expertise and will advise potential steps to move forward. • All 3 Select Board members stated they are comfortable with allowing Doug to continue to perform the services and anything he is uncomfortable executing should be escalated to the Select Board for action. 	<ul style="list-style-type: none"> • Kellie to inform Doug that he can proceed on the Building Audit Repairs • Kellie will keep the Selects Board informed to ongoing status
School Board Representation	<ul style="list-style-type: none"> • <i>Motion by Tom Wagner and second by Ian Stover to appoint Steve Miles to the interim role of School Board Representative since Steve's elected term begins July 1st. Motion adopted 3-0.</i> • Tom Wagner stated that there is a school board meeting this Monday night. Diane Tyler text Steve Miles during the meeting to see if he can join the conversation and perform turnover. Steve Miles immediately came to the Town Office Building and joined the meeting. • Steve Miles signed the agreement accepting the interim appointment as School Board Representative. Diane Tyler stated she will email Steve Miles the Agenda for Monday night's meeting. 	<p>Steve immediately begins representing the Town of Waldo as the School Board Representative</p>

Town of Waldo Special Select Board Meeting

Minutes of Special Select Board Meeting, Saturday, June 14, 2025, at Waldo Town Office

Topic	Key Points and Outcomes	Follow-up
	<ul style="list-style-type: none"> Tom Wagner suggested that Steve Miles attend all committee meetings even though he knows the minimum requirement is to attend 3 committees. Tom Wagner also expressed how important it is for Steve to think for himself and not follow what the crowd is doing. 	
Dumping	Tom Wagner reported that someone is dumping on East Waldo Road. He has cleaned up the dumping several times and there is currently a heavy chair he will need to remove with a tractor. He said his dilemma is what to do with the chair since town dump day just completed. Kellie Jacobs suggested putting the chair in the Town Office parking lot until the next dump day in October even though this isn't ideal.	No resolution was determined
Beaver Relocation	Diane Tyler reported that the beaver relocation email update received a lot of support. People were happy with the humane approach taken. Tom Wagner reported that there is now a similar situation on Kendall Corner Road.	Tom Wagner handling resolution of the Kendall Corner situation
Room Rental	Diane Tyler obtained the signatures of the Select Board for the Town Office Building Room Rental. She explained that the key provides renters access to the room and bathrooms; it does not provide access to the administrative offices.	None
Foreclosed Properties	Kellie Jacobs obtained the Select Board member signatures for foreclosure of the Moosehead Trail and Waterville Road properties.	None
Budget Committee	<ul style="list-style-type: none"> Tom Wagner volunteered to represent the Town of Waldo on the Budget Committee. It is a 3-year term and Tom's Select Board term ends 2027; another representative may need to be selected at that time, depending on election results. Motion by Ian Stover and second by Kim Weaver for Tom Wagner to represent the Town of Waldo on the Budget Committee. Motion adopted 3-0. 	Tom Wagner to represent Town of Waldo on Budget Committee
Committee Representation	<ul style="list-style-type: none"> Kim Weaver acknowledged the number of committees and roles Tom Wagner has and offered support. Tom Wagner said he has significant passion for the Budget Committee and wants to stay on the Road Committee and School Withdrawal Committee. Tom said Sadie Lloyd Mudge asked him if he could represent the Select Board on the School Withdrawal Committee and he committed that he would. 	None

Town of Waldo Special Select Board Meeting

Minutes of Special Select Board Meeting, Saturday, June 14, 2025, at Waldo Town Office

