

**WALDO COUNTY COMMISSIONERS COURT SESSION  
JULY 20, 2023**

**PRESENT:** Commissioners William D. Shorey (Chairman), 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:**

Acting Finance Director Commissioner Amy Fowler commended the extraordinary team at the office for continuing to assist on the finance work, and reported the following:

**TAX ANTICIPATION NOTE:**

The total Tax Anticipation Note has \$1,293,246.00 remaining. \$4,206,753.13 has been borrowed since February 14, 2023. Accrued interest owed so far is \$42,658.72. The Town of Knox paid \$110,798.08 for their property taxes on July 10, and Searsmont has called to find out how much they owe. \$112,526.54 interest has been earned so far on the County accounts. The County budgeted \$19,000.00 for the Tax Anticipation Note, and if used for its full length, it would cost \$256,000.00 in interest to pay back for its full length.

The County checkbook balance is \$239,565.76. The Jail checkbook balance is \$118,860.47. The warrants look high because the first quarterly payment to Two Bridges Regional Jail has been paid in the amount of \$206,250.00.

The year-to-date is mostly caught up. A. Fowler is focusing on revenue, where those funds are to be placed, and has figured out much of the NDS Finance software. She noted that the electricity bills have tripled, and the phone bills have more than doubled, but otherwise expenditures have been as expected for the year.

**\*\*B. Johnson moved, W. Shorey seconded to accept the Financial Report. Unanimous.**

**WARRANTS**

**\*\*B. Johnson moved, W. Shorey seconded to authorize payment of the July 20, 2023 General Fund Accounts Payable and Reserve warrant and July 20, 2023 payroll of \$177,221.11, the bills were \$167,927.03 for a total \$345,148.14. Unanimous.**

**\*\*B. Johnson moved, W. Shorey seconded to authorize payment of the July 23, 2023 MCRRC (Corrections) Accounts Payable and Reserve warrant and July 20, 2023 payroll of \$40,746.85 and the bills were \$297,922.72 for a total of \$388,669.57. Unanimous.**

**EXECUTIVE SESSION**

**\*\*A. Fowler moved, B. Johnson seconded to go into executive session at 9:30 a.m. for discussion of the NCEU labor proposal as permitted by MRSA Title §405(6)(D). Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to come out of executive session at 9:34 a.m. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to accept the National Corrections Employees Union contract as the new contract for 2023 through 2025. Unanimous.**

### **UPDATE: DEEDS AND DISTRICT ATTORNEY'S OFFICES RENOVATIONS**

Present was Dale Rowley, who reported the following:

1. Deeds and D.A.'s Offices Planning: The layout is finalized, and the architect is working on it. Register of Probate Sharon Peavey found plans from the renovation from 2001, which were helpful, so scans were emailed to the architect. A building permit will be needed from the City of Belfast. The Fire Marshal's Office may take longer. He asked permission to research and hire a contractor to do the demolition in the meantime, and the Commissioners authorized that.

2. Bangor Savings State Funds Account: There is a checking account in Bangor Savings that holds the Homeland Security and Local Emergency Planning Committee funds, and he requested signature authority for this. A. Fowler acknowledged that there are multiple accounts that are used by various departments heads and are vetted in the Finance Office. She has been added and requested that D. Rowley also be added to have signature authority on this account.

**\*\*A. Fowler moved, B. Johnson seconded to add EMA Director Dale Rowley as a signer on the Bangor Savings State Funds account. Unanimous.**

3. Swanville/EMA/Garden Project Update: Stormwater ponds are being installed. Back in February he signed an agreement with Wellman Paving to do the paving, and their estimate was \$60,000.00 under the architect's estimate. If it is under a quarter million dollars, only a quote is required because it's under the statutory amount for bids. They are doing touch-ups inside the building, and he is also working on the radio tower. It will likely take most of the summer to finish. IT Director J. Bailey has been a tremendous help along with R. Monreal in the set up out there.

W. Shorey asked about when tractors need to stay off the pavement. He and Garden Manager Dale Cross have spoken, and they will coordinate the days when the tractors must be parked and driven somewhere else so they can be accessed without running over the pavement.

