

**WALDO COUNTY COMMISSIONERS COURT SESSION
NOVEMBER 7, 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 court session to order at 9:00 a.m.

TREASURER’S REPORT:

Present for this report were Treasurer David A. Parkman and Deputy Treasurer Karen Trussell.

GENERAL FUND:

D. Parkman reported that after this warrant, there will be \$725,633.14 left to borrow in the checking account. The next payment on the Tax Anticipation Note (T.A.N.) is \$450,000.00. The note will likely be paid off on the County’s side by the end of November.

COUNTY BUDGET:

The budget could be 83% expended at the end of October. Without the current warrants included, the overall budget is 82% expended. The District Attorney’s Office budget is 84% expended due to overdrafts in Transcripts and also Witness Fees. The Commissioners’ budget is 92% expended. Advertising is overdrawn and will be more-so by the end of the year. B. Arseneau explained that the County’s subscription with an online advertising service expires November 16th. Several employee advertisements have been placed on this and she just submitted an ad for part-time dispatchers at the request of the Communications Director. B. Arseneau also added that the staff is not expending anything they absolutely do not have to out of the Commissioners’ budget.

A. Fowler noted that in the Facilities budget, the snow removal line is overdrawn and wondered if there was a contract for that. The Commissioners decided to inquire of Facilities Manager K. Nealley later in the morning. The Commissioners noted that otherwise, the Facilities Manager had kept his budget flat-funded for this year and commended him for that.

REVENUE:

D. Parkman reported that revenue has been received in the amount of \$531,760.45.

CORRECTIONS BUDGET:

After this warrant in the Jail, there will be \$264,601.46 left in the checking account. It is about four months into this current budget and could be 25% expended, but is only 18% expended.

PROPERTY TAXES RECEIVED: Jackson and Prospect have now paid their property taxes is full. Total to collect is about \$3,133,545.00. Half of Belfast is still due and ten other towns have not paid.

D. Parkman dispensed with reading the individual expenditures from the Reserve accounts.

RESERVES:

D. Parkman gave a brief accounting of the Reserve accounts. Transfers that were authorized by the Commissioners during the October 17, 2011 court session have been done.

W. Shorey said he believed another \$50,000.00 to \$100,000.00 will need to be transferred from the undesignated funds before the project is done. D. Parkman reminded the Commissioners that they had voted to allow up to \$500,000.00 in undesignated funds to be transferred into the Reserves for this project and only \$300,000.00 has been transferred at this point. W. Shorey estimated that when the project is done, there still should be up to \$500,000.00 remaining in undesignated funds, stating that this is the goal and the County can be proud that it will have an excellent building for years to come.

There was brief discussion of undesignated funds, the overlay for next year, etc. D. Parkman remarked that the County has been debt-free for the past year, just built a building without borrowing money, and the County has done really well and is in better shape than most towns and counties throughout the United States.

The Commissioners commended EMA Dale Rowley for his hard work on the new building.

WARRANTS:

****B. Johnson moved, A. Fowler seconded to authorize payment of the October 28, 2011 General Fund Accounts Payable warrant and October 27, 2011 payroll in the amount of \$572,882.35. Unanimous.**

****A. Fowler moved, B. Johnson seconded to authorize payment of the October 28, 2011 Capital/Active/Restricted Reserve warrant in the amount of \$44,914.83. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the October 28, 2011 Reentry Accounts Payable warrant and October 27, 2011 payroll in the amount of \$50,158.63. Unanimous.**

****A. Fowler moved, B. Johnson seconded to authorize payment of the October 28, 2011 MCRRC Capital/Restricted reserve warrant in the amount of \$1,615.19. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the November 7, 2011 General Fund Accounts Payable warrant in the amount of \$55,379.80. Unanimous.**

****A. Fowler moved, B. Johnson seconded to authorize payment of the November 7, 2011 Capital, Active and Restricted Reserve warrant in the amount of \$9,157.60. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the November 7, 2011 Reentry Accounts Payable warrant in the amount of \$60,114.26. Unanimous.**

****A. Fowler moved, B. Johnson seconded to authorize payment of the November 7, 2011 MCRRC Capital & Restricted Reserve warrant in the amount of \$35,842.20. Unanimous.**

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

TAN NOTE BIDS NOTICE:

