

**WALDO COUNTY COMMISSIONERS COURT SESSION
AUGUST 25, 2016**

PRESENT: Commissioners William D. Shorey (Chairman), 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 9:00 a.m.

FACILITIES REPORT:

Present with the Commissioners was Facilities Manager Keith Nealley who reported the following:

1. K. Nealley submitted an updated employee evaluation form for his department, which he had emailed in advance to the Commissioners so they would have time to review it. The Commissioners approved it.
2. A list of Facilities Budget Capital Improvement Projects for 2017 as follows:

Sheriff's Office:

- The Sheriff has proposed taking the window down on and put a half-door the side of the Sheriff's Secretaries Office so that they don't have to walk out into the lobby to receive or give out paperwork. The estimate is \$3,200.00.
- Remove the wall between the Interview rooms and change the configuration to new large interview room with a smaller viewing room equipped with a one-way mirror. The estimate is \$7,500.00.

Communications Center:

- Replace all 4' fluorescent bulbs with LED bulbs. No electrician is needed. The estimate is \$500.00.
- Replace Current 15-year-old Generator. This is one of the most key pieces of equipment and K. Nealley discussed the load that has been put on this generator at times over the years. He felt it was prudent to change it before it developed problems. The estimate is \$16,500.00.

K. Nealley noted that the Commissioners have been funding capital improvement projects in the buildings from reserve accounts the past three years or so. The Commissioners discussed whether or not to include these projects in the 2017 Facilities Budget. They authorized K. Nealley to change the fluorescent bulbs in the Communications Center now via the 2016 budget, which he agreed he could do. There was further discussion of how to fund the Sheriff's Office projects. K. Nealley said he would put the projects for the Sheriff's Office in the Capital Outlay line of the Facilities Budget. He recommended replacing the 35,000 kilowatt generator at the Communications Center before the end of this current year. The Commissioners asked that he try to sell it and agreed that it should be replaced. The Commissioners asked K. Nealley to reflect these expenditures in the explanation portion of his 2017 budget.

K. Nealley said he will obtain pricing from other generator vendors for the Commissioners.

3. The neighbor below the District Courthouse parking lot called to report that she believes that two of the trees are dead. K. Nealley asked an arborist to look at it and the arborist recommended a tree specialist with a bucket and a crane. It turns out that the trees may need some work. The specialist met with K. Nealley and stated that he could perform the work during a weekend. This work is estimated at \$5,000.00. The Commissioners asked K. Nealley to obtain some other estimates within the next 30 days and to get back to the Commissioners at a future court session. This project will be paid from the Courthouses Reserve.

EMA ANNUAL WORK PLAN:

Present with the Commissioners was EMA Director Dale Rowley.

1. D. Rowley reported that he is trying to assist the YMCA in finding a generator because they serve the public and if they lose power, they have to shut down.

2. New Waldo Work Plan: D. Rowley reported that the State of Maine is looking to become accredited with a federal organization. About 30 of the states are accredited, which is 60%. He suspected that eventually this might become mandated and recommended that the County of Waldo start working on this now. This would likely take five to six years to complete. He has rebuilt the work plan that was five to six pages and it is about 30 pages now. It follows the format to qualify for accreditation.

A Fowler asked if those states that are accredited would receive more assistance in the event of a disaster. D. Rowley said that there is mediation money for storms but with an “enhanced plan”, three times more money is available.

Aroostook, Knox, Cumberland and Waldo are the only counties in the state so far trying to become accredited.

D. Rowley noted that it took three days to put the work plan together and when it was completed, he could see that it provided a “road map” for how to do things and provide a good program. He had already emailed a draft to the Commissioners for their review. The Commissioners stated that they felt this was an excellent idea.

****A. Fowler moved, B. Johnson seconded to approve the 2016 Work Plan as presented by EMA Director Dale Rowley. Unanimous.**

3. Updated Job Description for EMA Director: D. Rowley read to the Commissioners the amendments/additions he had made to the EMA Director job description, permitting him to perform simple repairs on the County-owned towers with the proper qualifications. The Commissioners asked for an explanation of the word “qualified” and D. Rowley explained that the training he would have to continue to take would provide that qualification. The Commissioners acknowledged that the EMA Director’s job description only applies to Dale Rowley because of his unique level of training, certifications, qualifications, etc. and that the job description would need to be revised if he should leave employment.

****A. Fowler moved, B. Johnson seconded to accept the amended, updated EMA Director job description as presented by EMA Director Dale Rowley. Unanimous.**

4. In response to Commissioner Shorey's inquiry regarding the status of the Frankfort Radio Tower project, D. Rowley told him that they are waiting on CMP to install the transformer and turn on the electricity. Then the radios can be installed.