### **WATCHGUARD CAMERAS:**

Present was Stockton Springs Police Chief Darrin Moody. He said IT Director J-sun Bailey has been very helpful with the Watchguard Camera, but Stockton needs assistance with the "active directory related to the two Watchguard Cameras Stockton purchased. J. Bailey described the Watchguard system briefly, which the County also has. It was bought out by Motorola. A small agency like Stockton would have difficulty finding funds to purchase the directory. It would be cheaper to include Stockton Police under the County's Motorola "umbrella". The County already hosts for Spillman and add Stockton Springs for a monthly cost as a user. It would be \$6.00 per month per user for them to have this access. He is bringing it to the Commissioners for their approval. He felt it would be beneficial for them. Stockton's cameras are about 7 years old and must buy the body cameras for about \$17,000.00. J. Bailey said there are grants out there for possible purchases in the future. Stockton would pay the approximate \$150.00 or the full cost for Stockton to be added on as users. The Commissioners believed it

**\*\*A. Fowler moved, B. Johnson seconded to put Stockton Springs under the County's Watchguard "umbrella" for users for the active directory. Unanimous.**

D. Moody asked if it would be possible to hire J-sun Bailey for Stockton's IT services. Stockton has funds for this. It requires someone who already is "vetted" to work on this type of software, etc. J. Bailey said they had a meeting with the State. Currently Stockton cannot run license plates. Anyone who has this access to their computers would have to have a full fingerprint background check. They currently employ an outside company and if employees change, the new employees must go through that full background process and must be CJIS certified, etc.

B. Johnson asked if J. Bailey had time to do this. J. Bailey recommended doing a trial and coming up with an agreement in writing. J. Bailey said he didn't think it would be too much work, plus he feels that whenever possible and practical, regionalization of services is a good idea. He will put together some information and bring it back to the Commissioners, possibly by the next court session.

W. Shorey expressed concern about the potential workload if other agencies wanted to join under the same umbrella. D. Moody stated that it was only law-enforcement agencies that would be doing this, and there are only three agencies, including Stockton, in addition to the Sheriff's Office. D. Moody thanked the Commissioners for considering his request.

## **INFORMATION TECHNOLOGY REPORT**

IT Manager J-sun Bailey reported as follows:

1. He submitted a quote from Consolidated for phone line costs. The contract had ended, so the County is currently paying \$45.00 to \$50.00 per line. The 3-year quote (good for 90 days) would reduce the cost to \$25.20 per line. He still needs to research how it would go if the County changes their current phone system because it would no longer be on copper line but would be VOIP (voice over internet). A. Fowler read the clause that stated that the cancellation fee would be four months at the premium rate. She asked about the 9-1-1 system servicing and J. Bailey explained that the 9-1-1 lines are not impacted because are through the State, so the contract is only for the County's business lines.
2. He has finished setting up new plotter and printer at the new EMA Office and is getting a camera for their classroom.
3. The 12-15 year old camera in the intox room at the jail crashed a few days ago. He pulled the videos off, but no new ones can be pulled off. The Jail's inhouse camera system records the intox process now, but if any other agencies need footage, the Detention Manager is the only one who has access to the footage. Body cams can also record it, if necessary. J. Bailey is researching another solution and will obtain some quotes.
4. He is setting up computers, etc. for a few new employees at the Sheriff's Office and the new employee in the D.A.'s office, dealing with unexpected issues, is researching the Comm. Center discussions between Knox and Waldo, etc.
5. W. Shorey said he had heard interest had been expressed in the County considering purchasing and moving into the University of Maine buildings that are being vacated and stated that this Board of Commissioners is not interested in taking on any debt at this time.

