

**WALDO COUNTY COMMISSIONERS COURT SESSION  
DECEMBER 20, 2017**

**PRESENT:** Commissioners William D. Shorey (Chairman), Amy R. Fowler, and Betty I. Johnson. Also present was Assistant Clerk Lynn Patten to take minutes.

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

**COMMUNICATIONS CENTER:**

Present with the Commissioners was Communications Director Owen Smith and Dispatch Supervisor Linda Wry-Remillard.

The Commissioners commended Linda for becoming a certified Emergency Numbers Professional which is quite an accomplishment. This required over 200 hours of studying, followed by a three hour, 150 question exam. Linda is now one of only six certified in the entire State, the first and only in Waldo County, and one of only two ENPs that work within the Dispatch field. The Commissioners presented her with a flowering plant and gift card with the sentiment of how honored and privileged they are to have her on the County staff.

**TREASURER'S REPORT:**

Present was Deputy Treasurer Karen Trussell, who reported the following:

The County Checkbook balance is \$960,580.44.

The Jail Checkbook balance is \$223,065.84

**County Appropriations:**

93% of the budget has been expended and it could be 96% at this time of year.

**County Revenue:**

111.87% of the 2017 County revenue has been received.

**Corrections Appropriations:**

98% of budget has been expended and should be 96% expended.

**Corrections Revenue:**

118.010% of the 2017 Corrections revenue has been received.

On the County side, there is one more warrant and one more payroll. The Communications Center does not have enough to cover payroll (not counting warrants) so that budget will be overdrawn, however the County's budget total bottom line will not be overdrawn. All other departments are looking good.

On the Jail side there is enough for the last payroll and about \$32,000.00 for the last warrant. The Health Insurance will be zero and K. Trussell will be making sure the bottom line does not run over.

**\*\*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 December 14, 2017 General Fund Accounts Payable warrant including the December 14, 2017 payroll in the amount of \$281,870.75. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 14, 2017 Capital, Active & Restricted Reserve warrant in the amount of \$27,091.21. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 14, 2017 Reentry Accounts Payable warrant including December 14, 2017 payroll in the amount of \$101,261.39. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 14, 2017 MCRRC Restricted Reserve in the amount of \$7,885.28. Unanimous.**

## **FACILITIES REPORT:**

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

1. Custodian position: K. Nealley received eight (8) applicant and plans to interview four (4) of them. Lt. Matthew Curtis, H.R. Director Michelle Wadsworth, and he will be interviewing the final applicants tomorrow. K. Nealley hopes to recommend a candidate for hire to the Commissioners by end of the week. He feels the pay scale starting rate at \$16.75 hourly, with benefits on top of it, is very fair and requested that the Commissioners approve the new Facilities' pay scale.

**\*\*A. Fowler moved, B. Johnson seconded to sign new Facilities' pay scale with the Custodian position added. Unanimous.**

2. K. Nealley presented the Commissioners the job description for new Custodian position for their signature. All three signed.
3. K. Nealley would like to stock up on all cleaning supplies, vacuum bags, paper towels, etc. prior to end of the year since there are still funds still available. The Commissioners agreed would be a good idea.

The Commissioners wanted K. Nealley to know that they appreciate how conscientious he is of the County's funds etc., and how thankful they are of his thriftiness.

## **SHERIFF'S REPORT:**

Present was Sheriff Jeffrey Trafton who reported:

1. The Sheriff's Department needs to hire a full-time temporary Deputy position for 2-3 years due to two current Deputies' military responsibilities. Deputy Jeff Rice will be deployed to Afghanistan for a year in April, and Deputy Wily McVety is going to Ranger School for a year through Rhode Island's National Guard. If he successfully completes Ranger training (a very difficult course) he may be moving on to another 2 years of school, so he could be on military

leave for up to three years. Because of the turnover rate, Sheriff Trafton felt that this position may become a permanent position at the end of the temporary term, if needed. He explained the temporary Deputy would be the logical choice should there be an opening as it is more cost efficient for him to hire someone that has already been through the academy. The biggest cost in hiring is overtime while waiting for new hires to come out of academy. There was a brief discussion regarding a reserve account for future hires, etc.

