

**WALDO COUNTY COMMISSIONERS COURT SESSION  
JUNE 24, 2014**

**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.

**TREASURER’S REPORT:**

Present with the Commissioners was Deputy Treasurer Karen Trussell, in the absence of Treasurer David Parkman.

**2013 AUDIT:**

K. Trussell informed the Commissioners that both the Corrections and County Audits for 2013 have been received. She submitted audit packets to the Commissioners. The Commissioners briefly reviewed the audits and the undesignated funds.

**\*\*B. Johnson moved, A. Fowler seconded to move undesignated funds into the reserve accounts as discussed during previous court sessions. Unanimous.**

**COUNTY REVENUE:**

K. Trussell reported revenue received will be at 50% by the end of June.

**COUNTY APPROPRIATIONS:**

K. Trussell reported that the County Budget could be about 50% expended by the end of June. K. Trussell also reported that Initial Unpooled Unfunded Actuarial Liability payments that the County has been making to MainePers in the amount of \$5,372.00 will all paid off at the end of June. The Commissioners were very pleased to hear this.

**CORRECTIONS:**

There will be about \$100,000.00 unexpended for 2014 fiscal budget. There will likely be some invoices that need to be backdated.

**CORRECTIONS REVENUE:**

No discussion.

**RESERVE ACCOUNTS:**

D. Parkman had asked K. Trussell to relate to the Commissioner that he would like to see the Reserves built up to over \$1,000,000.00. He also hoped that in the future there may be the ability to give back some tax money to the towns. The Commissioners noted that they have been keeping flat funded budgets in order to save the towns as much money as possible. Furthermore, a number of citizens and the Budget Committee had expressed their desire to see the Reserve Accounts built back up after the new Public Safety Office was constructed.

IRS AUDIT:

K. Trussell informed the Commissioners that the IRS has notified the County that they will be coming to perform a payroll audit. It is a tax compliance check to make sure W-4's, 1099's, etc. are being handled correctly.

2013 ANNUAL REPORT:

K. Trussell asked L. Kinney and M. Wadsworth to come in as she showed the Commissioners a prototype of the 2013 Annual Report, including a dedication she wrote to L. Kinney and M. Wadsworth for all the work and assistance they had contributed to putting together and printing the Annual Report. The Annual Report is being printed for a fraction of the cost now that it is being done in-house. This Commissioners commended K. Trussell, L. Kinney and M. Wadsworth for their excellent work and cost-efficiencies related to the production of the annual reports.

**\*\*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 May 30, 2014 General Fund Accounts Payable and May 22, 2014 Payroll warrant in the amount of \$176,575.59. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the May 30, 2014 Capital & Restricted Reserve warrant in the amount of \$13,688.17. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the May 30, 2014 Reentry Accounts Payable and May 22, 2014 Payroll warrant in the amount of \$80,734.74. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the May 30, 2014 MCRRC Restricted Reserve warrant in the amount of \$14,609.50. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the June 10, 2014 General Fund Accounts Payable and June 5, 2014 Payroll warrant in the amount of \$188,369.20. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the June 10, 2014 Capital and Restricted Reserve warrant in the amount of \$36,246.45. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the June 10, 2014 Reentry Accounts Payable and June 5, 2014 Payroll warrant in the amount of \$77,316.85. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the June 10, 2014 MCRRC Restricted Reserve warrant in the amount of \$8,672.92. Unanimous.**

**FACILITIES REPORT:**

Present with the Commissioners for this report was Facilities Manager Keith Nealley with the following information:

#### FUEL OIL BIDS:

K. Nealley reported that bid prices received had ranged from \$1.87 to \$2.09 for Propane. At the time those were received, there was not much action in the Middle East and the Commissioners had refused all bids at that time. The Commissioners had instructed K. Nealley to request bid proposals again but things changed greatly in the Middle East during that time. Bids were opened by K. Nealley on June 18, 2014. The County could lock in with Maritime Energy at \$3.359 for fuel oil and \$1.9590 for Propane per gallon as long as it was agreed upon by 1:00 p.m. that day. He had spoken with Commissioner Shorey, who relayed that information to the other Commissioners and all had agreed to lock in at those prices; with the understanding that a formal vote would be taken today.

K. Nealley compared this proposal with the going price today, which is \$3.439 for fuel oil and \$2.0490 for Propane, so it looks as though this was a good thing to lock in at the prices on June 19, 2014.

