

**WALDO COUNTY COMMISSIONERS COURT SESSION  
OCTOBER 17, 2011**

**PRESENT:** Commissioners William D. Shorey – Chairman, Amy R. Fowler and Betty I. Johnson. Also present was Administrative Legal Secretary Carla Rogerson. Present to take minutes was County Clerk Barbara L. Arseneau.

**Call to Order:** Commissioner Shorey called the court session to order at 9:00 a.m.

**TREASURER’S REPORT:**

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

**COUNTY BUDGET:**

D. Parkman reported the County’s appropriations at 79% expended, which is right on track for this time of year. The County Commissioners budget is 89% expended, the Treasurer’s budget is 82% expended due to an underestimation on one of the lines, the Facilities budget is 79% expended and the Sheriff’s budget is at 83% expended because of gasoline and personnel costs. The Commissioners expressed pleasant surprise that the Sheriff’s budget wasn’t any higher than that at this point. A. Fowler asked if the gasoline bills are submitted a month behind and K. Trussell confirmed this, noting that it averages about \$8,000.00 per month. D. Parkman reported the Communications budget as doing extremely well. W. Shorey expressed his hope that the overall budget would not be as bad as the Commissioners anticipated.

**REVENUE:**

D. Parkman reported that revenue has been received in the amount of 96%.

**CORRECTIONS BUDGET:** K. Trussell explained that the most recent payroll has not been posted yet because the payroll figures are not agreeing with her figures, so she is working on resolving that. It could be at 25% expended and is 15% expended.

D. Parkman reported that some of the T.A.N. has been paid back on the Jail.

**PROPERTY TAXES RECEIVED:** D. Parkman reported that eleven towns have paid their property taxes. The Town of Freedom was the first again this year to pay in full. D. Parkman stated that he attended their meeting and thanked them. Islesboro has paid in full. Dave called the Town Manager to thank him and to pass that on to the people. Burnham, Montville, Palermo, Searsmont, Swanville, Troy, Unity, Winterport and the U.S. Unorganized Territory have all paid in full.

D. Parkman decided not to read all the expenditures paid from the reserves.

**UNDESIGNATED FUNDS:**

With the recent invoice from PM Construction Co., Inc. totaling \$446,000.00 of which \$416,000.00 is coming from the Active Reserve, D. Parkman informed the Commissioners that money will need to be moved from the undesignated funds to cover this invoice. He requested that the Commissioners vote to authorize the transfer of up to \$500,000.00 from undesignated funds to the Future County Land and Buildings Active Reserve with the stipulation that any unspent money be returned to undesignated funds when the project is complete. For now, \$300,000.00 would be moved to cover the PM Construction Co., Inc. invoice.

**\*\*B. Johnson moved, A. Fowler seconded to authorize the transfer of up \$500,000.00 from undesignated funds to the Future County Land/Building Active Reserve with the stipulation that any unspent money be returned to undesignated funds when the project is complete. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to file the Treasurer's report. Unanimous.**

UPDATE ON EMA/SHERIFF'S PROJECT:

W. Shorey briefly discussed the items yet to be completed on the building, including technology items and furniture. He commented that the trees planted on the border of the neighbor's property are even better than what was specified and look very good.

CORRECTIONS FUNDING DISCUSSION:

A. Fowler inquired about DOC money and where it is paid. K. Trussell said it is sent to the Maine Coastal Regional Reentry Center and Jail Administrator Robert Walker sends it to the Treasurer's Office. K. Trussell reported the amount received since July in the amount of \$4,830.22. It is simply a check, with a check stub that does not detail what it is paying specifically. K. Trussell said she had no way to figure out. The Treasurer added that he has tried numerous times to read the DOC accounting reports and cannot figure them out. The Commissioners briefly discussed the issues related how long it takes for payment to be made to the facilities that house Waldo County's inmates.

