

**WALDO COUNTY COMMISSIONERS COURT SESSION
JULY 10, 2007**

Present: Waldo County Commissioners John M. Hyk, Chairman, Amy R. Fowler and Donald P. Berry, Sr. Also present were Treasurer David Parkman, Deputy Treasurer Karen Trussell and County Clerk Barbara Arseneau.

J. Hyk opened the meeting at 9:00 a.m.

TREASURER'S REPORT:

Present for this report was Treasurer David Parkman and Deputy Treasurer Karen Trussell.

REVENUE:

D. Parkman reported that 54% of anticipated revenue has been received. Probate Restitution has been received at 112%. This will offset the 91% expended in Court Appointments.

APPROPRIATIONS:

A. Fowler inquired about line 4636 in the Facilities Budget (Heating Repairs Superior Courthouse) and if all heating repairs had been done or started. D. Parkman replied that he did not know. The Commissioners would ask the Facilities Manager later.

D. Parkman reported that Inmate Boarding expenditures were "on track." The Communications Center is having "the same old problems," in that the over-time/part-time line was over-expended for this point in the year, as it has been for the past few years. The Employee Benefits budget was also high for this time of year, at 55% expended. K. Trussell explained that health insurance is paid a month in advance, which is reflected in that high percentage. D. Parkman commented that the Benefits budget was "on track, then."

RESERVES:

D. Parkman read from the list of Capital, Active and Restricted Account expenditures.

****D. Berry moved, A. Fowler seconded accepting the Treasurer's report as presented. Unanimous.**

****D. Berry moved, A. Fowler seconded authorizing payment of the June 27, 2007 Capital, Active and Restricted Reserves Warrant in the amount of \$12,505.02. Unanimous.**

****D. Berry moved, A. Fowler seconded authorizing payment of the June 27, 2007 Regular Warrant in the amount of \$153,313.82. Unanimous.**

****D. Berry moved, A. Fowler seconded authorizing payment of the July 10, 2007 Capital and Restricted Reserves Warrant in the amount of \$15,987.48. Unanimous.**

****D. Berry moved, A. Fowler seconded authorizing payment of the July 10, 2007 Regular Warrant in the amount of \$65,565.38. Unanimous.**

D. Parkman reported that the Representative Chris Barstow, Chairman of the State and Local Committee, has introduced legislation that would change the currently elected positions of Registers of Deeds and Probate and Treasurers to appointed positions. D. Parkman stated that this concept of doing away with these elected positions has been presented a few times before. "I guess Barstow has been going around talking with all the Commissioners, trying to get counties to have a charter and do away with some of these elected positions. It would require a unanimous vote from MACo," he explained. A. Fowler commented that she had not heard about this. D. Parkman recommended checking with MCCA Executive Director Robert Howe.

D. Parkman also mentioned that there was "a movement going on" with counties hiring Finance Directors. Knox County has developed a charter that has deleted the elected Treasurer position and replaced it with a Finance Director. D. Parkman felt that these positions should be included in the Treasurer's Association and had invited the Knox Finance Director to the last Treasurer's meeting. Kennebec Administrator Robert Devlin had sent an email to the County Administrators, Managers and Clerks stating that the Treasurers are not including the Finance Director's in the organizational meetings, which D. Parkman recently learned of. D. Parkman expressed his irritation with the content of the email and told the Commissioners that he called B. Devlin to inform him that he had, in fact, invited the Knox Finance Director to the meeting.

A. Fowler described a meeting she had recently attended and expressed concern that MACo was not living up to its expectations and was "a sinking ship." She added that there are people who feel all the associations should come under the umbrella of MACo. She noted that the MACo meeting was unintentionally left off the MCCA Convention Agenda, but apparently was going to be added on.

FACILITIES REPORT:

Present for this discussion was Facilities Manager Keith Overlock, who reported the following:

1. GENERATORS: K. Overlock has spoken with D. Rowley and he would like to transfer maintenance of the generators to Facilities Management. The EMA budget was limited and K. Overlock felt that the Facilities Budget could absorb the expense better. J. Hyk asked if this would be included in a line in the Facilities budget. After brief discussion, the Commissioners recommended that this remain in the EMA budget, but K. Overlock would take care of the generators. K. Overlock agreed, explaining that the EMA Director did not reasonably have time to service the generators, particularly during emergencies, as he would be handling other pressing matters and often has to be out of town dealing with countywide emergency management issues. K. Overlock detailed a recent situation regarding one of the generators having a broken starter. J. Hyk instructed K. Overlock to contact a generator repair person whenever there are problems. K.