As an interesting historical aside, K. Nealley noted that in 2008, the County locked in with Thompson's at \$3.88 per gallon, although that was a mild winter so it didn't impact the budget while this past winter was exceptionally cold.

**\*\*B. Johnson moved, A. Fowler seconded to accept the proposal to lock in with Maritime Energy at \$3.359 for fuel oil and \$1.9590 for propane per gallon. Unanimous.**

The Commissioners commended K. Nealley for the excellent job he did handling these bid proposals.

#### SHERIFF'S REPORT:

Present with the Commissioners were Sheriff Scott Story and Chief Deputy Jeffrey Trafton. S. Story reported the following:

1. Inmate Telephone Contract Renewal: S. Story explained that the Maine Jail Association does the contract negotiating for the provision of inmate telephone services and presented an agreement for this service. The agreement can only be terminated for cause or if the County provides notice of "opting out" in writing within 60 days of the expiration of the agreement or subsequent extension. The Commissioners agreed to sign this agreement.
2. J. Trafton informed the Commissioners that he has applied for a grant to fund a Domestic Violence Investigator. Most counties have this position and some have more than one person in the position. J. Trafton said a Domestic Violence Group was organized a year or so ago. The Cops Hiring Program has one that is capped at \$125,000.00 for 3 years. To hire a Deputy, it would cost \$81,780.00 to fund this position for three years, which would be \$35,000.00 per year and the last year would be \$46,000.00. Then the Waldo County Sheriff's Office could hopefully afford to hire that position full time and fund it from the County budget.

S. Story noted that the majority of homicides in Waldo County are the result of domestic violence.

J. Trafton informed the Commissioners that this grant application is supported by the Belfast P.D., Searsport P.D. and the Maine State Police. The grant was submitted two weeks ago and submission deadline was yesterday. J. Trafton will keep the Commissioners informed of the results. S. Story commended J. Trafton for the several weeks he put in to apply for this grant, noting that it was J.

Trafton's idea and he has done all the work on it. S. Story added that J. Trafton has taken on the bulk of responsibilities at the Sheriff's Office and asked the Commissioners to continue to support him and also support this grant project. The Commissioners stated that they had put funding into the proper account so that this project can move forward, etc.

3. New mattresses need to be ordered at the Jail. This will cost about \$1,500.00. There is money leftover in the Food line, so S. Story asked if these could be coded to that line item and was given permission.

4. S. Story stated that he will be meeting with staff regarding the County Garden and filling details for this project. S. Story stated that the Garden project will take priority over other details during the summer/harvesting months.

5. S. Story reported that eggs, bread and milk are what the Reentry goes through the most. Now the inmates are making their own bread and have gotten it down from \$2.00 dollars to .40 cents per loaf. Knox County has chickens so Waldo will trade this bread for Knox's eggs. The Commissioners praised this program.

6. S. Story reported that Major Raymond Porter is researching accreditation for the Reentry Center.

7. W. Shorey reported that Bill Browning had applied for a grant for the Waldo County Garden in the amount of \$6,500.00. If that is obtained, this will help the garden a lot.

8. B. Johnson reported that she has been receiving calls from some of the towns regarding animal control. Animal control is an ongoing problem. S. Story reminded the Commissioners that the majority of the towns have not been interested in having the County establish animal control services. Until that happens, there isn't much to discuss. It would cost the County a lot of money to take this over and the Towns would need to contribute in order for the County to take this on. B. Johnson noted that some of the calls were coming from new selectmen and she explained the background on this and that the overwhelming number of the towns had not wanted the County to handle this service. S. Story noted that some of the towns could pool resources to hire a shared animal control officer.

#### **CORRECTIONS COLA:**

S. Story recommended that the Corrections staff receive the same COLA (Cost of Living) that the Patrol Office received, which was 1% for 2014. W. Shorey said that for 2015, the Commissioners felt that the COLA would be 2% for non-elected, non-union employees so that is the recommended amount for the Corrections Staff so that all will be treated the same. The Sheriff and Chief Deputy believed that was fair and equitable.

#### **DELORIS PAGE:**

Present with the Commissioners was Register of Deeds Deloris Page. She reported that she had come to request that her part-time clerk increase her working hours to 35 hours per week for 10 weeks, starting next week through Labor Day. It would be cost \$1,500.00 altogether. There is money in the budget to cover that. Currently the P/T Clerk works 25 hours per week. When asked, D. Page said that she has two full-time employees and one part-time and that business has picked up.