W. Shorey asked the Treasurer to stay after the court session today and discuss the technology lease arrangements. He noted it would need to be discussed more this morning among the Commissioners as well.

WARRANTS:

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the September 30, 2011 General Fund/Accounts Payable Warrant & September 29, 2011 Payroll in the amount of \$247,079.54. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to authorize payment of the September 30, 2011 Capital/Active/Restricted Reserve in the amount of \$35,418.71. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the September 30, 2011 Reentry Accounts Payable Warrant and the September 29, 2011 Payroll in the amount of \$52,931.44. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to authorize payment of the September 30, 2011 MCRRC (Reentry) Capital/Restricted Reserve in the amount of \$35.66. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the October 11, 2011 General Fund Accounts Payable warrant and the October 5 and 13, 2011 payrolls in the amount of \$957,322.08. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the October 11, 2011 Capital/Active & Restricted Reserve warrant in the amount of \$520,740.60. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the Reentry Accounts Payable warrant and October 5 and 13, 2011 payrolls in the amount of \$792,345.21. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the October 11, 2011 MCRRC Capital & Restricted Reserve warrant in the amount of \$2,274.02. Unanimous.**

K. Trussell reported that an adjustment had to be made to the July 28, 2011 Capital, Active & Restricted Reserve Warrant by \$29.65 due to a check order when reconciling the bank statement. The total will now be \$18,327.34.

**\*\*A. Fowler moved, B. Johnson seconded to adjust the total of the July 28, 2011 Capital/Active & Restricted Reserve warrant to \$18,327.34. Unanimous.**

D. Parkman noted that he had spoken with the District Attorney about money that comes in to that office and is handled by the Victim/Witness Advocate, and said that it is his understanding that it needed to come through the Treasurer's Office as County money and needs to be included in the audit. D. Parkman noted that there has never been a problem with the departments handling money that comes through their offices and nobody is questioning that; he just wanted to make sure things were streamlined and are easily audited.

K. Trussell noted that witness fees being handled by Aroostook County ended July of this year. This expense is now the responsibility of the County.

#### TAX ABATEMENT HEARING – CANCELLED:

W. Shorey explained that the hearing has been cancelled because there are concerns about the application that need to be addressed and the Commissioners did not believe that they had authority to hear the case. A letter would be sent to both the plaintiff and the Board of Selectmen regarding this. B. Johnson said she would have preferred not to cancel the hearing, but to have all come in to explain this to them. W. Shorey felt that it was better not to have them drive in for nothing. A. Fowler said she appreciated that Commissioner Shorey had called off the hearing so it would not have brought people away from their jobs and from a long distance just to tell them they could not hold the hearing. B. Johnson said she understood the reasoning, but she was not sure what the parties may have brought in for information that might have assisted.

#### CORRESPONDENCE:

Reporting correspondence to the Commissioners was County Clerk Barbara Arseneau, as follows:

1. A memo was received from Sheriff Scott Story correcting an error in the hourly wage stated on a previous memo dated September 1<sup>st</sup>. Deputy Benjamin Wheeler's starting full-time wage should have been \$17.70, not \$17.87. This was noted by the Commissioner.
2. Sheriff Story sent a memo advising that Detective Matthew Curtis will be moving to the position of Deputy Sheriff effective October 9, 2011 and his pay will reflect a change from \$22.56 to \$20.55 per hour, as he is currently at the 12-year pay step. This was noted by the Commissioners.
3. B. Arseneau asked if the Commissioners had determined who they would be dedicating the 2010 Waldo County Annual Report to. After brief discussion, the Commissioners voted as follows:

**\*\*A. Fowler moved, B. Johnson seconded to dedicate the Annual Report for 2010 to Chief Deputy Robert Keating. Unanimous.**

4. B. Arseneau requested that the Commissioner Chairman sign the updated 2011 October through December pay scale for the with correct position titles changing the former Clerical Aide to Legal Secretary, the former Legal Secretary to Administrative Legal Secretary and adding the new Receptionist position. After brief discussion, the Commissioners decided that all three Commissioners will sign the pay scales from now on, starting with this one.

