

**WALDO COUNTY COMMISSIONERS COURT SESSION
(SPECIAL SESSION)
OCTOBER 12, 2010**

PRESENT: Commissioners Amy R. Fowler, Donald P. Berry and William D. Shorey, with County Clerk Barbara L. Arseneau to take the minutes.

Commissioner Berry called the meeting to order at 9:00 a.m.

EXECUTIVE SESSION:

****W. Shorey moved, A. Fowler seconded to enter Executive Session for discussion of assignment of duties and compensation according to M.R.S.A. Title 1 § 405, 6(A) at 9:03 a.m. Unanimous.**

****A. Fowler moved, W. Shorey seconded to come out of Executive Session at 9:28 a.m. Unanimous.** No action was taken by the Commissioners.

REHIRE:

Communications Director Owen Smith informed the Commissioners that former Dispatcher Jennifer White, who had resigned effective June 6, 2010, wished to be rehired as Dispatcher. Therefore he was requesting that the Commissioners confirm rehiring J. White as Dispatcher with her seniority and the associated rate of pay at \$16.54 per hour, as she was returning within six months of her resignation. She would fill the shift vacated by Christopher Shedyak.

****W. Shorey moved, A. Fowler seconded to approve the re-hire of Jennifer White as a dispatcher at Waldo County Regional Communications Center, effective October 24, 2010 with her seniority at \$16.54 per hour. Unanimous.**

VACATION/SICK LEAVE ACCRUAL PROPOSAL:

Present with the Commissioners for to present for this discussion was Communications Director and Chairman of the Waldo County Safety/Department Heads Association Owen Smith. O. Smith spoke with the Commissioners about a proposal being submitted to the Commissioners by the Waldo County Safety/Department Heads Association to change the vacation/sick leave earning schedule as follows (with the understanding that this proposal will need to be negotiated with collective bargaining units.)

For Sick Leave:

1. Stop front-loading 96 hours on January 1st.
2. Earn eight (8) hours per each completed month of service, for a total of 96 hours per year.
3. Carry over of sick leave will remain the same.

For Vacation Leave:

1. Earn hours per each completed month of service on a completed month of service on a calendar year, based on current accrual rate schedule.
2. Drop the March 31st deadline to use vacation time.
3. Any accrued vacation time in excess of two (2) calendar years will be forfeited.

4. Anniversary date will only be used for accrual purposes when an employee reaches their next level of vacation time.

The Commissioners discussed the need to give notice to employees that the March 31st carryover deadline will be removed effective 2011 so that employees may bank accrued vacation leave in anticipation of the front-loading ceasing effective January 1, 2012. Effective January 1, 2012 employees must EARN or ACCRUE vacation/sick leave monthly, so that when they use it, they have already earned it rather than front-loading it. This will eliminate the current problem of employees using more leave than they have accrued, necessitating the County taking funds from the last paycheck of employees terminating employment or, worse, having to send a bill to employees who did not have enough worked time on their last paycheck to cover unearned leave that had been used.

The Commissioners understood and agreed with the concept of allowing no more than a maximum of two years total vacation leave to be on the books at one time.

M. Wadsworth said that the department heads had looked at a number of options with other business such as PEP or PET time and felt this was the best method. O. Smith mentioned that this was a unanimous proposal from the Department Heads – nobody was in disagreement.

W. Shorey noted that this would also need to be addressed in the Personnel Policy.

****A. Fowler moved, W. Shorey seconded to accept the recommendations of the Safety/Department Head Association in bringing about changes in the accrual and use of Vacation and Sick leave. Unanimous.**

FINANCIAL REPORT:

Present with the Commissioners were Treasurer David A. Parkman and Deputy Treasurer Karen Trussell. D. Parkman reported the following regarding the County finances to the County Commissioners:

REVENUE:

Revenue has been received at 97.7% for the year, and since it could be at 75%, D. Parkman declared this “a good sign.” Probate Restitution has been received at about \$4,000.00. D. Parkman remarked that this compensates for the expenditure in the operating budget.

APPROPRIATIONS:

D. Parkman reviewed the expenditures to date. He noted that the Commissioners budget was a little high, and that his own budget was slightly high. The traveling and meals were the biggest reason, as he had not anticipated being at so many meetings this year. K. Trussell noted that the Treasurer’s salary would be a little overdrawn as she had not calculated his 4% increase pay step for 2010 when preparing the budget.

