

Town of Waldo Select Board Meeting

Minutes of Select Board Meeting, Monday, July 7, 2025, at Waldo Town Office

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

The Chair, Ian Stover, called the meeting to order at 5:00 pm.

Topic	Key Points and Outcomes	Follow-up
Approval of Meeting Minutes	<i>Motion by Tom Wagner and second by Ian Stover to approve the minutes of the June 23, 2025, Special Select Board meeting. Motion adopted 3-0.</i>	Holly Hilts will send the final version to Kellie Jacobs for posting on the Town website
Fire Department, Rodney Young	<ul style="list-style-type: none">• Rodney Young requested the Fire Department discussion be tabled until next Monday. Ian asked if the Fire Department is set with money until then and Rodney affirmed that it is at this time.• Craig Curtis stated the Town approved the Annual Financial Report which states the Fire Department has \$40k more than intended because the Town voted on the report 'as printed'.<ul style="list-style-type: none">• Ian Stover asserted that this was discussed last week, and it is a misprint.• Craig communicated that the Town would need to vote to correct the report to fix the financial misalignment.• Kim Weaver affirmed that the Special Town Meeting would be needed to allow the townspeople to realign the funds properly.• Kim Weaver asked Kellie Jacobs if lines can be added to make the report clearer and Kellie affirmed that she can add lines.	<ul style="list-style-type: none">• Ian Stover will move the Fire Department discussion to next week's Agenda.• Ian Stover will add the corrected Financial Report to the next Special Town meeting.
Building Audit, Doug Bowden	<ul style="list-style-type: none">• Doug Bowden does not have a copy of the Building Audit report; Kellie Jacobs gave Doug a copy during the meeting.• Kim Weaver requested Doug provide estimates for the work and he affirmed he will.• Rodney Young asked if the report contains the Fire Department items and Kellie Jacobs validated that it does.	Doug Bowden will review the report and provide estimates to the Select Board
Concealed Weapons, Kim Weaver	<ul style="list-style-type: none">• Kim Weaver spoke with Jim Woodside, State Bureau of Investigation, Identification Specialist Supervisor, State of Maine, and he stated that in 2015, the Town of Waldo declined that State's offer to perform background checks for free.• Diane Tyler asked if she will be submitting the information to the State and Kim Weaver said she will perform the process. Diane will accept the applications and payment, route the payment to Kellie Jacobs, and submit the applications to Kim for processing.	Kim Weaver will establish the Town of Waldo on the State's, 'Inform Me' system, process the backlogged applications, and process all new applications.

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	<ul style="list-style-type: none"> • Ian Stover passed the file containing 3 backlogged applications to Kim Weaver for her to execute. • <i>Motion by Kim Weaver and second by Ian Stover to establish the account with the State's 'Inform Me' website and process the background checks through the State's online process avoiding a backlog that could be experienced with any other party performing the background checks. Motion adopted 3-0.</i> 	
Emergency Management Agency (EMA) replacing the position held by Tom Wagner	<ul style="list-style-type: none"> • Ian Stover reported that one person expressed interest in the position and that person is Bob Cartier. • Bob Cartier called Waldo EMA and there is one class (ICS 800) he is required to complete. • Bob Cartier shared that he has been in the fire service since 1998, has served as Fire Chief, and is now Assistant Fire Chief. • <i>Motion by Ian Stover and second by Kim Weaver to appoint Bob Cartier as the Emergency Management Agency (EMA) position until the Annual Town Meeting when elections occur with the pro-rated compensation already in place. Motion adopted 3-0.</i> • Craig Curtis asked about appointment versus election. <ul style="list-style-type: none"> • Kim Weaver referenced Chapter 5 in the Maine Municipal Officers manual explaining the roles that can be appointed. • Craig Curtis cited precedence with this position always being elected, and Diane Tyler explained that in this case, since Tom Wagner was elected to the Select Board and is required to vacate the position, an appointment can be made until the Annual Town Meeting election process is executed. 	Bob Cartier complete the required ICS 800 EMA class.
Road Commissioner replacement	<ul style="list-style-type: none"> • Diane Tyler reported that there was no response for the past two weeks to the Facebook posting or email requesting anyone interested in serving as Road Commissioner to replace Tom Wagner. • Diane suggested continuing to send notifications periodically and use Tom Wagner in the interim. • Kim Weaver asked if there is a place to post on the website and Kellie Jacobs said she will find a place to post the notice. • Jim Connors asked about the Select Board acting as Road Commissioner and Ian Stover explained that the Town would need to vote for the Select Board to act as Road Commissioner. 	<ul style="list-style-type: none"> • Diane Tyler will continue to post on Facebook and email to seek interest for Road Commissioner. • Kellie Jacobs will post request for interest on the Town website • Ian Stover will add the Select Board performing the