**\*\*A. Fowler moved, B. Johnson seconded to authorize an increase in the hours for the Part-time Deeds Clerk from 25 to 35 per week, effective June 30, 2014 through Labor Day. Unanimous.**

**FITNESS REIMBURSEMENT DISCUSSION:**

M. Wadsworth asked if the Commissioners wished to provide a \$50.00 reimbursement to employees who submit a receipt of expenditure of up to \$50.00 for sports/fitness related equipment, which the Commissioners had done last year. The suggestion from the Wellness Committee is to include the local "Share Package" with the local Farmer's Market, which would be encouraging healthy eating and support these local farms. The Commissioners asked how much it had cost in 2013 and about 50% of the employees took advantage of it, totaling under \$5,000.00.

The employees will be given a due date of end of July/early August.

**\*\*A. Fowler moved, B. Johnson seconded for Human Resources/Payroll Director Michelle Wadsworth to send out notice to all employees that the County will be providing up to \$50.00 reimbursement for health and fitness purchases again this year. Unanimous.**

There was brief discussion of preparation of the summer wellness basket/bag that is in progress. M. Wadsworth briefly listed the items to be included.

**EXECUTIVE SESSION:**

**\*\*B. Johnson moved, A. Fowler seconded to go into Executive Session at 10:12 a.m. for discussion of protected health insurance information as permitted by M.R.S.A. Title 1§ 405(6)(F). Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of Executive Session at 10:25 a.m. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to add to the County Health Care Plan a 24/7 Nurse Line and also a "Consult a Doctor Program" for employees and dependents to utilize and implement this as soon as possible. Unanimous.**

**EMA DIRECTOR DALE ROWLEY: UPCOMING EMA EXERCISES & MAJOR EVENTS:**  
Present with the Commissioners was EMA Director Dale Rowley.

1. D. Rowley briefly reviewed what Commissioner Shorey would need to do for training related to the Brownfields' EPA Grant funds recently awarded.
2. Upcoming Exercises:
  - a. July 10, 2014 – An Active Shooter/Mass Casualty Tabletop exercise. This will involve Mount View students, law enforcement, Emergency Medical Services, etc.
  - b. July 19, 2014 – Active Shooter/Mass Casualty Full Scale exercise. An after-action review will immediately follow the previous exercise, for efficiency purposes since participants will already be present.

- c. August 23, 2014 – Islesboro Swim Communications Drill. This is an annual event which starts at Lincolnville and ends up on Islesboro and is to raise money for Life Flight. EMA will perform a communications drill at the same time.
  - d. August 2014 (date to be determined) - County Decon Team in Northport. It was noted that many people are on the Hazmat Team so a support group is needed for that team. Northport, Winterport and Searsport are the most active in those types of responses.
  - e. September 18, 2014 – Army WMD (Civil Support) Team “White Powder” response drill. This exercise will be conducted in the Sheriff’s Office mail. Waldo County General Hospital will also participate.
3. Bruce Fitzgerald is the new State EMA Director. He will be visiting Waldo County EMA on July 30, 2014. By State Law, the State EMA Director has to meet with the Commissioners and EMA Directors from each County. D. Rowley will notify the Commissioners in advance of the time of that visit
  4. EMA Annual Strategic Plan: D. Rowley submitted a plan, which is due the end of the July and needs to be signed by the Commissioner Chair. It is required for the Emergency Management Performance Grant. This permits 50/50% reimbursement for the EMA budget, which could include the EMA computers and printers.
  5. The Mobile Command Post is now fully operational. It has been out for a few promotional events, but has not had to be used for an actual emergency event yet.
  6. Grants: D. Rowley reported that the EMA just received notification of 2014 Homeland Security Grant and Waldo County’s allotment is \$81,033.69. The funding has shrunk so much it is now being handled as allotments per county. \$22,330.44 of this money is for countywide law enforcement. D. Rowley briefly reviewed communications equipment that has been purchased in the past with this grant funding. He explained that he meets with all the law enforcement and EMA folks to figure out what will serve each one. This time, more communications at the EOC is being considered including duplexers, more equipment for the mobile command post, public relations, training and exercises, and the various EOC-related teams, etc. for disaster planning. This should also help fund the Planner that has been working at the EMA. This has saved the Towns \$30,000.00 to \$40,000.00 in work that has been done for them. There are close to 1000 radios in the county and the County retunes the radios a few times a year.

