

**WALDO COUNTY COMMISSIONERS COURT SESSION  
JUNE 3, 2008**

**PRESENT:** Commissioners John M. Hyk (Chairman), Donald P. Berry, Sr. and Amy R. Fowler. Also present were Treasurer David Parkman, Deputy Treasurer Karen Trussell, Health Insurance Administrator Malcolm Ulmer, Accountant Harold Blake and County Clerk Barbara Arseneau.

J. Hyk opened the court session at 8:58 a.m.

**TREASURER'S REPORT:** Present for this report were Treasurer David Parkman and Deputy Treasurer Karen Trussell.

**REVENUE CONTROL REPORT:**

D. Parkman reported that revenue is "down" at this time. It was anticipated to be at 42% received but currently only 38% has been received.

**APPROPRIATIONS:**

D. Parkman remarked that the appropriations are at proper levels of expenditure for this point in the year. J. Hyk asked how things were going at the D.A.'s Office. D. Parkman stated that the D.A.'s budget was 33% expended.

**RESERVE ACCOUNTS.**

D. Parkman reported that there is only \$140.76 left in the Severance Account. He recommended that this account be funded appropriately from undesignated funds.

**WARRANTS:**

**\*\*D. Berry moved, A. Fowler seconded authorizing payment of May 30, 2008 Capital, Active and Restricted Warrant the in the amount of \$17,285.95. Unanimous.**

**\*\*D. Berry moved, A. Fowler seconded authorizing payment of the May 30, 2008 Regular Warrant in the amount of \$60,040.28. Unanimous.**

**\*\*A. Fowler moved, D. Berry seconded accepting the Treasurer's Report. Unanimous.**

**EXECUTIVE SESSION:**

**\*\*A. Fowler moved, D. Berry seconded entering Executive Session for a legal matter at 9:08 a.m. according to Title 1, 405, Section E. Unanimous.**

**\*\*A. Fowler moved, D. Berry seconded exiting Executive Session at 9:50 a.m. Unanimous.** No action was taken.

**FIBER OPTIC UPDATE AND AIR CARD DISCUSSION:**

Present with the Commissioners for this report was Technology James Arseneau of J&B Diversified Technology, who reported the following:

1. FIBER OPTIC UPDATE: Lincolnville Telephone has been out to look at the buildings, etc. and are waiting for their licensing to attach to the poles. As soon as this happens, they will run the buildings

together. Lincolnville Telephone is also getting pole rights so that the County will have the ability to run more fiber in the future. CBE has been contacted and notified, as well. There will be a monthly lease fee.

2. FIBER AIR CARDS: Four (4) Fiber Air Cards have been ordered and actually five are needed. The additional card had been requested by Sergeant Mark Schade prior to his passing and also Lieutenant Bryant White. J. Arseneau noted that eventually the officers won't even have to contact Dispatch to run license plates.

3. GRANT: The grant EMA Director Dale Rowley is applying for will include licensing to allow other agencies to access information from the Spillman system. This is already provided for the agencies of Lincolnville, Searsport and Belfast. If the grant funding doesn't come through, J. Arseneau said he may be back to ask Commissioners for the license at approximately \$40,000.00 to provide the access to the other agencies, but each agency might have to purchase their piece to link into the system. The Grant is through FEMA and is the same grant (PCIS) that is being applied for

4. A memo should be sent to all departments reminding them that when they are put projects together and grants for equipment in the next year's budget that includes installation for technology or components of technology, these need to be brought to the Commissioners' attention in order for proper planning of the Technology budget. The Commissioners instructed the County Clerk to send that memo.

5. Web Site Update: J. Arseneau used a laptop to show the Commissioners the work done on the County's website. He showed them that the site was done in a uniform fashion, so that each department's information was set up the same for easy reading on the part of anyone searching for information on the site. A local photographer is willing to take photos, with only money for cost of gas, etc. related to doing this, if his name could be put on the photos or a web link to his business be attached. J. Arseneau did not know if the Commissioners wanted to approach it this way. J. Hyk felt that it would not be appropriate to link the business, but was willing to allow the person to be paid to take pictures and to have the name on the photos. The Commissioners looked at the web site and at how the departments' pages were set up. J. Arseneau asked if the Commissioners wanted a tag line at the top. The sample one up at the moment is "Working for a Better Tomorrow." B. Arseneau wondered about some sort of mission statement, as well.

