

**WALDO COUNTY COMMISSIONERS COURT SESSION**  
**FEBRUARY 15, 2024**  
**(For more detailed information, see recording on waldocountyme.gov)**

**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 8:59 a.m.

K. Hunt needed an executive session to discuss non-public information.

**\*\*A. Fowler moved, B. Johnson seconded to go into executive session at 9:01 a.m. for discussion of non-public information as permitted by MRSA Title 1§405(6)(F). Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of executive session at 9:19 a.m. Unanimous.** No action was taken.

**FINANCIAL REPORT**

Finance Director Kari Hunt said that the financial submitted the monthly County and Jail appropriations reports.

K. Hunt requested an executive session.

**\*\*A. Fowler moved, W. Shorey seconded to go into executive session at 9:00 a.m. for discussion of non-public information as permitted by MRSA Title 1§405(6)(F). Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of executive session at 9:16 a.m. Unanimous.** No action was taken.

The District Attorney/Deeds/Probate account that had \$8,200.00 has been closed and those funds will be going to the D.A.'s budget.

A check was received from the sale of a vehicle to Varney Buick GMC Mazda in the amount \$6,875.00 and the Chief Deputy requested that the funds be put in the Vehicle Replacement Reserve 0264. The Commissioners agreed.

The Workers Compensation files need to have updated 1099 forms for independent contractors that is required by the State. She presented a letter to the Commissioners to sign that will be sent to the outside contracts detailing what the requirements are and where to send it.

**\*\*B. Johnson moved, A. Fowler seconded to sign the updated independent contractor form. Unanimous.**

K. Hunt has photocopied the current reserves lists and she felt it was time to review each, determine new the targets, and add some reserves. The Commissioners discussed holding a workshop to do this.

The final 2024 budget meeting was held, and the tax assessments have been prepared for the towns with a mil rate set at .001708437 for 2024. The County assessment and Corrections assessment are combined for each town so that there is only one assessment sent by the County Clerk.

**\*\*B. Johnson moved, A. Fowler seconded to accept the mil rate at .001708437 and the assessments for 2024. Unanimous.**

Also submitted to the Commissioners were the updated reserves, ending balances as of today, and interest as of January 31, 2024.

Tax Anticipation Note: The County has borrowed 88%, the Jail has borrowed 11% for a for a total borrowed of \$703,328.49.

**\*\*B. Johnson moved, W. Shorey seconded to file the Finance report. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the February 15, 2024 MCRRC/Corrections Accounts Payable in the amount of \$155,824.67 the February 15, 2024 payroll in the amount of \$45,527.37, for a total warrant of \$201,340.93. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the February 15, 2024 General Fund Accounts Payable and Reserve accounts payable in the amount of \$323,253.08 and the February 15, 2024 payroll in the amount of \$188,476.18 for a total \$511,729.26. Unanimous.**

#### **HUMAN RESOURCES REPORT**

H.R. Director Annette McLaggan reported the following:

1. Communications Deputy Supervisor Paul Haskel reached his 16 year anniversary pay step with an increase to \$30.86 per hour for an annual salary of \$64,188.80. Noted by the Commissioners.
2. Corrections Officer Mack Page accepted the full time position and Sheriff Trundy has included vacation leave accruals at 5-year mark for total of 124 hours, which is distributed monthly. Noted by the Commissioners.
3. A. McLaggan requested a “dress down day” on Fridays for the office staff as is done in several of the other offices. The Commissioners agreed as long as the staff make donations to the charity of their choice like other offices do and that the clothing still needs to be appropriate.

#### **FACILITES REPORT**

Facilities Manager Christopher Bryant reported the following:

1. New Facilities Technician Rodney Melanson is doing very well.
2. Mold testing was done at the Old Jail Archive. Because the heat pump had broken in the windstorm in December, it was repaired, and a protective awning was installed. The pump was broken for a few weeks, which accelerated moisture in the building. The roof has also been leaking, the insulation may be wet, and fire-block insulation may need to be installed in some of the wall space. Moisture getting in through the cracks around the doors and windows and must be addressed.
3. Roof quotes from Horch Roofing and Maine Roofing Solutions for the current jail were compared. Maine Roofing Solutions quoted \$175,000.00 to replace the flat roof of the current Jail, which has leaked for some time and been repeatedly patched with rubber. There was brief discussion

about considering a pitched roof instead. Horch Roofing quoted \$16,465.00 to shingle the Old Jail Archive Roof. Flashing and rotting trim may need to be replaced, which would be additional. The Commissioners noted that Horch's quote was about half of Maine Roofing Solutions' quote. The Commissioners decided to discuss the current Jail roof at a later meeting.

