

**WALDO COUNTY COMMISSIONERS COURT SESSION
SEPTEMBER 5, 2019**

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

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

FINANCIAL REPORT:

Present were Treasurer Peter Sheff and Finance Director Karen Trussell. K. Trussell reported the following:

The County Checkbook balance is \$76,470.49.

The Jail Checkbook balance is \$114,293.99.

County Appropriations:

62% of the 2019 budget has been expended and it could be 67% at this time.

County Revenue:

77.22% of the 2019 County revenue has been received.

Corrections Appropriations:

65% of 2019 budget has been expended and should be 67% expended.

Corrections Revenue:

107.58% of the 2019 Corrections revenue has been received.

None of the towns have paid property taxes at this time, but K. Trussell said she hoped that the County will not have to borrow any more on the Tax Anticipation Note.

\$4,600,000.00 has been borrowed from the Tax Anticipation Note as of 9-3-2019; \$2,750,000.00 for the County and \$1,850,000.00 for Corrections. The balance remaining is \$700,000.00 million. In 2018, the total borrowed from the TAN as of 9-12-2018 was \$4,500,000.00.

****B. Johnson moved, A. Fowler seconded to accept the Financial Report. Unanimous.**

WARRANTS:

****B. Johnson moved, A. Fowler seconded to authorize payment of the August 30, 2019 General Fund Accounts Payable warrant including the August 22, 2019 payroll in the amount of \$284,817.13. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the August 30, 2019 Capital, Active & Restricted Reserve warrant in the amount of \$34,768.05. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the August 30, 2019 Reentry Accounts Payable warrant including August 22, 2019 payroll in the amount of \$135,019.06. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the August 30, 2019 MCRRC Restricted Reserve in the amount of \$15,197.77. Unanimous.**

FACILITIES REPORT:

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

1. K. Nealley gave the Commissioners new keys so that they would be able to have access to their courtroom and any other areas that would need to get into.
2. K. Nealley reported that one organization has showed interest in renting the former Probate Registry space in the lower level of the building. This organization brought their Board of Directors in and will make an offer per square foot. B. Arseneau noted that a rental agreement will need to be drafted for that space.
3. Quality Communications has been in and has things working.
4. The State asked to be removed as contacts when any alarms in the County Courthouses go off, since they are no longer in this building.

CORRECTIONS VEHICLE OPENING:

Present was Sheriff Jeffrey Trafton and Lieutenant Matthew Curtis. The Sheriff opened a total of two bid proposals for a van to replace the caravan that was totaled a few months ago.

1. Quirk: \$36,506.00, with Bluetooth.
2. Darlings: \$37,122.00.

Lt. Curtis asked if he and the Sheriff could take time to review both proposals closely, as there appeared to be some differences in what was proposed as compared with the specs provided by the Sheriff's office.

****A. Fowler moved, B. Johnson seconded to authorize the Sheriff and Lieutenant to decide which vehicle bid best met the needs of the Sheriff's Office. Unanimous.**

3. There is now a new Job Description for Detention Manager Robert Walker, but it needs to have the space created for the Commissioners signatures. That will be prepared for their next regular session.
4. K. Trussell reported that Hancock County has paid the \$24,000.00 to compensate Waldo County for Academy training for the former Waldo County Deputy whom Hancock recently hired.

****B. Johnson moved, A. Fowler seconded to accept the \$24,000.00 and to put it in Severance to be used to pay for another hire that may require compensation for Academy training. Unanimous.**

PAY SCALES AND JOB DESCRIPTION:

Present was Human Resources Director Lynn Patten, with the following information:

1. L. Patten briefly reviewed the IT Manager Job Description, as well as the 2020 pay scales for the Elected Officials and the updated Detention Manager pay.
2. L. Patten found an error in the General Unit's pay scale, and has drafted an MOU with the corrected pay scale to send to Union Representative James Mackie. She has already spoken with him, and with the union steward.
3. It has been recommended that the Corrections Administrator be added to the County's Corrections Union Negotiating team. The Commissioners agreed.

EXECUTIVE SESSION:

****B. Johnson moved, A. Fowler seconded to go into executive session for consideration of employment at 9:35 A.M. 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 9:39 a.m. Unanimous.**

****A. Fowler moved, B. Johnson seconded to hire Jonathan Powers as full-time dispatcher for Waldo County Regional Communications Center effective September 6, 2019 at a starting wage of \$20.76. Unanimous.**

REQUEST FOR SERVER UPGRADE:

O. Smith reported that the server needs to be upgraded before March 31, 2020. The Commissioners said that they understood this need. A. Fowler asked how many employees are covered by the Motorola contract with the County to attend the Spillman/Motorola conference in Utah. O. Smith said that there was enough funding for two.

