

**WALDO COUNTY COMMISSIONERS COURT SESSION  
JUNE 14, 2011**

**PRESENT:** Commissioners William D. Shorey – Chairman, Amy R. Fowler and Betty I. Johnson. Present to take minutes was County Clerk Barbara L. Arseneau.

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

**SHERIFF’S REPORT:**

Present for this report to the Commissioners was Sheriff Scott Story with the following:

1. S. Story informed the Commissioners that the 2012 Corrections Budget has been revised to \$217,555.00. He explained that the Corrections Working Group had to make some tough decisions, adding that Waldo County “hasn’t been picked on.” The budget will be about \$66,407.00 less than what was requested and about \$4,000.00 less than the 2011 budget.

S. Story said he has been going through the cuts and is trying to make the numbers work. Under the Unemployment line, there had been a large number initially for employees - \$46,150.00 approximately. Currently the liability would be about \$21,000.00. He reduced this budget by approximately \$39,000.00. The Medical line, he described as always a “crap shoot,” and is always an “unknown” from one year to the next. He shaved about \$10,000.00 from this line. He also shaved about \$10,000.00 from the Vehicle Maintenance line because it has not been as high as originally anticipated. The Food line was also reduced by about \$10,000.00. S. Story commented that he had to be careful with this number because the number of residents at the Reentry Center has not been at full capacity. He acknowledged that if he has any issues with the budget later on, he can always go to the BOC and speak with them, perhaps requesting more funds if necessary.

2. Research of possibility of including Federal Inmates at the Reentry Center: S. Story informed the Commissioners that he has been researching the possibility of incorporating some federal inmates that qualify to come to the Reentry Center without changing any of the entry standards criteria. It is possible that the federal agency would want to facilitate some of their programs. S. Story stated that County and State inmates will take priority and he has informed them of that.

W. Shorey said he hoped that S. Story would consider incorporating federal inmates into the Reentry Center because he felt that there was revenue that could be obtained. He noted that not all in the federal prisons are murderers and if they met the qualifications for the Reentry Center. S. Story wanted the Commissioners to be clear that the crimes would have been very similar, but they were prosecuted on different levels, either State or Federal.

A. Fowler spoke in favor of including inmates in the Federal system, noting that it was “almost as hard to get into the Reentry Center as it is to get into a college.”

W. Shorey related an experience of a resident he worked with out in the County Garden, who told Commissioner Shorey that this Reentry experience and working in the garden was the greatest opportunity he had had since going to jail. W. Shorey felt that the Reentry Center was able to weed out those who were not willing to be worked with.

S. Story assured the Commissioners that any inmates coming from the federal system would have to meet the criteria and the facility would not be serving as a “bed and breakfast.” Initially there was some

misunderstanding on the part of the federal agency regarding the qualifying criteria to get into the Reentry Center.

3. Corrections Pay Scale: S. Story asked that the Commissioners consider the new pay scale that he had recommended earlier in the spring. He had done some calculating with current employees. Interestingly enough, it was almost \$1,000.00 than what the old scale would have been. He noted that this was not on the backs of the employees, but was largely due to two corporals leaving employment and two others being hired at a lower rate of pay. He stated that it would be of great benefit to have this scale, which would put the Corrections employees back on a “normal” pay scale, with the understanding that the Commissioners could also add COLA’s to this as they wished.

W. Shorey said that the Sheriff has indicated that he has spoken with his employees and all are in agreement with the new pay scale. S. Story confirmed this and stated that the employees had not been happy with the latest pay scale because it did not permit COLA’s. They would fall behind every year. With the proposed scale, some employees had commented that said that they knew when things were tight, they were willing to roll up their sleeves and work for less, but when they see unions receiving substantial wage increases, this is very discouraging to them to hear there are no COLA’s on their already small pay increases.

**\*\*A. Fowler, B. Johnson moved to accept the new pay scale for the Corrections which will take affect July 1, 2011.** Discussion: B. Johnson asked why this motion was being made for that time period and the fiscal year was explained to her. **Unanimous.**

4. Sheriff’s Administrative Pay Scale: S. Story asked the Commissioners to take action on the pay scale for the Administrative portion of the Sheriff’s Office, which includes the Sheriff’s Patrol Lieutenant, the Chief Deputy and the Jail Administrator. He said he realized that this could not take effect right now, but asked that it be approved to take effect January 1, 2012. He recommended that they approve it to start then, with the understanding that when he hired a new Chief Deputy in the late fall of this current year, this would need to be addressed sooner.

B. Johnson said she recalled that the Commissioners had agreed to look at all the departmental pay scales together. W. Shorey said he understood the need to take care of the Sheriff’s Administrative Pay Scale sooner.

S. Story said he could offer an alternative, which would be to solicit hiring a Chief Deputy based on the salary at the current rate, if the Commissioners would allow. This would permit the Commissioners to wait and look at all the pay scales together later.