**\*\*A. Fowler moved, B. Johnson seconded to award the bid to Horch Roofing to shingle the Old Jail Archive roof in the amount of \$16,465.00, with a small plus or minus, to be paid from the Facilities All Other Reserve 0269. Unanimous.** C. Bryant will move this project along.

The Commissioners discussed moving the District Attorneys records boxes. C. Bryant mentioned hiring a moving truck. W. Shorey recommended these boxes be moved to the heated building at the Garden site and as long as they are out by August, it should be fine.

### **INFORMATION TECHNOLOGY REPORT**

IT Director J-sun Bailey reported that he has been working primarily on the Deeds move and waiting for Consolidated to put their phones in, which should have been completed on February 14<sup>th</sup> and still isn't finished. Consolidated had said it would be done by February 14<sup>th</sup>, it still isn't done, and he's trying to get this resolved.

### **DISTRICT ATTORNEY OFFICE MOVE UPDATE:**

Prosecutorial Assistant Eric Harvey reported that they are lining up Fox and Ginn to move them, they are working with W.B. Mason for office furnishings. There are 580 file boxes, so they are purging those that have reached the end of retention. Their concern is storage with ready access to the records, which they use regularly. He suggested a temporary pod for the boxes and hiring someone to scan files to reduce paper files. The past several years they've been scanning as much as possible but don't always have time. B. Arseneau offered to loan the scanner at the Old Jail Archive that isn't being used right now but noted that infrastructure must be in place to scan from a computer, and that may not exist at the warehouse building. E. Harvey estimated about \$20.00 per hour to hire someone to scan, and hopefully in 4 to 5 weeks many files would be reduced, which is a permanent solution. The Commissioners authorized hiring a part-time person up to 28 hours per week for no more than 6 weeks. E. Harvey has someone in mind, and if they're interested, they could start right away. He will speak with H.R. about that. The Commissioners will figure out funding.

**\*\*A. Fowler moved, B. Johnson seconded to consider discussing this further in a workshop and in the meantime, start the hiring process for a part-time person to scan the District Attorneys files for up to six weeks at the proposed rate of \$20.00 per hour. Unanimous.**

### **CORRESPONDENCE**

County Clerk Barbara Arseneau reported:

1. Solar Credits proposed contract submitted by EMA Director Dale Rowley.

**\*\*B. Johnson moved, A. Folder seconded to table discussion on this contract until their workshop. Unanimous.**

2. Register of Probate Sharon Peavey sent an email asking if the door at the back stairs will remain locked to the public. The Commissioners said it will remain locked.

3. Superior Court Archive Move: B. Arseneau reported that there are about 285 boxes at the Superior Courthouse. Over 200 are permanent, and those that are non-permanent number about 50 for Finance, about 15 for payroll/HR., and about 7 for the Commissioners. She is trying to find a temporary place for the permanent records now that the Old Jail Archive needs remediation. The Commissioners stated to put these in the heated building at the Garden site as well.

4. Old Jail Archive Report: It is still unknown what work may need to be done to remediate that building. The heat pump repair was \$914.43, and the mold testing invoice is \$400.00. The testing company strongly urged that a commercial grade dehumidifier be installed to keep humidity levels correct. There is still condensation between the double-paned windows. Even in the Superior Courthouse archive, both a dehumidifier and an air conditioner had to be run. It is the nature of humidity levels in Maine. \$1,936.45 is in the Records Preservation reserve and after these two invoices are paid the balance will be \$621.98.

### **APPROVAL OF MINUTES**

Submitted six (6) sets of court session minutes to the Commissioners over the past several weeks: January 19, 2023, February 16, 2023, March 2, 2023, March 23, 2023, April 25, 2023, and August 17, 2023.

**\*\*B. Johnson moved, A. Fowler seconded to approve the minutes from the January 19, 2023, February 16, 2023, March 2, 2023, March 23, 2023, April 25, 2023, and August 17, 2023 Waldo County Commissioners Court Sessions. Unanimous.**

There was brief discussion about catching up on minutes, that the Office Assistant sent several to Commissioner Johnson to review for training a while ago, that it takes time to have the recordings sent to the Clerk and Office Assistant to transcribe now that they are not on the web site, etc. and they are working on them as often as they can.

### **MISCELLANEOUS BUSINESS**

None.

### **PUBLIC COMMENT**

Brian Zagata, a student taking a social policy course, said he was in attendance as it had been suggested that as part of his class he attend the Commissioners court session.