**\*\*A. Fowler moved, B. Johnson seconded for all three Commissioners to sign each pay scale. Unanimous.**

5. The Maine County Commissioners Association Self-Funded Risk Pool as sent a check for \$2,477.50 to repair damage to the 2011 Dodge Charger that was recently involved in an accident.

6. B. Arseneau asked the Chairman to sign the pay scale reflecting the correction to the names of the following positions in the District Attorney's Office Staff: Legal Secretary to Administrative Legal Secretary, Clerical Aide to Legal Secretary and also includes the new Receptionist position. After brief discussion, the Commissioners decided that they would prefer for all to sign the pay scales from now on, starting with this one.

7. When asked if the Commissioners wished to look at ProAct, Inc. for prescription drug discount cards in comparison with NACO again this year, the Commissioners opted not to because they are quite satisfied with the NACO prescription drug discount plan.

8. EMA Director Dale Rowley sent an invitation to the County Commissioners for the 6<sup>th</sup> Annual Awards Banquet on Tuesday, November 22, 2011 at 6:00 p.m. at the Monroe Church located on 28 West Main Street. The Commissioners instructed B. Arseneau to respond that they would all be in attendance.

#### **MINUTES APPROVED:**

**\*\*W. Shorey moved, B. Johnson seconded to approve the following Commissioners Court Session Minutes: September 1, 2011, September 6, 2011 and September 14, 2011. Unanimous.**

#### **MISCELLANEOUS COMMISSIONERS BUSINESS:**

1. Tabled Corrections Request: Still Tabled.

2. B. Johnson reported the following regarding the Coastal County Workforce, Inc.; she would like to recommend that the Commissioners all support this. Governor LePage wants to combine the current four groups into one group. His opinion, without facts, is that there is a certain amount of money being spent on staffing, etc. B. Johnson said that CCWI will be sending corrected information to the Governor with actual costs for real facts. This is very effective. It is federal money, not state money. The four districts are doing very well. Their counties are getting the help they need in the workforce. If this combines to one, it will be only certain counties that are near Augusta that would receive assistance. She reported that the groups do not want to be combined and that the State actually gets some money from it, too. The numbers will prove that this is very effective. She would like to be able to say that the Commissioners are behind this. She would like MCCA to support this as well.

A. Fowler said she would be willing to support this and take it back to MCCA but she would like to be able to do so with those figures. She asked who had suggested that the four districts to be combined and B. Johnson replied that it was the Governor, in a disorganized and non-factual manner. It was recently in the newspaper, a copy of which she had with her. A. Fowler asked for a copy of that article.

B. Johnson said that the Governor is looking at the staffing and believes it can be reduced, but has not done any homework on this. B. Johnson explained that the staff is required to handle the paperwork and research and rules that the Federal Government has established for assessment. The Governor has stated that "it only takes 15 minutes at Mardens store to assess an employee." B. Johnson explained that there is much more involved in the process than what is done at Mardens store. B. Johnson added that this is similar to what Goodwill does to assist people in finding jobs, etc. She believed this downsizing has no merit and will bring back facts and figures for the Commissioners as soon as she receives them.

W. Shorey said that what he is hearing in general is that everything is going to become a "super" organization based on a large size. A. Fowler commented that for years people have felt that government has become too big and inefficient. Now things are being downsized, but it needs to be looked at closely to determine if something is really inefficient or not before downsizing it.

W. Shorey explained that Eastern Maine Development Corporation used to cover the whole area but it was understood that they couldn't relate to some of the areas, so it was divided up differently. B. Johnson agreed that towns and counties had suffered. She noted that coastal regions are completely different from other parts of the state and are often forgotten. She explained that KWRED is all of Waldo and all of Knox, although that name has changed. She just wanted to give the Commissioners a head's up and will get the information and figures to them.