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	<ul style="list-style-type: none"> • Jim Connors requested that Tom Wagner clearly state when he is speaking as Road Commissioner and when he is speaking as Select Board to ensure clarity of how he is speaking. This includes any conversations around road expenses, repairs, etc. 	<p>Road Commissioner role at the next Special Town Meeting.</p> <ul style="list-style-type: none"> • Diane Tyler will coordinate establishing a date for the Special Town Meeting in early September.
Credit Card processing	<ul style="list-style-type: none"> • Kim Weaver presented a zero-cost option for processing credit cards whereby the 3% fee for processing is paid by the consumer. The service contact will provide training and ongoing support. • Kellie Jacobs stated the Bank provides credit card processing for the Town for free and she will provide the information to Kim Weaver. • Tom Wagner asked if all cards are accepted and Kim Weaver confirmed that all cards are accepted. • Diane Tyler expressed excitement about the possibility of consumers being able to complete some transactions from home as a future possibility. • <i>Motion by Kim Weaver and second by Ian Stover to review the two options presented and provide a recommendation at the July 14th Select Board meeting. Motion adopted 3-0.</i> 	Kellie Jacobs and Kim Weaver will review the information and provide a recommendation to the Select Board
Meeting and Training Dates	<p>Select Board Training</p> <ul style="list-style-type: none"> • Kim Weaver reported that September 9th is a Select Board member training via Zoom. Ian Stover expressed support for Kim Weaver pursuing the opportunity and sharing more information. <p>Changing the Select Board meeting minutes from 2nd and 4th Monday to every other week</p> <ul style="list-style-type: none"> • Tom Wagner asked about a conflict with the Fire Department meeting cadence and Rodney Young stated there won't be an issue as the Fire Department meetings begin at 6:30. Ian Stover committed to scheduling the Fire Department as the first agenda item to ensure Rodney's topics are covered early. • <i>Motion by Ian Stover and second by Kim Weaver to change the meeting cadence to every other week</i> 	<ul style="list-style-type: none"> • Kellie Jacobs will update the website to reflect the Select Board meeting change • Kellie Jacobs will confirm with Jim Murphy that he will join the July 14th meeting

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	<p><i>beginning with the July 14th Select Board meeting. Motion adopted 3-0.</i></p> <p>Select Board meeting topics</p> <ul style="list-style-type: none"> • Kellie Jacobs reported that Jim Murphy, Property Assessor, is available to join the Select Board meeting on July 14th. <p>Other</p> <ul style="list-style-type: none"> • Diane Tyler asked if she is authorized take the Tax Lien course at the end of this month as she has not processed any in the past and lien processing begins in August. Kellie Jacobs confirmed that there are training funds in the Incidental Fund. 	
Financial Warrant	<ul style="list-style-type: none"> • Kellie Jacobs reported that she made a \$0.90 error the last time she paid Ryan and asked if she can take the \$0.90 from petty cash. Kim Weaver stated that the correction should be paid in the same currency method as the original transaction. • Kellie Jacobs shared that the Bank Statements for four accounts have not been reviewed and approved by the Select Board since February. The Select Board committed to completing the review over the next few weeks. • <i>Motion by Kim Weaver and second by Ian Stover to approve the \$16,546.34 financial warrant. Motion adopted 3-0.</i> 	Select Board to review and approve Bank Statements for four accounts since February 2025.
Financial Audit	<ul style="list-style-type: none"> • Kim Weaver connected with Kevin from RHR Smith and Company, CPA firm, and he stated 2023 and 2024 are complete. Kellie Jacobs stated that it is the Town's 2022 and 2023 fiscal year and there is a discrepancy in how RHR Smith defines the accounting year and how the Town of Waldo defines it. • Kim Weaver asked for the Town of Waldo fiscal year and Kellie Jacobs stated it is February 1st to January 31st. • Kim Weaver shared that Kevin stated he has a non-attest agreement with the town to update Quickbooks. Kellie Jacobs confirmed that they are working on the Quickbooks updates; she spoke with a representative today regarding updates. • Kellie Jacobs shared that Kevin from RHR Smith would like to talk with the Board to answer any questions. The Select Board agreed, and Kellie committed to coordinating the meeting. • Kim Weaver shared that there is a Quickbooks Help Desk support and live chat, and Kim has used those with great success in the past. Kellie Jacobs shared that they don't 	Kim continue to manage the relationship