B. Johnson said she would like the Commissioners to look at all the pay scales together, out of fairness to everyone.

W. Shorey felt that at least the Chief Deputy salary had to be addressed.

A. Fowler reminded all that she had told the group that was working on the pay scales that “not one size would fit all.”

S. Story said he understood and was fine with the Commissioners holding off on a decision about the pay scale if they would allow him to hire a new Chief Deputy at the current salary.

**\*\*A. Fowler moved, B. Johnson seconded to allow the Sheriff, when he has to hire a new Chief Deputy, to solicit a new hire for Chief Deputy at the current salary. Unanimous.**

B. Johnson repeated that she would like to meet with the other Commissioners and would like to discuss pay scales next month and make a decision. W. Shorey said that he didn't believe the wages could be figured out by next month. A. Fowler felt that this would take time and that they could not all be reviewed at once. W. Shorey said he thought that the Department Heads will come in and submit their 2012 Department Requests and then the Commissioners will evaluate that process and the wages at that time.

B. Johnson asked what the purpose of having a committee formed to review the pay scales was, and why the departments went through that exercise.

W. Shorey said it was so that the Department Heads could offer pay scales that they believed would work and be heard. This would be discussed at budget time.

A. Fowler said she didn't realize the magnitude of how many people would be requesting raises and had thought it would only be a few. She suggested that it might be a good idea to hold a session in which the Commissioners spend time looking only at wages and pay scales.

B. Johnson said that is what she thought they agreed to do, suggesting that if this was done before the rest of the budget lines came in, it would be easier.

W. Shorey said he still made the point that it wouldn't be really known until budgets came in and then the Commissioners would have a better sense of where they need to go from there.

#### **FACILITIES REPORT:**

Present with the Commissioners was Facilities Manager Keith Nealley, who reported the following:

1. Alarm System in District Courthouse: The fire alarm system in District Courthouse has been installed. Testing will be done.
2. Alarm System in Superior Courthouse: Fire alarm system installation has started in Superior Court. This will be a more intensive job as there are no hung ceilings to run wiring through. So far, 50% of this project (\$24,907.51) has been billed to the State, as agreed.
3. Carpeting in District Courthouse: Parenteau's has completed installation of new carpet in the District Court area for a total cost of \$4,396.60. \$2,198.30 (half) has been billed to the State as agreed, as well. When asked to describe the carpeting, K. Nealley stated that it is a neutral oatmeal color and will blend with other colors.
4. Sewer Repair at Superior Courthouse: K. Nealley has received quotes to repair a broken pipe in bathroom in the lower level of the Superior Courthouse. Quotes have been received from Kinney's at \$3,384.62 and Young's at \$5,534.50. Kinney's does this for a living, so K. Nealley recommending accepting their quote.

**\*\*A. Fowler moved, B. Johnson seconded to allow Kinney's to perform the sewer repair work at the Superior Courthouse as quoted in the amount of \$3,384.62. Unanimous.**

5. Update on U. of M. Cooperative Extension Office Roofing: K. Nealley reminded the Commissioners that the U of M Extension had offered to share the cost of this work. A split-seam roof was originally specified for quotes and K. Nealley also asked requested specs on a screwed down metal roof. The estimate falls within the \$10,000.00 range, which will be shared half and half between the Extension Service and the County.

6. Fuel Oil Bids Information: K. Nealley reported that Maine Power Options sends out notices of opportunities for bulk purchasing. K. Nealley said he did some calculating, spoke with them and their amount was \$3.30 per gallon and the County locked in with Thompson's at \$3.11. The Commissioners thought the County did well on this. K. Nealley said Maine Power Options is recommending that people take the rack price rather than locking in at the \$3.30 per gallon.

7. State Facilities Manager Jeff Henthorn called to apprise K. Nealley that Mark Wilcox of Winton Scott Architects was doing the preliminary information gathering work and has noted that the boundary line between the Superior Courthouse property and the Belfast City Hall property actually had shown more property belonging to the County than previously thought.

8. A. Fowler explained that Communications Director Owen Smith has been inquiring about creating some walls so that he could have a more private office space. A. Fowler wondered if there would be any money in the Facilities budget to create this office space. K. Nealley responded that there was some discussion also about a Q & A Training station. A. Fowler thought that would be later down the road, but the office was needed sooner. K. Nealley said he would keep it in mind before the end of the year. W. Shorey said that all needed to keep in mind that it is not known how the rest of this budget year will be going and every penny may need to be pinched. A. Fowler felt that the Reentry Center residents need to be used for more than they are in terms of working on the buildings, and referenced recent work at the Government Center in Augusta. W. Shorey commented that he believed that the situation there was a little bit different. A. Fowler stated that she would still like to see the residents do more than they do. K. Nealley detailed some of the good work being done by the residents now and stated that he utilizes their help as often as he can when appropriate.