A goal for this year is the public awareness piece, including social media.

The Commissioners thanked D. Rowley for his report.

## **EXECUTIVE SESSION**

**\*\*B. Johnson moved, A. Fowler seconded to go into Executive Session at 10:52 a.m. for discussion of real property as Permitted by M.R.S.A. Title 1§405(6)(C). Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of Executive Session at 11:16 a.m.**

The Commissioners took no action at this time.

### **CORRESPONDENCE:**

Present with the Commissioners was County Clerk Barbara Arseneau to review the following correspondence, etc.:

1. Wellness Baskets. The Commissioners had briefly discussed wellness baskets/bags for employees during their most recent workshop. The Commissioners recommended funding wellness baskets/bags twice per year up to \$1,500.00 each time.  
**\*\*A. Fowler moved, B. Johnson seconded to fund wellness baskets/bags twice a year up to \$1,500.00 total each time. Unanimous.**
  
2. Tax Abatement Appeal Application from Palermo citizen Edward Strout: After reviewing the application as well as a copy of the letter of denial from the Palermo Board of Assessors, the Board of Waldo County Commissioners voted as follows:  
**\*\*W. Shorey moved, A. Fowler seconded to deny scheduling a hearing at the request of Edward Strout dated May 22, 2014 to appeal the decision of the Palermo Board of Assessors because the request does not comply with the criteria to hold a hearing. Unanimous.**
  
3. Waldo County Incident Management Support Agreement: B. Arseneau asked the Commissioners if they had finished reviewing this agreement as drafted by EMA Director Dale Rowley. The Commissioners voted as follows:  
**\*\*B. Johnson moved, A. Fowler seconded to approve and sign the Waldo County Incident Management Support Agreement as presented. Unanimous.**
  
4. Communications Director Owen Smith sent a recommendation for a new hire at the Communications Center.  
**\*\*B. Johnson moved, A. Fowler seconded to hire Gabrielle Rossignol as full time Dispatcher Trainee effective June 10, 2014 at \$15.85 per hour. Unanimous.**
  
5. Communications Director Owen Smith forwarded a letter of resignation from Dispatcher Andy Cardinale, effective September 30, 2014.  
**\*\*A. Fowler moved, B. Johnson seconded to accept the resignation of Dispatcher Andrew Cardinale, effective September 30, 2014. Unanimous.**
  
6. The Commissioners noted step increases for the following employees:
  - Dispatcher Kathy Foley will have completed the Certified Terminal Operator Certification Course on June 13, 2014, with a pay increase from \$15.85 to \$17.00 per hour.
  
  - Patrol Deputy Cody Laite will reach the two-year pay step with a pay increase from \$19.87 to \$20.15 per hour, effective June 19, 2014.
  
  - Patrol Deputy Jordan Tozier will reach the two-year step with a pay increase from \$19.87 to \$20.15 per hour, effective June 19, 2014.

7. B. Arseneau submitted for review a tentative 2015 Budget Planning schedule to the County Commissioners for review at their leisure.
8. B. Arseneau asked for input for a Waldo County news item to submit to the Maine County Commissioners Association News Letter for August. The deadline is July 20, 2014. Commissioner Shorey recommended submitting a short article on the recent award of 2014 EPA Brownfields Grant funds in the amount of \$200,000.00.
9. The Commissioners reviewed and echoed the commendations sent by the Waldo County Sheriff for the following employees:
  - Deputy Nicholas Oettenger for attempting to save a life.
  - Deputy Nicholas Oettenger, Deputy Kyle Wasiela and Deputy Daniel Thompson for recent work in planning and implementing the “Survive Your Drive” program at Mount View High School.
  - Deputy Jordan Tozier for solving a recent stolen property case.
  - Deputy Darren Moody for his selection as The American Legion, Department of Maine’s Law Enforcement Officer of the Year for 2013-2014, which was to be awarded June 14, 2014 at the Cross Insurance Center in Bangor.
10. The Commissioners briefly discussed potential dates for preparation of the 2015 budget. They requested that the budgets be ready for them at their September 9, 2014 Court Session. They would then figure out which departments or agencies they would need to meet with. The budget would tentatively be voted on by the Commissioners at their October 14, 2014 session, if all went as planned.

