

**WALDO COUNTY COMMISSIONERS COURT SESSION  
OCTOBER 3, 2019**

**PRESENT:** Commissioners William D. Shorey, Amy R. Fowler, and Betty I. Johnson. Also present were Finance Director/Deputy Director Karen Trussell, Treasurer Peter Sheff, and 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 with the Commissioners was Treasurer Peter Sheff and Finance Directory/Deputy Treasurer Karen Trussell, who reported the following:

The County Checkbook balance is \$952,368.60.

The Corrections Checkbook balance is \$582,476.24.

**County Appropriations:**

71% of the 2019 budget has been expended and it could be 76% at this time.

**County Revenue:**

93.01% of the 2019 County revenue has been received.

**Corrections Appropriations:**

77% of 2019 budget has been expended and should be 76% expended.

**Corrections Revenue:**

113.37% of the 2019 Corrections revenue has been received.

**TAX ANTICIPATION NOTE:**

\$4,800,000.00 has been borrowed from the TAN; \$2,800,000.00 by the County and \$2,000,000.00 by Corrections. There is no more need to borrow from the TAN, and the balance remaining to use is \$500,000.00.

K. Trussell reported that the following eight (8) of the towns have paid property taxes in full: Knox, Troy, Burnham, Liberty, Montville, Morrill, Winterport, and Palermo.

The Town of Prospect has made a partial payment; the Jail portion.

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

**WARRANTS:**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the September 27, 2019 General Fund Accounts Payable warrant including the September 19, 2019 payroll in the amount of \$300,716.44. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the September 27, 2019 Capital, Active & Restricted Reserve warrant in the amount of \$13,504.75. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the September 27, 2019 Reentry Accounts Payable warrant including the September 19, 2019 payroll in the amount of \$343,473.18. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the September 27, 2019 MCRRC Restricted Reserve in the amount of \$6,557.26. Unanimous.**

Asset Forfeitures:

K. Trussell informed the Commissioners that Asset Forfeiture has been received from the State of Maine v. Bobby Berry in the amount of \$1,110.50, and also from the State of Maine v. August Henry Viehweger, II on the grounds that the Waldo County Sheriff's Office made a substantial contribution to investigation of these or related criminal cases.

**\*\*B. Johnson moved, A. Fowler seconded to accept asset forfeitures in the amount of \$1,110.50 and \$1,575.00 as presented. Unanimous.**

#### **FACILITIES REPORT:**

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

1. Finance Director Karen Trussell should be fully moved into her new office space by Wednesday of next week.
2. The County has received a firm offer to lease the former Probate Registry at the rate the Commissioners requested. The lease agreement is still being developed. The interested party has asked for paint and one door installed. Once the details are finalized, the Commissioners will meet with the interested party to finalize things and sign the lease agreement. The hope is for them to be moved in by December 1, 2019.
3. The other space upstairs is still not decided.

#### **WALDO COMMUNITY ACTION PARTNERS TRANSIT SYSTEM BUDGET 1080-4715:**

Present was Director Michael Hallundbaek to review the 2020 budget request. He directed the Commissioners to page one of the packet he submitted, as an overview of July 1, 2017 through August 1, 2018. He went through the report, and noted that they have branched beyond Waldo County for services, but don't include that in the Waldo County funding requests. Last year they started going to 56 municipal offices along with the County Commissioners. Some of the municipalities contribute. . It takes time to get on their "radar." Regardless of the contributions, the services are not reduced. This year they are requesting to increase for Waldo County's allocation by \$1,500.00 from \$3,500.00 to \$5,000.00.

In Belfast, they added new pre-K classrooms. Broadreach used to fund these. WCAP was asked to assist in keeping these going. He explained that it is now called early childhood services. Now WCAP is looking at working on homelessness and living wage housing. There just isn't the housing

stock in the area. They are examining partnering with other organizations and possibly spearheading it themselves. Even their own staff are finding living space challenging.

There is a huge need for Public Transportation. There are challenges with transportation for the general public. In the U.S. it's based on State, Federal and municipal government. It's a great system in which the Federal Government pays a large amount, and then the State and cities raise funds for the rest. In rural areas, it is a great challenge for the municipalities to raise funds. The State share is really low; about .86 cents per capita. To access these federal funds, WCAP has to raise a little over \$300,000.00 for the entire coastline. They have to raise 50% just to access the federal funds. WCAP has no tax revenue, which is why they go to the counties and municipalities for support – otherwise they cannot fund it. This is also why they have many fund raisers.

#### **EMERGENCY MANAGEMENT AGENCY BUDGET 1010:**

Present was EMA Director Dale Rowley to review the EMA 2020 budget request.

There is no increase in Commodities and Contractual. The budget increase is due to the 2% COLA for personnel. The GIS Planner's salary needs to be increased, so D. Rowley would like to increase it by about \$7,000.00. He has been paying it in thirds, and part of that is with LEPC funds and Homeland Security grant funds, both of which are shrinking every year. The Planner is a 24-hour-per-week employee. Because the State reimburses half, it would be about \$3,500.00. D. Rowley explained that the Contract Planner has been cross-training the GEO Planner so that he will be able to take on that responsibility at some point in the future.