#### **EMA REPORT:**

Present with the Commissioners was EMA Director Dale Rowley who reported the following:

1. The new EOC/Sheriff's building project is still currently on schedule. The contractor was a few days behind, but caught back up. It is hoped that the foundation walls will be completed this week and then the goal is to start framing walls and putting them up soon. All the conduit that has to go under the slab will hopefully be laid next week. Once that is done, the concrete will be poured. There was a minor change – there were three areas for conduit, but J. Arseneau had originally requested four. It was not going to cost more because originally there was going to be a pipe going from over from the Jail, and that is not going to happen now, so that was "a wash". The goal is to have the building completed by the end of the November. D. Rowley instructed the inspections to be divided up: once for the footings and once for the wall. He stated that he has performed about six tests himself to save the County money, as he is qualified to do that. D. Rowley submitted to the Commissioners photos of the walls being poured. D. Rowley reported that a lot of things have come up that have been able to be ironed out on the site and the on-site supervisor has been very good to work with. D. Rowley said he anticipated that in the first three weeks, the County has saved about \$30,000.00. Matt Shaw (Knox Fire Chief and EMA Director) has been sent to a class on plan writing and is now working on mutual aid agreements.

2. Mount Harris Radio Tower: D. Rowley reported that the radio tower on Mount Harris has a repeater on it that eight (8) counties can “hit.” They were going to take it down because wind mills were originally going to be built, so a new tower was built. Instead of tearing the original Mount Harris tower down, D. Rowley had asked if it could be transferred to the County of Waldo. Originally he planned that the eight (8) counties that would use it would share costs, but it cannot be transferred to an association. D. Rowley suggested that Waldo take the transfer and put in writing a share-agreement with the other counties. He would try to apply for a grant to get a repeater. Even if that could not be obtained, it would only be a few hundred dollars per county. This would also assist in the Winterport/Prospect/Frankfort/Searsport area with weak spots. Knox, Waldo, Penobscot, Somerset, Hancock, Kennebec, Piscataquis and Lincoln can all “hit” that tower. It will not be out of service for a few years, but D. Rowley said his thinking was that he would try to smooth the path by using funds to ask Yankee Communications to apply for a license with the FCC. This would be about \$500.00 to license. D. Rowley explained that a license is required in order to operate on that tower.

3. Heather Perry of RSU 3 contacted D. Rowley to let him know she will be spending the summer getting her key personnel NIMS compliant and trained. She will get the school’s crisis response team compliant and will do some planning and training. D. Rowley stated that it is hard to have the schools spend the time on these things because they have been so involved in the recent school consolidation. They actually wanted the Waldo County EMA to completely take it over and plan and run it, which D. Rowley acknowledged he does not have the time to do.

A. Fowler recommended that D. Rowley speak with Waldo County Sgt. Dale Brown, who has had some involvement in this. D. Rowley noted that so many of the schools, Towns, etc. want plans but there just isn’t the staffing at the County to take care of all of that.

B. Johnson stated that it was good to see how involved the Towns are getting with preparedness. D. Rowley agreed, noting that Waldo County is among the top counties in Town EMA involvement. He added that Waldo County EMA tries to encourage them by providing hats, patches and t-shirts, etc. and informed the Commissioners that Deputy EMA Director Olga Rumney often cooks the monthly dinner that is provided for these monthly EMA meetings.

The Commissioners thanked D. Rowley for his ongoing hard work.

(Break for Tax Abatement Hearing Pet. #355 Peter Walker vs. the Town of Northport. Please see separate minutes for that hearing.)

### **FINANCIAL REPORT:**

Present with the Commissioners was Treasurer David A. Parkman, who submitted paperwork to the Commissioners. D. Parkman reported the following regarding the County finances:

#### **REVENUE:**

Projected receipt of revenue is about 42% at this point in the year and the County has received 58% so far. D. Parkman reported that Transfer Tax and Deeds fees are quite good, noting that these constitute the largest part of the funds received thus far, but added that all revenue seem to be higher than anticipated so far this year.

#### **APPROPRIATIONS:**

1. COUNTY APPROPRIATIONS REPORT:

D. Parkman reported that the County budget could be 41.5% expended, which might include one payroll for June. Overall the County budget is 43% expended. It was noted that gasoline prices have dropped some, which has helped.

2. CORRECTIONS APPROPRIATIONS REPORT:

A. Fowler asked why the Clothing Allowances and the Water budget were overdrawn and was told that the clothing allowance had inadvertently not been budgeted last year. It was noted that there were a number of items that fall under maintenance and have to be expended.

D. Parkman reported that Kennebec County has ended up doing their own Jail program, which is going to cost the State money, so they will be pulling money from other counties, including Waldo, to fund Kennebec County's overhauling of its jail. A. Fowler explained that this is the way the money will be brought back into the "system." She stated that she was pleased to hear that Sheriff Story was willing to consider adding federal inmates to the Reentry Center to help bring in revenue. W. Shorey said he didn't feel it was fair for other counties, such as Waldo, to be "scraping around and taking hits."

