

**WALDO COUNTY COMMISSIONERS COURT  
FEBRUARY 12, 2013**

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

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

**FINANCIAL REPORT:**

Present with the County Commissioners was Treasurer David A. Parkman and Deputy Treasurer Karen Trussell, who reported the following:

**COUNTY APPROPRIATIONS:**

D. Parkman reported that the budget could be 8% expended and is currently 9% expended. Some account expenditures appear high due to payments that have to be made at the beginning of the year.

**CORRECTIONS:**

D. Parkman reported that the Corrections budget could be 63% expended. K. Trussell said she did not have taxes listed and once she did, this would change the amounts. The budget is currently about 59% expended.

D. Parkman did not read in detail the expenditures from the Reserve accounts but referenced them as part of his report.

**2013 MIL RATE:**

D. Parkman recommended setting the 2013 mil rate at .001704112 (or \$1.70 per thousand). This is an increase of almost 10 cents per thousand; however, D. Parkman noted that the taxes decreased for some towns.

**\*\*B. Johnson moved, A. Fowler seconded to set the 2013 mil rate at .001704112.  
Unanimous.**

**DISTRICT ATTORNEY'S RESTITUTION ACCOUNT:**

D. Parkman wanted to go on record as not being in favor of County employees being involved in a State checking account. He referred to Aroostook County, which treats the restitution as a State account. That being said, he felt in Waldo County it should either be fully a State account with no County employee involvement or a County account that would be reviewed by the Treasurer and audited each year.

A. Fowler agreed with D. Parkman. She believed the statutes state that the District Attorney can open an account on his own, as a State account. Because a County employee does handle it, it is audited by the County and the responsibility falls on the District Attorney.

W. Shorey stated that he believed this account will be handled in a manner decided by the Waldo County Commissioners. He reported that the District Attorney's Legal Secretary has been trained in the software, which is a positive thing. However, he thought it should only be the District Attorney (or Deputy District Attorney) and the Deputy Treasurer on the account to write the checks. He further reported that the County's courier has been picking up the money from that office and bringing it to the Treasurer's Office for the past two weeks or so.

K. Trussell clarified that in all the other departments, the elected official of that department signs the checks, not the County employee. In this case, the District Attorney is an elected official but is not a County employee.

D. Parkman repeated that if the County was going to be involved, the auditor will be reviewing this account each year. He reported his concerns from the previous year, explaining that when he went over to speak with the District Attorney about that account, nobody in that office appeared to know whether it was a County or State account. During the visit to that office, D. Parkman had explained to the Victim/Witness Advocate there at the time, along with the Deputy District Attorney, that this audit was also for her protection.

W. Shorey recommended that once things have been discussed with the District Attorney later on today, the County Clerk should write a letter stating that the former account should be closed and a new account opened, and from this day forward, the only people who can sign checks would be the District Attorney and/or Deputy District Attorney and the Treasurer and/or Deputy Treasurer.

D. Parkman said he would prefer an audit be performed before the County took it over, and the audit should be paid for by the District Attorney's Office. W. Shorey said he didn't feel an audit would be even possible since there is no real paper trail for this account at this time. B. Johnson agreed, adding that likely the only thing an audit would do was provide a starting point and make suggestions for good accounting practices going forward.

W. Shorey was unsure whether or not any restitution checks have been written in the last three months. D. Parkman expressed concern that the account be handed off to the Administrative Legal Secretary with no accounting training, no process, etc. W. Shorey re-explained that the Administrative Secretary and Legal Secretary are in the process of being trained on the accounting software.

K. Trussell stated that she has only made three deposits since the arrangement started. As requested by Commissioner Shorey, she has purchased two triplicate carbon accounting books for use by the District Attorney's Office for this account.

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

WARRANTS:

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the January 31, 2013 General Fund Accounts Payable warrant and January 17 and 31, 2013 payrolls in the amount of \$586,065.36. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the January 31, 2013 Capital, Active & Restricted Reserve warrant in the amount of \$23,615.99. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the January 31, 2013 Reentry Accounts Payable warrant and January 17 and 31, 2013 payrolls in the amount of \$113,998.89. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the February 12, 2013 General Fund Accounts Payable warrant in the amount of \$97,325.51. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the February 12, 2013 Capital & Restricted Reserve in the amount of \$2,573.41. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the February 12, 2013 Reentry Accounts Payable warrant in the amount of \$57,116.52. Unanimous.**

**DISCUSSION OF SPILLMAN RESPONSE PLAN FINALIZATION:**

Present for this discussion were Communications Director Owen Smith, Liberty Fire Chief Bill Gillespie, Waldo County EMA Director Dale Rowley and technology consultant James Arseneau.

