

**WALDO COUNTY COMMISSIONERS COURT SESSION  
SEPTEMBER 2, 2021**

**PRESENT:** Commissioners Amy R. Fowler (Chairman), William D. Shorey, and Betty I. Johnson. County Clerk Barbara Arseneau took the minutes.

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

**FINANCIAL REPORT**

Finance Director Karen Trussell reported the following:

The County Checkbook balance is \$114,217.79.

The Jail Checkbook balance is \$716,843.57.

County Appropriations:

59% of the 2021 budget has been expended and it could be 67% at this time.

County Revenue:

84.49% of the 2021 County revenue has been received.

Corrections Appropriations:

51% of 2021 budget has been expended and could be 67% expended.

Corrections Revenue:

102.96% of the 2021 Corrections revenue has been received.

**TAX ANTICIPATION NOTE:**

K. Trussell reported that the County won't have to borrow on the Tax Anticipation Note for the Jail for the remainder of the year. W. Shorey asked if the amount received was similar to last year. K. Trussell responded that she has been trying to reach Scott Ferguson, and she checked the law and the Treasurer must designate 30% of what is received. \$202,899.75, which is 30%, has been put into the CCA Reserve. The rules keep changing, but this has not been repealed.

\$4,060,000.00 has been borrowed from the TAN so far this year, which is 540,000.00 less than last year. The Town of Troy has paid their taxes.

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

**WARRANTS**

**\*\*B. Johnson moved, W. Shorey seconded to authorize payment of the August 31, 2021 General Fund Accounts Payable warrant including the August 19, 2021 payroll in the amount of \$910,414.94. Unanimous.**

**\*\*B. Johnson moved, W. Shorey seconded to authorize payment of the August 31, 2021 Capital, Active & Restricted Reserve warrant in the amount of \$31,906.54. Unanimous.**

**\*\*W. Shorey moved, B. Johnson seconded to authorize payment of the August 31, 2021 MCRRC Accounts Payable warrant including August 19, 2021 payroll in the amount of \$91,820.99. Unanimous.**

**\*\*W. Shorey moved, B. Johnson seconded to authorize payment of the August 31, 2021 MCRRC Restricted Reserve in the amount of \$6,026.21. Unanimous.**

### **INFORMATION IT REPORT**

IT Director J-sun Bailey reported the following:

1. He has started setting up the six laptops and two desktops that EMA obtained through a grant. Originally these had been in the operating budget, but were not paid from that.
2. The District Attorney's Office lost internet over at the state, so he has been working on that. Before that happened, D.A. Natasha Irving's email was hacked. When the internet went down, he did some chasing but determined that the two incidents were not related. So far there has been no impact, and everyone has changed their passwords.
3. He's getting things set up for Spillman Summit in Florida for October, provided it is still going to be held.
4. He attended a "training" on Command Central for the Sheriff's cameras, which was advertised as a training but was more of a sales pitch. He is working on getting Command Central set up. The Sheriff's Office is still waiting for new vehicles to come in, so they aren't putting in new cameras into vehicles that will be going away in a few months. It will be approximately \$200,000.00 and includes 16 to 19 cameras, both body and vehicle, with maintenance built in for either 3 or 5 years. This also includes a camera refresh in the middle. The cost has since increase, but was locked in for the County.
5. He is working on the GIS piece with EMA and Communications Center to get that in for Spillman. He's also writing reports for Spillman, and updates. A. Fowler asked if he knew if the State had done the aerial GIS photography. J. Bailey said he wasn't sure, and B. Arseneau said that the last she heard, the foliage filled in too quickly this spring so they may either do it in the fall or in 2022.
6. E. Higgins said that GPS doesn't seem to know where some people live. J. Bailey suggested contacting Google to let them know the address. Sometimes road names have been mislabeled. t.

