

**WALDO COUNTY COMMISSIONERS COURT SESSION
FEBRUARY 3, 2022**

PRESENT: Commissioners Amy R. Fowler (Chairman), William D. Shorey, and Betty I. Johnson, who was present for the first half of the session via Zoom teleconferencing. Also present was Freedom Selectman Elaine Higgins, and County Clerk Barbara Arseneau, who took minutes.

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

FINANCIAL REPORT:

Finance Karen Trussell reported the following:

The County Checkbook balance is \$284,587.52.

The Jail Checkbook balance is \$35,124.12.

TAX ANTICIPATION NOTE:

The total Tax Anticipation Note is \$5,500,000.00. \$150,000.00 has been borrowed; \$.00 by the County and \$150,000.00 by Corrections.

County Appropriations:

7% of the County 2022 budget has been expended and it could be 8% at this time.

County Revenue:

10.34% of the County revenue has been received at this time.

Corrections Appropriations:

6% of Corrections 2022 budget has been expended and could be 8% at this time. All the outside agency

Corrections Revenue:

0.76% of the Corrections revenue has been received at this time.

She is starting to purge records, including shredding records that have met the six-year retention. She has shredded bank reconciliations from 2009 to 2015 have been shredded.

She changed the format of the warrants to run everything through the General Funds, and cutting one check from the Reserves and putting it into the General fund, as it's to do the 1099's every year by looking through all the Reserves to find them. She'll still provide a breakdown.

****W. Shorey moved, A. Fowler seconded to file the Financial Report. Unanimous.**

WARRANTS

****B. Johnson moved, W. Shorey seconded to authorize payment of the January 28, 2022 Final General Fund Accounts Payable and January 20, 2022 payroll warrant in the amount of \$309,541.12. Unanimous.**

****B. Johnson moved, W. Shorey seconded to authorize payment of the January 28, 2022 MCRRC (Corrections) Accounts Payable and January 20, 2022 payroll warrant in the amount of \$62,550.25. Unanimous.**

2022 ASSESMENT TO TOWNS AND MIL RATE:

K. Trussell calculated the taxes for 2022 and submitted them to the Commissioners. The Tax (Mil) Rate is 0.001762477, so it is \$1.76 per thousand. The amount to be raised is \$9,201,718.00. The Valuation is \$5,220,900,000.00.

****W. Shorey moved, B. Johnson seconded to sign the 2022 Waldo County Tax & Jail Tax Breakdown. Unanimous.**

HUMAN RESOURCES REPORT

H. R. Director KelLee Gray reported the following:

1. Another payroll has been completed, and went even smoother than the last time. The premium overtime pay rates now work automatically. She's trained the Sheriff's Management staff on the system, and next week she'll be working with Corrections.
2. IT Manager J-sun Bailey will complete 2-years of employment on February 5, 2022 with a pay increase to \$78,037.65. He will also receive a leave increase per the vacation schedule.

INFORMATION TECHNOLOGY REPORT

Present was IT Manager J-sun Bailey who reported the following:

1. A packet of paperwork was given to the Commissioners. Central Maine Communications came to look at the phone system, and asked for a phone count. He will request room to expand the system, and if a new system is put in the Superior Court, that it can be reused out at the Swanville site if they move out there.
2. He submitted a quote received from Green Pages for new licenses from August 24, 2021, so it is no longer valid, and they will provide another quote. He had a call with them and Microsoft to cover as many servers as are needed, which will support them for the next 6 to 8 years. The last time the County paid for licenses was 2012, which Microsoft won't support anymore.
3. Old Technology Disposal: In 2020, the Rotary Club did a "Take Back" of technology and electronics that people were disposing. They didn't do it in 2021 and may not in 2022. He's trying to figure out what to do with the old computers. With Good Will, sometimes there are donations involved. The City of Belfast Transfer Station charges around \$6.00 to \$11.00 each. He reported that there is another organization "Give I.T., Get I.T." whose plant is in Waterville, but is also located locally. The County would deliver the "wiped" equipment, and if anything is usable there is a credit, if it needs to be thrown out, there would be a small fee. Anything that can be refurbished goes through an application process for places such as battered women shelters and homeless shelters. There may be a small fee if they pick the computers up. He believed that this was the most responsible way to handle the County's old technology because most of it could be reused. They'll provide a report at the end of each year noting how they were repurposed. The Commissioners agreed to dispose of old technology equipment with "Get I.T., Give I.T."

4. He has a “kickoff” call for Office 365 this afternoon and that will start the migration over to that. He’ll test it out for a while before moving anyone else to it.
5. He is nearly finished with working on the Sheriff’s Office moves.
6. The cameras (vehicle and body) are still on schedule for March.
7. He has figured out the phone issue at the Communications Center. A spare phone was found and when they started using it and people called in to it, it sent people straight to voice mail. This has been resolved.

COMMUNICATIONS REPORT

Present was Director Michael Larrivee who reported the following:

1. The latest new hire will finish the last academy class this week and should be working on her own by the end of March/early April. A recent open hiring process brought in only two new applications, plus the two already on file. Technically they are down three workers because one is still training, and two need to be hired. A. Fowler requested a call list of the number of calls coming in.
2. Two employees were recently had COVID, and now another one is out. If an employee tests positive, they must be out 5 days and allowed to return to work if symptoms are resolving or resolved, but must wear a mask for another 5 days. He suspects more employees will catch it.
3. New Point Lookout Tower: They are all ready to break ground. The FAA sent the final approval yesterday. The landowner is all set with breaking ground sooner than later, so they are waiting on the contractor for dates. All noted that the landowner has been wonderful to work with. The consultant is also working out very well.
4. New Radio System. This project is moving along. Licensing is in, and letters of concurrence from other agencies that use the same frequency were all signed with no issue. They reviewed the tower layouts yesterday to determine where equipment will go on the towers, as they are trying not to overload them.
5. WCRCC received one complaint from an agency in New Hampshire that recently upgraded their radios and now can hear WSO clearly, causing safety issues for that agency, so they had to take it off line. Waldo’s consultant is working with them to resolve the issue. Since Waldo is operating is within its license, it will probably fall on them.
6. Hopefully he will have a contractor start next week on the renovation of the kitchen/training room project.