## **CLERK'S REPORT**

County Clerk Barbara Arseneau reported the following:

1. She's been researching statutes related to closing roads for winter maintenance and the appeals process for these as questions have recently come up in several counties, including Waldo. Citizens are wanting to appeal these closings.
2. She has been working on the payroll entries, has run into a few snags, but she and the H.R. Director have been working together and figured out that a few things need to be coded differently to be more accurate going forward.
3. The County Clerks, Administrators, and Managers will be holding their first in-person meeting since 2019 in Kennebec County on August 23, 2023. She would like to attend if things are not too hectic at the office.
4. Budget Planning for 2024 is a little behind. She is trying to determine if she will be able to learn to use the Finance software to prepare the budget or will have to use a simplified Excel version.
5. Due to several road freedom of access requests, she finally had to update the Road Index. There had been a lot of errors found and there were post-it notes and handwritten notes, so she entered all those into the excel sheet, reformatted it so that the headings show on each page, and printed out a new copy.
6. She was asked to cancel course enrollments at Maine Municipal Association for two employees because one had a conflict and the other was no longer employed.
7. She submitted sheets showing the budget committee vacancies in the commissioners' districts.

#### **APPROVAL OF MINUTES**

**\*\*B. Johnson moved, A. Fowler seconded to approve the minutes from the July 7 and July 12, 2023 Special Court Sessions. Unanimous.**

#### **HUMAN RESOURCES REPORT:**

Human Resources Director reported as follows:

1. Sgt. Chad Foley's initial promotion letter had the incorrect rate of \$35.36 per hour, and he should have received \$36.35 per hour, effective February 12, 2023 retroactively.  
**\*\*A. Fowler moved, B. Johnson seconded to authorize A. McLaggan to figure this out and determine what the total retroactive would be. Unanimous.**
2. Detective/School Resource Office Jordan Tozier was due his 11-year pay step, effective June 19, 2023 to \$31.78 per hour, retroactive to that date.  
**\*\*A. Fowler moved, B. Johnson authorized A. McLaggan to correct J. Tozier's pay. Unanimous.**
3. Gina Anderson was hired as Class II Certified full time dispatcher trainee effective July 12, 2023 at \$20.43 per hour, and will receive the \$1,000.00 hiring bonus effective July 12, 2023, to be paid in the next payroll.  
**\*\*A. Fowler moved, B. Johnson seconded to hire Gina Anderson as Class II Certified full time dispatcher effective July 12, 2023 and to pay the \$1,000.00 hiring bonus. Unanimous.**

4. Patrol Corporal Daniel Perez submitted his resignation from the Sheriff's Office on July 12, 2023 effective July 26, 2023.

**\*\*A. Fowler moved, B. Johnson seconded to accept the resignation of Daniel Perez effective July 26, 2023. Unanimous.**

5. Detective Frank Pellerin resigned from the Sheriff's Office effective July 10, 2023.

**\*\*B. Johnson moved, A. Fowler seconded to accept Detective Frank Pellerin's resignation effective July 10, 2023. Unanimous.**

6. Victim/Witness Advocate Megan Duval reached 10 years of employment on July 15, 2023. There is no pay increase but leave accruals increased.

7. Susan Prisco was hired January 30, 2023 as part-time Office Assistant and will successfully complete the 6 months probationary period July 30, 2023, which A. McLaggan will be approving.

### **EXECUTIVE SESSION**

**\*\*A. Fowler moved, B. Johnson seconded to go into executive session at 10:20 a.m. for discussion of evaluation as permitted by MRSA Title §405(6)(A). Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of executive session at 10:59 a.m. Unanimous**

**\*\*A. Fowler moved, B. Johnson seconded to make Christopher Bryant permanent full time Facilities Manager effective August 1, 2023 with a pay increase to \$52,157.27 and use of the burgundy Facilities truck to drive to and from work. Unanimous.**

### **COMMISSIONERS MISCELLANEOUS BUSINESS:**

None.

### **2024 BUDGET CAUCUS**

**District 1:** B. Johnson noted that there was nobody present to make nominations, and there is a vacancy in District 1. She would close that for now and hoped it would be addressed very soon.

**District 2:** Present was Linda Payson, Searsport Budget Committee Member. No nominations were made, since L. Payson did not know who was interested in serving from District 2.

**District 3:** There was nobody present from District 3, so no nominations were made.

The Commissioners expressed concern and briefly discussed whether they should hold a second caucus.

**\*\*B. Johnson moved, W. Shorey seconded to adjourn at 11:47 a.m.**

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