D. Parkman reported that he inadvertently overestimated the TAN note. At the time it was budgeted, the BOC thought it was high, but left it in. About 50% of the TAN note has not been spent. When D. Parkman paid the BOC in April, he said he then borrowed the TAN money. He left the remainder in the account to make money for the County. He will pay the TAN note with that money. This year, D. Parkman said he will take the payment out of the TAN note and earn interest.

W. Shorey said it was mind-boggling how many Jail-related meetings are held. D. Parkman noted that this extra board [Board of Corrections] takes the County's money and the County has no control. A. Fowler remarked that the worst part is that a number of people on the board [BOC] have no idea about Jails. D. Parkman noted that there are two from Kennebec on the board, but other counties such as Sagadahoc don't have any representative on that board. He stated that legislation passed and now there will be two more County representatives on the Board of Corrections. The bad part is that they requested six out of nine positions on that board be county representatives but in the end, there was only four allowed of the nine requested.

W. Shorey said he was thinking about the money the Commissioners put into Future Land and Buildings, the County funds A. Fowler was able to get reimbursed that were paid by the County for Jail Mission changes, and the shared expenses Facilities Manager Keith Nealley has worked out with the State on various projects on the Courthouses, which all constituted about \$60,000.00 that was not allowed in the 2011 budget by the Budget Committee. He noted that if these savings hadn't occurred, the current budget would have been even worse. He estimated about \$1,000,000.00 that had been saved by the County through creative fiscal management on the part of the Commissioners, department heads, etc.

D. Parkman commended Jayne Crosby Giles with Machias Savings Bank for providing excellent interest if the account was opened after Thanksgiving.

W. Shorey expressed his hope that the County would have some unappropriated money left at the end of this year. After operating on a 1.04% increase over the past three years, he commented that this would be "great."

## RESERVES ACCOUNTS:

The Commissioners had no questions of D. Parkman at this time.

## RENAMING SEVERANCE RESERVE:

B. Arseneau submitted, at the request of Deputy Treasurer Karen Trussell in her absence, the name and description recommended by the Deputy Treasurer for renaming the Severance Reserve to "Severance/Assistance Reserve". The Commissioners tabled making a decision on that until they had time to review it.

D. Parkman read the specific expenditures from the Reserve Accounts as part of the warrants that were to be voted on by the Commissioners. A. Fowler asked what the \$4,000.00 invoice from J&B Diversified Associates was for. B. Johnson and W. Shorey replied that this was for work related to the new building.

D. Parkman indicated that K. Trussell has left a message saying that she needs to attend a training seminar for accounts reporting for Corrections this coming Friday. This will assist the County in being in control of its finances. D. Parkman asked if the County will still have to send reports to the BOC each month. A. Fowler responded yes, but it will be beneficial to the County. She requested that K. Trussell be allowed to go. D. Parkman agreed.

After a little additional discussion the Commissioners voted as follows:

**\*\*A. Fowler moved, B. Johnson seconded to approve the renaming of the Severance Reserve to "Severance/Assistance Reserve". Unanimous.**

## WARRANTS:

D. Parkman read specific payments from the Reserve accounts, which are included in the warrant figures below.

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the May 27, 2011 General Fund Accounts Payable warrant and the May 12 & 27, 2011 Payrolls in the amount of \$282,569.46. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the May 27, 2011 Active/Restricted Reserve warrant in the amount of \$9,393.83. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the May 27, 2011 Reentry Accounts Payable warrant and the May 12 & 27, 2011 Payrolls in the amount of \$189,127.08. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the May 27, 2011 Maine Coastal Regional Reentry Center (MCRRC) Restricted Reserve warrant in the amount of \$81.84. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the June 14, 2011 General Fund Accounts Payable warrant and June 9, 2011 Payroll in the amount of \$195,741.64. Unanimous.**

**\*\* B. Johnson moved, A. Fowler seconded to authorize payment of the June 14, 2011 Capital, Active & Restricted warrant in the amount of \$110,398.56. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the June 14, 2011 Reentry Accounts Payable warrant and June 9, 2011 Payroll in the amount of \$157,042.08 Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the June 14, 2011 MCRRC Capital & Restricted Reserve warrant in the amount of \$3,275.60. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to file the Treasurer's Report. Unanimous.**

(The Commissioners agreed to postpone the Executive Session scheduled for the next time slot until after lunch, as they were behind schedule.)

**DISCUSSION OF SUMMER HELP FOR REGISTRY OF DEEDS:**

Present with the Commissioners was Register of Deeds Deloris Page. D. Page informed the Commissioners that with only two Clerks working in the Registry, it is very hard to run it, particularly during the upcoming summer vacations. She had originally intended to ask for authorization to hire another Deeds Clerk for the rest of the year, but decided to just ask for help during the summer and would budget for this position for the next year. W. Shorey asked how this would be paid. D. Page thought she might be able to adjust her budget at the end of the year. M. Wadsworth was asked what the part-time hourly rate and replied that it is \$12.58 per hour. A. Fowler calculated it at four hours a day, four days a week for ten weeks and it was \$2,012.80. When asked which benefits would have to be calculated, M. Wadsworth answered that this position would not be eligible for any benefits other than FICA and Workers' Compensation. As for funding this position, M. Wadsworth suggested that it might be possible to fund this from the Commissioners Part-time line because when M. Wadsworth goes out on leave late this summer/early fall, she will not be paid her full salary and there should be funds left over to use for the part-time person.