D. Parkman reported that the request for Tax Anticipation Note bid proposals will be going out in about a week.

SHERIFF'S REPORT:

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Present for this report was Sheriff Story who reported the following:

1. COPS GRANT: S. Story applied for a grant for the Resource School Officer and it was denied. He said he understood why and it was not a real surprise. He stated that he was pleased that they were keeping the application for the future.
2. The School Resource Officer is working out very well and the school seems very pleased with him. The Sheriff submitted the first invoice to the school and it was paid promptly.
3. About three or four cruisers are ready to be auctioned. Lt. Jason Trundy has researched an auction company, which retains a small percentage, and they would have a larger audience. The Commissioners approved handling it this way.
4. When moving to the new facility, he would like to take the opportunity to inventory things. He explained that annual inventories are difficult anyway and he would like to update the inventory list to make sure it is really accurate. Therefore, he is requesting that the Sheriff's Office be closed for a few days. Dispatch could handle the walk-up window and perhaps a civil deputy might be assigned as well. Dispatch would handle the phones. He believed three days would be sufficient. The Commissioners believed that both the Sheriff and the EMA Director should be able to move in as they need to.

****A. Fowler moved, B. Johnson seconded to authorize the Sheriff to close the Sheriff's Office as many days as needed for moving into the new building. Unanimous.**

A. Fowler asked EMA Director Dale Rowley, who was also present, if he would also need the same office closure. He stated that he did not believe it was necessary, but would simply put a note on the door notifying people to call his cell phone. He said he was not sure when the building would be ready to move in, and noted that it would take at least a week or so to get the computers and phones set up. He mentioned that PM Construction has until the middle of January to finish the project. All commented on the attractiveness of the building and how well it is turning out.

S. Story requested an executive session for a disciplinary personnel matter.

****A. Fowler moved, B. Johnson asked for an executive session at 9:47 a.m. for a disciplinary personnel matter according to Title 1, 405 6-A. Unanimous.**

****A. Fowler moved, B. Johnson seconded to come out of executive session at 9:51 a.m. Unanimous.**

No action was taken.

FACILITIES MANAGEMENT:

Present for this report was Facilities Manager Keith Nealley, with the following:

1. JANITORIAL CONTRACT: K. Nealley informed the Commissioners that the janitorial contract expires at the end of December. Other than a few minor things which have been addressed, he would like to recommend renewing contract with Maureen Hall for the same amount.

****B. Johnson, A. Fowler moved to renew the Janitorial contract with Maureen Hall for 2012. Unanimous.**

2. There was brief discussion on the snow removal for the new building. K. Nealley explained that it costs about \$60.00 per plowing. A. Fowler inquired about the overdraft in the snow removal line of the Facilities Management Budget. She wondered if there was a possibility of getting a contract. K. Nealley said that he had reservations about a contract; partly because it is difficult to base from one year to the next. He thought he recalled some plowing information from the other counties and would research that. Contracting on an hourly rate was also discussed. He noted that the current plow driver has been plowing for the County for over twenty years and knows well the shifts, the needs of each building, etc. K. Nealley said he would research this with other counties and bring the information back to the Commissioners.

W. Shorey wondered if a snow blower should be used for the sidewalks and other areas because now there will be a lot of curbing, etc. that could be damaged. It can also be directed out of the way with the snow blower shoot.

A. Fowler said she believed that the residents should be utilized for snow removal and cleaning in the buildings, as well. She knew of at least one other county that utilizes inmates to do this. She believed that it would save a great deal of money.

B. Johnson felt that Waldo County was in even a better position because the residents are close to being released and therefore might be trusted even more.

K. Nealley said he has been trying to work with various residents. Some are keenly aware that when they are out in the public doing public service, they are “giving back” and also they may be seen doing a good job and might find work once they are released. K. Nealley also related some experiences with some of the residents. Some are eager to work, and others are not. He has spoken with Michael Tausek at length about this. If residents work well with him, he would be more than happy to write a letter of recommendation for them when they are looking for work. He explained, however, that generally it is tough to have residents do any work on a regular schedule. A. Fowler said she felt that it was unfair to put K. Nealley in a position of having to “babysit” or be “stuck” with a resident that is being assigned to work with him as sort of a “punishment.” B. Johnson added that if a resident is assigned a responsibility to be there at a certain time, they should be.