O. Smith said the worst case scenarios regarding the response plans are Winterport and Unity, who ended up with several plans. They divided the towns in multiple zones. This means that there are a lot of “natures” which are identify what the call is (such as a brush fire). He explained that “Zone plus Natures = a Plan”. There isn’t one plan for each town and are many natures that they have broken down these zones into. He went on to report that in November, these two towns changed the number of zones they had and increased them based on questions the Communications Center had on the zones. These two will be the largest amount of work to get them sorted out.

J. Arseneau added that Knox also has some extra zones.

O. Smith said that he plans to get the easier towns done first and work on the others as they can. Some are broken down to such detail that dispatchers won’t really know, until an incident occurs, which way to label it. Many times, the dispatcher won’t know whether it is a mass casualty, etc. until the call develops.

B. Gillespie said he had done some research to try to make this less complicated. If they were to define the 40 responses and make them fit into 7 categories, he wondered if that would be easier. A “still box” would get certain equipment there, a “desk box” would mean a structure fire and would get certain equipment there, etc.

J. Arseneau said he thought this might work, but now that means procedures already entered will have to be redone.

B. Gillespie said he spoke to Cumberland County, who already has this in place and they created “box alarms”. J. Arseneau said that Waldo County had also recommended starting with four or five box accounts and then adding to those. D. Rowley explained that in the larger communities, it can be broken down by equipment.

J. Arseneau explained that they are doing generic units for each of the towns. While he understood the goal was to make this simpler, it would mean going back and redoing what has been done already.

D. Rowley said that Winterport is so long and narrow, in some cases it would make sense for Monroe to show up or to have Hampden show up to handle calls for service.

J. Arseneau explained that there are 764 response plans in the system. Most are single rather than two or three. He explained that the natures get multiplied by the number of zones, and then they have to be tested. D. Rowley said he could see testing for the critical things, but not smaller things such as a power line being down. He added that part of the problem was that some towns want to treat certain fires the same way and some don't. The reason to automate things is because then the binder wouldn't have to be handy, pages don't stick together, etc.

O. Smith illustrated with how to notify people about a missing person, as an example. He mentioned that he has had overnight people working at entering in this information and testing the information. The testing raised other questions and those things are being worked through and figured out. So that everyone could understand how this has been developing, O. Smith submitted a set of documents entitled “History of Response Plans. O. Smith explained that the plan is to have a dedicated work session at the end of this month. February 27, 29 and March 1, there will be a big push to “knock off” all the easy things. He explained that two dispatchers, one of the dispatch supervisors, the technology consultant and he himself would be there as well.

A. Fowler stated that when this grant was received, her understanding was that training was included in that funding. She asked if all the money has been expended for the training. J. Arseneau said that there have been three trainings that have occurred. October 2010 was for mapping, April 2011 was mapping and training, and November 2012 was final training and to complete the response plans. A. Fowler asked if all the money was spent for training and was told yes. J. Arseneau explained that during the last training session, Winterport changed their single zone for fire and EMS to six zones. This was provided the last day and required a complete reload of the map, so the County was not even able to start on those plans. A. Fowler asked if other counties have been successful at this and was answered in the affirmative.

O. Smith stated that if these things are scheduled when the employees who are trained are on a float shift, this can be done without additional cost. If it cannot be scheduled like that, someone will have to be called in to cover the shift. Meanwhile, they will continue to work at night during down time.

When asked what the cost was expected to be, it was stated that the “best guess” is that it would likely cost about \$4,000.00 to complete this.

W. Shorey asked if, after this last workshop session, there was more unity in the planning on this project. O. Smith responded that on the big plans, they might be able to work on those, but he didn't recommend going back and redoing the others that had been started or completed so far.

D. Rowley wondered if the life safety and large stuff could be tested first, perhaps by May 1<sup>st</sup>, and then test the non-life threatening stuff later.

B. Gillespie was asked to identify which are the most critical so that those could be tested first.

B. Gillespie explained that in Thorndike, the one response that has the multiple plans is the school; otherwise, it is similar to the other towns. J. Arseneau explained that there are still questions about what Thorndike and West Hampden want. B. Gillespie said that he had understood that whatever the towns submitted would get put in and then once that was all done, questions could be addressed.