20 hours a week versus the 16 was discussed by the Commissioners. All agreed it would be easier to find and hire someone if it were 20 hours per week.

**\*\*A. Fowler moved, B. Johnson seconded to hire a part-time Deeds Clerk for summer help at \$12.58 per hour for a total of \$2,500.00 to be paid from the Commissioners part-time line of 1020-3100. Unanimous.**

**L.D. 1499:** D. Page informed the Commissioners that the legislation will change the Deeds fees and Waldo County will need to make the changes according to that legislation. She explained that subscriptions were not mentioned, so she believed this can still be charged, but copies will be .50 cents per page. She said she thought they may be able to charge a credit card fee, and non-subscribers also need to be considered. If the Governor signs it, it will take effect immediately because it was emergency legislation, and it will also be retroactive. D. Page stated that there will be a meeting tomorrow and she will know better what the changes will be. The Commissioners commended D. Page for her hard work on that legislation.

The Commissioners adjourned for a lunch break at 12:00 p.m.  
(LUNCH BREAK)

The Commissioners reconvened the court session at 1:00 p.m.

**COMMISSIONERS TEAM FOR COMMUNICATIONS CENTER UNION NEGOTIATIONS:**

**\*\*A. Fowler moved, B. Johnson seconded to establish the Commissioners Team for Communications Center Union Negotiations as follows: Commissioner William Shorey, Communications Director Owen Smith, Human Resources/Payroll Director Michelle Wadsworth and County Clerk Barbara Arseneau. Unanimous.**

**ELECTION OF COUNTY REPRESENTATIVES TO MAINE ECONOMIC DEVELOPMENT DISTRICT:**

B. Johnson stated that she would be interested in serving on the Maine Economic Development District Committee and she has submitted the name of Virginia Yarnell of Lincolnville to serve on this committee as well. Ms. Yarnell will not be on the Board of Directors, but B. Johnson automatically is as a County Commissioner. Lincolnville is the largest town from that District, so B. Johnson thought it would be a good for Ms. Yarnell to serve. B. Johnson highly recommended Ms. Yarnell, adding that she is very interested in serving.

**\*\*B. Johnson moved, A. Fowler seconded to appoint Virginia Yarnell and herself as Waldo County Representatives to the Maine Economic Development District. Unanimous.**

**MISCELLANEOUS COMMISSIONERS BUSINESS:**

1. B. Johnson gave a brief report on the name change from Knox/Waldo Regional Development District to MCEA. More information will be forthcoming in the future.
2. B. Johnson stated that she would like to attend a Maine Technology Institute day-long informational session for small businesses, entrepreneurs, researchers and consultants to learn about the Federal Small Business Innovation Research/Small Business Technology Transfer funding program for early stage, high-risk research and development leading to the commercialization of new products and services. It will be held on June 23, 2011 from 9:30 a.m. to 5:00 p.m. at Point Lookout and will only cost \$20.00.
3. B. Johnson reported that the waterfront project in Belfast is moving forward. She also reported that the general consensus is that this project will be “a boost for our cultural and recreational economy, as well as tourism, manufacturing and health care economy.” Thomas Kittredge showed the proposed waterfront project plans to KWRED (now known as CREA). Speaking with both Mr. Kittredge and Belfast City Manager Joseph Slocum after that meeting, B. Johnson said that they offered to come to one of the Commissioners court sessions to show the plans to the Board.
4. B. Johnson has worked on several grants for Healthy Waldo County Committee. She understands that, regarding transportation for Waldo CAP, it looks as though they will be able to continue to have drivers for this program. A company in Lamoine will orchestrate it and they want to divide it so that there is no chance of “double-dipping.” WCAP had been very concerned that they would lose their drivers, but it looks as though they will not.
5. The Commissioners tabled discussion on the Corrections Request that has been carried forward each month on the agenda.

**EXECUTIVE SESSION:**

**\*\*B. Johnson moved, A. Fowler seconded to enter Executive Session at 1:23 p.m. to discuss confidential personnel information as allowed by M.R.S.A. Title 1 § 405 – 6(F). Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of Executive Session at 1:26 p.m. Unanimous.** No action was taken.

**WEIGHT LOSS CONTEST:**

Present with the Commissioners was Communications Center Director Owen Smith, who set up and ran the weight loss contest from April 1<sup>st</sup> to June 10<sup>th</sup>, was present to report to the winners of the weight loss contest, Probate Clerk Cari Carver and Deputy County Clerk Veronica Spear. C. Carver won with a weight loss total of 18 lbs. and V. Spear and Dispatch Supervisor Michael Larrivee both lost 15 lbs. (M. Larrivee conceded to V. Spear so she could receive the second-place prize.) The Commissioners commended the employees for their success in losing weight.