6. J. Hyk asked how the internet filtering for the computer systems was going. J. Arseneau explained that it was still being "tweaked" so that employees can do the work they need to do without having access to unnecessary or inappropriate sites.

7. Five laptops and eight P.C.'s have been moved to various municipalities, fire and EMS agencies. One more letter will need to be sent out to all the municipalities, fire and EMS agencies and then it will need to be determined what to do with any remaining machines.

## **FACILITIES REPORT:**

Present for this report was Facilities Manager Keith Nealley.

1. HANDICAP RAMP – U. of M. EXTENSION OFFICE: K. Nealley reported that it will cost approximately \$11,000.00 to \$12,000.00 to re-do the handicap ramp at the Extension Office. He requested authorization to get the bid specifications from Architect Robert Fenney and to request bid proposals for this project. The Commissioners gave authorization.

2. K. Nealley reported that he has been researching temperatures in office settings. There isn't a lot of information on the topic and he would like to adapt a temperature policy in the buildings before the heating season starts.

3. K. Nealley informed the Commissioners that "there is a lot going on" for him. There are a number of issues going on all at once. He is focusing on energy issues and trying to get those under control. He estimated approximately \$45,000.00 potential increase in the heating budget this year due to fuel price increases. At the Jail, a fair amount of hot water is used. He explained that he has been "playing around" with the boiler mates up there. Former Facilities Manager Keith Overlock had shut off one of the boiler mates and it didn't have any impact. A second one was shut off last week and there have been no complaints. He is hoping to set up an electric hot water heater for the summer months. Another issue is it seems to dump a lot of heat elsewhere in the building, which means the air conditioning needs to be run simultaneously. The Commissioners instructed K. Nealley to install an electric hot water heater immediately. The estimate of \$1,500.00 included installing a heat-on-demand system.

4. K. Nealley requested that Thompson Oil top off the tanks at the lower rate before the new price was established. This saved about \$1.70 per several thousand gallons.

5. JAIL DISHWASHER: K. Nealley noted that there is funding in the Capital Outlay line that could be used to replace the existing dishwasher. Currently, the employees wash the dishes BEFORE they put them in the dishwasher. He recommended a Hobart commercial dishwasher. Flagg's estimate was at \$4,445.00, plus installation. This, with plumbing, will remain under the projected \$6,000.00. There is an electric heater in the unit itself that heats the water to the sanitizing temperature. He also received a quote from Valiant for a Hobart unit in the amount of \$4,906.00. He acknowledged that it is hard to find local vendors of this equipment.

**\*\*A. Fowler moved, D. Berry seconded to accept the bid from Flagg's at \$4,445.00 for a new dishwasher for the Jail. Unanimous.**

6. JAIL UNDERGROUND TANK: The tank in question is a single wall fiberglass fuel tank unit that is over 30 years old. There are some questions about repairs. It is now beyond the manufacturer's warranty. K. Nealley said he had not researched costs associated with removing and/or replacement of the tank. He estimated that it may have been installed in 1974. He wondered who would be responsible for payment if it started to leak. Sheriff Scott Story felt that this request would have to be sent to the State and the legislature would either approve or deny it. The Commissioners instructed K. Nealley to gather numbers, inflate them some to be on the safe side, and to submit it to the State because by the time they would be able to deal with it, those inflated figures would be a reality. It would appear that at least there are no issues with the tank at this time.

7. K. Nealley informed the Commissioners that there is a course being put on by Efficiency Maine that he is interested in taking, noting that there is some certification at the end. It runs two half-days per week for several weeks. The Commissioners authorized his taking this course.

8. K. Nealley asked if he could speak with the Technology Consultant about purchasing software that would allow proper tracking of the buildings and maintenance. The Commissioners told him to do this and to obtain the software he needed to set up a proper tracking system for building maintenance. The first year

would be paid from County Planning Reserve, but subsequent years would be paid out of the Facilities Capital Outlay line because it is software specifically related to that department.

### **CORRESPONDENCE:**

Reporting correspondence to the Commissioners was County Clerk Barbara L. Arseneau with Deputy County Clerk Veronica Stover taking minutes. Also present was Sheriff Scott Story.