CORRESPONDENCE:

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

1. A request was received from the District Attorney to use specific vacant space in the superior Courthouse. The Commissioners responded that they would like to have the District Attorney present ideas for using that additional space by providing a budget.
2. B. Arseneau asked the Commissioners how to code the expenditures related to Waldo County being chosen to host the annual Convention of Maine Counties, including the main speaker for the convention.

****A. Fowler moved, B. Johnson seconded to move \$9,000.00 to County Planning Reserve to pay for the speaker at the MCCA Convention. Unanimous.**

3. Assistant Clerk Nicole Hubbard has submitted the tally of the 2020 Budget Committee ballots as follows:

District 1 – there were a total of six votes, all of which were for Herb Harnden of Waldo.

District 2 – there were a total of five votes, all of which were for Peter Curley of Stockton Springs.

District 3 – there were a total of eight votes; 7 for Penny Sampson of Unity and 1 for Brian Jones of Freedom.

****A. Fowler moved, B. Johnson seconded to accept the four selectmen to serve on the 2020 Budget Committee for the terms selected on the ballots as presented. Unanimous.**

The Commissioners noted that this will be the first time in several years that a full committee of 9 members will serve.

4. Sheriff Trafton sent a memo indicating that Corrections Officer Carlene Thornton has been assigned to the position of Corrections Utility/Rover Officer for the MCRRC, effective August 19, 2019 at her current rate of \$21.46 per hour.

****A. Fowler moved, B. Johnson seconded to approve the assignment of Corrections Officer Carlene Thornton to Corrections Utility/Rover Officer effective August 19, 2019 at her current rate of \$21.46 per hour. Unanimous.**

5. Facilities Manager Keith Nealley sent a letter notifying the Commissioners that Facilities Technician Gary Daigle completed 12 years of employment effective September 1, 2019 with a pay increase from \$18.67 to \$19.41 per hour. The Commissioners noted this step increase.

6. Bruce Flaherty sent an email to the Commissioners indicating that the deadline has passed for all Towns to choose winners of the Spirit of America Foundation Tribute for their towns for 2019. If the Commissioners wish to pick any additional winners from each of their districts, they may now do so.

APPROVAL OF MINUTES:

****B. Johnson moved, A. Fowler seconded to approve the minutes from the August 1, 2019 and August 15, 2019 Waldo County Commissioners Court Sessions as presented. Unanimous.**

STORAGE SPACE FOR PROBATE:

Present with the Commissioners was Register of Probate Sharon Peavey. S. Peavey expressed gratitude for the space that the Registry and Probate Court have moved into, and stated that they are really enjoying the light and the desk arrangements. She explained that this move did reduce the usable space from what they had been in before, and storage is a bit of a problem. She requested that one of the vacant rooms that is across the hall from the double doors past the registry be used for storage space for some of the older books that must be retained, along with some other items which should be monitored by Probate and not accessed without a clerk present. She also requested that a conference room also be assigned to Probate with the understanding that this conference space would be available for other use by other renters or departments as needed on the days Probate Court was not in session.

After brief discussion, the Commissioners voted as follows:

****B. Johnson moved, A. Fowler seconded to grant the request for the Registry of Probate to occupy the conference room upstairs, with the understanding that this conference space could be utilized on the days and to utilize the other room across from the double doors as storage for Probate. Unanimous.**

EXECUTIVE SESSION:

****B. Johnson moved, A. Fowler seconded to go into executive session at 10:32 a.m. for consideration of assignment and duties as permitted by M.R.S.A. Title 1§405(6)(a). Unanimous.**

****B. Johnson moved, A. Fowler seconded to come out of executive session at 11:30 a.m. Unanimous.**

****A. Fowler moved, B. Johnson seconded to send a letter to SJ Rollins requesting all passwords and access to all software and hardware equipment used to monitor and service the County of Waldo technology to be supplied by email to J&B Diversified Associates.**

****A. Fowler moved, B. Johnson seconded to hire J&B Diversified Associates, Inc. for technology consulting, effective September 5, 2019. Unanimous.**

NEXT COURT SESSION:

The next Commissioners regular afternoon court session is scheduled September 19, 2019 at 1:00 p.m.

COMMISSIONERS MISCELLANEOUS BUSINESS:

None.

****B. Johnson moved, A. Fowler adjourn court session at 11:35 a.m. Unanimous.**

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