

**WALDO COUNTY COMMISSIONERS COURT SESSION  
MAY 8, 2012**

**PRESENT:** Commissioners William D. Shorey – Chairman, Amy R. Fowler and Betty I. Johnson. 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.

**SHERIFF'S REPORT:**

Present with the Commissioners was Sheriff Scott Story, who asked the County Commissioners to confirm the following new hires at the Waldo County Sheriff's Office and Maine Coastal Regional Reentry Center:

1. Walter Waggoner - to be hired as full-time Corrections Officer effective May 27, 2012 at \$15.95 per hour.

**\*\*B. Johnson moved, A. Fowler seconded to approve the hire of Walter Waggoner as full-time Corrections Officer effective May 27, 2012 at \$15.95 per hour. Unanimous.**

2. Elmer Sweetland - to be hired as part-time Corrections Officer effective May 8, 2012 at \$15.60 per hour. The Sheriff informed the Commissioners that Mr. Sweetland had worked for the County Correctional Facility previously before moving to another agency.

**\*\*A. Fowler moved, B. Johnson seconded to approve the hire of Elmer Sweetland as part-time Corrections Officer effective May 8, 2012 at \$15.60 per hour. Unanimous.**

3. Timothy Parker - to be hired as part-time Corrections Officer effective May 8, 2012 at \$12.58 per hour, as an uncertified Corrections Officer.

**\*\*A. Fowler moved, B. Johnson seconded to approve the hire of Timothy Parker as part-time Corrections Officer effective May 8, 2012 at the uncertified officer rate of \$12.58 per hour. Unanimous.**

4. Barrett Russell - to be hired as part-time Corrections Officer effective May 8, 2012 at the uncertified Corrections Officer rate of \$12.58 per hour.

**\*A. Fowler moved, B. Johnson seconded to approve the hire of Barrett Russell as part-time Corrections Officer effective May 8, 2012 at the uncertified Corrections Officer rate of \$12.58 per hour. Unanimous.**

Sheriff Story reported that he is still in middle of searching for a full-time Patrol Deputy to replace former Patrol Deputy Benjamin Wheeler and should have a recommendation by the next Commissioners Court Session.

Sheriff Story informed the Commissioners of his estimate to purchase side arms, etc. in the amount of \$10,000.00. These weapons have not been tested yet and he is looking at specific brands.

**\*\*B. Johnson moved, A. Fowler seconded to approve the expenditure for side arms in whatever the amount would be. Unanimous.**

B. Johnson inquired about a bicycle officer. S. Story explained that it didn't work well for several reasons; it was difficult to schedule and was done at a discounted rate for Northport, so he did not intend to start it back up at this point.

Thursday Rod Miller will be visiting the Reentry as part of an inspection of Jail facilities across the State. (The Commissioners were referred to email messages they had received during the previous week.)

Sheriff Story related that his officers will be picking up the new cruisers this week.

### **TREASURER'S REPORT:**

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

#### **REVENUE:**

The revenue received by this time of year is estimated at around 43%. He noted that some of the revenue has been recorded for May. Currently 40.64% of the anticipated revenue has been received. D. Parkman described this as "troubling." He stated that he has learned that the Registry of Deeds has had a very good month, which hasn't occurred for a while, which is a positive thing. That being said, transfer tax is lagging behind. Probate Restitution revenue was estimated at \$100.00 and has been received in the amount of \$3,500.00 so far. D. Parkman noted that this estimate will need to be adjusted for next year. He cautioned that normally revenue has started building more than anticipated by now. This year, that is not the case and it is a bit of a concern.

#### **APPROPRIATIONS:**

D. Parkman reported that the County budget expenditures look good at this point in the year, but explained that this report was only up through April. The amount expended could be 33%. The Commissioners and Facilities are a little over that percentage. All other departments are fine with the exception that the Tower line in the Communications Center is overdrawn.

B. Johnson inquired about the Jail budget and was told by the Treasurer that it is "on track with expenditures."

A. Fowler inquired about the credit card expense in the amount of \$806.82. K. Trussell explained that this is for the Sheriff's Office for Officer Jerry Lincoln to go to school for SRO Training. This will be reimbursed half by the school.

#### **RESERVE ACCOUNTS:**

D. Parkman reported that the current year balance is \$468,847.30. They were authorized to move \$150,000.00 and have currently moved about \$131,000.00 from undesignated funds already. It may be a problem next year. Because of the Jail, the County took so much out and likely won't be putting too much back into the Reserves.

A. Fowler asked for the Treasurer to check on the Reserve accounts for the Jail.

D. Parkman informed the Commissioners that the auditor will be in to finish the rest of the audit. There will need to be another Federal Audit for grant money, now that the County has brought in grant funds totaling over \$500,000.00. D. Parkman recommended allocating money for this next year. He believed this would continue to be an ongoing need each year. He recommended adding \$2,000.00 for that. He stated that the audit budget will be overdrawn.