#### 2012 BUDGET REVIEW:

Also present for this review was 2012 Budget Committee member James Kenney, District Attorney Legal Secretary Karen Knox, Register of Probate Sharon Peavey, Treasurer David Parkman and Deputy County Clerk Veronica Spear.

#### RESERVES 2045:

W. Shorey requested that Reserves be reviewed first since the Treasurer was there and waiting. It was noted that last year, zero was funded through the operating budget for the reserve accounts.

W. Shorey said he had been hearing for two years at least that the computers and other components of technology upgrades need to be planned for and the County has now reached the end of that time. He was aware that about ten (10) hard drives have had to be replaced recently. He recalled that nearly ten years ago, a Technology Study group had been established that included budget committee members, and this group had made the recommendation of how often technology should be upgraded and the amount of funding that should be set aside in a reserve each year to plan ahead for that. He stated that it appeared that with the lack of funding due to cuts made by the Budget committee over the years, they were not working with that original arrangement. He added that the Communications Director has also expressed concern over planning for radio upgrades.

W. Shorey said he had asked for report from Technology Consultant J. Arseneau and to research leasing as the County had to do several years ago to meet this need. Basically it will be \$100,000.00.

Furthermore, the County's auditor does not like the liability associated with the Severance reserve and having insufficient funds to handle retirements, buyouts of vacation and sick leave when employees leave employment. There is about \$25,000.00 in that account now and the auditor has recommended that it be closer to \$50,000.00. About \$25,000.00 needs to be added to that.

W. Shorey tallied the amount needed to be added to reserves at approximately \$175,000.00.

B. Johnson said that she agreed with the lease arrangement to keep up with technology-related upgrades and is aware that many entities do this.

The Commissioners calculated the leases to cover the IT equipment and radio needs with the two scenarios of a five-year lease at \$105,737.00 and a six-year lease at about \$89,597.00. When A. Fowler asked where this equipment would go, W. Shorey responded that this was for all the County buildings. He mentioned that the Commissioners had already discussed the need for a new server for the new EMA/Sheriff's Office, and that is included in this package.

B. Johnson asked how much it would cost to buy the new equipment outright and was told \$400-plus. Stretched over six years, it would be about \$90,000.00 per year.

W. Shorey recommended increasing the Reserves by about \$160,000.00. He said he couldn't speak to technology but recognized that keeping IT equipment, six years was a long time. B. Johnson felt it really should be five years because most warranties are five years and failure starts to occur. It would be \$105,737.00 each year for the five-year lease.

D. Parkman confirmed that early in this decade, they talked about putting money into technology each year. An amount had been recommended that could be put in each year. He noted that the source of revenue that used to fund this kind of thing has "dried up." D. Parkman reminded all present that two years ago, \$87,000.00 was put in reserves and nothing was raised for reserves in 2011. He expressed concern that the County was slipping behind. Now about \$200,000.00 needs to go into reserves.

D. Parkman, referring to the Severance, wondered about funding it from the individual departmental budgets. W. Shorey wondered why it couldn't still be funded from the Severance Reserve. D. Parkman said that the Sheriff used to fund new cars each year from the Vehicle Reserve and the Budget Committee felt that it should be part of the operating budget since it occurred regularly every year. W. Shorey thought that the main thing was to have the Severance line funded properly and suggested that it remain a reserve because it is unknown each year how much will need to be taken it from it.