O. Smith referred to how things were done and explained that now, everything "touches" or is connected with something else.

D. Rowley asked if the premise allowed for certain response plans. J. Arseneau explained that these are two separate modules; it isn't the premise that calls it out, the response plan calls it out.

O. Smith stated that if these were defined better, it would ease things up some.

A. Fowler asked if they have been tested yet. J. Arseneau replied that that they have been working with the testing. Part of the problem has been that the units need to be validated. There is a "first pass" to put in and then there is a second pass to get some of the details ironed out. A. Fowler wondered if the cost would cover that. O. Smith responded that it might cost a bit more or less, depending on players.

(Now also present were Sheriff Scott Story and Chief Deputy Jeffrey Trafton.)

A. Fowler asked if this included \$75.00 per hour for technology consultant Jim Arseneau. O. Smith replied that no, it did not. A. Fowler asked if someone else was trained to do this, and expressed concern over the estimated 50 hours for J. Arseneau's technical support. O. Smith explained that J. Arseneau would only be called as needed and that he was not doing data entry. They call him with technical questions before Spillman is called. J. Arseneau explained that he didn't want to be involved any more than he had to be, and definitely not with data entry. When asked, O. Smith explained that the training received by the dispatchers when they went out for Spillman training did not include the type of thing J. Arseneau is trained to do.

O. Smith stated that this is not a simple thing. It was complicated by adding different natures and different zones. It has been fragmented over time and really didn't take off until November.

A. Fowler asked how much training had cost so far. J. Arseneau reported that \$8,500.00 has been spent for the Spillman Training.

D. Rowley explained that \$73,000.00 was spent since 2010 and this was paid in large part by grants that he had obtained. He mentioned that they knew back in 2010 that there would be 40 natures.

A. Fowler asked if this could be simplified and made easier so that it could it likely be put into place and working by May 1<sup>st</sup>

O. Smith emphasized that there would be work continuing during the overnight shifts in addition to the planned dedicated work sessions. He further emphasized that this was not an easy thing and noted that Cumberland initially put things in and then kept building on it. Waldo County would be doing the same thing.

W. Shorey asked if things could be substantially up and running by May 1<sup>st</sup> and wondered if the \$4,000.00 was really a reasonable amount, as he had estimated higher than that.

A. Fowler said she thought there should be a cap of \$10,000.00 to finish this. B. Johnson agreed. W. Shorey asked if the Commissioners wanted to make that cap and leave it that if it was going to be any more than this, O. Smith would need to come back to Commissioners.

A. Fowler asked for a journal of work being done on this, with the dispatchers logging the amount of time they spend on it. O. Smith asked if this would include dispatchers that are just working their regular shift. A. Fowler said that all the money has been spent that was allocated for this, so having an accounting would show how much time is being spent. O. Smith agreed that it should be measured if it was extra shifts, as well as J. Arseneau's time. Things that would be an extra cost should be measured. All discussed this, noting that if an employee is working on this during a normal shift and does not have anyone covering for them, this is not an additional cost to the County.

O. Smith stated that they all need to remember that certain costs are just to get the Spillman Technician to come in and work. There are additional costs after that. It is not as simple as getting it all done in two or three days. O. Smith described the original Spillman training as "daunting".

W. Shorey summarized that the system needs to be made to work, that this needs to get done, and it will have to cost something. He asked O. Smith to provide a monthly report so the Commissioners would be kept informed of the status of the project.

D. Rowley remarked that, like Cumberland, the key would be to get the critical, most important things entered first; then later add things such as animal rescue.

W. Shorey asked if there had been any meetings to define which items are the most critical things. B. Gillespie explained that this has been a work in progress, mainly through the communications committee meetings. O. Smith requested that list of critical items by next week.

W. Shorey informed those present that if there were any work sessions that needed to be done, to go forward and do those.

## **DISCUSSION OF THE SPILLMAN SERVER:**

Present with the Commissioners was technology consultant James Arseneau. Listening in were Sheriff Story and Chief Deputy Jeffrey Trafton.

1. J. Arseneau reported that he contacted Spillman, received a quote from them, and also contacted Lighthouse and More Direct for quotes on the server, as well. The best pricing for physical hardware was MoreDirect. J. Arseneau explained that he had heard there was going to be a processor change and it was going to result in a lower price for a faster processor system. He has also requested a quote from MoreDirect to include that new processor platform. This should be available in a couple of weeks. Tentatively the new server is scheduled for installation during the middle of July. It has already scheduled with Spillman. It is a matter of selecting a server, shipping to Spillman, and having Spillman configure it.

