

**WALDO COUNTY COMMISSIONERS COURT SESSION**  
**April 3, 2024**

**For more detailed information, please request a link to view the video recording.**

**PRESENT:** Commissioners William D. Shorey, Betty Johnson, Amy Fowler , .  
Also present was Office Assistant Susan Prisco to take minutes.

**Call to Order:** Commissioner Shorey called the court session to order at 10:00 a.m.

**FINANCIAL REPORT:**

Present with the Commissioners was Finance Director Kari Hunt who reported the following:

She and HR Director McLaggan have presented the Travel Policy at the Department Head meeting. There were questions that the policy did not address, and Kari would like some clarification. The travel and expense forms will be used by employees only. Discussion was held with the Commissioners regarding the questions concerning the travel policy. Kari will attach a Q&A to the travel policy. presented by the department heads concerning the travel policy.

The County Checkbook balance is \$ 151,477.57

The Jail Checkbook balance is \$ 27,082.18

Kari provided appropriation reports for County and Jail and a Reserve spreadsheet. She also gave the Commissioners a TAN spreadsheet. TAN funds were borrowed for the payroll on 3/28/24 and today's accounts payable warrant. She tries not to borrow from TAN and noted that the County will be closing on the sale of Superior Court building with the City of Belfast by 4/18/24. Commissioner Shorey suggested the money from the sale be applied between the health insurance and severance accounts.

K. Hunt reported that EMA Director Dale Rowley is working on submitting the annual ARPA report. A new question in the report is "have you expended \$750,000.00 or more in federal award funds during your most recently completed fiscal year?" Kari stated that another question was "Have you submitted a single audit or program specific audit report to the Federal Audit Clearinghouse (FAC). The County may qualify for an alternative, but she and Dale are unsure what this alternative really is. She would like to reach out to Eaton Peabody for advice, the law office used in the past for ARPA questions. Commissioner Shorey stated that she should contact Eaton Peabody.

She has emailed the Auditor to introduce herself. He has no information on file for 2021 and will be reaching out to our office. Kari called the auditor. His company is overwhelmed with work and there is no foreseen time for that company to complete the audit. She indicated she can look for other auditors and a firm that she knows. Commissioner Shorey stated that we need to do something different for an audit company. He requested that Kari look around and see what is out there. The County needs to get caught up on the audit process.

Kari discussed another accounting software by Edmunds GovTech, a company from New York. When first hired she discussed potentially looking at new software for accounting. Their software is being used by another county in Maine. She would like to see a demo and set up an appointment for a Zoom demo which usually takes one to two hours. The company focuses on municipal government which is a key factor. Commissioner Johnson would like to be there too. William Shorey agreed to setting up the demo which would be on Zoom. Kari will work on a schedule for the Zoom demonstration.

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

Jail Fund Accounts Payable	\$ 248,915.01
Jail Payroll	\$ 48,137.21
Total	\$ 297,052.22

County General Fund Accounts Payable	\$ 133,002.32
County Payroll	\$ 169,680.84
Total	\$ 302,683.16

**WARRANTS:**

**B. Johnson moved, W. Shorey seconded to authorize payment of the April 3, 2024, MCRRC Accounts Payable and Reserve warrant with the March 28, 2024 payroll of \$48,137.21 and accounts payable of \$248,915.01 for a total of \$297,052.22. Unanimous.**

**B. Johnson moved, W. Shorey seconded to authorize payment of the April 3, 2024 General Funds Payable and Reserve warrant with the March 28, 2024 payroll of \$169,680.84 and accounts payable of \$133,002.32 for a total of \$302,683.16. Unanimous.**

**EXECUTIVE SESSION**

**A.Fowler moved, B. Johnson seconded to go into Executive Session at 10:15 a.m. for Discussion of Non-Public Information under MRSA Title 1 §405(6)(F). Unanimous.**

**A.Fowler moved, B. Johnson seconded to come out of Executive Session at 10:37 a.m.**

**Action Taken:**

**A.Fowler moved, B. Johnson seconded that Kari and/or Barb create a line in the departments new budget cover sheets that will reflect any revenue and reimbursement from contract services. So, if it goes into the red, it is understood.**

**FACILITIES REPORT:**

Facilities Manager Chris Bryant reported that he can lock in for propane fuel at \$1.73 per gallon with Maritime Energy.