W. Shorey said he needed to interject. He had experienced similar difficulties with the Garden Project. He added that snow does not appear on a schedule. In addition to that, when the residents have been enrolled in classes, they have to attend those classes. This is a constant difficulty. The timeline doesn't always fit.

K. Nealley added that there is a difference in philosophy in what is considered community service and what is not.

All agreed that there would need to be much more discussion on this matter.

EMA REPORT:

Present for this report was EMA Director Dale Rowley with the following:

1. **HOMELAND SECURITY GRANT FUNDS RECEIVED:** D. Rowley was pleased to report that grant money in the amount of \$48,885.00 has been received. D. Rowley reported that between Technology Consultant Jim Arseneau and him, seven grants have been applied for and all seven have been awarded. A memo from Jim Arseneau to the Commissioners further

explained that this particular grant application was submitted as part of a group of applications for the 2010 Homeland Security Grant administered through the State of Maine. This grant application was for licensing to connect to existing Insight Brokers (software licensing and hardware located in and maintained by Penobscot and Hancock Counties.) The County's software license will allow the County's Spillman software to connect to all other Spillman agencies in the State of Maine. Originally, the County was notified in December that they would not be awarded the grant. D. Rowley explained that last week he received a telephone call from MEMA informing him that the 2010 Homeland Security Grant funds had not been totally expended by other agencies and money is now available to the County of Waldo for this project. D. Rowley has submitted the paperwork to the state so that the County can purchase this software license and implement it in the County's Spillman software for use by all agencies connected to the County of Waldo.

2. **RADIOS:** The State is going digital. Radios will be turned over to MEMA and MEMA will be allocating them out. Waldo County will be receiving 17 radios for free. Waldo County joined with Knox to purchase some radios. Knox will be doing another "pool buy" for the whole state. Grant money will be used for this and about 50 radios will be obtained and distributed to the Towns. These will be narrowband radios and will be worth about \$25,000.00.
3. A proposal request was sent to various car dealerships for 2010, 11 or 12 Jeep Patriot with low mileage. The following bid proposals have been received:
 - Darlings of Ellsworth: 2012 Deep Cherry Red Jeep Patriot with towing package. Complies with the specs. Total: \$20,653.55.
 - Hartley's of Newport: 2010 White Jeep Patriot with 32,000 miles. Total: \$18,988.00.
 - Franklin Chrysler of Farmington: 2010 Jeep Patriot with 29,000 miles. Total: \$18,440.00.

D. Rowley said he believed this vehicle will save money each year, which can be moved to the LEPC Reserve annually. Currently \$18,000.00 is in that account. He will also use money leftover from this current year. In about three years, the reserve account will be paid back. He noted that using the current cruiser has saved about \$3,000.00 in travel expenses.

****A. Fowler moved, B. Johnson seconded to accept the bid from Darlings of Ellsworth for the 2012 Red Jeep Patriot in the amount of \$20,653.55. Unanimous.**

COMMUNICATIONS CENTER REPORT:

Present for this report was Communications Director Owen Smith, with the following:

1. O. Smith asked for confirmation of a promotion of Dispatcher Elizabeth Daggett to Dispatch supervisor effective November 13, 2011 to fill the vacancy left with the resignation of Patricia Schade. She will receive a pay increase from \$17.20 to \$19.43 per hour.

A. Fowler moved, B. Johnson seconded to approve the promotion of Dispatcher Elizabeth Daggett to Dispatch Supervisor effective November 13, 2011 and with a pay increase to \$19.43 per hour. Unanimous.

2. Dispatcher Supervisor Michael Larrivee has submitted a request for payment of hours that he worked over-time but was not paid for up until 2000. W. Shorey asked when this complaint was made. O. Smith said he has spoken about it for years, but now has put the request together and submitted it to the Commissioners Office today. The Commissioners stated that they would research this matter and respond later.

****A. Fowler moved, B. Johnson seconded to enter executive session @ 10:42 a.m. for discussion of confidential personnel matters related to assignments and duties as permitted by M.R.S.A. Title 1§ 405 -6(A). Unanimous.**

****B. Johnson moved, A. Fowler seconded to come out of executive session at 11:59 a.m. Unanimous.**

No action was taken.