A. Fowler noted that the web portals request has increased. D. Rowley explained that he is looking to cut the HAZ-MAT Team budget to assist with that increase in web portals. He has tried to move some figures around to cover areas that need more funding.

D. Rowley noted that the EMA went down to 2 employees in the 1970's. He explained that since that time, the EMA has taken on a number of additional functions, such as HAZ-MAT, etc.

#### **HAZ-MAT Team:**

West Frankfort is willing to take over the HAZ-MAT team. Typically, these teams are run by the local fire department. The EMA has been running this. It is really challenging to meet Bureau of Labor Standards and he doesn't have the time to keep up with this. They are willing to take over the responsibility. Therefore, he has taken the \$500.00 out of the budget. The County has also typically funded \$1,000.00 for the HAZ-MAT team, so now they would be requesting \$700.00. ¾ of the HAZ-MAT team is from West Frankfort. He told them he would request \$750.00 from the County. After brief discussion, the Commissioners believed this could be funded from one of the reserve accounts.

**\*\*A. Fowler moved, B. Johnson seconded to take \$750.00 from the County Planning Reserve (0268) to go to West Frankfort for the purpose of taking over the HAZ-MAT Team. Unanimous.**

#### **EMA CONTRACTOR:**

D. Rowley reported that each year, the contract with Contract Planner Brit Rothrock comes up for renewal. He has been providing contract services to the County now for about 8 years.

**\*\*A. Fowler moved, B. Johnson seconded to approve the annual contract with Brit Rothrock, Contract Planner. Unanimous.**

**MARITIME ENERGY AGREEMENT FOR WALDO COUNTY:**

D. Rowley explained that this agreement puts the County of Waldo at the top of the list for propane in the event of an emergency or disaster. The tanks can be topped off upon request of the Facilities Manager, the EMA Director or the Deputy EMA Director before the disaster occurs, if known in advance.

**\*\*A. Fowler moved, B. Johnson seconded to approve and sign the agreement with Maritime Energy as presented. Unanimous.**

**EMERGENCY POWER WORKING GROUP:**

D. Rowley mentioned that most of the members of this group are federal employees. D. Rowley is now a member of this group. It is a subset of DHS. He explained the function of this group and that there has been a fair amount of work to get things moving.

**COMMUNICATIONS CENTER BUDGET 1076:**

Present was Communications Center Director Owen Smith, and Dispatch Supervisor Linda Wry-Remillard.

1. Owen Smith asked for the Commissioners to recognize Linda Wry-Remillard for completing NENA's Center Managers Certification for a \$1,500.00 forty hour class sponsored by the Emergency Services Communication Bureau. It builds on her foundation of EMP and helps formulate leadership decisions. She did it on her own time for a week. Dispatch Supervisor Michael Larrivee also attended. The Commissioners extended their congratulations to both Dispatch Supervisors.

2. 2020 Budget: O. Smith reminded the Commissioners that he had reduced the Overtime last year, "rather naively". A. Fowler noted that the shift differential and shift differential overtime lines were not expended. O. Smith explained that the Center hasn't had enough full-time people to cover so he has had to pay overtime. They were down three full-time employees. P/T was expended because they had to utilize them more. O. Smith explained that when you are down three people, there is no floater; plus there was an issue just keeping floaters. Two employees are now in training, and another one is in training.

A. Fowler asked if the Director had considered going to 12-hour shifts. O. Smith explained that this would come with an automatic overtime cost of \$45,000.00 built-in. O. Smith stated that "there is no magic" to the shifts. Overtime is a given. It can't be done away with. When there is a full staff, the overtime goes down. With a full staff and floaters, the overtime would have been fine. There have been people out on FMLA leave, which cannot be predicted. As it is, he has talked about 10-hour vs. 12-hour shifts with the employees and they are pretty much split down the middle in their opinions. Regardless, there will be overtime for vacations, sickness, etc. Several of his employees have been there long enough to have a fair amount of vacation. Staffing issues just can't be predicted. They lost three trainees in a row, and two people left to take day jobs. The options are to continue to hope they will be fully staffed, or budget according to what he believes it will continue to be. He cannot compete with day jobs. He said the County does the best it can not to lose people.

The Commissioners noted that Waldo's dispatchers are among the highest paid in the State. O. Smith agreed, stating that he does his best to draw attention to the pay and benefits when hiring someone.

A. Fowler asked about the increase in the training line. O. Smith said that there are training opportunities that the dispatchers miss each year due to lack of funding. He removed \$500.00 from one line, and beefed up the training line. She asked if they would know in advance which trainings would be coming up. He said he knows NENA will offer one or two trainings each year, but they don't know what they will be, and often there are trainings that come up that nobody was aware of in advance. He stated he believes that the training is important and there needs to be funding to do it. Classes are not always nearby so he has to weigh the cost of a room over mileage. He believes that the training is very important in keeping up with so many changes, and also to avoid liability by having knowledge to deal with new types of things that come up. Preventing problem situations is far better than responding to them.

