

**WALDO COUNTY COMMISSIONERS COURT SESSION
(SPECIAL SESSION)
DECEMBER 13, 2019**

PRESENT: Commissioners William D. Shorey, Amy R. Fowler, and Betty I. Johnson. Also present was County Clerk Barbara Arseneau to take minutes

Call to Order: Commissioner Shorey called the court session to order at 1:00 p.m.

EXECUTIVE SESSION:

****W. Shorey moved, B. Johnson seconded to go into executive session for discussion of assignments and duties as permitted by M.R.S.A. Title 1§405(6)(a) at 1:05 p.m. Unanimous.**

****A. Fowler moved, B. Johnson seconded to come out of executive session at 2:15 p.m. Unanimous. No action was taken.**

****A. Fowler moved, B. Johnson seconded to accept the newly revised Assistant Clerk job description. Unanimous.**

****A. Fowler moved, B. Johnson seconded to accept newly revised County Clerk job description. Unanimous.**

****A. Fowler moved, B. Johnson seconded to accept the newly revised Human Resources Director job description. Unanimous.**

****A. Fowler moved, B. Johnson seconded to accept the newly revised Finance Director/Deputy Treasurer job description.**

****A. Fowler moved, B. Johnson seconded to advertise for an IT Manager position in the Bangor Daily and Portland Press Herald weekend editions and in Indeed for two weeks. Unanimous.**

APPROVAL OF MINUTES:

B. Arseneau asked the Commissioners to check the final revision to the minutes from the November 4, 2019 Commissioners Court Session with the revisions made by the Commissioners during their December 4, 2019 court session. The Commissioners reviewed and stated that the minutes were correct.

****B. Johnson moved, A. Fowler seconded to adjourn at 2:29 p.m. Unanimous.**

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