**DISCUSSION OF COMMUNICATIONS CENTER PART-TIME LINE EXPENDITURE:**

Present with the Commissioners was Communications Director Owen Smith. O. Smith reported that in the ten (10) years he has worked at the Center he has never had as many people out or leave as he has this year. He related how many had left, been out on medical leave, were dismissed, etc. O. Smith explained that these leaves did not include coverage for “104 shifts of other things, such as a sick day here or there.” He stated he was in a dilemma because the part-time roster is down to two people because one was promoted to full time. He explained that he has a “drawer full of applications,” but budget-wise, he wasn’t sure what to do. “The work needs to be done,” he stated. He informed the Commissioners that some centers operate without any part-timers and use only overtime. He said he was going to have to continue to drain the part-time and over-time lines in his budget because he simply had no choice. “My budget is mostly personnel,” he stated. “I have to fill the seats.”

A. Fowler asked O. Smith to talk about the possible scheduling change that was discussed previously during one of the budget committee meetings the previous year or so ago. O. Smith said that he tried putting together a 12-hour shift, but the Board of Directors was adamantly opposed to it and the staff is 50-50 in their opinion. The over-time line would go “sky-high,” he cautioned, but explained that it could be done with 13 people. He, the Human Resources/Payroll Director and Deputy Treasurer had calculated this once and about \$45,000.00 could be saved. It might be possible to do it with less people for a minimal savings, but the Board was absolutely against it. Some of the Board feel 12-hour shifts are too long and some felt that since the staff was not all in favor of it, this was another reason not to do it. It was briefly noted that the part-time line in the Commissioners Office could also be used for this purpose.

When O. Smith noted that County Somerset and Lincoln Counties were doing 12-hour shifts, noting that it is “not unheard of.” He explained that the dispatchers almost never leave their desks for their half-hour lunch breaks because they are covering for each other. Most seldom take their breaks, with the exception of those who smoke. He explained that the other counties who do the 12-hour shifts use 44 hours as the base rate, as that is the base week.

W. Shorey asked if anyone had compiled how many calls come in. A. Fowler explained that it would be hard to calculate this because some calls are very short and others last a fairly long time.

The number of employees in these county centers was briefly discussed. O. Smith pointed out that Waldo County answers administrative lines, whereas other counties do not. Waldo RCC takes calls for the Sheriff’s Office, transfers calls for nursing homes and hospitals, deputies call in and ask to be transferred to someone, the City of Belfast’s Police lines are answered, etc. Waldo County also has more fire departments than many other counties. O. Smith stated that they are now revamping what are

actually considered calls for service. He illustrated with house checks. During the winter months, these are done. When things are called in, Waldo County's practice is to log back into the original call for service. Other counties may log each one separately and link them. There might be 40 calls all tied to that original. Technically there are 40 calls for service for that one house.

O. Smith reported on the process for determining the part-time and over-time lines during discussions with the Board of Directors. They often ended up basing it on the previous year. He explained that this does not always work and the current year is an example of that.

W. Shorey asked for O. Smith to get some information together so that the Commissioners could make a "pitch" to do something short-term for the Communications Center. O. Smith explained that in the past, there used to be money in other department budgets to cover a few departments being overdrawn. Now he was concerned that there just is no money to do that with this year. "We're too lean to operate. If we get a big problem, we're in trouble. And I have a massive, massive problem with people being out who have time so that they are being paid for the absence, while you are paying someone overtime to fill those absences." He expressed concern that the Budget Committee does not want to plan for the unexpected issues, but the simple fact is that these things occur. "People get sick. People go out on medical leave. It happens. We're the first line of defense. No emergency comes through this county without going through us. We handle three or four emergencies at once, whereas other agencies do not," he explained.

O. Smith told the Commissioners he would put the figures together for them as requested and will work with M. Wadsworth to figure out the numbers of hours and how many are paid leave, etc.

A. Fowler said that O. Smith has put in a \$4,000.00 request for funding through MCCA for training for dispatchers and commended him for this.

B. Johnson agreed that part-time employees need to be used seats must be filled.

The Commissioners all sympathized with O. Smith's situation and said they would try to assist.

A. Fowler asked if any of the training could be piggybacked with other counties, and was told by O. Smith that this is done as much as possible.

#### **TECHNOLOGY UPDATE:**

Present with the Commissioners was Technology Consultant James Arseneau, who reported the following.

1. J. Arseneau reminded the Commissioners that the plan originally was to refresh the County's PCs every five years. J. Arseneau explained that the servers should have been replaced in 2011, but he did not dare to even ask for that with the budget process being what it was last year. J. Arseneau submitted a sheet for the Commissioners detailing which PC's are in the "refresh" cycle. He explained that the Probate Registry has requested a PC on the bench for the Judge. The Judge has to keep going out back for information. At the Sheriff's Office, instead of replacing PC's for the Detectives, laptops have been recommended to replace the PC's. Currently the Detectives share a Toughbooks unit. J. Arseneau explained that laptops are generally more expensive because "so much is squashed into a smaller unit." The Spillman server will reach six years next year. It still has life in it and is under warranty. This will need to be replaced at some point and will be about a \$50,000.00 expense. J.

