

**WALDO COUNTY COMMISSIONERS COURT SESSION**  
**Special Session**  
**DECEMBER 29, 2022**

**PRESENT:** Commissioners William D. Shorey (Chairman), Amy R. Fowler, and Betty I. Johnson  
Also present was Freedom Selectperson Elaine Higgins, and County Clerk Barbara Arseneau took the minutes.

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

**CHIEF DEPUTY SHERIFF APPOINTMENT:**

Present was incoming Sheriff Jason Trundy who presented the following:

1. Matthew Curtis will be appointed as Chief Deputy, so they have gone through a process to fill that upcoming vacancy and are promoting Sgt. Cody Laite as Lieutenant. The paperwork has been sent down to Human Resources. They are also starting the process to fill the sergeant position.

**\*\*A. Fowler moved, W. Shorey seconded to approve the promotion of Cody Laite to Patrol Lieutenant effective January 1, 2022 at \$76,017.15. Unanimous.**

2. Patrol Vehicles: C. Laite will eventually handle ordering Patrol vehicles but will be trained on other things during the first year or so. The five vehicles ordered last year have been received. The four vehicles ordered for 2022 are still on order. J. Trundy described the details of the patrol trucks.

**FINANCIAL REPORT:**

Present was Finance Director Patricia Parker, who reported the following:

The County Checkbook balance is \$1,958,646.10, and the Jail Checkbook balance is \$808,152.24.

**TAX ANTICIPATION NOTE:**

The total Tax Anticipation Note has been paid off as of December 5, 2022 and the total interest paid was \$28,094.00. All the towns have paid their taxes.

**County Appropriations/Revenue:**

125% of the County 2022 budget has been expended and 05.77% of the County revenue has been received. She said there were invoices that needed to be paid before the first 2023 warrant, which is why it looks so high.

**Corrections Appropriations/Revenue:**

90% of the Corrections 2022 budget has been expended and 105.37% of the Corrections revenue has been received at that time.

**\*\*B. Johnson moved, A. Fowler seconded to file the Finance Report. Unanimous.**

## WARRANTS

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 28, 2022 General Fund Accounts Payable and Reserve warrant and November 24, 2022 payroll in the amount of \$404,122.83. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to authorize payment of the December 28, 2022 MCRRC (Corrections) Accounts Payable and Reserve warrant and November 24, 2022 payroll in the amount of \$121,871.67. Unanimous.**

P. Parker mentioned to the Commissioners that it appeared no formal vote had that her hire as Finance Director had never been formally voted on by the Commissioners.

**\*\*A. Fowler moved, B. Johnson seconded to approve hiring Patricia Parker as Finance Director effective the official date of hire (October 11, 2022) at \$57,000.00. Unanimous.**

## 2023 TAX ANTICIPATION NOTE BID

P. Parker requested that the Commissioners accept the TAN bid from First National Bank at a 4.9% interest rate.

**\*\*B. Johnson moved, A. Fowler seconded to accept the 2023 TAN bid from First National Bank with an interest rate of 4.9%. Unanimous.**

P. Parker request that the Commissioners approve moving most of the County's accounts to First National Bank because the County will collect 3.8% revenue interest on all those accounts guaranteed for 2023.

**\*\*B. Johnson moved, A. Fowler seconded to move most of the accounts per P. Parker's recommendation. Unanimous.**

Opioid Settlement Reserve: P. Parker said \$105,151.04 has been received and is sitting in the General Fund. She recommended moving it into its own reserve account specified for Opioid Settlements.

**\*\*A. Fowler moved, B. Johnson seconded to move the Opioid settlement funds received to a designated reserve account called "Opioid Settlements". Unanimous.**

B. Johnson reminded all that \$2,000.00 of those funds had already been voted on and approved to go to Belfast Creative Coalition. P. Parker said she was aware and would take care of that.

The Capital Reserves spreadsheet the Commissioners have been using, each of those reserves will have its own bank account. Any funds coming out of a reserve will be done at the end of each month. There will be a book that shows what funds have gone in and out, along with the financial software program that shows what was supposed to happen. ARPA funds are already there collecting 3.8%. Previously the County was receiving about 1.3% interest on the \$4.5 Million in that account. She spoke with Camden National, and they increased the interest from 1.3% to 1.5%, and then went up a week or so later to 1.75%. The next month the revenue interest generated was about \$5,200.00 whereas before interest generated was about \$111.00 per month. Since it was moved to First National, it has more than doubled. She expects around \$10,000.00 per month in interest, just with the ARPA funds. Even with dividing the accounts all out into separate reserves, the same amount of interest will be collected as usual.

P. Parker also spoke with Malcolm Ulmer and found that the cash account that they draw out of collects no interest. There were two CD's; one was collecting 1.05% and she believed the other was collecting .45%. Malcolm has said the funds can be moved to First National, and First National said that these funds will also collect 3.8% interest. She will be able to move the money directly from that account rather than writing a check. W. Shorey stated that the two CD's will be coming due and can be rolled in. Malcolm will have access online to that account and will send her the checks that are written out of that so she can balance the checkbook.

**\*\*B. Johnson moved, A. Fowler seconded to move \$250,000.00 from the General Fund to the new Health Insurance account. Unanimous.**

P. Parker pointed out the restricted reserve accounts. The spreadsheet is different than what's in the bank. What she's figured out is that the work of moving funds hadn't been completed, and since they were already voted on, she will finish moving those funds.