**\*\*A. Fowler moved, B. Johnson seconded to authorize the Sheriff to post and hire a temporary full-time Deputy. Unanimous.**

2. Waldo County law enforcement agencies are eligible for grants from Homeland Security. The Sheriff's Office, Belfast, Searsport, and Lincolnville Police Departments take turns being the "fiscal agent" each year; the fiscal agent completes the necessary paperwork and then will be reimbursed \$11,000.00 thru the grant. This year is supposed to be Belfast PD, however they asked the Sheriff's office to take over this year's responsibility. The Sheriff would like to utilize that money to pay for body camera software. They will have to pay up-front for the software out of the Grant Reserve and pay it back once they receive their reimbursement.

**\*\*A. Fowler moved, B. Johnson seconded to authorize the Waldo County Sheriff's Office to be 2018 Homeland Security's Fiscal Agent. Unanimous.**

#### **DEPUTIES ASSOCIATION LABOR CONTRACT:**

Present was Deputy James Porter, Vice President of the Deputies Association:

Deputy Porter presented the Deputies Association Labor Contract to the Commissioners for ratifying and signing. Jack Parlon, F.O.P. Labor Specialist, had already signed. Association Secretary Deputy Dale Brown and Treasurer Deputy Jordan Tozier were unavailable this morning and will come into the Commissioners office to sign when available. All those involved were very happy to have this settled and agreed upon. Jim Porter wanted to thank Barbara Arseneau for all her time and hard work on getting the contract prepared and finalized.

**\*\*A. Fowler moved, B. Johnson seconded to accept the Deputies Association Labor Contract retroactive to January 1, 2017. Unanimous.**

#### **PUBLIC COMMENT:**

Nobody from the public came to speak.

#### **CORRESPONDENCE:**

Present to report correspondence was Assistant County Clerk Lynn Patten as follows:

1. On January 1, 2018 Julie Howard will complete 5 years of employment. She was promoted to Deputy Register of Deeds 2 years ago, making her eligible for a Class VII-Step Raise of 5 years at \$22.03 per hour for a 35 hour work week.

**\*\*A. Fowler moved, B. Johnson seconded to approve the 5-year step increase for Julie Howard at \$22.03 per hour effective January 1, 2018. Unanimous.**

2. The IRS has increased the Standard Mileage Rate for reimbursement to .545 cents effective January 1, 2018. This is an increase of one (1) cent from 2017.

**\*\*A. Fowler moved, B. Johnson seconded to increase the mileage reimbursement from 53.5 cents to 54.5 cents for 2018. Unanimous.**

3. The County is in receipt of two contracts and invoices; one from GreenPages for \$7,400.00 and one from Solutions II for \$1,800.00. The Technology Consultant is asking the Commissioners to agree to have these technology based companies put on retainer to handle any system issues that may arise in the event that he is not be available. Any unused hours/monies will be utilized for already planned future projects.

**\*\* B. Johnson moved, A. Fowler seconded to agree upon both retainers and to send each their perspective payment for a total of \$9,200.00. Unanimous.**

4. A. Fowler began discussion regarding bad weather predicted for Friday afternoon. The State has already decided to close Court at noon; a few of the other Counties will also be closing early; should Waldo County?

**\*\*B. Johnson moved, A. Fowler seconded to close at noon on Friday, December 22, 2017 for all non-essential employees, to be paid as with any storm closing. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to go into Executive Session for discussion of non-public information as permitted by M.R.S.A Title 1§405-A(6)(F) at 9:50 a.m. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of Executive Session at 10:25 a.m. Unanimous.** No action was taken.

**COMMISSIONERS MISCELLANEOUS BUSINESS:**

No Miscellaneous Business.

The next Commissioners Court Session will be held Thursday January 4, 2018 **at 10:00 a.m.** in the Commissioners Conference Room, 39B Spring Street, Belfast.

**\*\*A. Fowler moved, B. Johnson seconded to adjourn the court session at 10:26 a.m. Unanimous.**

Respectfully submitted by



**Waldo County Assistant Clerk**