CORRESPONDENCE:

Reporting correspondence to the Commissioners was County Clerk Barbara Arseneau, as follows:

1. The Sheriff sent notice that the correct date for Jeffrey Trafton to start employment was October 31, 2011, not November 1, 2011. The Commissioners acknowledged this correction.
2. ICMA-RC representative Mark Gosselin sent notice that the IRS announced the various limits applicable to the retirement plan contributions for 2012. Many of the limitations will change for 2012 because the increase in the cost-of-living index met the statutory thresholds that trigger their adjustment. He provided a table to reflect this and stated that ICMA-RC will be adding information to their website to reflect the 2012 limits.
3. MCCA has announced that County Day will be at the Hall of Flags at the State House on Wednesday, April 11, 2012. The Commissioners said they would think of things to promote Waldo County and would work again this year with Deputy County Clerk Veronica Spear on this.
4. Waldo County Soil & Water Conservation District has invited the County Commissioners to attend the 2011 Annual Banquet & Meeting on November 30, 2011. Unfortunately, none of the commissioners would be able to attend because the Waldo County Public Hearing and Final Budget Committee Meeting are the same evening.
5. B. Arseneau informed the Commissioners that the free seminar on how to cost-effectively use legal counsel to improve compliance being offered by BernsteinShur on November 9, 2011 has been postponed. When it is rescheduled, B. Johnson said she would like to attend. B. Arseneau expressed her interest in attending as well, and that likely H.R./Payroll Director Michelle Wadsworth would be interested.
7. W. Shorey stated that he had recently spoken with Health Insurance Administrator Malcolm Ulmer about setting up a special time for a workshop regarding health insurance and asked B. Arseneau if any dates and times had been arranged yet. B. Arseneau explained that she has been sending Commissioners Court dates to M. Ulmer, but it has not worked out for all the Meritain representatives and him to meet at the same times. The Commissioners selected several possible meeting dates and requested that B. Arseneau send those to M. Ulmer for consideration.

MINUTES APPROVED:

****A. Fowler moved, B. Johnson seconded to approve the September 15, 2011 and October 17, 2011 Waldo County Commissioners Court Session Minutes. Unanimous.**

MISCELLANEOUS COMMISSIONERS BUSINESS:

1. Tabled Corrections Request: Still tabled.

2. B. Johnson asked if the Commissioners had received information on maps and was told that they had.

3. B. Johnson suggested that she serve on the Eastern Maine Development Executive Director Board since she serves on KWRED, MCEDD, and Coastal Counties Workforce. B. Arseneau reminded the Commissioners that she had been instructed to submit Commissioner Shorey's name to serve on that board back in the summer, which she had. The Commissioners discussed the benefit of having different Commissioners serve on different boards and offering different viewpoints. B. Johnson explained that she was just afraid that there was no Commissioner representation, noting that they have been having meetings. W. Shorey said he thought that it might be that the Commissioners Office had not received invitations to the meetings because James Gillway of Searsport has been attending on their behalf for quite some time as an appointee.

4. A. Fowler reported that she has been working very closely with Communications Director Owen Smith on the reconsolidation of PSAPs as related to and in support of the findings in the Kimball report, and the PUC's "Straw Man" proposal of reconfiguration of the PSAPs in the State of Maine. She is also working with Senator Thibodeau on emergency legislation to support these findings and fiscal savings. A. Fowler related that she also continues to attend meetings related to the Jail. Other efficiencies and ideas will be discussed by conference call tomorrow. She was asked to attend the Board of Directors meeting last week and was asked to speak. She said that she expressed disappointment with the Budget Committee cutting \$23,000.00-plus from Tower Sites. She said that the Board of Directors are experts and she expressed disappointment that none were there to support the Communications Budget. She has asked them to be present at the Public Hearing on November 30, 2011. She further noted that the Board of Directors has expressed concern over funds being taken from the Tower sites and when asked where else the funds could be taken, there was no place to cut the budget. One has sent a letter expressing concern about the budget cut for Commissioner Fowler to take to the Public Hearing.

NEXT COURT SESSION:

The next Commissioners Court Session is a regular session scheduled for Tuesday, December 13, 2011. The Commissioners noted that they may need to meet sooner than that to attend to some miscellaneous business and would let the County Clerk know if they needed to schedule another court session.

****A. Fowler moved, B. Johnson seconded to adjourn the court session at 12:27 p.m. Unanimous.**

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