

**WALDO COUNTY COMMISSIONERS COURT SESSION
APRIL 10, 2012**

PRESENT: Commissioners William D. Shorey – Chairman and Betty I. Johnson. (Commissioner Amy R. Fowler had to attend an important Corrections meeting.) Also present was County Clerk Barbara L. Arseneau to take minutes.

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

TREASURER’S REPORT:

Present with the Commissioners were Treasurer David A. Parkman and Deputy Treasurer Karen Trussell. D. Parkman reported the following:

REVENUE:

D. Parkman reported that revenue received could be 25% at this point in the year and has been received in the amount of 31%. Some of the EMA-related revenue was supposed to have been placed in a Capital Reserve, so that has been moved to the Hazmat/LEPC Reserve.

APPROPRIATIONS:

D. Parkman reported appropriations could be expended in the amount of 25%, and the overall budget is at that level. He explained that the Commissioners budget is over that, which is typical with the large expenditures that occur in the beginning of the year. It was noted that the Facilities budget was a little high at 28%. D. Parkman reported that the Communications Center Tower Site Operations line is 90% expended. K. Trussell reminded the Commissioners that the Budget Committee cut this budget by over 23,000.00 and had instructed the Communications Director to take expenditures from the Tower Site Operations line. W. Shorey stated that when the Budget Committee originally was trying to reduce that budget, it was to try and reduce the over-time, but they realized they could not take it from that line. That is why they reduced the Tower Site Operation. K. Trussell remarked that the Communications Center budget may run over this year because of that large cut. There was additional discussion of how the Tower Site line would be drained and it won’t be a true reflection of what the costs are. There was discussion of what will happen if something goes wrong with one of the towers. There will need to be a note sent to the Budget Committee letting them know of the concerns.

D. Parkman commended the Budget Committee for gradually increasing the part-time personnel line in the Communications budget over the years.

D. Parkman submitted a list of expenditures from the Reserve accounts, which are included in the warrants that follow.

W. Shorey commented that when the budgets for the last four years are averaged, it is a 1.87% increase annually; plus over \$300,000.00 was returned to the taxpayers.

UNAPPROPRIATED BALANCE:

The unappropriated balance is anticipated to be around \$400,000.00, not including 2011 unappropriated balances. He was speaking of the overlay, which has not been established yet.

D. Parkman reported that the County has started borrowing from the Tax Anticipation Note as of the end of March.

****B. Johnson moved, W. Shorey seconded to file the Treasurer's report. Unanimous.**

WARRANTS:

****B. Johnson moved, W. Shorey seconded to authorize payment of the March 30, 2012 General Fund Accounts Payable warrant & March 15 and 29, 2012 Payroll warrants in the amount of \$337,223.56. Unanimous.**

****B. Johnson moved, W. Shorey seconded to authorize payment of the March 30, 2012 Active & Restricted reserve in the amount of \$31,546.18. Unanimous.**

****B. Johnson moved, W. Shorey seconded to authorize payment of the March 30, 2012 Reentry Accounts Payable warrant and March 15 and 29, 2012 Payroll warrant in the amount of \$114,065.90. Unanimous.**

****B. Johnson moved, W. Shorey seconded to authorize payment of the March 30, 2012 MCRRC Restricted Reserve warrant in the amount of \$876.96. Unanimous.**

****B. Johnson moved, W. Shorey seconded to authorize payment of the April 10, 2012 General Fund Accounts Payable warrant in the amount of \$30,857.95.**

****B. Johnson moved, W. Shorey seconded to authorize payment of the April 10, 2012 Restricted Reserve in the amount \$5,456.92. Unanimous.**

****B. Johnson moved, W. Shorey seconded to authorize payment of the April 10, 2012 Reentry Accounts Payable warrant in the amount \$66,439.67.**

(The Commissioners next held a tax abatement appeal hearing for G. Titcomb vs. Town of Palermo, Petition #357. Please see separate minutes for this hearing.)

EXECUTIVE SESSION:

****B. Johnson moved, W. Shorey seconded to go into Executive Session at 10:06 a.m. as permitted by M.R.S.A. Title 1 § 405 – 6(C) for legal consultation regarding use of real property. Unanimous**

****B. Johnson moved, W. Shorey seconded to come out of Executive Session at 10:30 a.m.**

****B. Johnson moved, W. Shorey seconded to authorize Attorney Lee Woodward to complete the deed work on the County's boundary line for Franklin Street Extension. Unanimous.**

ICON SOFTWARE AGREEMENT:

The Commissioners commented that they had seen all of the paperwork back in December of 2011 but the Register of Probate had some concerns and questions on the document. Now that these questions were answered to the satisfaction of the Register, the Commissioners signed the agreement.