Overlock also detailed an issue with the generators' batteries. The Commissioners instructed K. Overlock to obtain batteries for the generators that have "trickle chargers." K. Overlock noted that the EMA Director had obtained a grant that included funds to purchase a new propane generator for the Jail/Sheriff/EMA complex, as the current one does not have the capacity to run those buildings sufficiently.

2. K. Overlock is having Wardwell Co. look at the drainage issues at the Jail. Wardwell provided an estimate of \$58,000.00 to do this project. K. Overlock commented, "This is something that should be done, but we've lived with it this long." The Commissioners instructed K. Overlock to put this in the 2008 budget request.
3. K. Overlock will be having a driveway and gravel pad put in for EMA behind the Jail so that the emergency and law enforcement trailers can be parked there.
4. K. Overlock is trying to get estimates for roof repairs at the District Courthouse. "It's a tricky project, and the contractor can't work on anything if court is in session."
5. Architect Robert Fenney, Eastern Maine Development Corporation Director of Community Services Chris Shrum and K. Overlock met on June 28th to discuss and plan the handicap ramps and all seem "to be on the same page." R. Fenney has the information he needs to get on with the drawings.

A. Fowler asked about heating repairs in Superior Courthouse and asked if the thermostats were being replaced. K. Overlock responded that he is getting estimates to replace the whole system at about \$60,000.00. A study has revealed that savings would be realized in about seven years. K. Overlock described the heat issues and how it depends on who is calling for heat as to how it is delivered within the building. Some areas are cold because others are too warm.

J. Hyk asked how things were going with the boiler system in the District Courthouse. K. Overlock explained that the service man needs to install an end zone.

SHERIFF'S REPORT:

Present for this discussion was Sheriff Scott Story, Chief Deputy Robert Keating and Jail Administrator Robert Tiner. Sheriff Story reported the following:

1. **CORPORAL POSITION:** The Sheriff recommended the promotion of Corrections Officer Christopher Albert to fill the Corporal position vacated by Corporal Monica Brown.
****A. Fowler moved, D. Berry seconded promoting Christopher Albert as Corrections Corporal effective July 22, 2007 with a pay increase to \$16.35 per hour. Unanimous.**
2. **CORRECTIONS OFFICERS HIRES:** Sheriff Story recommended hiring the following as Correctional Officers:

- Amy Bither, to fill the full-time Corrections Officer position vacated by Christopher Albert, effective July 22, 2007. (No pay was stipulated on the letter but it was later determined to be at \$13.90 per hour.)
 - Chad Corbin, to fill the full-time Corrections Officer position vacated by Hillary Szteliga, effective July 22, 2007. (No pay was stipulated on the letter but it was later determined to be at \$13.90 per hour.)
 - Ivan Flaherty, to fill the Corrections Officer position vacated by Elmer Sweetland, contingent upon receipt of resignation by E. Sweetland. If that is received, the resignation would be Friday, July 13, 2007 and the appointment of I. Flaherty would be effective August 5, 2007. (No pay was stipulated on the letter but it was later determined to be at \$13.90 per hour.)
3. S. Story recommended hiring Frank Connolly as part-time deputy for the Waldo County Sheriff's Office for undetermined hours. (No specific date or pay were stipulated but it was later determined that the date of hire was July 9, 2007 at \$12.77 per hour.)

****A. Fowler moved, D. Berry seconded hiring Frank Connolly as part-time deputy for undetermined hours. Unanimous.**

4. GRANTS: R. Keating reported that the Sheriff's Office had obtained the following grants:

- A Seat Belt Enforcement grant in the amount of \$1,650.00, which placed this at \$77.00 under budget.
- An O.U.I. grant had in the amount of \$2,240.00 and this program runs until September 30, 2007.
- A Speed Enforcement grant has been applied for in the amount of \$3,095.00. This program runs from July 14, 2007 until September 30, 2007 and only what is actually spent will be covered by the grant funds. The Sheriff's Office looked at the history of speeding in certain areas and used this data in the application.
- AED units were received via grants. R. Keating demonstrated one of the units for the County Commissioners.