2. Government pricing for the County PCs is being sought through WSCA (a consortium). Normally these would be \$2,500.00 each but with the WSCA pricing, they may be as low as \$1,700.00. WSCA is a form of GSA pricing. J. Arseneau said he has been comparing prices to be sure the County is getting the lowest price. He noted that the County may go with PC Connections for printers, because they seem to be less expensive.

## **SHERIFF'S REPORT & DISCUSSION OF PERSONNEL CHANGES IN ASSIGNMENTS:**

Present was Sheriff Story and Chief Deputy Jeffrey Trafton.

1. ASSIGNMENT CHANGES: S. Story said he has spoken with the Commissioners briefly a while back about the following matter: Detective Jason Bosco has been approved to go work as a State Police Computer Crimes Investigative Agent for a two year contract, starting February 1, 2013 and ending January 1, 2015. S. Story asked that Deputy Treasurer Karen Trussell be present for this discussion, so she came in.

With approval, J. Bosco would work for the State Police Computer Crimes task force in Augusta; the County would be reimbursed for all including health insurance, clothing allowance, and a pay increase for up to the State's pay of \$24.90 per hour. This is a little more than a dollar an hour more than what Detective Bosco makes now. S. Story said he didn't have any issue with that. He explained that the funding would be funneled through the Detail Reserve Account. He explained that J. Bosco would still a County employee, still get the same longevity, etc. He was requesting that the Commissioners approve J. Bosco taking this assignment. He further explained that a lot of the work will be done right at the Waldo County Sheriff's Office, so J. Bosco would be somewhat available to the Sheriff's Office, too.

S. Story stated that he had drafted an agreement stating that the Detective position J. Bosco would be vacating would not remain open but would be filled. If there is another full-time position open when/if J. Bosco wished to return full time with the Waldo County Sheriff's Office, J. Bosco would have first refusal to apply. The Sheriff has agreed that he would put him on the part-time roster and use him as much as he could in the event that there are no full-time positions open at that time. S. Story said that the union reviewed the MOU and agreed with it.

A. Fowler asked if J. Bosco came back, would he expect to keep being paid at a higher hourly wage. S. Story said that he had spoken with the union, the union understands all that. He also understands that if he came back and there was a full-time position open, he would have to be paid according to his longevity on that pay scale.

S. Story read the MOU and then summarized the contract with the Computer Crimes division. S. Story explained that liability insurance will be the State's coverage while J. Bosco is working for the State.

**\*\*B. Johnson moved, A. Fowler seconded to approve the MOU for the County to sponsor Detective Jason Bosco to become a Maine State Police Computer Crimes Investigative Agent as presented and approved the agreement between the State of Maine Department of Public Safety and the Waldo County Sheriff's Office as presented. Unanimous.**

It is not known at this time the exact date the J. Bosco will be leaving to take that position.

S. Story informed the Commissioners that Officer Gerald Lincoln, who currently serves as School Resource Officer for RSU 3, has applied to fill the Detective position being vacated by J. Bosco.

**\*\*A. Fowler moved, B. Johnson seconded to approve hiring Gerald Lincoln as Detective to fill the position vacated by Jason Bosco, with the date to be determined in the near future. Unanimous.**

S. Story explained that the Waldo County Sheriff's Office will continue to provide a School Resource Officer with one of the deputies until they find a replacement. Patrol Officer Matthew Curtis will fill in during the transition.

2. **EFFICIENCIES:** Sheriff Story informed the Commissioners that he has been working with Lincoln, Knox and Sagadahoc Counties to see about efficiencies in Corrections. He noted that Commissioner Fowler has asked for efficiencies in transportation, etc. and he commended her for pushing for this. He reported that, so far, this is working well. He explained that there may be a resource available to assist with these efficiencies and would keep the Commissioners posted.

#### **FUEL BIDS:**

Present with the Commissioners was Facilities Manager Keith Nealley. K. Nealley commented that this has turned out to be the worst time of year for requesting fuel bid proposals, even though historically, requesting proposals in January or February has worked out well.

He submitted approximately thirteen (13) requests for proposals at a fixed rate per gallon and only three were received as follows:

1. Thompson's Oil: Fixed rate per gallon for fuel oil at \$3.385, with the price for propane at \$1.95 and the dollar amount above rack price at \$3.5243.