CORRESPONDENCE:

Present to report correspondence was County Clerk Barbara Arseneau as follows:

1. B. Arseneau asked to review with the Commissioners a few things in preparation of the Commissioners Budget (1020) and Employee Benefits Budget (2025). Deputy Treasurer Karen Trussell sat in on the Health Insurance portion of the discussion. At the request of Human Resources/Payroll Director Michelle Wadsworth, K. Trussell submitted a spreadsheet showing the deposits and withdrawals from the health insurance plan from 2013 to date. The spreadsheet indicated that the County will be about \$75,000.00 short of the 2016 allocated amount and the Jail will be about \$10,000.00 short. In reviewing budget reductions for the health insurance line over the years, B. Arseneau shared that the 2014 allocation was \$725,800.00, the Commissioners reduced it to \$640,800.00 in 2015, and it was reduced again to \$580,800.00 in 2016. After brief discussion, the Commissioners opted not to change the premium or the employee contribution. The County Clerk was instructed to budget the same amount in the Health Insurance line as it was in 2015 - \$640,800.00. ****A. Fowler moved, B. Johnson seconded to leave the health insurance premium and employee contribution amounts the same as 2016. Unanimous.**

B. Arseneau reminded the Commissioners that there had been an error in the County Clerk's 2016 salary and it was too low by roughly \$1,600.00. She expressed concern that it will appear as though that position is getting a 5.06% increase in 2017 when it is really just the 2% COLA that all non-union employees will receive in 2017. All agreed that this can be explained to the Budget Committee if there is any question.

B. Arseneau reviewed the few other increases in the Commissioners 1020 budget, including funding \$3,000.00 in an overtime line for the first time due to recent FLSA laws changing that has changed the exemption status of two employees in the Commissioners' Office to hourly, a small increase in Personnel Advertising due to a rate increase with the online job advertising company, a small increase in the Dues line, and funding the MCCA Convention Hosting line in the amount of \$2,000.00 because Waldo County is hosting the convention in 2017. The Technology part of the Commissioners' budget has not been received yet but it was her understanding that funds for IT work were being paid from the Technology Reserve again in 2017. The Commissioners confirmed this.

B. Arseneau inquired and the Commissioners said to continue to budget for the County ID maker machine maintenance and software contract from the Commissioners Professional Services line.

2. Waldo County Municipal Association president Katharine Littlefield, as requested by the Commissioners, has written a notice of a meeting for that association September 7, 2016 at 6:30 p.m. at the Waldo Town Office/Community Building for the purpose of discussing the ongoing difficulty in filling positions on the Waldo County Budget Committee and a potential need for an "Economy Jail" to be built in the future.

3. B. Arseneau briefly reviewed a recent discussion with Bruce Flaherty regarding planning the 2016 Spirit of America Foundation Tribute Ceremony on October 15, 2016.
4. The Commissioners noted pay step increases for the following employees:
 - Dispatch Supervisor Elizabeth Daggett completed 8 years of employment on August 24, 2016 with an increase from \$23.90 to \$24.89 per hour.
 - Dispatcher Brooke Casey completed one year of employment and the probationary period on August 18, 2016 with a pay increase from \$18.27 to \$18.90 per hour.
5. The State Judicial Branch sent notification that Waldo County Grand Jury will be September 14 and 15, 2016 at 8:30 a.m.
6. B. Arseneau received an invitation from the National Correctional Employees Union to a charity event but will not be able to attend.
7. MCCA Assistant Executive Director Lauren Haven sent an inquiry to the Convention Planning Committee regarding the dates of October 5 through 8, 2017 or October 12 through 15, 2017 for Waldo County to host the annual convention at Point Lookout in Northport. The Commissioners opted for the second weekend and B. Arseneau will send that reply.

APPROVAL OF MINUTES:

B. Arseneau requested that the Commissioners approve the minutes from the August 11, 2016 Waldo County Commissioners Court Session as presented.

****B. Johnson moved, A. Fowler seconded to approve the minutes for the August 11, 2016 Waldo County Commissioners Court Session as presented. Unanimous.**

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. Inmate Boarding Contract: The final Inmate Boarding Contract between Two Bridges Regional Jail and Waldo County was delivered this morning. The Commissioners reviewed this and realized the expiration date needed to be changed from June 30, 2017 to December 31, 2017.

****A. Fowler moved, B. Johnson seconded to change the Inmate Boarding Contract expiration date on Page 1 from June 30, 2017 to December 31, 2017. Unanimous.**

The Commissioners initialed the change and the scanned copy was sent to Mark Westrum and Captain Bailey.

2. W. Shorey told the Commissioners that the 2016 Garden Program would be a “banner year” for produce. He also mentioned that he had received information from University of Maine Extension Director Rick Kersbergen regarding a possible funding opportunity via the U.S. Department of Agriculture that would be discussed during a webinar on August 31, 2016 from 2:00 to 3:30 p.m. Commissioner Johnson and B. Arseneau were assigned to participate in the webinar and report back to the other Commissioners.

NEXT COMMISSIONERS COURT SESSION:

The next regular Commissioners Court Session is scheduled for Thursday, September 8, 2016 starting at 9:00 a.m. in the Waldo County Commissioners Conference Room.

****A. Fowler moved, B. Johnson seconded to adjourn the court session at 10:45 a.m. Unanimous.**

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