1. JAIL MEDICAL CONTRACT: Captain Jason Trundy sent to the Commissioners the Agreement for Providing Health Maintenance Care and Treatment. When B. Arseneau asked if this needs to be renewed every year, S. Story responded that it should be. The Commissioners signed the agreement.
2. S. Story recommended promoting Deputy Dale Brown to the rank of Sergeant effective June 1, 2008.  
**\*\* A. Fowler moved, D. Berry seconded to accept promotion of Deputy Dale Brown to Sergeant with a pay increase from \$16.55 to \$18.27 per hour, effective June 1, 2008. Unanimous.**
3. S. Story informed the Commissioners that Deputy Theodore Reed has resigned his position at the Sheriff's Office and also transports for the Correctional Center effective May 27, 2008.  
**\*\* A. Fowler moved, D. Berry seconded to accept the resignation of Deputy Theodore Reed effective May 27, 2008. Unanimous.**
4. The Commissioners noted the cessation of employment submitted for the following employees:
  - Corrections Officer Benjamin Drouin resigned his full-time position effective December 31, 2008 but has remained as part-time Corrections Officer.
  - Corrections Officer Meaghan Jones is no longer employed by the Waldo County Sheriff's Office effective October 23, 2007.**\*\*A. Fowler moved, D. Berry seconded to accept the dates employment ceased for Corrections Officer Benjamin Drouin (full-time, but staying on as part-time) and Meaghan Jones as noted. Unanimous.**
5. Human Resources/Payroll Director Michelle Wadsworth submitted a job description for the Part-time Deputy County Clerk to fill in for Deputy County Clerk Veronica Stover during her upcoming leave.  
**\*\* D. Berry moved, A. Fowler seconded to accept the job description for the Part-time Temporary Deputy Clerk. Unanimous.**
6. A memo dated May 15, 2008 was received from Register of Probate Joanne Crowley with an advertisement for publication of the soon-to-be vacant Probate Clerk Full-time position, to be filled July 1, 2008 for 35 hours per week at \$11.96 per hour. The Commissioners approved this advertisement request.
7. Cheryl Coats of DRG Specialty Services sent communication that she is trying to find grant opportunities for records preservation but has not found any as yet. She has offered to come and do some archival work for the records management system at the Archive. J. Hyk stated that this should be done, and recommended funding this from the Professional Services line as well as Records Preservation.
8. Sonia Antunes at the University of Maine Cooperative Extension sent information on May 21, 2008 regarding the possibility of exploring a bulk fuel buying option through the County governments and local

towns. B. Arseneau had replied, thanking her but explaining that the County had just completed its fuel bid process for the year.

9. Becky Morgan sent on May 27, 2008 the MACo proposals and information to be reviewed prior to the June 10, 2008 MCCA Board Meeting.

10. Robert Howe of MCCA sent a request for nominees for the public member position on the Board of Corrections. S. Story said he would work on that.

11. Swanville Citizen Kim Corley sent a letter dated June 2, 2008 stating that she was enclosing a copy of her most recent letter to the Town of Swanville Selectmen (also dated June 2, 2008), noting that she has written to the State Officials twice and the District Attorney of Rockland twice inquiring as to who is responsible for overseeing the conduct of the local town offices. She has received no responses. She stated that the Town of Swanville Selectmen have still not corrected the tax situation with her, as instructed by the Commissioners, noting that she did not want to have to come before the Commissioners for another hearing, but would if she has to.

**EXECUTIVE SESSION:**

**\*\*A. Fowler moved, D. Berry seconded entering Executive Session at 11:47 a.m. for a Legal and Personnel Matter according to Title 1, 405, Section E. Unanimous.**

**\*\*A. Fowler moved, D. Berry seconded to exit Executive Session at 12:01 p.m. Unanimous.** No action was taken.

**RETIREMENT WELL-WISHES – REGISTER OF PROBATE JOANNE CROWLEY:**

The Commissioners met briefly with Register of Probate Joanne Crowley to thank her for her years of diligent service to the County of Waldo and to present her with a plaque in appreciation.

**MISCELLANEOUS COMMISSIONERS BUSINESS:**

There was none at this time.

The next Commissioners Court Session will be a special session scheduled for June 24, 2008.

**\*\*A. Fowler moved, D. Berry seconded adjourning the meeting at 12:30 p.m. Unanimous.**

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