### **HUMAN RESOURCES REPORT**

Human Resources Director KelLee Gray reported the following:

1. There are no new hires or pay step increases.
2. On August 25, 2021 Maine Emergency Medical Services filed Chapter 20 concerning COVID-19 immunization requirements. At this time there are time there is no need to mandate vaccinations for the County. A. Fowler thanked and commended K. Gray for sitting in on the 7.5 hour Zoom session of discussions on this.

3. The Maine Fair for Veterans had very poor attendance and likely due to what was going on in Afghanistan so people were home watching the news. It was one of the worst attended years but there are more events coming up, the County will continue to be involved and have jobs posted.

4. Due to a question from an employee, she researched sick leave accruals over 720 hours. On September 10, 2019, the Commissioners voted that any accumulated sick leave above 720 would disappear. The manual was never updated, so she'll make that change and notify the departments that any leave above 720 will apply only to those union contracts with language for that. This type of leave has not been accessed since 2005, and there are only 2 or 3 employees with over 720 hours.

Later in the court session, B. Arseneau explained the reason the policy had not been changed. She looked back at this, and when she asked the Commissioners if the policy needed to be changed, they replied that they were just acting on what the policy has always said, so it didn't need to be changed. A. Fowler said that the Commissioners would like to change it now.

5. K. Gray said she has followed up on vehicle signage. Things are ordered and the Sheriff's Office wants to discuss various aspects of this, but most departments are ordering them. She has asked them to send her the invoices as soon as they can to show for tax purposes.

7. The remote work policy is nearly finalized so hopefully the Commissioners can review, make any changes, and approve it at the next court session. At first, it will involve just those who answer directly to the Commissioners to ensure the policy covers all the bases. Eventually it can be rolled out to the other departments. She's verified with J. Bailey that remote employees must be on a password-protected system for security. She will also create a form for employees to submit for requests to work remotely. With the new payroll system, even salaried employees will need access to the CGI system to clock in and clock out because this will dictate when the County is responsible for injuries that occur while working remotely. The Commissioners noted that this past year they've tried to do away with "snow days" by allowing some employees to work remotely on inclement weather days. K. Gray emphasized that the work hours remotely standard work hours unless approved by the department head in writing on the form.

## **FACILITIES REPORT**

Facilities Manager Keith Nealley presented the following:

1. The Commissioners thanked K. Nealley for the excellent job he did lowering the Commissioners bench. A. Fowler mentioned that she knows someone who bought out a paint store, does not want to keep the product, and is giving away white paint in quarts and gallons that can be tinted, and they will even deliver it. K. Nealley noted it needs to be somewhere that it won't freeze, but he would be interested in using it for various projects.

2. The boiler work is underway at the Commissioners Courthouse. The old oil tanks will be removed once they are cleaned out. K. Nealley and Robert Walker used his small backhoe to dig the ditch for the generator Sunday at Commissioners Courthouse and also started digging at the Reentry, along with assistance from some Reentry Center folks. The propane tanks will be coming soon.

3. One Reentry resident has been painting the new Director's Office a nice gray. The Director has cleaned out the old desks and those are now in storage. The floor has been stripped and waxed. He has more ideas, so they will move along as there is money and time.

4. K. Nealley will try to put the window in the I.T. Office while the I.T. manager is away in October for the Spillman Conference.

5. All the projects are permitted now. The City of Belfast is so busy with requests for permitting that they can't keep up. The roof at the Commissioners Courthouse has had all the slate removed and is now 00% asphalt.

6. The Communications Center roof is scheduled for some time in October. K. Nealley said that the Commissioners and he have been talking about the efficiency issues with the boiler at the Jail and other buildings for years. The Commissioners said they appreciate the work Keith has been doing on all the projects along with the regular maintenance.

10. Communications Director M. Larrivee had requested an indoor air quality study indoors. The CO2 levels are a little high and the ventilator is apparently undersize. Thayer provided a proposal to take care of the issues at about \$8,000.00. There was brief discussion about possibly using small air purifiers, but M. Larrivee said they have one now and the readings that high even with a HEPA filter.

