

**WALDO COUNTY COMMISSIONERS COURT SESSION  
DECEMBER 5, 2011  
(SPECIAL SESSION)**

**PRESENT:** Commissioners William D. Shorey - Chairman, Amy R. Fowler and Betty I. Johnson. Taking minutes was Deputy County Clerk Veronica Spear for immediately before and after the Executive Session, followed by County Clerk Barbara Arseneau.

**Call to order:** W. Shorey called the court session to order at 10:30 a.m.

**\*\*A. Fowler moved, B. Johnson seconded to enter executive session at 10:31 a.m. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of Executive session at 11:09 a.m. Unanimous.**

**No action taken.**

The Commissioners stated that they may wish to meet with Budget Committee Chairman Bill Sneed on February 3, 2012.

**MEETING WITH BANGOR PAYROLL – PROPOSAL FOR PAYROLL SERVICES:**

Present with the Commissioners were Cathy Reynolds and Margo West of Bangor Savings Bank to discuss their proposal for payroll services as offered by the bank as Bangor Payroll. Also present were Human Resources/Payroll Director Michelle Wadsworth, Deputy County Clerk Veronica Spear and Deputy Treasurer Karen Trussell. Present to take minutes was County Clerk Barbara Arseneau.

M. West reviewed their proposal as an “apples-to-apples” comparison with the current payroll system being used by the County. B. Johnson inquired about whether payroll would be disrupted if there was a holiday or day off. M. West explained how that would work.

Checks would be run by Bangor Savings. K. Trussell said that the only check the County currently sends out is MAINEPERS. M. West said that Bangor Savings would be able to do that.

M. West recommended that the County take advantage of the Human Resources functions and capabilities. W. Shorey suggested that this be eased in at a later date. M. West agreed that pricing would be offered now and it could be taken advantage of later.

There was brief discussion about whether or not courier services would be needed. It was decided that likely one of the Commissioners Staff would go physically pick up the payroll when it was completed.

M. West explained that they would upload and submit MainePers on a monthly basis.

M. West provided written material on all the features that are offered. On the investments, it is broken out by the County and Jail, with a price for regular employees for the features. Includes payroll, tax filings and direct deposit. On a monthly basis, there is a cost associated with monthly items. There is a one-time set-up fee that includes unlimited training, which is offered in Bangor and Portland. Bangor Payroll will build the file. The County won't have to key in all the employee demographics. They will tailor this to fit the County's style and way of doing things. There will also need to be a one-time set-up fee for the Jail side.

M. West explained the cost of checks after the first eight, and also explained that new hire reporting also has a cost.

W-2's are not included and there is a cost for reporting at the end of the year.

M. West briefly reviewed the courier fee again, explaining that there is a branch so close by, so that cost is reduced. If the county inputs on Wednesday, checks are available Thursday for a check delivery on Friday. It was determined that the check deliver has been Thursday and this should not be changed. One of the County staff would need to walk over and pick it up. It will need to be clear who is authorized to pick it up and they will need to sign for it. If this becomes a nuisance or inconvenient, the courier service could be utilized.

Time and attendance was not factored in the proposal. Time Tracks would be the company that would handle this. The database is shared between them and Bangor Payroll. As far as capturing the "clock-in-clock-out" feature, there are different ways. One can be by icon on a computer. Another way, could be biometrics. The Commissioners decided to look at that feature later.

The H.R. module and training were briefly discussed. This allows a place to store and track employee information. It is also important for reporting. This was not included in the pricing because, as requested, it is an "apples-to-apples" comparison with what the County is using for services now.

M. West explained that there will be one dedicated customer service rep for the County. In addition, being a bank, Bangor Payroll is not a "fee-driven" organization on the payroll services side. She expressed that they would like to do the whole banking relationship, but that is not contingent. The same payroll services structure is offered to everyone.

W. Shorey summarized what has been offered as an "apples-to-apples" comparison and then the add-ons. A decision would be made later in the morning after careful review of the figures provided. He noted that it appeared that there would be cost savings if the County used Bangor Payroll, but explained that the Commissioners would need to discuss it in more detail before deciding.

M. West said that this proposal is for January 1<sup>st</sup>, so if the Commissioners decide in a few days, Bangor Payroll can get the County signed up. Signatures would be required soon, although she noted that this is not a contract arrangement. Bangor Payroll would get the County scheduled into a training date in a class that works for the County. Classes are ongoing all the time. These are held near the airport in Bangor, or in Portland.

Nothing is debited from the account until the first payroll is run. The one-time set-up fees will be included on that first payroll. M. West very strongly urged adding the H.R. feature. It was noted that there is no additional cost per user.

**\*\*A. Fowler moved, B. Johnson seconded to enter Executive Session at 11: 36 a.m. as permitted by M.R.S.A. Title 1, § 405 (C) to discuss competitive contracts. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to come out of Executive Session at 12:05 p.m. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to sign for payroll services with Bangor Payroll.**

There was some discussion of when to start running payroll with Bangor Payroll. The Commissioners recommended starting on January 1, 2012. M. Wadsworth expressed concern that the County is still working

on a union contract this month that requires typing a lot of language and that it might be a challenge to get all the people into training that need to be before the end of the month, as she didn't know if some of them would be taking time off for the holiday, etc. There was discussion of how many users there currently are and how many will need to be trained. It was noted that Bangor Payroll can allow more than two users, but they prefer only two users. W. Shorey said he believed that this part of the discussion should be held at a later date with the users involved, and just to finish the current motion on the floor. **Motion passed unanimously.**

B. Johnson said it sounded like the only person who was concerned about starting in January was Michelle. M. Wadsworth explained that she was only concerned about fitting in a training schedule and whether or not the two other payroll users have the time to be trained before starting in January. There was more discussion of the logistics of getting started January 1<sup>st</sup>.

**\*\*B. Johnson moved, A. Fowler seconded to start payroll services with Bangor Payroll January 1, 2011. Unanimous.**

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

1. S. Story has requested changing the retirement date for Chief Deputy Robert Keating from December 15, 2011 to January 28, 2012. This will allow some time for him, as out-going Chief Deputy and who has been on medical leave, to spend some time with the new Chief Deputy, Jeffrey Trafton, to transfer important training information.

2. EMA Director Dale Rowley submitted to the Commissioners the State of Maine Emergency Management Mutual Aid Agreement he drafted. The Commissioners signed this draft.

3. HEALTH INSURANCE RATES FOR 2012: W. Shorey stated noted that the Human Resources/Payroll Director and County Clerk had researched and found discussion on changing the applicable employee health insurance premium from 12% to 13.5% for 2012, but no official vote. The Human Resources/Payroll Director has already notified the employees so they would not be surprised on their first December pay check, but the Commissioners need to make a formal vote on this since that was their intent.

**\*\*A. Fowler moved, B. Johnson seconded to officially vote, as discussed during previous Commissioners Court Sessions, to increase the applicable portion of the employees' portion of the health insurance premium for 2012 from 12% to 13.5%. Unanimous.**

4. There was brief discussion regarding when to meet with Winton Scott Architects for them to make a presentation to the Commissioners regarding the Courthouses Space Study they have conducted. After some discussion, it was agreed that the Commissioners would prefer to do this in the afternoon of their January 10, 2012 Court Session and to see if this date would be agreeable with Winton Scott Architects.

**\*\*B. Johnson moved, A. Fowler seconded to adjourn the court session at 12:29 p.m. Unanimous.**

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