

**WALDO COUNTY COMMISSIONERS COURT SESSION
DECEMBER 4, 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 Director/Deputy Treasurer Karen Trussell, who reported the following:

The County Checkbook balance is \$1,346,919.70.

The Corrections Checkbook balance is \$531,251.55.

County Appropriations:

86% has been expended at this time and could be 92% expended.

County Revenue:

104.57% of the 2019 County revenue has been received.

Corrections Appropriations:

89% of 2019 budget has been expended and could be 92% expended.

Corrections Revenue:

117.88% of the 2019 Corrections revenue has been received.

TAX ANTICIPATION NOTE:

A total of \$4,800,000.00 has been borrowed from the TAN as of September 17, 2019; \$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. The TAN has been paid back in full as follows:

County	\$2,800,000.00	Balance	\$000,000.00
Corrections	\$2,000,000.00	Balance	\$000,000.00
Paid	\$4,300,000.00	Balance	\$000,000.00

Interest was a total of \$61,629.37, which is split between the County and Corrections due to the fact that funds need to be borrowed for Corrections so early, so interest starts accruing sooner.

****A. Fowler moved, B. Johnson seconded to move undesignated funds in the amount of \$2,500.00 to the EMA Disaster Reserve 0263 and \$5,000.00 to the Sheriff's Facility 0262. Unanimous.**

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

WARRANTS:

****B. Johnson moved, A. Fowler seconded to authorize payment of the November 27, 2019 General Fund Accounts Payable warrant including the November 27, 2019 payroll in the amount of \$1,588,402.38. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the November 27, 2019 Capital, Active & Restricted Reserve warrant in the amount of \$14,964.91. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the November 27, 2019 Reentry Accounts Payable warrant including the November 27, 2019 payroll in the amount of \$1,071,834.03. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the November 27, 2019 MCRRC Restricted Reserve in the amount of \$3,155.14. Unanimous.**

K. Trussell notified the Commissioners of two days in November that the Finance Office will open a little later than normal.

FACILITIES REPORT:

Present was EMA Director Dale Rowley, and Facilities Manager Keith Nealley, who reported the following:

1. K. Nealley thanked the Commissioners for meeting with staff members of the Restorative Justice Project and going over the lease during the last court session.
2. D. Rowley, who was also present, said he would like to do some electrical work and move the circuits for the generators around. It should be about \$1,000.00. K. Nealley will need to overdraw that line in his budget but the rest of his budget is well under budget at 80% and should beat 92%.
3. A. Fowler noted that D. Rowley has a generator that came from Aborn Hill Tower that might eventually be used at the new building on the Garden Property site. It is currently stored there. Sheriff Jeffrey Trafton, also present, said that he hoped to install electric power Community Corrections funds. D. Rowley recommended setting up a generator and making sure the batteries were charged.

EMA STRATEGIC PLAN:

1. D. Rowley submitted the 2020-2021 Waldo County Emergency Management Program Strategic plan and reviewed it with the county commissioners.

****A. Fowler moved, B. Johnson seconded to approve the Strategic Plan as presented. Unanimous.**

2. D. Rowley reported that the Consolidated Communications phone bill is now double what it was, and he isn't sure why. The State requires cancelled checks, credit card statements, etc. and

anything under contract must include the audit. These are all required as part of the State reimbursement of half the expenses for EMA.

K.Trussell was consulted and she mentioned that the phone bills for some county departments went up a lot, and some went down. D. Rowley asked for an explanation. K. Trussell explained that surcharges went up, which are divided up, and she is still working on a spreadsheet for that.

D. Rowley said it's going up about \$400.00 from October's bill and December's bill. Same people (Consolidated) that the County has been with. He said he didn't feel the County was being treated very well.

K.Trussell said she would send an email to Beth McCarthy at Consolidated Communications to find out what the difference is and why.

SHERIFF'S REPORT:

Sheriff Jeffrey Trafton and Lieutenant Matthew Curtis met to report the following to the Commissioners:

1. The hybrid vehicle the Sheriff's Office ordered several months ago still hasn't been built.
2. There was brief discussion about needing the cruisers that have been requested in the 2020 budget. With the accident last week that resulted in a totaled cruiser, they are now using a spare vehicle, which leaves them down to two spares.
3. M. Curtis reported that he is hoping to recycle whatever they can from the up-fitting of the totaled cruiser because the equipment was new. He'll need to assess that before accepting a check from the Risk Pool.
4. J. Trafton read aloud a Letter of Appreciation for Commissioner Shorey regarding all his years of hard work and expertise in developing and running the Waldo County Garden Project. All present expressed their appreciation, as well.