Topic	Key Points and Outcomes	Follow-up
Road Committee	<ul style="list-style-type: none"> • Diane Tyler will call the Maine Municipal Association (MMA) to understand if Tom Wagner can hold a dual role as Road Commissioner and Select Board member. • Tom Wagner explained that the committee was established to seek funding solutions and has expanded their charter beyond the original intention and has not identified funding solutions. • Tom Wagner shared that the committee has agreed to perform capital improvements on Bonne Terre Road. Three bids have been received. Kellie Jacobs stated that it is important to be mindful of spending large amounts this time of year as payment may not be able to be made until tax collection begins. Tom Wagner acknowledged that it is late in the season for significant road work to begin. • Kim Weaver asked why a road committee exists if the Select Board takes recommendations from the Road Commissioner. Diane Tyler shared that most towns have the Select Board performing the Road Commissioner role. • Tom Wagner stated that the Road Commissioner is responsible for maintenance and the maintenance budget. All capital improvements are handled by the Select Board. • Diane Tyler asked Tom Wagner to obtain the Road Committee meeting schedule as that has not been made public and it should be published on the Town webpage. She will publish the meeting schedule once she receives from Tom Wagner. 	Diane Tyler will call the Maine Municipal Association (MMA) to understand if Tom Wagner can hold a dual role as Road Commissioner and Select Board member.
Maine Freedom of Access Act (FOAA) Training	<ul style="list-style-type: none"> • Diane Tyler communicated that the FOAA training is mandatory and must be completed within 120 days of being elected. Kim Weaver stated that she completed the training as part of the Planning Board and will provide Diane Tyler with the signed form. Diane Tyler stated she will email Tom Wagner the information 	Kim Weaver will sign and provide the FOAA Training to Diane Tyler
Select Board email	<ul style="list-style-type: none"> • Diane Tyler informed Kim Weaver and Tom Wagner that they need Select Board emails. • Diane Tyler will establish the emails and provide login information to Kim Weaver and Tom Wagner. • Kim Weaver's email will be waldoselect26@gmail.com • Tom Wagner's email will be waldoselect7@gmail.com 	Diane Tyler will establish the emails and provide login information to Kim Weaver and Tom Wagner

Town of Waldo Special Select Board Meeting

Minutes of Special Select Board Meeting, Saturday, June 14, 2025, at Waldo Town Office

Topic	Key Points and Outcomes	Follow-up
Emergency Management Agency (EMA)	<ul style="list-style-type: none"> Diane Tyler stated that Emergency Management Agency (EMA) duty is now a conflict according to State statute. He stated that two other towns in Waldo County have situations where there is dual role being performed and he wants to do the same. Motion by Kim Weaver and second by Ian Stover to notify the public that this position is open and to express interest before next Friday to allow for review by the Select Board at the next regular meeting. Motion adopted 3-0. Diane Tyler said she will publish the notification, check with MMA to validate the situation conflict, and explore options. 	Diane Tyler said she will publish the notification, check with MMA to validate the situation conflict, and explore options.
Policy Creation	<ul style="list-style-type: none"> Diane Tyler communicated that there are options to invoke that would have made the impact less severe with the recent experience of having a majority of the Board not present. There are Policies that can be created to specify a process to be invoked to continue business as usual. For instance, a remote meeting could be conducted if this was identified as a viable option in a policy. Diane Tyler stated that a Charter is not required to approve and implement policies. Diane Tyler suggested that she document policy samples and provide them to the Select Board for review before the next meeting. The Select Board expressed agreement. Tom Wagner asked how the situation is handled when two of the three Select Board members are present and there is a tie. Diane Tyler shared that the Town Clerk can determine what method to use to break the tie. For instance, drawing of straws can be performed or any similar method. Motion by Ian Stover and second by Kim Weaver to create necessary policies and provide to the Select Board for review. Motion adopted 3-0. 	Diane Tyler documents policy samples and provides them to the Select Board for review before the next meeting.
Repairs	<ul style="list-style-type: none"> Diane Tyler stated that the women's restroom faucet needs to be fixed and there are several lightbulbs needing replacement in the Town Office building. Diane asked the Select Board if Doug can continue to be utilized for such repairs as he has been in the past. All 3 Select Board members agreed to continue the current process. 	Diane will inform Doug of the needed repairs
Public Comment	There was no Public Comment segment in today's meeting.	None
Adjournment	The Chair adjourned the meeting at 11:53 am.	

Meeting minutes documented by Holly Hilts.