

**WALDO COUNTY COMMISSIONERS COURT SESSION**  
**January 4, 2024**

**PRESENT:** Commissioners William D. Shorey, Amy R. Fowler (via ZOOM), and Betty I. Johnson. Also present was Office Assistant Susan Prisco to take minutes.

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

**FINANCIAL REPORT:**

Finance Director Kari Hunt presented the following report:

She is presenting TAN documents needing to be signed by herself, County Clerk and County Commissioners for the Tax Anticipation Note (TAN). The amount of the note for 2024 is \$6,000,000.00. They will be signing the resolution of the County Commissioners of Waldo County, Maine for authorizing the insurance and sale of up to 6 million dollars on the 2024 TAN. Commissioner Shorey inquired as to what it will be costing the County to borrow. K. Hunt replied that it would cost @ \$312,000 with legal fees and interest to pay back the note. She presented the various documents to be signed by the Clerk and County Commissioners. Commissioner Fowler stated she will come into the office to sign the documents in person, as they are legal documents.

95% of the 2023 County Budget has been spent. There is a remaining unspent balance of \$350,765.48. The department heads will be presenting final 2023 bills so an official end of 2023 closeout. January 12, 2024 is the deadline for submitting those bills. The final 2023 warrant will come before the Commissioners at the 1/18/24 Commissioners Court Session. K. Hunt has approximately \$37,000.00 in outstanding bills for 2023 as of now.

94% of the 2023 Jail Budget has been spent. \$203,968.27 unspent in their budget. The Jail will also have end of the year bills still to be paid.

Copies of the Revenue Accounts were given to the Commissioners. The report shows roughly \$127,000.00 has been collected in interest. So noted by Commissioner Johnson.

K. Hunt discussed buying a water cooler instead of leasing it at \$15.00 per month. Cost of buying a cooler would be \$120.00. It would save \$180.00 on rental fee for the year. The company will still deliver water even if there is no rental of a cooler.

**B. Johnson moved, W.Shorey seconded to authorize K. Hunt to purchase a cooler. Unanimous.**

Director Hunt has been communicating with NDS on closing the books for 2023. ICS bank accounts have caused a glitch, and the balances are not showing correctly in pennies. She will sit down with First National Bank and work on getting this straightened out.

Jail Accounts Payable: \$ 42,686.91  
Jail Payroll: \$ 50,839.90  
Total: \$ 93,526.81

County General Fund Accounts Payable: \$ 164,071.05  
County Payroll: \$ 187,292.67  
Total: \$ 351,363.72

**\*\*B. Johnson moved, A.Fowler seconded to authorize payment of the January 4, 2024 Reentry Accounts Payable warrant including January 4, 2024 payroll in the amount of \$ 93,526. Unanimous.**

**\*\* B. Johnson moved, A. Fowler seconded to authorize payment of the January 4, 2024 General Fund Accounts Payable warrant including the January 4, 2024 payroll in the amount of \$ 315,363.72. Unanimous.**

Commissioner Fowler stated that it would be alright to use her stamp to sign the warrants.

**\*\*B. Johnson moved, W. Shorey seconded to accept the finance report. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to nominate William Shorey as Chairman. Unanimous.**

#### **HUMAN RESOURCE:**

Human Resources Director Annette McLaggan presented the resignation of Elmer Sweetland as Corporal at the Re-Entry Center, effective January 9, 2024. Raymond Porter has a plan in place for a recruitment. There was no sign-on bonus received.

**A. Fowler moved, B. Johnson seconded to accept resignation. Unanimous.**

She presented the new health insurance premiums and asked the Commissioners to sign and acknowledge the premium sheet, agreeing to the 12%. As to the dental insurance there is no change to the bi-weekly premium for employees, and no change to the monthly premium for the employer. Insurance coverage remains the same except for the expansion to include domestic partner coverage. The coverage has not changed. In adding the domestic partner, it will be the same premium as employee, plus one. The employee must sign an affidavit form to show proof of being a domestic partner for 12 months.

HR Director McLaggan has updated the pay scales to reflect the COLA increase for non-union employees for 2024; to be signed by Commissioners. Copies were given to Commissioners for review. Commissioners will not be signing documents today.

She has received a request from the Sheriff's Department to pay a \$950.00 clothing allowance for a list of five employees covered by the bargaining unit for the deputies. In the handbook under the Sheriff, it does say allowance would be given out to non-uniformed personnel. It does not state

salaried employees A request was made by A. McLaggan that the Commissioners approve payment of \$950.00 a piece to five salaried employees (non-union).