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	understand municipalities and that she has not had good experience with help desk or live chat.	
Other Business	<p>Road Committee</p> <ul style="list-style-type: none"> Ian Stover read an informative statement: <i>“We, the Select Board, took a vote on June 23rd about the use of a contractor for the Bonne Terre Road construction job and we took said vote after Executive Session during Public Meeting which is what MMA and State Statute requires. After reviewing estimates the road board received, we agreed that FC Works, although a little higher of an estimate, was the one to use. We have used them before. They provide quality work. We want the people that live on the Bonne Terre Road to have quality work done to their road. Nothing personal against the other two companies. We very much appreciate the other estimates we received, and we hope for future estimates from them in the future. I hope this covers that matter and explains it clearly.”</i> Jim Connors thanked Ian Stover for covering the bases overall with that statement and shared that there is an issue with making these decisions behind closed doors in Executive Session. There was a committee in place preparing to make a recommendation for the Select Board and that was truncated by the Executive Session discussion. Jim stated he does not know what information the Select Board had, what consideration they gave, what evaluation was performed, etc., and that this is no way to conduct public business. Jim Connors acknowledged that the voting and motion were made in the public forum and expressed that the decision making, the discussion of the item, and the logic for making the decision needs to be performed in public. Kim Weaver shared that she and Ian Stover are new to this process, and it has been a while for Tom Wagner, and they are learning as they go. She acknowledged that future conversations will be conducted publicly. Jim Connors asked if a Road Committee is desired and if their recommendations will be considered in the future. After conversation, Jim Connors concluded that he will let the Select Board know if he and the existing Road Committee members want to continue or if the committee would need to be re-established; he will let the Select Board know at the July 14th meeting. 	<p>Road Committee</p> <ul style="list-style-type: none"> Jim Connors will inform the Select Board at the July 14th meeting if the road committee will need to be re-established or if the existing committee will continue. <p>Hazardous Conditions in front of Town Office</p> <ul style="list-style-type: none"> Kim Weaver will consult with MMA to understand the appropriate process to use for seeking solutions for the hazardous situation in front of the Town Office and she will provide an update next week. <p>Westcott Stream Rd Hazardous Clean-up</p> <ul style="list-style-type: none"> Ian Stover will contact Dave Schofield to understand the situation from Dave’s perspective and determine next steps.

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	<ul style="list-style-type: none"> • <i>Motion by Kim Weaver and second by Ian Stover to put the Road Committee strategy on the July 14th agenda. Motion adopted 3-0.</i> <p>Hazardous Conditions in front of Town Office</p> <ul style="list-style-type: none"> • Diane Tyler raised an issue that there is water and mud in summer and ice in winter that accumulates in front of the Town Office creating a hazard. Someone on crutches almost fell this past week. • Kim Weaver will consult with MMA to understand the appropriate process to use for seeking solutions and she will provide an update next week. The goal is to seek potential solutions and estimates. <p>Westcott Stream Rd Hazardous Clean-up</p> <ul style="list-style-type: none"> • Diane Tyler reported that someone came to the Town Office concerned about Westcott Stream Road. The Codes Enforcement Officer has been working with the property owners on the road for the past two years to clean-up safety hazards. The complainant stated that one of the homes who was almost cleaned up has reverted to the original state. He requested the Town address the issue. • Ian Stover will contact Dave Schofield to understand the situation from Dave's perspective and determine next steps. • Kellie Jacobs will check the employment agreement on file to understand if Dave Schofield is technically employed by the Town at this time. • Diane Tyler suggested reading the MMA Code Enforcement manual to understand the process. Diane Tyler recalls that there was a pay increase authorized in January for the Code Enforcement Officer. <p>Financial Warrant Policies for the weeks when there is no Select Board meeting</p> <ul style="list-style-type: none"> • Diane Tyler asked if the Select Board has had time to read the policies and if they have questions. • Kim Weaver wants more time to review before signing. • This topic will be tabled until next week. <p>Addressing Officer</p> <ul style="list-style-type: none"> • Craig Curtis explained that the Addressing Officer ordinance states that the Select Board performs the role. Therefore, 	<ul style="list-style-type: none"> • Kellie Jacobs will check the employment agreement on file to understand if Dave Schofield is technically employed by the Town at this time. <p>Financial Warrant policies</p> <ul style="list-style-type: none"> • Ian Stover will add as an Agenda topic for next week's meeting. <p>Addressing Officer</p> <ul style="list-style-type: none"> • The Select Board needs to determine if they want to change the ordinance to allow an appointment or take some other action. • Craig Curtis will email the significant outstanding issues to the Select Board. <p>Dump/Landfill Mowing</p> <ul style="list-style-type: none"> • Kellie Jacobs ask Kathy Littlefield for history and why the dump needs to be mowed.