Arseneau explained that UNIX servers and Windows servers last about 5-7 years. He noted that the County of Waldo “is never on the bleeding edge” but usually tries to stay a version or two behind. J. Arseneau informed the Commissioners that there is not enough money in the Technology Reserve to refresh the PC’s. There are six physical servers and in Probate there is another, which makes seven. The new model that many Counties have gone to is Virtualization. There is a single box and you can build as many on to that as you want. Currently the County is using tape back-ups. With the new model, it only takes a software setting. Currently the Commissioners’ Office works somewhat that way, but the Sheriff, EMA and Corrections are on a different one. To implement Virtualization would be approximately \$130,000.00. J. Arseneau noted that the problem is that the money that was supposed to be set aside for Technology upgrades has not been done over the past ten years as originally spelled out and recommended by the Technology Committee. He just wanted the Commissioners to be able to have time to take these things into consideration and to have time to think about it.

2. J. Arseneau reported that the State is changing crash reporting. Some testing is being done in-house. The software was not designed the same as last version that was in existence for about 10 years. It is not known if each agency will be able to access this system remotely like before because of design changes. It may be possible to supply old county PCs to those agencies (Searsport PD, Islesboro PD, Stockton Springs PD and Lincolnville PD) to act as servers but that remains to be seen.

3. The Facilities data was loaded on Facilities Technician Gary Daigle’s machine, but at times the machine is not left on. J. Arseneau noted that it needs to be loaded on Keith’s machine.

4. In 1999, a UPS was put into the Communications Center for the phone system. That unit failed recently. It needed a fan and has been modified temporarily to function with some air flow. J. Arseneau also reported that regarding the rack for all the data systems, that battery was failing and that had to be replaced as well. The UPS will also keep the radios at the Communications Center running for about a day.

5. J. Arseneau explained that he didn’t dare to bring these matters up last year because he could see how the budget process was going, but he recognized that he had to bring it up for the coming year. He noted that the Counties that are successful keep up with their technology updates.

6. In 2012 the Spillman system will be paid for. The maintenance will continue to be \$35,000.00 annually.

J. Arseneau asked if the Commissioners had any questions. There were none.

#### **DISCUSSION OF PLANTING TREES FOR NEW EOC/SHERIFF’S BUILDING:**

Present with the Commissioners was Belfast citizen Brenda Bonneville, whose property abuts the County’s Jail/Sheriff’s/EMA property on the Franklin Street Extension side.

Ms. Bonneville thanked the Commissioners for meeting with her and requested that they all look at the plans together. She stated she was looking to see if there were any additional trees that could be planted on her border to screen what was going to be seen. She explained that her family has chickens and spend a fair amount of time on that side of the property.

W. Shorey asked that she come look at the same plans with him so that could all be on the same page.

B. Bonneville showed him where their house was. She explained that they have some plantings that are

more of a canopy and were not an evergreen. In looking at the plans, she had seen that there were about five trees being planted. B. Johnson said she believed that there were more than that. W. Shorey showed her the document that explained in more detail about the trees.

B. Bonneville informed the Commissioners that a local tree seller was going out of business and wondered if the County would be open to the idea of putting in more trees on the side nearer their property and yard, especially if trees could be purchased at a going out of business sale price. B. Bonneville explained that her family had planted some of their own trees, but were hoping that the County would be open to putting in more, as well.

W. Shorey said that this whole process had gone to the Belfast Planning Board, that the tree amounts and types had been approved, that inspections are done by the City frequently and the work must match what was approved. He explained that this could not be a change order because it costs about \$1000.00 just to rewrite each order. It would also cost potentially more for the contractor, etc. He explained that this should be completed toward the end of November and that the County Commissioners would be willing to consider this, but would need to wait until the end of the project because they would need to see how things turned out. W. Shorey explained that the Commissioners were not opposed to the idea, but felt they needed to wait until the end of the project.

The Commissioners stated that they had had a similar thought about getting additional trees from the company going out of business, but the timing would be “off.” W. Shorey noted that at this point, “it would take an act of Congress” to change the current contract. It would be very cumbersome to try and change the contract at this point.

B. Bonneville asked if purchasing more trees was not possible, could the line could be pushed further down so the line of trees would cover what was needed.

B. Johnson said that it was her understanding that Didier Bonner-Ganter, as the tree warden in Belfast, had offered input on the plans related to the trees. B. Bonneville confirmed that this was the case.

The Commissioners agreed to keep an open mind on this and to do some measuring. If they were able to work with this, they would certainly give it consideration; acknowledging that they would be neighbors for a long time and would try to do some research on this.

B. Bonneville thanked the Commissioners for considering this request.

### **CORRESPONDENCE:**

Present with the Commissioners was County Clerk Barbara Arseneau and Deputy County Clerk Veronica Spear to record this portion of the minutes.