**\*\*W. Shorey moved, B. Johnson seconded to move forward with the air exchange system for the Communications Center that was recommended by K. Nealley. Unanimous.** It was noted that this will be funded through the federal ARPA funds.

11. Generators on Tower Sites: The new tower sites, the tower site in Northport, Crocker Road, and one in Unity will need standby power. K. Nealley has two units; one from Aborn Hill and one from Stockton Springs. He felt they would work well for a backup site, so he recommended installing one at Quaker Hill in Unity and one at Crocker Road. The current one at Crocker is inside the building, is old, and very loud.

Northport will need a 10 kw. The supplier has some coming it. It will be about \$5,000.00. He'd like to install a standby generator and put a 500 gallon propane tank there, It will be about \$11,000.00 to put a generator up there. M. Larrivee said that they will leave a front line of trees to hide the propane tank, and there is a dilapidated fence already there but the County could put a better stockade fence around it, and paint both the fence and tank green. K. Nealley said he tries to keep the same fuel provider because when you switch they want to haul out the old tank and install their own.

**\*\*W. Shorey moved, B. Johnson seconded to approve installing the 500 gallon propane tank and setup at the Northport tower. Unanimous.**

M. Larrivee said one thing that needs to be worked out is the ability to check the tank and generator once a month. M. Larrivee said that with the new radio system, it will have its own data feed and send reports.

There was discussion of what happened with the other 3000 gallon tanks, and M. Larrivee said the man was discarding them so M. Larrivee donated the amount the man asked to his church and got two. If he doesn't use one, he'll send it to the garden.

## **COMMUNICATIONS REPORT**

Present was Communications Director Michael Larrivee. A. Fowler notified him that the vaccine mandate will not apply to the Communications Center at this point. M. Larrivee said that he got another email on this and asked for an executive session afterward. M. Larrivee submitted a written report that he reviewed with the Commissioners.

1. The two new trainees have passed all their academy courses. One will be on his own by the end of September, and the other just started in the radio room.
3. The changes in the office are starting to come together. The supervisors' office is complete and set up, and the Director's Office is complete and being set up.
4. The radio system RFP closes September 15<sup>th</sup>. He spoke with Black Diamond, they are waiting for reports from the surveyor and constructing the building at their facility while they're waiting.
5. He is working on the statistic sheet to be presented to the Commissioners and Board of Directors so he should have that by the next court session.
7. He has spoken with Caron Signs and working on getting the truck lettered but not by the September 10<sup>th</sup> deadline.

**\*\*W. Shorey moved, B. Johnson seconded to go into executive session at 9:55 a.m. for discussion of duties and non-public information as permitted by MRSA Title 1§405(6)(a). Unanimous.**

**\*\*W. Shorey moved, B. Johnson seconded to come out of executive session at 10:07 a.m. Unanimous.** No action was taken.

## **SHERIFF & JAIL VEHICLE DISCUSSION**

Present were Lt. Matt Curtis and Chief Trundy Jason Trundy. J. Trundy mentioned they were here to discuss the lack of vehicles. Lt. M. Curtis handles the purchasing, so he explained.

First, M. Curtis said there has been talk about signage on the vehicles. He has ordered some Waldo County Seal logos. He spoke with K. Trussell and from the tax standpoint, she's good with that. He's ordered enough to cover the vehicles at the Sheriff's Office and Jail and Facilities asked to be included in that. He'll order more as needed.

A. Fowler asked about the Community Liaison lease agreements for driving leased vehicles. J. Trundy said that when they brought this up with Malcolm Ulmer of the Risk Pool would not cover it, so they leased the vehicles to the Community Liaisons for \$1.00 for the year and VOA is required to insure those vehicles. A. Fowler asked for a copy of the lease agreement. Because the liaisons are VOA employees, they could not drive a County vehicle and be employed. VOA pays the insurance on

the vehicle. The Commissioners asked to see a copy of the insurance policy. M. Curtis said they are registered to VOA. The County has the title but shows the County as the Lessor. They will provide copies of all the paperwork. Regardless, the magnets have been ordered and are good-sized. The vehicles that are owned by the County will be marked.