#### **OLD BUSINESS:**

As a safety suggestion, Facilities Manager Keith Nealley had presented in late 2013 the suggestion to have the District Court lower level parking restricted to employees and previously allotted District Court Spaces only, due to many near misses from the public trying to get in or out of spaces in this lot. The Commissioners decided to try making it restricted parking for County employees only.

**\*\*B. Johnson moved, A. Fowler seconded to restrict parking in the parking lot directly behind the Maine District Courtroom in Belfast to the County employees and previously allotted District Court Spaces for that building. Unanimous.**

#### **TECHNOLOGY REPORT:**

Present for this report was Technology Consultant James Arseneau with the following:

1. With anything related to Spillman, J. Arseneau explained that Corrections is charged 29% of the cost. If it is network related, 24% of the cost is charged to Corrections. Initially these were paid out of the Jail Technology Reserve. While going back through the billing, he realized the Corrections portions had not been separated out for what was appropriate to be paid for from the Corrections budget. The Commissioners agreed that this should be done. K. Trussell provided the amount as



follows: What is coming out of the Jail Technology Reserve will be \$42,491.00. \$1600.00 and \$160.00 will come of the Jail budget.

2. J. Arseneau reported that he is in the process of building the computer units. He noted that there used to be one box per machine, for disaster recovery. Now there can be unlimited machines due to changes in software. There are some things that need to be done with Outlook and building the servers that will allow this.

3. J. Arseneau observed that two of the Commissioners use their personal iPads for County business, while another Commissioner uses a home computer for County business. J. Arseneau suggested setting up three County iPads so that each Commissioner can use these for county purposes and not be using their personal equipment for county business. This would help with security, etc. plus if they had cellular data built into them, they could receive email at any time. J. Arseneau asked the Commissioners to give this some thought. B. Johnson asked if this would allow the Commissioners into CITRIX and the County files that they are allowed to see as was told that it would. J. Arseneau explained that the iPad would not be storing anything, but would permit opening of Adobe documents, and there could be other applications on there that would permit sending a signature back to the office, for example. Some of the counties have been doing this for some time. For 16 Gig, it would cost about \$1,440.00 per iPad. W. Shorey recommended doing it now with existing funds and not budget for it next year. He recommended purchasing it with the most memory available so that it will last longer in the future.

W. Shorey asked how much in the Technology Reserve was remaining and how much work has been performed on the upgrade so far. J. Arseneau said he would need to get the money amount from the Deputy Treasurer, although he has started working on that amount. As for work performed, he estimated it at 75% completed. The way the County accounting is, it doesn't show details. K. Trussell provided the total and there is \$102,736.33 remaining in the Technology Reserve after the next warrant. The Commissioners agreed with the recommendation to purchase 3 iPads. J. Arseneau told the Commissioners he would forward the details to them for their review.

**\*\*B. Johnson moved, A. Fowler seconded to authorize the purchase of the iPads for use by the County Commissioners as agreed upon. Unanimous.**

4. The next future technology upgrade, likely in 2020, was briefly discussed. J. Arseneau noted that because the Corrections technology budget for 2015 was trimmed without his knowledge by the State, etc., he wanted to make the Commissioners aware that the 2015 Technology budget might be overdrawn. He mentioned that if the State isn't going to fund things in Corrections, perhaps some of the equipment might need to be done away with because legally, licenses need to be kept up and if they can't, the equipment shouldn't be used.

The Commissioners were pleased with the Technology Report and with the fact that there is still funding remaining in the Technology Reserve.

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

1. B. Johnson reported that she was elected Secretary/Treasurer for Coastal Counties.

2. B. Johnson also reported that she will be re-elected Secretary for MCEDD at their next meeting.

**MINUTES APPROVED:**

**\*\*B. Johnson moved, A. Fowler seconded to approve the minutes from the May 13, 2014 Waldo County Commissioners Court Session. Unanimous.**

**NEXT COURT SESSION:**

The next Commissioners Court Session is scheduled for July 8, 2014. The July workshop will be July 22, 2014 starting at 10:00 a.m.

**\*\*B. Johnson moved, A. Fowler seconded to adjourn the court session at 12:10 p.m. Unanimous.**

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