FACILITIES REPORT:

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

1. It will cost approximately \$4,500.00 to paint the exterior trim at the District Courthouse. The individual who painted a number of years ago didn't like being on a ladder and only painted as high as he could reach. It needs to be redone. This was not budgeted. The Commissioners authorized this to be paid from the Courthouse Reserve.
2. The openings in the Superior Courthouse windows at the Registry of Deeds need to be altered in order for the air conditioners to fit in there properly. This should cost less than \$1,000.00. The Commissioners authorized this work to be performed.
3. The asphalt roof on the Superior Courthouse needs to be replaced this year. There have already been problems. It will require a lift and will likely cost a minimum of \$25,000.00. The prices that have been obtained in recent years from roofers have been "astronomical." The Commissioners discussed the bidding process and acknowledged that it is not always wise to go with the lowest bid. Experience counts for a great deal in terms of value, as well. K. Nealley stated that he would put this out to bid.
4. The office enclosure is completed for the Communications Director and he is well pleased with it. The new work station for the other side is not in yet.
5. Now that the snow is gone, there is erosion at the new EMA/Sheriff's Office. It had been agreed that some of the finishing work would wait until spring, but K. Nealley did not want to let this go too long. A number of emails went out and then there was no activity. Some of the subcontractors have been great and have come back to check on things; others have not returned.
6. New work stations at Post II in the Reentry Center will be delivered, hopefully, at the same time as the work station for the Communications Center
7. Michelle Wadsworth is applying for a grant for a new 24-hour chair for the Reentry Center through Maine Municipal Association.
8. Commissioner Johnson asked K. Nealley to contact the State for more funds to assist with more work in the District Courthouse. K. Nealley noted that possibly this could take place with adding air conditioning in the lobby upstairs.
9. K. Nealley submitted notice of his fourth anniversary of employment with the County. His salary will increase from \$39,517.47 to \$39,941.79 on April 30, 2012. He asked the Commissioners to keep in mind that he is the lowest paid Facilities Manager of the sixteen Maine Counties. There was brief discussion among the Commissioners about trying to get COLA's equal between union and non-union employees and that was all that could really be addressed this year. K. Nealley said that he has been here four years and recognized that each year had been difficult economically, but hoped the Commissioners might address this in the future. He thanked the Commissioners for their support of his position, for allowing him to do his job freely and stated that he truly enjoyed his work there. The Commissioners said that they understood his position and perhaps once the COLA's had been addressed, inequities may possibly be addressed in the future.

TECHNOLOGY UPDATE:

Present with the Commissioners was Technology Consultant James Arseneau of J&B Diversified Associates, who reported the following:

1. The State performed a security audit for the Communications Center. The State is required to do this every three years or so, and they also performed an audit at the City of Belfast. Some things need to be addressed. He reported that the State was pleased with the RSA project that was put in place a year ago. The State did uncover something else; a new SEGIS document was released in 2010 and will mean additional “tweaks” and expenses. Originally, the dongles were supposed to have been enough of a security measure but anything that is taken outside the County buildings is considered public and will now need encryption. Currently, this is “bank security” type of access. At first the State was going to require it between the buildings but the County argued that the buildings (EMA, Communications Center, Jail and Sheriff’s buildings) are all on the same land with the same fiber and tubes. As long the dongle stays in the vehicles, it is fine but if it goes into the deputies’ homes, then there is an issue. The State liked the County’s Technology Policy but also wants a statement that the County subscribes to the SEGIS standards of protection and Security on the law enforcement end, even though the County has a statement that in the policy that any state or federal laws will supersede the County’s policy. The Sheriff and Communications Director will also include this in their S.O.P.’s as well. Each year the security requirements get more and more stringent. Password expiration is also going to be required, every 90 days, with special characters, numbers, etc. The Spillman system is ready to implement that but notices will need to be sent out to the employees so they will be made aware. The Commissioners said they understood the need for security, but sympathized with the law enforcement and dispatch employees who constantly have to deal with these security measures.

J. Arseneau said that he “traps” and takes care of an average of 150 spam emails coming into the County each day.

2. The Insight Grant is up and running and part of it is still being completed.

3. PIN Mapping and CAD Mapping are in the process of being implemented.

4. Planning is underway to wire up the telephone lines to the fire alarm system. There seems to be some conflicting information that will hopefully be resolved soon.

5. Seacoast Security quoted the County a price of \$50,000.00 but they will reduce that amount by whatever the County will pay MAC Electric for the work MAC Electric performed.

6. Within a week the small remaining wiring and cabling for the new EMA/Sheriff’s Building will be done.

CORRESPONDENCE:

Present to report Correspondence was County Clerk Barbara Arseneau, as follows:

1. COMMISSIONERS OFFICE REPORT:

Human Resources/Payroll Director: B. Arseneau reported that Michelle Wadsworth has been working on the following:

- The monthly newsletter.
- Orientation of new employees.
- Putting together interview questions for the Deputy County Clerk interviews.
- Tabulated Wellness Surveys.
- Reviewing applications that are coming in for the Deputy County Clerk position.

County Clerk: B. Arseneau reported that she has been working on the following:

- Keeping current with transcribing and sending minutes from Commissioners Court Sessions.
- Performing specific research for FOAA requests from citizens and others.
- Daily functions of Deputy County Clerk, such as ordering supplies, etc.
- Nearly half-way through transcribing the FY 2012 Public Hearing minutes, which will be done as soon as possible.
- Reviewing applications for the Deputy County Clerk position.