5. COMMENDATION TO CORRECTIONS STAFF: S. Story highly commended the Corrections Staff for averting a recent hanging attempt. He stated that their quick response and excellent handling of the situation prevented a tragedy. The Commissioners expressed their appreciation to the staff for their outstanding response to this situation.

6. SHERIFFS' OFFICE CANINE: S. Story praised the County's drug canine, "Neva," who, he reported, had 100% "hits" every time.

HEALTH INSURANCE PLAN CONCEPT:

Present for this discussion was Health Insurance Study Committee member (and former County Commissioner) Jethro Pease, Sheriff Scott Story, Deputy County Clerk Veronica Stover and Chief Deputy Robert Keating.

J. Pease presented the group's findings to the County Commissioners along with a concept that had been developed. He listed the health care providers who have met with the Health Insurance Study Committee and told the Commissioners that a report will follow from Mike Giles and Paul Barbera, "but the picture's not great." He explained that the framework is, "and the mantra is, 'Don't take away.'" Many of the employees were hired under the conditions of employment that their health insurance premium and also that of their dependents would be paid 100% by the County. J. Pease noted that the employees who served on this committee came up with some ideas along with J. Pease. He used Aetna's 2006 quotes for 2007 and detailed the following options:

Health Insurance Plan Options/Descriptions: To Slow the Escalation Costs:

OPTION A:

- Increased employee total out-of-pocket from \$1,500.00 to \$2,500.00 with same premium contribution formula from employees (0% if hired before 2003, 34% dependent coverage paid by employee if hired after 2003.)
- County would set aside \$25,000.00 toward the \$1,000.00 increase in the employees' out-of-pocket. If the employee pays over \$1,500.00, the first additional \$500.00 would be paid by the employee, and then anything up to \$500.00 above that would be paid by the County. The County would retain any unused funds in a reserve that would roll over from year-to-year.
- Anticipated savings of approximately \$55,000.00.

This would increase the employee's total out-of-pocket expense. Of the 165 members, 32 would likely hit their out-of-pocket total. The County's share would be about \$25,000.00. Whatever is left could be rolled over into a reserve account.

OPTION B:

- 10% of insurance premium paid by ALL employees, maintaining current rate of out-of-pocket expenses (\$1,500.00).
- Anticipated savings of \$68,000.00 (\$80,000.00 minus \$12,000.00 for employees formerly paying 34% dependent coverage who now will only pay 10 %.)

OPTION C:

CHOICE OF OPTIONS A OR B: County pays full premium for single employee (Pre-2003 employees), and Post 2003 employees pay 34% dependent coverage, but actual plan could change.

J. Pease noted that self insurance is still being researched by Malcolm Ulmer at the Maine County Commissioners Association. He also told the Commissioners that all must keep in mind that the County's group is not a "high-risk group." He also explained that cutting salaries to keep benefits is detrimental to the employee upon retirement. He felt it was important to make it known that the employees were willing to concede some benefits and commended the employees for that attitude. Lastly, he recommended that the report from Mike Giles and Paul Barbera be sent to the Budget Committees for both 2007 and 2008, along with a list of the members who served on this committee.

J. Pease felt it was important that a letter be sent to the employees thanking them for their hard work in meeting as this Health Insurance Study Committee group. This letter should include the list of options and a request for feedback to either the County Clerk or the County Commissioners. The names of the representatives on that Committee should be included in the report to the Budget Committee. J. Pease added that Budget Committee member Dick McLaughlin also served on the Health Insurance Study Committee and had "made a good faith effort."

There was brief discussion about the bargaining units that were in the process of forming and how this could impact any changes in health insurance coverage.

The County Commissioners thanked J. Pease for presenting the findings of the Health Insurance Study Committee and commended the Committee for its hard work.

CORRESPONDENCE:

Present for this report was County Clerk Barbara L. Arseneau, with Deputy County Clerk Veronica Stover to take the minutes.