He assured the Commissioners that they do not have overtime unless they have to. Occasionally they split the shifts between employees, or reduce a shift if it's during a slow time. L. Wry-Remillard reported that the software they use helps mitigate overtime because it identifies which shifts need to be filled and which can be reduced.

#### **WALDO COUNTY SOIL & WATER DISTRICT BUDGET 2035:**

Present was Jenny Jurdak, Andy Reed, Donald Cox, Gene Randall, Sue Hunter.

Waldo County Soil and Water District's request is the same amount as last year, at \$26,000.00. They hope to have a surplus if all goes well. They do a lot of volunteer work, and use a lot of interns.

The group explained that they have a technical advisor. They are doing a large project in Unity on camp roads. Unity Pond is the cleanest it has been. They are looking to do more projects in the District.

Their Annual Dinner and Talk is on October 25, 2019 at 6:00 p.m. at the Vocational School. The Commissioners are invited.

Recently, Waldo County Soil & Water District asked all volunteers who are professionals what their volunteer time at the "Envirothon" would equate to if they were being paid, and the total was about \$28,000.00. The goal is to put some money back into the Districts for that.

#### **JOB DESCRIPTION APPROVAL:**

Present was Human Resources Director Lynn Patten.

1. L. Patten reviewed the Detention Manager's updated job description, which now has signature lines for the Commissioners. This updated job description will come with an added wage amount of \$2,500.00 for the additional duties, effective January 2020.
2. L. Patten contacted AFSCME Union Representative James Mackie regarding the need for a Memorandum of Understanding for corrections of the errors in the 2020 pay scale for the General

Unit. She will send out the corrected pay scale. This will affect the Probate Budget, in that it will be decreased a little.

3. IT Position Candidates Interviewing Team: L. Patten reported that she is still trying to obtain responses from a few IT managers from other counties to conduct the first round of interviews. Once that interview panel determines which candidates are technologically qualified, there will be a second round of interviews. She requested that Technology Consultant Jim Arseneau be on the first interviews, and noted that he is not available until October 24. She would also like to have Assistant Clerk Nicole Hubbard on that first interview panel, as well, due to her technology background. L. Patten asked if the Commissioners were all right with the delay in interviewing until those people could conduct the first interviews and the Commissioners agreed.

### **CORRESPONDENCE:**

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

1. Communications Director Owen Smith sent a memo indicating that Dispatcher Melissa Bisson will have completed 12 years on October 12, 2019 and will receive a pay step increase to \$24.53 per hour. The Commissioners noted this.

2. Town of Brooks Clerk Jane McLaughlin sent an email notifying the Commissioners that neither the Town of Brooks winner of the Spirit of America award or the Brooks Selectmen will be able to attend the ceremony on October 10<sup>th</sup> due to previous commitments but extended their appreciation to the Brooks recipient and the County Commissioners for all they do. The Commissioners expressed appreciation for this message.

3. The United States Bankruptcy Court has sent more documents and notices related to INSYS Therapeutics, Inc. along with a form to complete if the Commissioners wish to exclude the County from the Negotiation Class certified by the United States District Court in the Norther District of Ohio in *In re National Prescription Opiate Litigation*, MDL 2804. The Commissioners stated that they did not wish to exclude the County.

4. B. Arseneau spoke with the Commissioners about a possible desk arrangement for Assistant Clerk Nicole Hubbard. W.B. Mason had ordered the wrong tops to two of the Probate self-raising desks and had to replace them. Those tops are still upstairs. Sharon Peavey had checked into it and the County could get a discount if they ordered new bases for those desks and used those two tops. A. Fowler had already seen them and thought the discount was a good one. B. Arseneau felt this would be a good investment because anyone can sit at these desks and raise and lower them to a comfortable height and can also stand at them. There have been several employees of varying heights in the past several years and this would alleviate the ergonomic issues that have been experienced with people either being too short or too tall for the desk for that position. The Commissioners agreed to purchase the two self-raising desk bases.

### **APPROVAL OF MINUTES:**

B. Arseneau requested that the Commissioners approve the minutes from the September 19, 2019 Waldo County Commissioners Court Sessions as presented. The Commissioners tabled approving the minutes until their next court session because they had not had the opportunity to read them.

**COMMISSIONERS MISCELLANEOUS BUSINESS:**

1. B. Arseneau noted that the Commissioners are holding the first meeting with the 2020 Budget Committee on October 25, 2019. The Commissioners realized that this means they cannot attend the Soil and Water Conservation District Annual Dinner and Talk since they are the same evening, and asked B. Arseneau to RSVP with regrets.

**NEXT COMMISSIONERS COURT SESSION:**

The next Commissioners Court Session is a special session scheduled for October 10, 2019 at 2:00 p.m. to review the 2020 Budget. The next regular session of the Waldo County Commissioners is October 17, 2019 at 1:00 p.m.

**\*\* B. Johnson moved, A. Fowler seconded to adjourn the court session at 10:44 a.m.  
Unanimous.**

Respectfully submitted by Barbara L. Arseneau Waldo County Clerk