B. Arseneau reported that Temporary Office Assistant Linda Kinney is doing very well and is a tremendous help in the office.

2. The County has re-enrolled with the Republican Journal/Village Soup News now that the company has been purchased and is back in business. The company is honoring the subscription, plus one additional month.

3. Healthy snacks will be integrated into the Commissioners Court Sessions gradually, such as Cheerios, fruit and the like with containers to keep them fresh.

4. Public Safety Telecommunicators Week 2012 Proclamation : Proclamation for : Commissioner Fowler previously sent an email indicating that she appreciates all that the Dispatchers do and gratefully endorsed this proclamation.

5. Communications Director Owen Smith sent a memo reporting that Dispatchers Andrew Cardinale, Jennifer White, Paul Haskell and Katie Dakin were recognized for a “Critical Call Incident of the Year” award during the Annual Maine NENA Chapter’s Conference held the previous week. The Commissioners commended the dispatchers for their excellent work in handling this call.

6. The following employees will receive pay raises:

- Deputy Treasurer Karen Trussell will reach the nine-year step increase on April 14, 2012 with a salary increase \$42,048.77 to \$42,791.33. This was noted by the Commissioners.
- Dispatcher Rebecca Bryant has completed Certified Terminal Operator training and has received her certificate, which is the last of three certificates qualifying her for a pay rate increase from \$14.95 to the starting rate of \$16.02 per hour, effective April 1, 2012.
- Dispatcher Linda Wry reached the two-year anniversary and received a pay increase from \$17.13 to \$17.72 per hour effective March 28, 2012.

7. Sheriff Scott Story sent a copy of a letter of commendation to Lieutenant Jason Trundy in recognition of a routine traffic stop that resulted in over \$3,300.00 (over a pound and one half of

processed marijuana and Ecstasy) being seized along with the car being used to transport the items. The Commissioners also expressed their commendation of Lieutenant Trundy's excellent work.

8. Sheriff Story sent a copy of a letter that was sent to Sergeant James Greeley from Julie Page and Megan Hills of the Office of the Superintendent with RSU 20 expressing their thanks for the time he gave to prepare for and make a presentation at their annual spring professional development in-service workshop day. The Commissioners expressed their gratitude for Sergeant Greeley's presentation to this group.

MINUTES APPROVED:

****B. Johnson moved, A. Fowler seconded to approve the minutes from the March 13, 2012 and March 27, 2012 Waldo County Commissioners Court Sessions. Unanimous.**

MISCELLANEOUS COMMISSIONERS BUSINESS:

1. B. Johnson reported that she has purchased, with her own personal funds, the most current CD of grants that are available. She had brought it into the office for copies to be made and distributed to the Department Heads. B. Arseneau reported that copies had been made and sent. B. Johnson suggested that the County develop a mission statement in advance so that when grants became available, this piece would be done already. She said that if people had any ideas, bring them to her attention and she would research them. Some of the grants might assist a group of towns as collective regions. One thing she had thought of was animal rescue. Perhaps there was funding to assist with this type of thing.

2. **CORRECTIONS BUDGET:** A. Fowler sent a note along with copies of the FY2012/FY2013 Corrections Budget, indicating that after extensive review and study, all parties that sat down together, including A. Fowler, Sheriff Story, Facilities Manager Keith Nealley, Deputy Treasurer Karen Trussell, Human Resources/Payroll Director Michelle Wadsworth and Technology Consultant James Arseneau Detention Manager Robert and Correctional Administrator Raymond Porter were in agreement with the adjustments made in order to submit this budget to the BOC. A. Fowler recommended that the Board of Commissioners endorse it.

W. Shorey expressed concern with some of the decisions and cuts that were made, but recognized that the parties involved were knowledgeable in those areas. The Commissioners voted as follows:

****B. Johnson moved, W. Shorey seconded to approve and accept the FY2012/Y2013 Corrections Budget as presented by the group who put it together. Unanimous.**

3. B. Johnson said that MCEA is still "in limbo" and are looking at merging. There will need to be more discussion and more meetings. There was some discussion on which agencies Waldo County should be funding between MCEA, Eastern Maine Development and MCEDD. B. Johnson expressed concern that Eastern Maine Development does not cover certain parts of Waldo County.

4. The Commissioners briefly discussed the upcoming budget schedule. B. Johnson stated that she is very unclear about why there are so many different pay scales with such varying steps and would like to spend some time getting the history of these and how they are working. W. Shorey observed that with a railroad and a major port, Waldo County was in a unique situation.

NEXT COURT SESSION:

The next Commissioners Court Session is a regular session scheduled for Tuesday, May 8, 2012 unless any special court sessions need to be scheduled.

****B. Johnson moved, W. Shorey seconded to adjourn the court session at 11:38 a.m. Unanimous.**

Respectfully submitted by Barbara L. Arseneau
Waldo County Clerk