**A. Fowler moved, B. Johnson seconded motion for discussion.**

Sheriff's Department has also requested a \$425.00 clothing allowance for the Garden Manager, a part-time position. A. McLaggan wants this request documented for the minutes and approval for the \$425.00 payment.

Commissioner Shorey asked Sheriff Trundy who was present for any comment on this matter. The Sheriff treats both union and non-union the same. For tax purposes, clothing allowances are not taxed. But if it is included in a paycheck, it is taxed. A. Fowler discussed how it has been approved in the budget and should be paid. B. Johnson asked A. Fowler to withdraw her motion and the Commissioners table this issue for now. It should be reviewed, clarified, and made clear. The allowances do not have to be paid in January..

**A. Fowler will yield and remove her original motion, B. Johnson removes her seconded.**

Commissioner Shorey discussed how a clothing allowance has always been a standard practice. B. Johnson stated they assumed it was for uniformed employees. W. Shorey feels the uniformed officers and detectives are entitled to this allowance; not necessarily everyone in the department.

A discussion was held with Sheriff Trundy regarding employee clothing allowances. A. McLaggan stated the clothing allowance requests came in for the Jail Administrator, the Jail Detention Manager, the Chief Deputy, the Sheriff and the Chief Lieutenant. All the rest of the union employees have been paid their clothing allowance. A. McLaggan wants the part-time position Garden Manager clothing allowance to be included and reviewed.

**A.Fowler moves to hold off paying the non-union employees' clothing allowances until further review and discussion, B. Johnson seconded. W. Shorey opposed.**

### **CORRESPONDENCE:**

County Clerk Barbara Arseneau was present to report correspondence as follows:

The Tax Abatement minutes are done and need to be approved for decree by 2/7/24.

**B. Johnson moves, A. Fowler seconds to approve the tax abatement minutes. Unanimous.**

Decree will be signed by Commissioners; A. Fowler gave her permission to use her signature stamp.

As part of the process in keeping records under control. B. Arseneau has been going through records since February. By law it must be described what records have been destroyed and how. They have met their retention schedule. She made lists for the Commissioners and it needs a formal vote.

**A.Fowler moves to approve all records destroyed, B. Johnson seconded. Unanimous.**

County Clerk Arseneau inquired of the Commissioners if committees remain the same this year.

B. Johnson would like to add her name to the state work force board elected last year. She is the treasurer/secretary of Coastal County workforce.

B. Arseneau discussed the Certificate of Incumbency to be filed with the State of Maine. It keeps track of everyone's term. Commissioner Fowler and Commissioner Shorey's terms expire December, 2024. B. Johnson's term expires in 2026.

Minutes of court session 8/11/23 sent to the Commissioners for approval.

**B. Johnson moved, W. Shorey seconded to accept minutes from 8/11/23 court session.**

## **FACILITIES REPORT**

Facilities Manager Christopher Bryant reports that the paint supplies for offices have been received. He is preparing for Sunday's snowstorm. Hopefully he will have his technician working soon. The interview went well last week. Chris advised that the heat pump in the Archive needs to be fixed. One of the blades is broken. He is checking to see if it is under warranty. Commissioner Shorey asked if there are any price quotes on the jail roof. C. Bryant hasn't had a chance but will get the price on shingles.

## **EXECUTIVE SESSION**

**B. Johnson moved, A. Fowler seconded to go into Executive Session at 9:52 a.m.**

**B. Johnson moved, W. Shorey seconded to come out of Executive Session at 10:05 a.m.**

**No action was taken.**

## **IT REPORT**

IT Manager J-sun Bailey presented handouts to the Commissioners. He is doing research trying to save money. He has been in touch with Spyglass, which is a company that audits past bills (cell phone and telephone) to see if they are correct. If the company does not recover funds, there is no charge. They charge 50% of any recovered funds. If you commit to what they recommend then there is a fee. First sheet tells how they make money. Second sheet is what they do. The third sheet is a contract for Consolidated Communications for three years for the new phone service. This new system will replace the existing one. He stated that he wants to get it in place as it will be \$25.00 per line instead of \$45.00 per line.