W. Shorey asked if all were in agreement with requesting that \$175,000.00 be raised and broken out into certain reserves. There was some discussion about if the lease request should be in the operating budget or reserve and the Commissioners believed that because it was related to the upgrades that should have been set aside in reserves, it should be funded in the Technology Reserve at this point. Eventually the lease arrangement would be funded from the operating budget. The Commissioners discussed which reserves need additional funding and voted as follows:

**\*\*B. Johnson moved, A. Fowler seconded to put \$175,000.00 into the following Reserve Accounts'' Technology – 105,000.00, Severance - \$20,000.00, Vehicle Emergency Replacement -**

**\$5,000.00, County Planning - \$25,000.00 and Future Land and Buildings - \$20,000.00.  
Unanimous.**

V. Spear submitted changes for the departmental budgets in which the Commissioners had made adjustments, which included the District Attorney, Facilities Management, Registry of Deeds, Registry of Probate, Sheriff's Office and Communications Center.

**DISTRICT ATTORNEY 1015:**

V. Spear had calculated the pay which now included the corrected figures for wages, as well as some other changes that had been submitted to her. When asked, V. Spear said that K. Trussell had checked the numbers. Both came up with the same numbers twice. Other changes included lines 4930 and 7100, at the request of the District Attorney. They had been listed on the explanation pages, but not the budget itself.

**FACILITIES MANAGEMENT 1030:**

V. Spear explained that the only change was to the wages, which had been a little bit off.

**REGISTRY OF DEEDS 1065:**

V. Spear explained that the changes were wage-related, including the change made by the Register to increase the part-time from 24 to 25 hours per week so that a certain number of hours could be spread evenly over the five days per week.

**REGISTRY OF PROBATE 1070:**

V. Spear explained that the changes were in wages only.

**SHERIFF 1075:**

V. Spear explained that only the wages had changed for the two Sheriff's Administrative Assistants.

**COMMUNICATIONS CENTER 1076:**

V. Spear explained that the wage changed only for the 1/3 Secretary's wages.

W. Shorey asked J. Kenney for his opinion on the budget. J. Kenney said that he believed the Commissioners have a defensible budget and that the Commissioners need to present it that way, explaining the needs and not allowing themselves to be "rolled over." He asked what the Commissioners give up as a total from the budget, if they were asked. The Commissioners made no reply.

D. Parkman reminded all that LD 1 needs to be considered. The County of Waldo is way below the CAP and can only stay at a zero increase so long before there has to be an increase. He stated that this is the year that the increase is needed. Both W. Shorey and B. Johnson noted that many of the Towns are going through the same thing because they, too, had held their budgets down in recent years.

J. Kenney noted that there are roughly 40,000 citizens in Waldo County. When the math is calculated, it is not a lot per citizen. He asked again, what the Commissioners would be willing to give up in its entirety in this budget request. Again there was silence. J. Kenney said he believed he had his answer – there was nothing to give up and the County needs to conduct its business.

W. Shorey agreed that there just isn't anywhere in the budget to downsize.

D. Parkman noted that the two largest departments – Communications Center and Sheriff’s Office – absolutely cannot be downsized.

J. Kenney stated that down-sizing does not fix anything – it simply adds more load to the people left to do the work. He commended the Commissioners for their 2012 budget proposal, calling it a good budget and adding that Waldo is a good county. He believed the Commissioners at the table were doing a good job. He stated again that the Commissioners have a defensible budget and that they need to defend it.

W. Shorey added that commodities including heat, gas, etc. have impacted the budget as well and the Commissioners have no control over that. J. Kenney commented, “And we’re pleased to get it.”

W. Shorey reported that he had recently been through the new building and attended a construction meeting and stated that with a County that is relatively poor, being able to construct a new sheriff’s office without adding any more cost to the taxpayers was a major accomplishment.

J. Kenney agreed that this building will stand the County citizens well for the next century.

B. Johnson thanked the Commissioners for agreeing for her to attend the grant-writing workshop and copies of the materials she received there are being made for each department. She believed they would be very helpful when departments were looking to write grants and stated that she had learned enough from that course to be helpful.

**NEXT COURT SESSION:**

The next Commissioners Court Session is a regular session scheduled for Tuesday, November 8, 2011.

**\*\*A. Fowler moved, B. Johnson seconded to adjourn the Court Session at 11:56 a.m. Unanimous.**

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