1. The Commissioners noted step increases for the following employees:
  - Probate Clerk Elaine Russell will have completed the six-month probationary period and will receive a pay step increase to \$13.39 per hour effective July 13, 2011.
  - Deeds Clerk Julie Howard completed the six-month probationary period and received a pay step increase to \$13.39 per hour effective June 13, 2011.
2. Eastern Maine Development Corporation Service Boundary Lines Changes:

Eastern Maine Development Corporation sent a memo dated May 10, 2011 providing notice of changes occurring in their area of service boundary lines. A new proposal pending approval would restructure the State's Economic Development Districts. Under the new plan EMDC's service area would now only include the counties of Penobscot, Piscataquis and Hancock, as well as the Waldo County Towns of Belfast, Brooks, Frankfort, Islesboro, Jackson, Knox, Liberty, Monroe, Montville, Morrill, Prospect, Searsport, Stockton Springs, Swanville, Waldo and Winterport. Town that would no longer be in this service area are Belmont, Burnham, Freedom, Lincolnville, Northport, Palermo, Searsmont, Thorndike, Troy and Unity. B. Arseneau spoke with the Patrick Fraizer and was told that the County Commissioners do not need to take any action and that the letter may well have been sent to them in error, as the Corporate Member was former Commissioner John Hyk and his membership was not based on whether or not he was a County Commissioner. That being said, EMDC will still need Commissioner representation. Commissioner Shorey stated that he would be looking into this. Both Commissioners Shorey and Johnson requested copies of this memo.

3. B. Arseneau asked the Commissioners to sign the Temporary Office Assistant job description they had already approved. The Commissioners declined to sign, indicating that they wished to discuss this at a later time.

4. B. Arseneau will send a reminder to the 2011 Budget Committee of their invitation to a budget update and luncheon during the July 12, 2011 County Commissioners Court Session. V. Spear will work on making food arrangements along with Commissioner Fowler.

3. B. Arseneau informed the Commissioners that there has been an inquiry from a Department Head regarding whether or not there will be a COLA (cost of living increase) in the 2012 budget. Commissioner Shorey stated that the Department Heads are to submit their budgets with personnel lines based on the pay scales they each submitted to the Commissioners during the spring. Once those figures have been reviewed by the Commissioners, then there might be a discussion on whether or not to have a COLA added to those wages.

4. Kennebec County Administrator Robert Devlin has requested that a copy of the notification of requests for interested county officials for the appointment to the State Board of Corrections be posted in each County. A. Fowler explained that there was no need to take action at this point.

5. B. Johnson informed the Commissioners that she has submitted her name to MCCA Executive Director Robert Howe as she is interested in serving as a Commissioner representative for NACO – MCCA.

6. City of Belfast Manager Joseph Slocum sent notice that on Sunday June 19, 2011 the City of Belfast will be hosting the American Lung Association's Trek Across Maine, Sunday River to the Sea event. For the sake of safety for the cyclists, several streets will have limited access, including Spring Street.

7. B. Arseneau asked the Commissioners what they wished to include in their letter for the 2010 Annual Report. She reminded them that she had sent some 2010 highlights that Deputy County Clerk Veronica Spear had listed. The Commissioners instructed V. Spear and B. Arseneau to draft it up and submit it to them to review.

8. Discussion of Funds for Orthoimagery: As requested, B. Arseneau had provided information to the Commissioners regarding Sagadahoc County's request to determine which counties were going to fund their portion of having Orthoimagery performed. The Commissioners stated that they felt they could not fund this and noted that the County can access aerial photos available at the Waldo County Soil and Water Conservation District Office.

**\*\*B. Johnson, A. Fowler seconded not to budget for the bulk county Orthoimagery project. Unanimous.**

9. Mileage Expenditures: B. Arseneau read off total mileage reimbursement expenditures for each Commissioner and the Office staff to apprise the Commissioners of what has been spent and what remains in that budget line, noting that this account will likely be overdrawn.

**APPROVAL OF MINUTES:**

**\*\*B. Johnson moved, A. Fowler seconded to approve the minutes from the June 9, 2011 Waldo County Commissioners Court Session. Unanimous.**

**NEXT COMMISSIONERS COURT SESSION:**

W. Shorey stated that the Commissioners requested a Court Session on June 21, 2011 at 3:00 p.m. Part of the session will be an Executive Session for a status report on an employee. The second part of the session will be to discuss the labor schedule in the Commissioners Office with the Temporary Office Assistant.

**EXECUTIVE SESSIONS:**

**\*\*A. Fowler moved, B. Johnson seconded to enter Executive Session at 2:45 p.m. for discussion of confidential personnel information as allowed by M.R.S.A. Title 1 § 405 - 6(A). Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to exit Executive Session at 3:06 p.m. Unanimous. No action was taken.**

**\*\*A. Fowler moved, B. Johnson seconded to adjourn the Court Session at 3:06 p.m. Passed by two.**

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