

**WALDO COUNTY COMMISSIONERS COURT SESSION
JANUARY 28, 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 meeting to order at 9:00 a.m.

TREASURER'S REPORT:

Present with the Commissioners was Deputy Treasurer Karen Trussell. K. Trussell reported the following:

WARRANTS:

****B. Johnson moved, A. Fowler seconded to authorize payment of the January 29, 2016 General Fund Accounts Payable warrant and January 28, 2016 payroll in the amount of \$202,582.27. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the January 29, 2016 Capital, Active and Restricted Reserve warrant in the amount of \$22,708.78. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the January 29, 2016 Reentry Accounts Payable warrant and January 28, 2016 payroll in the amount of \$63,348.07. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the January 29, 2016 MCRCC Restricted Reserve warrant in the amount of \$308.88. Unanimous.**

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

FACILITIES MANAGEMENT REPORT:

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

1. K. Nealley has been working with Maine Municipal Association Workers Compensation Loss Control representative Daniel Whittier, who has been directing H.R./Payroll Director Michelle Wadsworth and him in putting together a safety manual. There is some training involved and it is a long project that has been ongoing for several years. K. Nealley volunteered to be the Safety Officer for the County of Waldo, and stated that Safety/Department Head Association Chairman Owen Smith is in favor of K. Nealley serving in this capacity. Most of the training is free and there will usually just be traveling expenses. K. Nealley will use the County truck for traveling to the trainings as much as possible. He noted that documentation of employees receiving training on various types of equipment is required, as well as for other types of training (such as confined spaces training). The Commissioners asked if serving in this capacity would make it difficult to for K. Nealley to keep up with his regular Facilities Management work and he responded that it would not be a conflict because the classes are revolving and he can take them as he has time and as needed. He explained the documentation required and felt he could accomplish this well and without difficulty. He mentioned that he and M. Wadsworth had performed an "accident investigation" and it was a "real eye-opening,

learning process”. During his most recent visit, D. Whittier of Maine Municipal had showed them the value of documenting “near misses”, injuries that didn’t involve loss of time, etc. because this revealed trends and areas of concern that could be addressed. W. Shorey recommended appointing K. Nealley as Safety Officer.

****B. Johnson moved, A. Fowler seconded to appoint Facilities Manager Keith Nealley as the County of Waldo Public Safety Officer for one year, effective immediately. Unanimous.**

2. Superior Courthouse elevator: K. Nealley stated that there was nothing new to report and he is still aiming for completion of this project in March.
3. Propane Bid Process: K. Nealley reported that he will start looking at Propane for the bidding process.
4. Communications Center Door: K. Nealley has ordered a handicap accessible door for the Communications Center.
5. Updates at the District Attorneys’ Office: K. Nealley reported that he is working with the staff on choosing a paint color for the office.

CORRESPONDENCE:

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

1. The County health insurance plan 2016 Stop Loss Application needed to be signed.
****B. Johnson moved, A. Fowler seconded to authorize Commissioner William D, Shorey to sign the health insurance plan 2016 Stop Loss Application. Unanimous.**
2. Patrol Deputy Kyle Wasiela has resigned his position at the Waldo County Sheriff’s Office effective January 14, 2016.
****A. Fowler moved, B. Johnson seconded to accept the resignation of Patrol Deputy Kyle Wasiela effective January 14, 2016. Unanimous.**
3. The Commissioners have been invited to attend a Heroin/Opiate Community Forum February 10, 2016 from 6:00 p.m. to 8:00 p.m. at the Troy Howard Middle School in Belfast. Commissioner Fowler will attend.
4. The University of Maine Hutchinson Center sent a notice that includes pricing for event spaces to host functions.
5. National County Government Month is April again in 2016. B. Arseneau asked the Commissioners to consider whether or not they wished to do anything in particular to participate in this and to let her know once they have decided.
6. Oxford County Administrator Scott Cole sent a copy of a letter he sent to the Committee on Criminal Justice and Public Safety indicating that unless sufficient state aid funding is provided to operate Oxford County’s correctional facility, the facility may be forced to close after December 31, 2016.