Kevin Kelley of Winterport commented about records retention and shared his experiences with thousands of records. Boxes can be numbered, and the contents recorded on a spreadsheet. Dispose of what can be before moving to save moving twice. Only two to three boxes can be stacked before breaking. Scanning takes time and a duplex scanner works really well. Controlled access is necessary when more than one department shares the space. Good schedules and rotation policies help. If it isn't managed tightly, it gets out of hand. The Commissioners said the County Clerk has been working at this for years. There was discussion of possibly using ARPA funds, and how careful they were to meet the criteria, sending funds to towns, etc.

### **EXCECUTIVE SESSION:**

**\*\*A. Fowler moved, B. Johnson seconded to go into executive session for discussion of non-public information as permitted by MRSA Title 1§405(6)(F). Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of executive session**

### **KNOX COUNTY CONTRACT WITH WALDO COUNTY – 9-1-1 CALLS**

Present were Waldo County Communications Director Michael Larrivee, Interim Knox County Administrator Gordon Page, Knox County Commissioners Ed Glaser, Knox R.C.C. Director Robert Coombs, Rockland Fire Dept. Chris Whytach, Union Fire/KRCC Exc. Jesse Thompson, Waldo County EMA Director Dale Rowley, Waldo County Dispatcher Misty Lewis, Waldo County Dispatcher Holden Doyle, Waldo County H.R. Director Annette McLaggan.

Discussion of extending the current contract in which Waldo County will receive and direct response to all 911 emergency calls originating from Knox County through and as part of the Waldo County Regional Communications Center responsibilities. New Knox County dispatchers are being certified, others are being recertified. In meeting with the PUC about Knox's getting back their PSAP status, Knox will have three months, and are asking Waldo to extend the current 911 call contract. M. Larrivee said that from his standpoint, the Waldo Dispatchers were happy with what they were being compensated. In the meantime, some of Knox's new dispatchers can come to Waldo County and answer 911 calls so they don't lose the skill and do basically what Waldo is doing for Knox. A. Fowler asked if the two dispatchers present wished to speak. M. Lewis said they were here to listen and then go back to consult with the union rep. If the contract is extended, they should get more pay.

The Waldo County Commissioners said they were willing to extend the contract by three months. Knox County expressed their gratitude and acknowledged that any problems or complaints had been on their end, and any issues were dealt with. Knox has hired new employees who are being trained and during this time the arrangement with Waldo County was excellent. A. Fowler asked if the Fire Departments were happy with what had been going on and was told there has been discussion between Dispatch and the agencies and some discrepancies have been dealt with. J. Bailey said there have been a few server issues, but everyone worked to resolve these quickly. CAD integration is in progress. A. Fowler stated that the Waldo Dispatchers have done excellent work, and wondered what would happen if this doesn't go well after 3 months. The response was that the State would have to take on the additional 911 calls.

**\*\*B. Johnson moved, A. Fowler seconded (but stated for the record that she was nervous) to extend the 911 calls contract between Knox and Waldo Counties by a period of three months. Unanimous. All signed.**

#### Homeland Security Grant:

M. Larrivee reported that EMA Director Dale Rowley had obtained a Homeland Security grant for the Communications Center for remote dispatch equipment so that if they have to evacuate, they can take the equipment and dispatch from a different location. The equipment has been ordered and must be paid for and then reimbursed by the grant, so M. Larrivee asked if \$40,000.00 from the Communications Equipment Reserve 0261 could be used to pay for the equipment and then put the funds back into the reserve after they are reimbursed by the grant.

The furniture for the Communications is \$149,000-plus, and the State has quoted about \$12,000.00 to do rewiring and move the equipment around. \$165,000.00 was received for the Congressional Grant. This is managed as a COPS grant system. The Commissioners encouraged him to do this as soon as possible.

**\*\*A. Fowler moved, B. Johnson seconded to accept the 2023 Homeland Security Grant in the amount of \$44,000.00 which will be used to purchase remote dispatch equipment, which will come out of the Communications Reserve account, and once those funds are received, will go back into that reserve account. Unanimous.**

#### **EXECUTIVE SESSION**

**\*\*B. Johnson moved, A. Fowler seconded to go into executive session at 10:36 a.m. for discussion of a personnel matter as permitted by MRSA Title 1§405(6)(A). Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of executive session at 11:05 a.m. Unanimous.** No action was taken.

**\*\*B. Johnson moved, A. Fowler seconded to adjourn. Unanimous.**

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