D. Parkman, in looking at the Sheriff’s budget, noted that the Capital Outlay is overdrawn in particular.

The Communications Center budget is at 76%, which D. Parkman noted was good for them at this point in the year.

Employee Benefits will be overdrawn in the MEPEERS line because they changed the counties’ contributions after the 2010 budget had been established. This could not be helped. K. Trussell said

they would need to watch the overall bottom line of the budget. D. Parkman felt that in late November, early December, perhaps the Department Heads should be alerted to watch their spending so that the budget as a whole would not be overdrawn. D. Parkman observed that this is the problem that occurs when the budgets are established as low as they have been the past few years.

RESERVES:

Regarding reserves, the Severance Reserve is low. D. Parkman expressed concern that next year will not be the same as this year in terms of having undesignated funds. W. Shorey said he believed all understood that those days would be over for a while and everyone was just thankful for the years when it had been good. D. Parkman stated that he was concerned because the reserves were going to need to be built back up. With the operating budget being held so tight, and since there was no request in the 2011 budget to build up some of the reserves, he was very concerned, and in particular, about the Severance and Technology reserves. The Commissioners discussed the matter briefly and explained that they had decided for now not to request money for reserves from the taxpayers. D. Parkman said he understood this, but felt he had to apprise them that next year the undesignated funds will be very low, if there is any at all. He was very concerned about how the reserves would be rebuilt in the future and just wanted the Commissioners to think ahead about that.

D. Parkman inquired about when the federal audit amount was due. He noted that the Commissioners had decided to remove the request from the 2011 budget and asked when this audit should take place and wondered if it necessarily had to be this year. The Commissioners said that they had decided, since it was 2009 grant money, that it should be done this year (2010.) D. Parkman asked how it would be funded, explaining that he needed direction on this, and wondered if he should contact some local accountants. B. Arseneau said she had started a poll with other counties and would get that information back to the Treasurer's Office. It was noted that this needs to go out to bid by statute.

CORRECTIONS RESERVE:

A. Fowler made a few inquiries about recent expenditures and was told that these were related to the Waldo County Garden.

PROPERTY TAX RECEIVED FROM MUNICIPALITIES TO DATE:

D. Parkman expressed his pleasure at reporting that as of October 8th, Burnham, Freedom, Knox, Liberty, Montville, Palermo, Searsmont, Swanville, Troy, Unity, and Winterport had submitted property taxes to the County. He noted that the Town of Freedom paid in August and broke all records. The Treasurer has sent thank you letters to all those towns. The Town of Waldo paid on October 12, 2010.

D. Parkman read expenditures from the Reserves, which are included in the warrant amounts.

After the following warrants are paid, that will leave a little over \$300,000.00 in the General Fund. \$1,000,000.00 is being paid back on the T.A.N. – half from the Corrections side and half from the County's side.

WARRANTS:

****D. Berry moved, W. Shorey seconded to authorize payment of the September 30, 2010 General Fund Accounts Payable Warrant and Payroll (9/16/10 & 9/30/10) in the amount of \$283,696.14. Unanimous.**

****D. Berry moved, A. Fowler seconded to authorize payment of the September 30, 2010 Reentry Accounts Payable Warrant and Payroll (9/16/10 & 9/30/10) in the amount of \$86,718.20. Unanimous.**

****D. Berry moved, W. Shorey seconded to authorize payment of the September 30, 2010 Capital/Active/Restricted Reserve Warrant in the amount of \$76,129.83. Unanimous.**

****D. Berry moved, W. Shorey seconded to authorize payment of the October 12, 2010 General Fund Accounts Payable Warrant (no Payroll) in the amount of \$584,424.78. Unanimous.**

****D. Berry moved, W. Shorey seconded to authorize payment of the October 12, 2010 Reentry Accounts Payable Warrant (no Payroll) in the amount of \$559,054.06. Unanimous.**

****D. Berry moved, A. Fowler seconded to authorize payment of the October 12, 2010 Capital//Active/Restricted Reserve Warrant in the amount of \$8,137.76. Unanimous.**

****A. Fowler moved, W. Shorey seconded to accept the Treasurer's Report. Unanimous.**

FUTURE COUNTY L.D. 1 TAX CAP:

D. Parkman brought to the attention of the Commissioners that next year's L.D. 1 Tax Cap will be at 6.8%, which will be lower than this year, as a result of the County's efficiencies and frugalities. He expressed concern over this. W. Shorey hoped that future budget committee members would understand the situation and would "cut the County slack" when reserves need to be rebuilt in the future. It was noted that a number of the municipalities in Waldo County have had to exceed their own tax caps, themselves.

