

**WALDO COUNTY COMMISSIONERS COURT SESSION
OCTOBER 5, 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 9:58 a.m.

EXECUTIVE SESSION

****A. Fowler moved, B. Johnson seconded to go into executive session at 9:01 a.m. for discussion of real property as permitted by MRSA Title 1§405(6)(C). Unanimous.**

****A. Fowler moved, B. Johnson seconded to come out of executive session at 9:23 a.m. Unanimous.**

****A. Fowler moved, B. Johnson seconded for the County Clerk to send a response to the correspondence that was received. Unanimous.**

FINANCIAL REPORT:

Finance Director Kari Hunt submitted the monthly County and Jail appropriations reports along with an interest report. More property taxes have been received. Currently, Liberty, Stockton Springs, Knox, Morrill, Troy, Unity, Winterport, Palermo, Searsmont, and Burnham have paid.

K. Hunt submitted a report of the Reserve balances and the interest earned for September.

WARRANTS

****B. Johnson moved, A. Fowler seconded to authorize payment of the October 5, 2023 General Fund Accounts Payable and Reserve warrant with the October 5, 2023 payroll of \$176,778.76 and the accounts payable of \$220,438.94 for a total \$397,217.70. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the October 5, 2023 MCRRC (Corrections) Accounts Payable and Reserve warrant with the September 28, 2023 payroll of \$66,047.20 and accounts payable of \$216,737.90 for a total of \$282,785.10. Unanimous.**

K. Hunt reported receipt of about \$10,000.00 for medical expenses for a reentry resident who had been hospitalized. She is consulting with one of the Sheriff's secretaries to see what should be done with that.

K. Hunt and H.R. Director Annette McLaggan spoke with Health Insurance Administrator Malcolm Ulmer. A. Fowler explained that the health account used to be with UBS. K. Hunt said that M. Ulmer recommended that the County close the UBS account, but M. Ulmer wishes to research and make sure all payments have cleared and there is no more pending activity. K. Hunt said she will wait for M. Ulmer's final decision before the County acts on this. \$157,000.00 remains in that account at this point. Currently there is \$564,000.00 in the County Account, which would be a little over \$600,000.00.

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

HUMAN RESOURCES REPORT

H.R. Director Annette McLaggan was at a training course, so she asked K. Hunt to report.

1. Dispatcher Arryn Garey reached the 6 month employment anniversary on September 30, 2023 with a pay increase from \$20.43 per hour to \$21.09 per hour. This was noted by Commissioners.
2. Dispatcher Daphne Manuel completed all academy training and obtained the State of Maine license on September 8, 2023 so as Class II Dispatcher, her pay will increase from \$19.08 per hour to \$20.43 per hour. This was noted by Commissioners.
3. New Hire: Zayne Loper was hired effective October 16, 2023 for the Full-time Detective position at the 15-year step of \$37.28 per hour, with 240 hours of vacation accrual annually, and is eligible for \$10,000.00 sign-on bonus.

****A. Fowler moved, B. Johnson seconded to hire Zayne Loper effective October 16, 2023 as full-time Detective at the 15-year step of \$37.28, with 240 hours of vacation accrual annually, and he is eligible for the \$10,000.00 sign-on bonus. Unanimous.**

INFORMATION TECHNOLOGY REPORT

None, as the IT Director was not available.

FACILITES REPORT:

Facilities Manager Christopher Bryant reported the following:

1. C. Bryant met with the contractor performing the air duct cleaning at the Jail, did a site tour, and showed him photos of the Jail blueprints so that the contractor can provide a quote.
2. C. Bryant is obtaining a quotes from a local roofing company for gutters for the Communications Center because when the new roof was installed, they were not put back on. Rain comes straight down by the door and creates slippery conditions in winter. The Commissioners suggested if it was possible, to use assistance from the Reentry Residents.
3. C. Bryant will be repainting offices for the Human Resources Director, Office Assistant, and Finance Director with help from the reentry residents.
4. Some trees near the Public Safety building were cut, there is a stump left from a fallen tree at the Probate/Commissioners building, and stump grinding will be arranged by C. Bryant in the spring.
5. Commissioner Shorey asked if cleaning the jail vents could be done next year from the Facilities Budget. A. Fowler said it might be paid for from the Maintenance and Repairs line in the Jail Budget. C. Bryant said that's why he's obtaining quotes as he didn't know how much it would be to clean the HVAC system.

CORRESPONDENCE

1. County Clerk Barbara Arseneau asked that before the Commissioners make any changes to the 2024 budget, Finance Director Kari Hunt has asked to sit in and make those changes on her laptop. B. Arseneau asked that the Commissioners finalize any changes in the budget so that budget binders could be prepared. She recommended holding the Budget Committee's Organizational meeting on October 27, 2023, starting at 6:00 p.m. The Commissioners agreed and asked that the budget binders be handed out to the Committee at that time. B. Arseneau stated that Office Assistant Susan Prisco has been very helpful with the binders, has been learning to schedule Commissioners' court sessions and other functions, and is doing well.

2. B. Arseneau said that last year the plans had fallen through to move the records from the old archive to the new archive and with the potential sale of the building, it must happen this fall, so she will work with the Facilities Manger on that.

APPROVAL OF MINUTES:

****B. Johnson moved, W. Shorey seconded to approve the minutes from the August 3, 2023 Waldo County Commissioners Court Session. Passed by two, A. Fowler abstained because she had not read them.**

EXECUTIVE SESSION

****A. Fowler moved, B. Johnson seconded to go into executive session at 10:01 a.m. for discussion of non-public information as permitted by MRSA Title 1§405(6)(G). Unanimous.**

****B. Johnson moved, A. Fowler seconded to come out of executive session at 10:06 a.m. Unanimous.**

****A. Fowler moved, B. Johnson seconded to instruct the County Clerk to make the necessary corrections in the 2024 budget to reflect that all non-union employees receive the 4% COLA. Unanimous.**

2024 Budget Update: K. Hunt asked for clarification of the Commissioners' decision to change the 2005 University of Maine Cooperative Extension 2024 budget request. The Commissioners clarified that they were reducing the budget request total to the 2023 request of \$58,050.00. The Commissioners said it didn't matter how the funds were divided between the 4000 and 5000 budgets as it is not up to the Commissioners to dictate how it is expended and the Extension Office can determine that.

A. Fowler asked if B. Arseneau had found out why counties are required to fund part of the U of M Extension budget. B. Arseneau said she had started researching but had not finished yet, and explained that when she was first hired, she was told that the County owned the land, that the Technical School constructed the building, and the County has been paying a portion of their budget at least since this time. B. Arseneau said she will contact the University of Maine Directly and obtain the answer as soon as possible.

****B. Johnson moved, A. Fowler seconded to adjourn at 10:12 a.m. Unanimous.**

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