2. Maritime Energy: Fixed rate per gallon for fuel oil at \$3.405, with the price for propane at \$1.7622 and the dollar amount above rack price at \$3.481.

3. Dead River: No fixed rate per gallon for fuel oil was offered. The price for propane was submitted at \$1.4745, with an above rack price of \$3.6558.

Webber Oil offered proposals for over rack prices only: .20 cents over rack price for #2 fuel and .30 cents over rack price for propane.

A. Fowler recommended rejecting all bids and trying again in the near future.

W. Shorey said he liked the propane quote from Dead River and wondered if a letter could be sent to them telling them the County would be interested. K. Nealley recommended rejecting all bids and trying later, as well.

**\*\*A. Fowler moved, B. Johnson seconded to reject all fuel oil and propane bids received. Unanimous.**

**\*\*B. Johnson moved to instruct K. Nealley to reconstruct the bid proposals so that propane and #2 fuel could be separated out and to resubmit for bids in the near future.** Discussion: K. Nealley reminded the Commissioners that the County does not own all the tanks; some are owned by the vendor. He stated that he would research how much it would cost to for the County to own all its tanks. It was noted that there are presently two large tanks that are owned by the County. **Passed unanimously.**

2. K. Nealley reported that tonight at 4:00 p.m., the books and shelving in the lower level of the Registry of Deeds will be stored in a U-haul and tomorrow the asbestos remediation will be performed. This should be completed on Friday. On Saturday-Sunday, the carpet installer will be in and hopefully on Monday, the holiday, the items will be taken out of the U-haul.

#### **2013 PAY SCALES REVIEW:**

W. Shorey recommended tabling the 2013 Pay Scales Review until a later time.

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

W. Shorey referred to an email message he had sent the other two Commissioners the previous week in which he recommended that the County Commissioners consider holding a monthly workshop so that they could come into the office at the same time, go through mail in their mailboxes, bring each other up-to-date on various projects they are working on and meetings they are attending, and to have informal discussions that they will not be making decisions or taking formal actions on. The hope was that they could keep each other better informed, share information and to consider prior to public discussion and decision-making, and limit travel to and from the office by coming in for several hours one additional day a month. The board agreed to try this and tentatively settled on the fourth Tuesday each month unless changing it by mutual agreement.

## **CONFERENCE CALL RE: OUT-OF-NETWORK MODIFICATIONS TO HEALTH INSURANCE PLAN:**

The Commissioners held a conference call with Insurance Administrator Malcolm Ulmer regarding the dermatology, occupational therapy, physical, speech therapy treatment. It was the recollection of Commissioners Shorey and Johnson that these services would continue to be treated as in-network services. A. Fowler stated that she had understood what the changes were meant to be.

M. Ulmer said that the documents were completely consistent with the motion the Commissioners had made on this matter. Occupational, speech and physical therapy will covered at 70%, deductible waived. The level would be similar but not the same as in-network. If a claim for one of these services is in-network, it will be paid at 70% instead of 75%.

M. Ulmer explained that he had a discussion with Andy Feingold at Meritain and was told by him that since there is no specific line for dermatology, there is no co-pay for in-network dermatology claims. In-network claims will be paid in full. Out-of-network dermatology claims, will be paid at 70% with no deductible applied.

He noted that the recent changes were as follows: the first step was elimination of the out-of-contract form. The second step was adding back in certain out-of-network coverage for the dermatology, physical, occupational and speech therapy.

## **REPORT ON TIME & ATTENDANCE SOFTWARE DEMONSTRATION:**

Present with the Commissioners were Deputy County Clerk Linda Kinney and Deputy Treasurer Karen Trussell.

L. Kinney informed the Commissioners that on January 22, 2013, all staff in the Commissioners' Office had attended a demonstration for the Time & Attendance software. This is browser based, which means it can even be accessed from home. A problem now with payroll is that only one person can go in to enter departmental payroll figures at a time. With this program, all can be in working on payroll at same time. Other benefits to the system include:

- Tracking, including accrued leave, paid leave, etc.
- Employees would be responsible to enter their time.
- Flags go up in each department if there are errors. The Department would see it first and it would have to be fixed before payroll could be submitted. The feature will not permit submission until all flags are corrected.
- The system shows employees who are on and off the work schedule. It also shows who can be called in to fill in.