EXECUTIVE SESSION

Present was EMA Director Dale Rowley, who stated that he no longer believed he needed an executive session for what he was going to present. The Commissioners agreed to proceed in public session.

1. Island Boundary between Knox and Waldo Counties: D. Rowley and Commissioner Fowler reported discussion on the meeting they attended on February 2, 2022 with the Knox County Administrator, representatives from the State Land Use Planning Commission, which included Stacie Beyer, Acting Executive Director, and Bob Bistrais from Maine Office of Geographic Information Systems.

Waldo County presented all the information EMA Director Dale Rowley and Planner Robert Hoey had gathered. Knox County has a Charter that speaks to boundary issues going back to State law, and Waldo County has no charter; therefore it adheres to State law. Current law on the books specifically details boundary lines. No additional or updated information was listed or given.

S. Beyer said a link will be set up by LUPC to share all information gathered with all involved, and another meeting will be scheduled in 4-6 weeks for a status update.

There was lengthy discussion regarding whose role it is to clarify and interpret boundaries. It was apparent from the record that the islands in the Islesboro archipelago originally belonged to Waldo County, that the boundary line had been moved in error, and the boundary line should be corrected back to the original boundary. S. Beyer said she will make contact with the Joint Standing Committee on Agriculture, Conservation, and Forestry to find out what the next step will be.

A. Fowler said it was an excellent and informative meeting. Waldo County had not intended to have the legislation move forward as emergency legislation, and Knox had not known there would be legislation on this. All agreed that none of them had considered this “emergency legislation.”

2. New Supplemental Agreement for Architect: D. Rowley presented to the Commissioners a supplement that reduces the architect’s contract by \$240,000.00 for work the County has decided not to do, such as the irrigation at the Garden site, and the Registry of Deeds and District Attorney’s Office projects. D. Rowley said he believed they could handle in-house what needs to be done for those two departments.

****W. Shorey moved, B. Johnson seconded to sign the updated contract with Lewis & Malm Architecture effective February 3, 2021. Unanimous.**

(B. Johnson excused herself from the court session.)

EXECUTIVE SESSION (Not on agenda):

Sheriff Trafton came and asked to speak with the Commissioners about a personnel matter that just came up.

****W. Shorey moved, A. Fowler seconded to go into executive session at 9:53 a.m. for consideration of a non-public personnel matter as permitted by MRSA Title 1§404(6)(A). Unanimous.**

****A. Fowler moved, W. Shorey seconded to come out of executive session at 10:29 a.m.** No action was taken.

CORRESPONDENCE

County Clerk Barbara Arseneau reported correspondence as follows:

1. Certificate of Incumbency: B. Arseneau received an email message from the Director of Boards and Commissions as the State stating that they do not receive these certificates, don't know who is supposed to, and are researching it. This is the address Nicole Hubbard and Commissioner Johnson had been told two years ago to send it to. B. Arseneau asked the other counties what they do, and none of them had heard of it. Since she can't find anything on it in the statutes, unless she hears otherwise from the State, she won't prepare and send them anymore.

2. She completed Freedom of Access Training on January 26, 2022. She provided a copy of MRSA Title 1§408-A, which states that copies can be charged up to \$10 cents per page. The County Commissioners Office is charging more than that currently.

****W. Shorey moved, A. Fowler seconded to set the rate for copies at 10 cents per page. Unanimous.**

3. Another statute change is the first two (2) hours of work processing an FOAA request are free. It used to be that up to one (1) hour was free, and then a charge for the time up to \$25.00 per hour could be made.

****A. Fowler moved, W. Shorey seconded to set the charge per hour after the first two hours of work on an FOAA request will be \$25.00 per hour. Unanimous.**

4. The realtor showing the County's Little River property called to say a potential buyer asked if a wetland survey had been done on that property. B. Arseneau found one that had been done back in 2003, so she scanned and emailed it to the realtor.

5. The Commissioners Office continues to receive numerous calls from people who are trying to reach the Waldo Judicial Center, and she was recently told that "Siri" provides the County's number.

6. She has started year-end and beginning work for 2021 and 2022.

7. The current Archive is dusty and all the box and books surfaces need to be wiped, so she'll plan a day to go over and do that. She and K. Trussell will be working on disposing records that have reached the end of their retention cycles. B. Arseneau may start gradually moving records to the new Archive until Reentry Residents can assist. She recently updated the Records Disposition Form, and reviewed with the department heads that a permanent record must be kept of those destroyed.

APPROVAL OF MINUTES

B. Arseneau submitted from the October 21, 2021, December 30, 2021, January 6, 2022, and January 20, 2022 Commissioners Court Sessions for approval. Commissioner Fowler asked B. Arseneau to make a clarification in the October 21, 2021 minutes, so that it wouldn't be mistakenly understood that EMA would receive both its fuel tax reimbursement and the Sheriff's Office's reimbursement.

****W. Shorey moved, A. Fowler seconded to approve the minutes from December 30, 2021, January 6, 2022, and January 20, 2022 court sessions. Unanimous.**

****W. Shorey moved, A. Fowler seconded to adjourn at 10:39 a.m. Unanimous.**

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