(BREAK)

CORRESPONDENCE:

Present to review correspondence was County Clerk Barbara Arseneau, along with Human Resources/Payroll Director Michelle Wadsworth.

1. HEALTH INSURANCE PREMIUMS FOR 2011: M. Wadsworth submitted a spreadsheet for the Commissioners as they requested with a 12% increase in the total premium and an increase in employee premium contribution from 10% to 12%, effective January 1, 2011. The Commissioners reviewed the figures and approved as follows:

***A. Fowler moved, W. Shorey seconded to set the health insurance premiums for 2011 at a 12% increase and also to increase the employee contribution from 10% to 12% effective January 1, 2011. Unanimous.**

2. Deputy David Caswell has resigned from his part-time position effective October 31, 2010.
****D. Berry moved, A. Fowler seconded to accept with regret the resignation of Deputy David Caswell effective October 31, 2010. Unanimous.**

3. As requested, B. Arseneau has contacted the representative with ProAct and made inquiries regarding their prescription drug discount card. The representative, Mr. Erison Rodriguez, sent materials and also a sample contract for the Commissioners to review. After brief discussion, the Commissioners instructed B. Arseneau to speak with a few different counties that have implemented this

program and ask them their opinions, particularly if they had used the NACo program prior to enrolling with ProAct. The Commissioners tabled further discussion on this matter until their next Commissioners Court Session.

MINUTES:

B. Arseneau had made revisions to the draft August 26, 2010 Commissioners Court Session minutes that she had sent to the Commissioners for review. D. Berry and A. Fowler both had reviewed and believed these were now correct.

****A. Fowler moved, W. Shorey seconded to approve the minutes from the August 26, 2010 Waldo County Commissioners Court Session as revised. Unanimous.**

OLD BUSINESS:

Tabled Discussion: Corrections Request. The Commissioners wished to table this until the next Commissioners Court Session.

MISCELLANEOUS BUSINESS:

1. NEW EOC/SHERIFF'S OFFICE BUILDING:

W. Shorey said, regarding bids for building the new Sheriff's Office/EOC building that he is not in favor of starting construction on this during the winter. He would not object to see the groundwork done this fall and then concrete poured in the spring. D. Berry inquired about what the Commissioners should do if the County got a great bid that included starting this fall. This was discussed briefly. Otherwise, both he and A. Fowler agreed that it would be better to wait until the spring before construction started. W. Shorey stated again that he is very much against building in the winter. The Commissioners agreed that they wanted to see the entire package before it is sent out for bid.

2. 2011 BUDGET COMMITTEE SESSION OCTOBER 23, 2010:

W. Shorey asked how food would be handled with the all-day meeting being held for the Budget Committee on October 23, 2010. The Clerk was instructed to see that various lunch items were provided by the County for that day.

NEXT COURT SESSION:

The next Commissioners Court Session is a special court session scheduled for October 19, 2010.

****W. Shorey moved, A. Fowler seconded to adjourn the Commissioners Court Session at 11:17 a.m. Unanimous.**

ADDITIONAL MISCELLANEOUS BUSINESS:

****W. Shorey moved, D. Berry seconded to reopen the court session at 11:22 a.m. Passed by two.**

1. 2011 BUDGET AMENDMENT:

M. Wadsworth reminded the Commissioners that the District Attorney's budget was changed just before it went to the Budget Committee to reflect a higher salary in the event that longer years of service needed to be considered for a current County employee to fill the new position in that office. The higher salary for that position would be \$31,512.00. The Commissioners also dropped one line to zero and readjusted the other line in the Registry of Deeds budget. The new total in Personnel services would be in Deeds \$107,112.00. Therefore, a formal motion needed to be made to accept those changes to the budget reflecting a grand total for the 2011 Budget Request at \$7,536,008.00.

****D. Berry moved, W. Shorey seconded to adjust the grand total of the 2011 budget to \$7,536,008.00. Passed by two. (A. Fowler was absent.)**

2. VEHICLE AUCTION:

B. Arseneau informed the Commissioners that the Sheriff's Office will be holding a Vehicle Auction, along with some furniture and tools, on November 6, 2010 at the Sheriff's Office, starting at 10:00 a.m.

Respectfully submitted by Barbara L. Arseneau
Waldo County Clerk