1. V. Stover inquired of the Commissioners if she should try to purchase a machine that dispenses bottled water for the Commissioners Office, as both Commissioners Fowler and Berry had expressed that the water in the District Courthouse tasted quite bad and the rest of the staff agreed. After brief discussion, A. Fowler said that she and V. Stover would look into this and see if a reasonably priced unit could be purchased.
2. The following employees are no longer employed part-time at the Sheriff's Office, according to a memo from Sheriff Story dated July 9, 2007:
 - Walter Corey
 - Archie Gaul

****D. Berry moved, A. Fowler seconded accepting the cessation of employment for Walter Corey and Archie Gaul. Unanimous.**

3. It was also noted in the July 9, 2007 memo from Sheriff Story that Raymond Porter, Eric Harvey and Ken Fitzjurls are not civil servants; they are commissioned as part-time Deputies.

4. A County citizen unintentionally drove his vehicle into the side of the Waldo County Jail on July 2, 2007. The building was inspected by the Chief Deputy and Facilities Technician, but no apparent damage was found. The citizen's vehicle sustained over \$1,000.00 in damage. He is fully insured and the County does not expect any further developments. Sheriff Story submitted the full report. MCCA Claims Adjuster Malcolm Ulmer has been notified.
5. EMA Director Dale Rowley submitted the following Emergency Management Agency Report, as he could not be present because he was attending a week-long Emergency Management class at FEMA's Emergency Management Institute in Maryland.
 - The EMA is still working on the two Presidential Disaster Declarations. The EMA has been receiving positive feedback from the selectmen on the process. There are still ten towns that need to report back. The towns should be seeing over \$1million in FEMA public assistance.
 - Waldo County was approved for \$41,665.00 in grant funds to upgrade the County EOC (Emergency Operating Committee.) This includes funds to purchase the following:
 - a. A new 60 KW propane generator for the Jail/Sheriff/EMA Complex.
 - b. A firewall for the EMA computers
 - c. A laptop computer with CAD for the Sheriff
 - d. A desktop computer for the EOC
 - e. A fabric Storage building
 - f. A couple of cell phone amplifiers
 - g. Two TTY phones (One for EMA and one for the RCC)
 - h. An upgraded telephone hub system for the EOC
 - i. Additional phone drops and phones in the EOC
 - j. New HAM radio equipment, cabling and antennas
 - D. Rowley is still progressing with the Regional Full Scale Field Exercise scheduled for September 26 through 29. Events will take place in Islesboro, Waldo, Belfast and Stockton Springs.
 - D. Rowley is still distributing the 14,000 Waldo County "Individual and Family Disaster Preparedness Guides." About 6,000 have been distributed to date.
 - EMA is scheduling with Bangor Fire Department to bring the Region's Mobile Command Vehicle to Belfast for training for the RCC's dispatchers and EMA volunteers. The tentative date is August 8, 2007.
6. DISTRICT COURTHOUSE LEASE UPDATE: B. Arseneau notified Regional Court Administrator Ted Glessner that the Commissioners

unanimously voted to accept the Administrative Office of the Court's counter offer of a 4% increase in rent starting July 1, 2007 and 4\$ increases each of the remaining five years of the six-year lease that expires in 2013. She asked for T. Glessner to let her know once he had heard back from the Bureau of General Services regarding any proposed language changes in the document. T. Glessner responded that the State finance people will want to see the signed lease or some written justification for the rent increase and he will provide that as promptly as possible. If for any reason the July rent goes through at the old rate, the State will pay the difference at the latest with the following month's rent.

7. The tax abatement hearing for David and Sandra Baker has been scheduled on August 14, 2007 at 10:00 a.m.

**CHRISTOPHER SHRUM – EASTERN MAINE DEVELOPMENT CORP.
INFORMAL GRANT WRITING UPDATE:**

Present for this meeting was Christopher Shrum of Eastern Maine Development Corporation. C. Shrum informed the Commissioners that he has met with the Department Heads, the County Clerk and the Facilities Manager to work on bringing grant money in. Currently, he is working on two projects

1. An ADA grant for \$100,000.00 to meet the needs according the Alpha One Report. He is working with Facilities Manager Keith Overlock and Architect Robert Fenney. The grant match required is about \$25,000.00 or 25% in order to obtain the \$100,000.00 grant. The grant is due in November with some discussion of whether there is Facilities money allocated for this or not.
2. A grant for money to study a records storage facility that might house not just the County's permanent records and records management for records that are long-term, but not permanent, but possibly even the municipalities. C. Shrum stated that the study could research the possibility of this facility being a "revenue-maker."