3. Cruiser purchase issue: M. Curtis explained that the vehicles ordered in March have not been received yet. Meanwhile, he found a local Chevrolet Truck at Stanley, which also has better fuel economy than the fleet average. He thought it would be good to get at least one truck up and running with the funds they have. The price is \$33,698.48, which is \$9,600 off the MRSP. If they purchase this, he doesn't recommend cancelling the order for the RAM because they likely won't be paid for until next year anyway. The bid price on the 2021 RAM full-crew trucks will be for 2022 instead, and thankfully they had had price protection at \$27,503.00 each. He requested permission to purchase the local truck and if all three 2022 RAMS arrive in December, he can pay for two and ask the dealership to hold the other into January. The Commissioners agreed, noting that any unspent funds from the 2021 vehicle budget line can be moved from undesignated funds to a restricted vehicle reserve.

**\*\*W. Shorey moved, B. Johnson seconded to purchase the Chevrolet truck for \$33,698,48, to be paid from the Sheriff's vehicle line 1075-7011. Unanimous.**

## **CORRESPONDENCE**

Present was County Clerk Barbara Arseneau who reported the following:

1. There have been a few calls from Towns asking what they can use the \$20,000.00 in ARPA funds being sent to them
2. The Maine Association of County Clerks Administrators and Managers (MACCAM) held an ARPA Roundtable discussion meeting on September 1<sup>st</sup>. Most are still trying to figure out how to spend their ARPA funds and everyone was asked to report, so she shared Waldo County's progress. MACCAM members have also been invited to report at an MCCA meeting but she figured either B. Johnson or A. Fowler would report on that. A. Fowler said she has met in person with Somerset, Kennebec, and Washington regarding ARPA funds and shared Waldo County's attorney information.
3. She received a telephone call from a member of the Lincoln County Planning Committee who read about Waldo County's projects and had a few questions, which B. Arseneau briefly answered.
4. Kathy Durgin-Leighton of Restorative Justice has asked if they could to meet with the Commissioners, and the Commissioners said that the process has historically been that either the District Attorney or the Sheriff present RJP as part of their budgets. It was their understanding that the District Attorney would be discussing this when she presents her budget.
5. B. Arseneau briefly went over the budget schedule. Budgets will be ready before the September 16, 2021 court session, and all the departments and outside agencies will meet that day. She has numbers, but still is missing written requests and supporting documentation from a few agencies. She explained the challenges of using Excel to do the budget process, and the amount of time it takes tying in formulas that link to other pages in the budget. She noted that there is a budget program in the Finance Director's appropriations software and Karen has started plugging in the

numbers for that. The Commissioners asked J. Bailey to work with both the County Clerk and Finance Director to see if the budget preparation could be more streamlined and simplified.

### **APPROVAL OF MINUTES**

B. Arseneau requested that the Commissioners approve the minutes from the July 21, 2021 Court Session as presented.

**\*\*W. Shorey moved, and B. Johnson seconded to approve the minutes from the July 21, 2021 Commissioners Court Session as presented. Unanimous.**

### **COMMISSIONERS MISCELLANEOUS BUSINESS**

1. B. Johnson said she was contacted by the Districting Committee and what they have come up with so as to not move too many towns, was to move the Town of Waldo from District 1 to District 3, it evens up the County Apportionment pretty well. They asked her to present this and ask the other Commissioners if they have any thoughts. The Commissioners agreed that it made sense.

2. B. Johnson said that she believed that all the Commissioners should be signing all contracts instead of just the Commissioner Chairman and get into the practice of doing that. The Commissioners are a board and all should be responsible for signing this. W. Shorey said he agreed with doing that for the ARPA funds, but he thought it was an unnecessary step since the Commissioners all vote and agree to do things.

**\*\*W. Shorey moved, B. Johnson seconded to adjourn the court session at 10:59 a.m. Unanimous.**

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