**A. Fowler moved, B. Johnson seconded to sign the new phone contract. Unanimous.**

The 4<sup>th</sup> sheet is email regarding Spillman training two people each year. The cost goes up 5% a year. The County can lock in the price for 5 years, but it needs to be prepaid. A. Fowler wants to see the potential contract for Spillman. Spillman used to pay to send employees to attend conferences. Since Motorola purchased Spillman, they no longer pay. There are two options: 1) a travel package with hotel, flight, etc. and 2) solely, just the tickets to the summit. When J-sun priced it out, it is cheaper to go with the full travel package. The next conference is outside of Dallas, TX. Motorola sent J-sun the dates, check in/check out; break and lunch are normally supplied. No other information has been received. A. Fowler wants a travel policy made by Annette McLaggan and Kari Hunt.

Commissioner Shorey inquired about projected 2024 budget. It is broken down into computer purchases, CMP bill, Spillman, Motorola etc. J-sun is not sure about printers and copiers coming out of the IT budget. In the past he has purchased equipment for other departments; some departments have purchased their own. B. Johnson would like to know about each department and what they do. They may have special equipment they need to have and should use their own budget. Projected IT expenditures are \$324,978.12.

**B. Johnson moved, A. Fowler seconded to approve the projected IT expenditures in the amount of \$324,978.12. Unanimous.**

A.Fowler would like to see the breakdown of the amount as to who has what for technology and how old it is. J-sun Bailey will send it out to the Commissioners. Commissioner Shorey told J-sun that money must be moved from the Technology Reserve as the IT budget is short. IT Director Bailey is looking to change to TEAMS instead of ZOOM to do the remote meetings. The County already pays for TEAMS which is included in its office subscription. The savings will be \$2,000.00-3,000.00 per year to use TEAMS instead of ZOOM. Commissioner Johnson and IT Director Bailey will explore the possibility and how to use it as a host.

**EXECUTIVE SESSION 405(6)(D) UNION CONTRACT COMMISSIONERS**

**B. Johnson moved, A. Fowler seconded to go into Executive Session at 10:25 a.m. Unanimous.**

**B. Johnson moved, A. Fowler seconded to come out of Executive Session at 10:35 a.m.**

**Unanimous.**

**W. Shorey moved, A. Fowler seconded to sign the Union Contract. Unanimous.**

Action Taken: Union Contract signed by Commissioners.

**EMA**

EMA Director Dale Rowley was present to discuss construction projects and the December, 2023 storm. There was a recent disaster situation in Waldo County from 12/18-12/24/23. A shelter at the YMCA in Belfast was activated. There were 16 people the first night and 7 people the second night. He is looking to use funds out of Shelter Management Reserve in the amount of \$ 2,700.00 for expenses. There was amazing support from the YMCA, the Belfast Soup Kitchen and from Belfast Public Health. Commissioner Fowler asked if the County would get reimbursed for expenses. Dale said that FEMA is in town locally, currently in Winterport. First the towns must be assessed for damages. They will be in Troy and Lincolnville tomorrow to assess damages. It will be a close call as \$182,000.00 is needed in damages for the County to qualify. There must be \$3,900.00 in damages in one line for the town or FEMA does not count it. Debris does not count unless it is transported to another facility. Dale feels that Waldo County might not make the requirements to get federal funds. He said the rules were written for NYC, not Belmont, ME. The State will get a declaration as other counties got hit hard with flooding damages. The DOT met the threshold. He met that Wednesday morning (December 20, 2023) at 9:00 a.m. with Russell Workman, Cherie Merrill and Susan Dupler. After he spoke with Central Maine Power and checked the weather, they decided to do a community shelter. It was up and running by 6:00 p.m. that same day; remaining fully staffed for the three days. If Waldo County does get declared a disaster, He will be able to put in for reimbursement for the shelter expenditures.

Director Rowley spoke with Finance Director Kari Hunt about possibly making electronic payments. This would work well with the Homeland Security projects as they buy big generators and shelter equipment. Those purchases are way above the credit card limit on Dale's credit card. There are a couple of projects coming up in the next year.

He gave an update on his projects. At the EMA building, the warehouse is completely done. The EMA building is done but they may need a water filtration system installed due to high iron content in the water. He will wait until Spring to address that issue. The slab for the woodshed is poured for next year. There is still paving to be done and guardrails to install in the Spring.