W. Shorey said he'd like to move some funds to balance out some that are low. The Technology Reserve is in the negative. Last year the Commissioners voted to move \$500,000.00 to that account but never was. The County Savings account has \$390,804.06. W. Shorey recommended moving \$100,000.00 out of that account to the Technology Reserve.

**\*\*B. Johnson moved, A. Fowler seconded to move \$100,000.00 from the County Savings Account to the 0265 Technology Reserve. Unanimous.**

P. Parker and W. Shorey recommended moving \$100,000.00 from the County Savings account to the Severance Reserve, which is also in the negative.

**\*\*B. Johnson moved, A. Fowler seconded to move \$100,000.00 from County Savings to the Severance Reserve. Unanimous.**

P. Parker's plan is for each of the reserves to be in their own bank account next week.

The Deeds Surcharge was an error that P. Parker made, and it will be corrected. This also, by statute, must be in its own account.

P. Parker reviewed expenditures and other funds that need to be moved that had already been voted on. The Opioid funds will be \$250,000.00 moved, rather than the \$500,000.00 discussed. \$1,139,562.38 roughly will be going in to start the beginning of the year. She hopes not to have to borrow from the TAN until mid to late February. There should be approximately \$675,000.00 in the Jail fund. Payroll will now be coming out of the account correctly, it's a bookkeeping change but will make the numbers a little easier to look at.

W. Shorey asked P. Parker to discuss her idea about Interest. P. Parker said she anticipates the interest for the TAN, depending on how it must be borrowed, to be between \$120,000.00 and \$160,000.00 and \$19,000.00 was budgeted, and the Commissioners acknowledged that not enough was budgeted for interest for 2023. With the change in the ARPA account, \$5,200.00 in interest will be earned each month. P. Parker said that the interest from that account can be kept and used by the County. W. Shorey mentioned some recent expenditures were less than originally anticipated, such as no longer building a new tower at over \$100,000.00. Instead they were able to obtain a lease arrangement for

around \$18,000.00 per year. He recommended moving some of those funds that were funds formerly earmarked for the new tower can be used for something else. But it could be earmarked for interest if needed. B. Johnson thought it should be pulled out, so it was a cleaner record. P. Parker explained that D. Rowley told her that ARPA interest can be used for whatever the County wishes. It doesn't really need to be moved, but they should all keep in mind that it is available to pay for TAN interest. She will present ideas as she goes to try to avoid borrowing on the TAN as long as possible.

P. Parker briefly reviewed payroll functions and preparation to go into the new year.

W. Shorey noted that County offered to try to get the Corrections union contract done before the end of the year and the union representative said he didn't have time, so it will be signed at some point.

P. Parker has had a second training with Northern Data Systems, and she believes she'll be able to understand how to close out the year. She said she was going to stay for all their court sessions so that she can learn more information that she needs.

There was brief discussion about addressing the Jail portion of the health insurance. P. Parker suggested waiting until they could see how things were going.

#### **MISCELLANEOUS BUSINESS**

1. W. Shorey suggested that the Commissioners schedule on the next agenda finalizing the solar project at the Public Safety Building so that will move forward.

2. W. Shorey felt that by July, Dale Rowley will hopefully know how much will be expended on the new EMA building and warehouse so it would be good for the Commissioners to discuss doing solar on the roof of the building out there. He would like EMA Director Dale Rowley to give an update on the project.

3. B. Johnson wants to start doing the warrants again so she will be fulfilling the responsibility, as she has felt "out of the loop," and she will make time to come in at certain times to get the warrants completed. The invoices will remain in the office so that P. Parker can refer to them as needed. A. Fowler said she will finish the November warrants and then turn the process back over to B. Johnson. A. Fowler stated that the Board tries to make sure B. Johnson is in the loop. A. Fowler stated that the board makes sure to keep B. Johnson in the loop and includes her in emails and everything. B. Johnson clarified that doing the warrants helps her to focus and feel in the loop and know what is going on.

**\*\*A. Fowler moved, B. Johnson seconded to go into executive session at 9:42 a.m. for discussion of non-public information as permitted by M.R.S.A. Title 1§405(6)(F). Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of Executive Session at 9:58 a.m. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded for B. Arseneau to invoice the recommendation that she had to the Commissioners. Unanimous.**

## **CORRESPONDENCE**

County Clerk Barbara Arseneau reported:

1. The 2023 MCCA Risk Pool invoice will be \$103,595.11 for 2023.
2. The Maine Municipal Association Workers Comp invoice for 2023 came in considerably higher than the estimate they provided of \$89,000.00. Thankfully \$100,000.00 was budgeted because it came at \$103,453.00. B. Arseneau contacted the underwriter to find out why and was told that MMA based the estimate on the 2021 audit, not the 2022 wages and COLA. Their application doesn't allow them to base it on payroll estimates. The application received from H.R. Director KelLee Gray resulted in a 14% increase over the 2021 audit, and a small decrease of .12% from the 2022 estimated COLAs. This adjusted the manual contribution, which is payroll multiplied by the rate, which in turn lowered the overall credit amount, resulting in a higher contribution. B. Arseneau spoke with P. Parker and her suggestion was for next year's budget, B. Arseneau could double the COLA amount and it should cover it.
4. W. Shorey asked B. Arseneau to schedule time for interviews with the Human Resources Director applicants.

## **APPROVAL OF MINUTES**

**\*\* B. Johnson moved, A. Fowler seconded to approve the minutes from the December 1, 2022 Commissioners Court Session. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded, to adjourn at 10:03 a.m. Unanimous.**

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