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	<p>the prior two motions to appoint Craig Curtis and to establish a \$3,000.00 stipend must be reversed.</p> <ul style="list-style-type: none"> • <i>Motion by Ian Stover and second by Kim Weaver to retract the \$3,000.00 stipend for Craig Curtis as Addressing Officer. Motion adopted 3-0.</i> • <i>Motion by Ian Stover and second by Kim Weaver to retract the appointment of Craig Curtis as the Addressing Officer. Motion adopted 3-0.</i> • The Select Board needs to determine if they want to change the ordinance to allow an appointment or assume the responsibility directly. • Craig Curtis will email the significant outstanding issues to the Select Board for resolution. <p>Property Assessment Invoice</p> <ul style="list-style-type: none"> • Kellie Jacobs reported that a new invoice for \$200.00 has been received for revaluation for letter mailing from a third party. • The Select Board instructed that this can be addressed at next week's meeting when Jim Murphy, Property Assessor, is present. <p>Dump/Landfill Mowing</p> <ul style="list-style-type: none"> • Kellie Jacobs stated that her Dad, Dave Littlefield, has mowed the dump annually for \$150.00 in the past. The Town of Morrill pays half (\$75.00) as it is a shared expense between the two towns. He no longer wishes to perform this task; he will mow it tomorrow one last time if the Town desires. • Kim Weaver asked why there is a requirement to mow it if the dump is retired. Tom Wagner stated there is a legal requirement. Kellie Jacobs said she will ask Kathy Littlefield, former Select Board member, for the history. • <i>Motion by Ian Stover and second by Kim Weaver to authorize Dave Littlefield to mow the dump/landfill for \$150.00 and the Select Board will determine if this needs to be performed in the future. Motion adopted 3-0.</i> <p>Animal Control</p> <ul style="list-style-type: none"> • An invoice for \$404.74 is still being received by the Town of Waldo for a dog that Kenny Hodgdon took to the Belfast Policy Department and it was then taken to the emergency vet clinic four years ago. 	<ul style="list-style-type: none"> • Select Board to determine next steps for mowing solution if the dump must be mowed in the future. <p>Westcott Stream Rd Foreclosure</p> <ul style="list-style-type: none"> • Kellie Jacobs will request the Sheriff's Department serve the property owner directly. <p>Animal Control</p> <ul style="list-style-type: none"> • Kellie Jacobs return the invoice with explanation to the vet clinic. • Select Board determine how they want to handle Animal Control Officer reporting when animals are transported for care that the Town would need to pay.

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	<ul style="list-style-type: none"> • Kellie Jacobs suggested a policy be created whereby the Animal Control Officer reports when they transport an animal for the Town of Waldo. • The Select Board instructed Kellie Jacobs to return the invoice with explanation of why the Town of Waldo will not pay. <p>Property Assessment</p> <ul style="list-style-type: none"> • Craig Curtis asked if anyone has heard any feedback about the Town of Waldo Property Assessment. His parents are being billed as ‘new build’ and ‘waterfront’ and neither is accurate. • Gerard Corbin asked if there are office hours and Diane Tyler confirmed that there are. Jim Murphy will be in the Town Office on July 15th from 3-6 pm in addition to the July 14th Select Board meeting. And, the Property Assessors have standard office hours from 3-6 pm on the 3rd Tuesday of each month. Please review the Town of Waldo website for contact information, hours, etc. <p>Westcott Stream Rd Foreclosure</p> <ul style="list-style-type: none"> • Kellie Jacobs asked if the lien foreclosure should move forward. • Kim Weaver asked for status and Kellie Jacobs stated a person staying at the location was served and it was not the property owner. Kim Weaver said we should move forward. Ian Stover requested that Dale Cross from the Sheriff’s Department serve only the property owner. • Side note: Craig Curtis shared that a property owner stated at the last Planning Board that they have intention to create a commercial dog kennel on their property at the end of Ridge Road. 	
Public Comment	None	n/a
Adjournment	The Chair adjourned the meeting at 7:04 pm.	None

Meeting minutes documented by Holly Hilts.