As far as the Deeds project is concerned, they are waiting for the HVAC company, Air Mechanical to put in lines for the environmental recovery ventilation unit. A heat pump system will be installed so they can cool the room as well as heat it. Baseboard covers need to be done as the walls have changed. D. Rowley has made three calls to the company and is waiting to hear back from them. Next week, the flooring will be installed. Kitchen cabinets, plumbing, sink, etc. are all done. The structural worker will be leaving for Florida. A dutch interior door is still needed. Dale might need to reach out to another carpenter to install the door. Internet boxes still need to be installed. Commissioner Shorey inquired as to the cost-wise of the project. He said the cost so far is \$195,000.00 with \$225,000.00 budgeted for the project. He is suggesting that the old windows be replaced if there is money left over. When windows were taken out of the old part of the Commissioners building, they were in bad shape. With the Commissioners approval, Dale would like to replace the old windows next spring.

He has signed the proposals for the DA's Office project and has returned them to RH Lambeth. The company has not given him a start date, but he hopes it is very quick. The current budget is around \$420,000.00. He has \$448,000.00. This includes demolition of the building. Commissioner Fowler expressed concern that the County has to exit the old superior court building by 3/31/24. Dale has been in touch with Dave Terry of RH Lambeth. The company is finishing up on other projects and Dave Terry is aware the County must be out of the building by 3/31/24. The company will demo and work at the same time. Demo should take 2-3 days. If the garage is worked on first, the DA's Office could move right in.

Commissioner Shorey inquired if the project in Swanville stays on budget? Dale stated he is on budget with everything at the moment. W. Shorey asked how the network area is in Swanville. D. Rowley replied that the radio is fine, but the internet is not working that great. He has spoken with IT Director Bailey about this issue.

#### **LT. LAITE – SHERIFF'S OFFICE**

Lt. Cody Laite was present to discuss vehicle pricing for 2024. Back in September-October, 2023 he found out that the F150 has sold out. They are taking orders for 2024; no date set with a 10% increase from last year's prices. That is putting them at a little over \$50,000.00 per unit. In checking with CMG, a motor vehicle group out of Massachusetts that the Sheriff's Department purchased from last year, they have four Chevy Tahoe's that are well below the current bid pricing per vehicle. The cost is slightly over \$42,000.00, a piece. They had 20 vehicles but only 4 left right now. They agreed to hold them for the Sheriff's Department until today to see if Lt. Laite could get authorization to move on them. They do have another buyer lined up if the County chooses to pass on them. Lt. Laite would like to get authorization for the four (4) Chevy Tahoes. The price per unit on them is \$42,566.55 which is below what the budget was. There are several other sheriff's offices currently operating with Tahoes. Waldo County currently does not have any Tahoes. A. Fowler asked if the price included the gear needed. Lt. Laite indicated the vehicles come with some of the gear, but he has a list of spec sheets that would be needed. Total cost of the four vehicles would be \$ 170,266.00. By moving towards the Tahoe that cost comes in underneath the price point of what was budgeted. It gives room to accommodate the upfitting cost and gear to be purchased, per Lt. Laite. The vehicles are coming from the Colonial Municipality Group in Massachusetts; the same company the County purchased the Fords from last year. Commissioner Shorey stated he thinks Lt. Laite should get the authorization to go through with the purchase.

**B. Johnson moved, A. Fowler seconded a motion to purchase four (4) Tahoes for a total of \$170,266.00. Unanimous.**

Lt. Cody Laite will make arrangements to get the vehicles next week.

**PUBLIC COMMENT**

None at this time.

**EXECUTIVE SESSION** 405 (6)(A) Discussion of Personnel Matter

**A. Fowler moved, B. Johnson seconded to go into Executive Session.**

**W. Shorey moved, A. Fowler seconded to come out of Executive Session at 11:30 a.m.**

**No action was taken.**

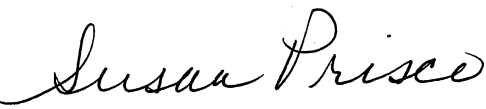
**EXECUTIVE SESSION** 405 (6) (A) Discussion of Personnel Matter

**B. Johnson moved, A. Fowler seconded to go into Executive Session at 12:26 p.m.**

**A. Fowler moved, B. Johnson seconded to come out of Executive Session at 12:47 p.m.**

**No action taken.**

**B. Johnson moved, A. Fowler seconded to adjourn meeting at 12:47 p.m.**

Respectfully submitted by  Office Assistant  
Susan Prisco

**For more details, please view the video.**