- The system tracks probationary periods of employees.
- The system tracks and notifies of scheduled pay raises, pay steps, etc.
- Currently, tracking comp earned cannot be done through Bangor Payroll. It is believed that this can be added as a feature through Time and Attendance for tracking. This would be a great thing because comp time frequently does not match between payroll and department records.
- This system will increase efficiency and accuracy and save time with payroll in general.
- This system has a scheduling feature that will assist the Sheriff's Office.

When asked what the cost would be, K. Trussell explained that the initial set-up cost is \$1,000.00. L. Kinney informed the Commissioners that the monthly fee for using the software is \$199.75 per month, which breaks down to \$2.35 per employee per month. Annually, this would total about \$1,200.00. Training is also included in this monthly fee.

W. Shorey asked how many other satisfied customers there are. L. Kinney responded that the representative had mentioned that Cumberland, Androscoggin and Hancock counties have an older version of this program and love it. As for other customers, L. Kinney and K. Trussell said they would research that and provide that information to the Commissioners in the near future.

**\*\*B. Johnson moved, A. Fowler seconded to authorize implementation of the Time & Attendance Program. Passed by two; W. Shorey opposed.**

K. Trussell and L. Kinney said they would research how many other customers utilize this program, adding that Michelle Wadsworth may already have this information.

Scheduling informational sessions with the Department Heads and employees, and setting implementation timeframes will be discussed in the near future.

**\*\*A. Fowler moved, B. Johnson seconded to enter Executive Session at 12:09 p.m. for consideration of employment, assignment and duties as permitted by M.R.S.A. Title 1, § 405 – 6(A). Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to come out of Executive Session at 12:43 p.m. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded that effective February 15, 2013, restitution funds, receipts and processed checks, stamped addressed envelopes and supporting documentation will be brought to the Treasurer's Office by courier from the District Attorney's Office for the Deputy Treasurer to deposit the restitution funds, sign the restitution checks, file and mail. Unanimous.**

The Commissioners directed the County Clerk to send a letter to the banking institution holding this account with instructions to remove the current names on the Restitution checking account and to add Treasurer David Parkman and Deputy Treasurer Karen Trussell to that account as the only two who can sign checks; to take effect by end of business Friday, February 15, 2013.

#### **CORRESPONDENCE:**

1. Communications Director Owen Smith sent written notice that Probationary Dispatcher Rebecca Bryant ceased employment with the Communications Center on January 23, 2013.

**\*\*A. Fowler moved, B. Johnson seconded to accept the employment cessation date for Probationary Dispatcher Rebecca Bryant effective January 23, 2013. Unanimous**

2. The Commissioners noted that Dispatcher Paul Haskell completed five years of employment on February 3, 2013. His hourly rate increased from \$18.25 to \$19.83 effective that date.

3. B. Arseneau reported on recent communications between M. Wadsworth, Health Insurance Administrator Malcolm Ulmer and herself regarding the need to change the health insurance open enrollment period so that it runs until the last day of December. There have been problems with enrollment information not getting to Meritain until January due to the holidays, people being out on vacation, etc. B. Arseneau said that she would bring this up again mid-summer so that a decision could be made and notice given well in advance to employees.

4. Wellness baskets have been a big hit. A. Fowler recommended recycling the baskets from all the departments and doing something for spring. She recommended considering all employees, including those who have exercise programs on their own at home. She commented that the smoking cessation program “was a waste” and didn’t work for the employees who took it. She still believed a gift certificate to a sports store would be a good way to compensate employees who don’t sign up at a gym. B. Johnson thought gift certificates for a message at a local business was a good idea rather than giving money to a large sports company. A. Fowler thought a gift certificate to a local footwear store might be nice but would prefer Olympia Sports because there is more sporting equipment to choose from.

5. B. Arseneau said she had checked with H.R./Payroll Director Michelle Wadsworth and the most recent count of employees who have enrolled in the gym membership wellness program is around 35.

6. B. Arseneau provided updated lists of committees served on and responsibilities handled by the Commissioners Office. B. Johnson found an error and asked that B. Arseneau remove B. Johnson’s name as member of the Homeless in Maine Consortium because that ended in 2012.

#### **MINUTES APPROVED:**

**\*\*B. Johnson moved, A. Fowler seconded to approve the minutes from the January 8, 2013 Waldo County Commissioners Court Session. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to adjourn the Commissioners Court Session at 12:41 p.m. Unanimous.**

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