(BREAK)

EXECUTIVE SESSION:

****A. Fowler moved, B. Johnson seconded to go into executive session at 10:12 a.m. as permitted by MRSA Title 1§405(6)(a) for discussion of non-public personnel information. Unanimous.**

****B. Johnson moved, A. Fowler seconded to come out of executives session at 10:19 a.m. No action taken.**

COMMUNICATIONS CENTER REPORT:

Present was Communications Director Owen Smith who reported the following:

1. Waldo County Regional Communications Center will be hosting the annual Friendly Caller Dinner in December. The Commissioners briefly discussed the fact that all the vegetables from the

Garden were used up except some potatoes in the cold storage. After brief discussion, the Commissioners offered to contribute to this event by voting as follows:

****A. Fowler moved, B. Johnson seconded for the Commissioners to contribute \$100.00 to this event from Professional Services. Unanimous.**

2. O. Smith reported that Amanda Dewitt has resigned effective December 1, 2019.

****A. Fowler moved, B. Johnson seconded to accept the resignation of Dispatcher Amanda DeWitt effective December 1, 2019. Unanimous.**

EXECUTIVE SESSION:

****B. Johnson moved, A. Fowler seconded to go into executive session at 10:26 a.m. for non-public discussion of use of real property 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 11:35 a.m. No action was taken.**

CORRESPONDENCE:

Present was County Clerk Barbara Arseneau who reviewed the following correspondence:

1. Reminders of upcoming meetings with ICMA-RC Representative Brenda Cota to discuss the County's 457 Plan, Colonial Life and Disability Representative Brian Roberge, and Maine Public Employees Retirement System, and free flu shots for the employees.

2. Commissioners Court Session Schedule 2019-20: B. Arseneau reviewed the schedule for the remaining court sessions for the year. The Commissioners requested that a special workshop be scheduled for Friday, December 13, 2019 starting at 1:00 p.m. for an executive session to discuss changes in job descriptions and to receive input from staff.

3. B. Arseneau asked if Assistant Clerk Nicole Hubbard could attend a course on Managing Freedom of Access Requests so that she can handle those types of questions when B. Arseneau is out of the office. The Commissioners suggested that she take training online instead, since it is offered free.

4. The Belfast Soup Kitchen sent a letter requesting a donation. The County Commissioners directed the County Clerk to send a letter outlining the budget process and timeline for such requests.

5. B. Arseneau briefly discussed MCCA Convention Planning Meetings. She noted that the Commissioners had directed her to serve on that planning committee each year, which she will continue doing. Both H.R. Director Lynn Patten and Assistant Clerk Nicole Hubbard had served on the committee for 2019 because it was hosted by Waldo County, but were not planning on staying on the planning committee. The Commissioners agreed.

APPROVAL OF MINUTES:

B. Arseneau requested that the Commissioners approve the minutes from the October 17, 2019 Waldo County Commissioners Court Sessions as presented.

****A. Fowler moved, B. Johnson seconded to approve the minutes from the October 17, 2019 Waldo County Commissioners Court Sessions as presented. Unanimous.**

B. Arseneau requested that the Commissioners approve the minutes from the November 4, 2019 Waldo County Commissioners Court Session. Commissioner Johnson reviewed some changes to the draft minutes and voted as follows:

****B. Johnson moved, A. Fowler seconded to approve payment of the \$5,700.00 for the Windows 10 upgrade licenses, and to approve payment of \$2,600.00 for solid state drives for 13 devices at the Communications Center from the Technology Reserve after invoices are received to go through the accounts payable process. Passed by two, Commissioner Shorey opposed.**

****B. Johnson moved, A. Fowler seconded to purchase three (3) of the newest model iPads (iPad Pro Air), three (3) electronic pencils (Apple Pen), 2 keyboards, and three (3) cases that will accommodate the keyboard, to direct Assistant Clerk Nicole Hubbard to order and set them up, and for these to be paid from the Technology Reserve. Unanimous.**

EXECUTIVE SESSION:

****B. Johnson moved, A. Fowler seconded to go into executive session at 11:50 a.m. for discussion of assignment and duties as permitted by MRSA Title 1§405(6)(a).**

****B. Johnson moved, A. Fowler seconded to come out of executive session at 12:03 p.m. Unanimous.**

****B. Johnson moved, A. Fowler seconded for IT Consultant Jim Arseneau to set up a communication system with Assistant Clerk Nicole Hubbard for IT work. Unanimous.**

COMMISSIONERS MISCELLANEOUS BUSINESS:

None.

NEXT COMMISSIONERS COURT SESSION:

The next regular Commissioners Court Session is scheduled for December 19, 2019 at 1:00 p.m. to review the 2020 Budget. A special court session will be held December 13, 2019 at 1:00 p.m.

****B. Johnson moved, A. Fowler seconded to adjourn the court session at 12:03 p.m. Unanimous.**

Respectfully submitted by Barbara L. Arseneau Waldo County Clerk