**B. Johnson moved, A. Fowler seconded to approve locking in the price for propane @ \$1.73 per gallon.**

### **CORRESPONDENCE:**

Office Assistant Susan Prisco requested the Commissioners' approval for the minutes prepared for the Commissioners Court Sessions dated 2/2/23, 5/4/23, 9/7/23, 10/19/23, 11/16/23, 12/7/23, 12/21/23, 1/4/23, 1/18/24 and 2/15/24.

**B. Johnson moved, W. Shorey seconded that the minutes submitted to the Commissioners are all approved.**

Susan advised the Commissioners that the City of Belfast's attorney and the County's attorney are working on the paperwork for closing the sale on the Superior Courthouse for later this month.

A copy of the Tax Abatement Application from Losee vs. Town of Islesboro was given to the Commissioners for review. After discussion, the Commissioners will not be holding a hearing on the matter. According to the application, the party has already received a proper abatement from the Town of Islesboro.

### **HUMAN RESOURCES REPORT:**

Director Annette McLaggan reported that the Sheriff's Office has extended an offer of full-time employment to fill the current vacant position of Patrol Deputy to Brad Hanson of Stetson, Maine. He is MCJA (blue pin) certified. The Sheriff's Department would like to start him at the 8-year step of \$33.14 per hour and 160 hours of vacation hours; start date would be April 16, 2024. There is a conditional offer of employment pending Commissioners approval of starting pay at \$33.14 per hour.

**B. Johnson moved, W. Shorey seconded to approve the hiring of Brad Hanson at \$33.14 per hour; effective April 16, 2024 as full-time Patrol Deputy.**

She has submitted the total amount of \$14,312.00 in training requests to the Alford Work Force Development Grant. If approved, the County will be reimbursed approximately \$7,000.00. The Sheriff's Office and the Jail have signed up several employees to attend various trainings from March to July. \$7,156.00 has been pre-approved which will be paid once employees attend the various scheduled trainings. \$3,000.00 of that amount is for the three new hires that the County sent to the Criminal Justice academy last year.. The Alford Grant will approve that training and pay up to \$1,200.00 for each of those three. So noted.

### **IT REPORT:**

IT Manager J-sun Bailey reported that he is moving into his new office. He is getting the District Attorney's Office ready for phone lines, etc. The Registry of Deeds Office is all set up and running.

**DISTRICT ATTORNEY’S OFFICE**

Prosecutorial Assistant Eric Harvey gave an update on the District Attorney’s Office move from the Superior Court Building to their new office at the Sheriff’s Department. Painting has gone well, and the flooring is ¾ done. The electrician is there today. The biggest project at this point is probably the false ceiling and heat pumps. The movers are ready to come in for April 15th, 16th & 17<sup>th</sup>. J-sun Bailey will be there to help disconnect everything and get rid of old equipment that does not work.

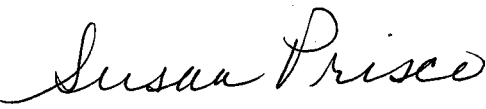
Laurel Kragh has been doing an incredible job working purging the files for the District Attorney’s Office. They are considering keeping Laurel for the DA’s project a while longer. \$1,800.00 of the allotted \$5,000.00 has been spent so far. The Commissioners agreed to keep her on the job.

Eric stated there are law books from the 1900’s in the old courthouse and he doesn’t know what to do with them. He is thinking of the public library and is working on other ideas. It is a whole wall of books. It was suggested that he check with Sharon Peavey, Registrar of Probate to see if they have room for the books which contain a lot of history. William Shorey suggested there may be space in the new office at the Sheriff’s Department or in the upstairs courtroom in Probate. They are ready to finalize the final move. The furniture is still yet to be delivered.

**PUBLIC COMMENT:**

None.

**B. Johnson moved, W. Shorey seconded to adjourn the meeting at 11:05 a.m. Unanimous.**

Respectfully submitted by  Office Assistant  
Susan Prisco