APPROVAL OF MINUTES:

B. Arseneau requested amendment to the December 16, 2015 Commissioners Court Session, accurately reflecting that the Deputy EMA Director's EMA expenditures to be funded from the Commissioners Professional Services Line were about \$200.00, that the emails had indicated expenditure up to \$500.00 and that the Commissioners authorized those expenditures.

****A. Fowler moved, B. Johnson seconded to approve the minutes from the December 16, 2015 Waldo County Commissioners Court Session as amended. Unanimous.**

B. Arseneau requested that the Commissioners approve the minutes from the January 14, 2016 Waldo County Commissioners Court Session with a correction in the pay increase for Dispatcher Brooke Casey and a correction that EMA Director Dale Rowley created the Tower spreadsheet.

****A. Fowler moved, B. Johnson seconded to approve the minutes from the January 14, 2016 Waldo County Commissioners court Session as presented with the corrections. Unanimous.**

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. W. Shorey submitted a spreadsheet of a capital improvement plan for technology estimated costs for the next few years. He recommended that the Commissioners meet in the future with technology consultant James Arseneau to discuss the improvement plan schedule. There was brief discussion of making technology its own budget in the future.

****A. Fowler moved, B. Johnson seconded to create a separate operating budget for Technology starting in 2017. Unanimous.**

2. W. Shorey noted that vehicle bids will be opened during the first February court session, so W. Shorey recommended moving \$30,000.00 from Undesignated Funds to the Vehicle Reserve as decided during the 2016 Budget process.

****A. Fowler moved, B. Johnson seconded to move \$30,000.00 from Undesignated Funds to the Vehicle Reserve in keeping with the arrangement made with the Budget Committee during the 2016 budget process. Unanimous.**

3. The City of Belfast Economic Director forwarded an email message to the Commissioners regarding a grant-signing ceremony on Tuesday, February 2, 2016 at the company called OnProcess. After brief discussion, the Commissioners directed the County Clerk to respond that the Commissioners would not be attending as the County's allocation of funds to this company had not yet been acknowledged or recognized. W. Shorey expressed his disappointment with the last-minute invitation to the grant-signing that was forwarded to the Board of Commissioners

4. Discussion of Maine NENA Conference on May 3-5, 2016: A. Fowler explained that she always goes because of being on the E-9-1-1 Counsel and PSAP so this is important to her as her area of expertise and that some of the staff may attend one or more days. After some discussion regarding attending trainings and conventions throughout the year, W. Shorey suggested that anything over \$150.00 that a Commissioner wishes to attend should be voted on by the board.

****W. Shorey moved, B. Johnson seconded that any event over \$150.00 that a County Commissioner wishes to attend will require a formal vote by the Board of County Commissioners. Unanimous.**

****W. Shorey moved, B. Johnson seconded that Commissioner Fowler attend the NENA Conference as the Commissioners' Representative. Unanimous.**

4. W. Shorey reported that Dale Rowley has had excellent communication with Frankfort. Regarding the new tower the last round of testing has been very good. The tower guy thinks that the new tower may cost less than expected.

5. A. Fowler reported that she would be meeting with Legislators regarding legislative bills today.

6. W. Shorey reported that the Town of Searsport has the second highest tax rate in the County. A local citizen spoke with him and explained that she has been researching ways to reduce costs within the Town of Searsport. She is consulting with other towns about how they reduce costs, including review of duplication of services and possibilities for combining services. This may involve the County in the future.

7. W. Shorey stated that Eastern Maine Development Corporation has reported that there is still ongoing discussion about a biomass boiler, which would mean a number of jobs for people.

8. In response to a request for necessary office equipment in the Commissioners Office, the Commissioners voted as follows:

****A. Fowler moved, B. Johnson seconded to convert a desk by purchasing a sit-stand desk unit, with the proper floor mat and whatever accessories are needed for setup. Unanimous.**

NEXT COMMISSIONERS COURT SESSION:

The next Commissioners Court Session is regular session scheduled for February 11, 2016 starting at 9:00 a.m. in the Waldo County Commissioners Conference Room.

****W. Shorey moved, A. Fowler seconded to adjourn the court session at 11:56 a.m. Unanimous.**

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