C. Shrum had met with the Department Heads in the spring to brain-storm and to explain that if he knows what the departments need, he can work toward applying for grants.

C. Shrum informed the Commissioners that EMDC is actively working toward selling the "Lookout" Facility in Northport, is in the middle of "fits and starts" with the Bank of America and tried to get a pharmaceutical school to come to the area, but the school ended up going to Biddeford.

When the Commissioners asked if any grant funds had been obtained yet, C. Shrum explained that no specific dollars have been received yet due to the grant cycles. He would know more by November/December timeframe. He added that two \$250,000.00 loans had been obtained by EMDC within the County of Waldo just in the past few months.

The Commissioners expressed their hope that some funds would be obtained by the time the Budget Committee met.

ESTABLISHING STARTING SALARIES FOR POSITIONS REQUIRING THEM:

Present for this discussion was Michelle Wadsworth, Human Resources/Payroll Director. After brief discussion and review of other Counties' starting salaries, the Commissioners voted on the starting salaries.

****D. Berry moved, A. Fowler seconded setting starting salaries as follows: \$24,061.00 for the Deputy County Clerk, \$26,320.00 for the Deputy County Treasurer, \$32,970.00 for the Facilities Manager and \$28,760.00 for the Human Resources/Payroll Director. Unanimous.**

COST OF LIVING INCREASE FOR 2008:

The County Commissioners discussed the CPI and asked Deputy Treasurer Karen Trussell to look this up online, if possible. J. Hyk stated that the Commissioners "should continue to do what's right and be conservative." He stated that the Commissioners could reserve the right to change later, but for now, he recommended the cost-of-living increase at 3% for 2008.

A. Fowler said she had thought it would be 3.4%.

J. Hyk said he had given this further consideration and thought it was better to set it at 3%.

****A. Fowler moved, D. Berry seconded setting the cost-of-living increase at 3% for 2008. Unanimous.**

J. Hyk stated that the Commissioners would not be adjusting any employee's salary this year.

EXECUTIVE SESSION:

****D. Berry moved, A. Fowler seconded entering Executive Session at 11:18 a.m. as allowed by Title 1, 401 § E for an employee benefits issue. Unanimous.**

****D. Berry moved, A. Fowler seconded exiting Executive Session at 11:50 a.m. Unanimous.**

DEFERRED COMPENSATION PLAN DISCUSSION:

Present for this discussion were Human Resources/Payroll Director Michelle Wadsworth and County Clerk Barbara Arseneau. The Commissioners discussed the anticipated benefit to the employees for the County to switch the County's Deferred Compensation Plan from Lord, Abbett and Company to ICMA-RC.

****D. Berry moved, A. Fowler seconded ceasing Deferred Compensation Plan Contributions from Lord, Abbett and Co. on July 7, 2007.** Discussion: It was noted that the matches would be held in escrow until the employee funds had been transferred from Lord, Abbett and Co. to ICMA-RC and would then be applied to the plan once it was established with that company. M. Wadsworth and B. Arseneau explained that it would make more sense for eligibility standards to mirror those of Maine State Retirement System Group Life Insurance, which is eligibility upon date of hire for all employees who have a set, regular schedule of a minimum of 20 hours each week. The Commissioners agreed with these proposed eligibility changes. **The vote passed unanimously, including the change in eligibility to be upon hire of all employees with a minimum set schedule of 20 hours per week.**

****D. Berry moved, A. Fowler seconded to terminate and change provider for the County of Waldo Deferred Compensation Plan contingent upon that nobody suffers financial hardship, effective July 31, 2007. If not, this termination and change would be postponed until a date agreeable to the County Commissioners. Unanimous.**

2008 BUDGET PREPARATION:

The Commissioners requested that the departments and agencies submit their 2008 budget requests as follows:

- Submit a brief explanation of each line item as a supplement to each budget request;
- Sent Budget Meeting schedules to the Representatives;

D. Berry informed the others that he would be away from November 27th through December 8th.

****J. Hyk moved, A. Fowler seconded adjourning the meeting at 12:10 p.m. Unanimous.**

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