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

**WARRANTS:**

**\*\*A. Fowler moved, W. Shorey seconded to authorize payment of the April 27, 2012 General Fund Accounts Payable Warrant and April 12 and 26, 2012 Payrolls in the amount of \$306,469.52. Unanimous.**

**\*\*A. Fowler moved, W. Shorey seconded to authorize payment of the April 27, 2012 Active & Restricted Reserve in the amount of \$19,122.41. Unanimous.**

**\*\*A. Fowler moved, W. Shore seconded to authorize payment of the April 27, 2012 Reentry Accounts Payable Warrant and April 12 and 26, 2012 Payrolls in the amount of \$81,338.22. Unanimous.**

**\*\*A. Fowler moved, W. Shorey seconded to authorize payment of the April 27, 2012 MCRRC Restricted Reserve warrant in the amount of \$1,071.76. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to authorize payment of the May 8, 2012 General Fund Accounts Payable warrant in the amount of \$103,492.99. Unanimous.**

**\*\*W. Shorey moved, A. Fowler seconded to authorize payment of the May 8, 2012 Restricted Reserve in the amount of \$11,398.57. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the May 8, 2012 Reentry Accounts Payable Warrant in the amount of \$27,329.91. Unanimous.**

**TECHNOLOGY UPDATE:**

Present were Technology Consultant James Arseneau and Communications Director Owen Smith. J. Arseneau reported the following:

1. J. Arseneau updated the Commissioners on the following three grants related to technology:
  - Insight Grant – all agencies have been added on the server and only the Sheriff's Office and Communications Center are left at this point.
  - PIN Mapping - completed.
  - CAD Mapping - needs extraction of more information being obtained from the EMA Director.
  
2. The Federal audit and subsequent CJIS policy: J. Arseneau explained that as a result of the most recent audit of the County's equipment, there were some deficiencies noted. One issue is that the County's passwords do not expire every thirty (30) days. This is now set up but hasn't been implemented

yet. J. Arseneau explained that some processes had to be put in place, including a way to reinstitute passwords when people forget what they are and lock themselves out. The State doesn't really want anyone else knowing passwords. There will be some extra things for the Communications Center Director and his supervisors because they will need to know how to handle things if someone locks themselves out. Furthermore, inscription is required. The fobs have to have data in a format that cannot be tapped by anyone. This requires an additional piece of software at the Communications Center. J. Arseneau had planned ahead for this in case it would be necessary. He estimated \$7,900.00 to do all of law enforcement agencies. County department heads will be using a part of the inscription because there's no way to separate the law enforcement out. There will be a one-time fee and then there'll be an annual maintenance fee, and it was estimated that this would be roughly \$1,000.00 per year. J. Arseneau said the only place that funds could come from is the Technology Reserve. He also explained to the Commissioners that the City of Belfast has to have fiber optics encrypted, too, and the City will have to purchase that piece for their equipment. When asked when this has to occur, J. Arseneau responded that the County has to supply a timeframe for completion, send it to the State and then complete it in that timeframe.

A. Fowler reviewed the funding in the Technology Reserve and reported that there was only about \$3,000.00. She expressed her view that this work should not occur. W. Shorey spoke to the fact that this is a Federal Mandate, and recommended that the Budget Committee receive a letter indicating that they cut funds they shouldn't have and now the County needs to use Contingency to cover this mandatory expense. W. Shorey said he would have J. Arseneau review the letter to be sure the technical wording is correct. This will go out in a few weeks. He felt that the Budget Committee should be reminded that their reductions created this problem. J. Arseneau reminded the Commissioners that the Federal Government can cut off access if and when they wish if compliance isn't met. O. Smith commented that these unfunded mandates are constant surprises and sometimes seem to be ludicrous.

3. J. Arseneau submitted paperwork from Winxnet to the County Commissioners for Virtual Private Network (VPN) data encryption.

Floater Position at Communications Center Update:

W. Shorey asked O. Smith to figure out how to project how much has been saved with the new floater position, based on what has been saved so far. O. Smith said he had provided a letter for the first quarter but he would also try to look ahead to see how much vacation/comp time other dispatchers have and base it on the one-third that the floater would be working.

#### **EXECUTIVE SESSION:**

**\*\*A. Fowler moved, B. Johnson seconded to go into Executive Session at 9:49 a.m. as permitted by M.R.S.A. Title 1 § 405 – 6(F) for discussion of non-public health records related to health insurance plan. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of Executive Session at 10:22 a.m. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to correct the omission of the Out-of-contract Exception that occurred when the County changed to the AETNA network and to reinstate this provision. Unanimous.**

### **PROSECUTORIAL ASSISTANT POSITION NEW HIRE:**

Present with the Commissioners was Deputy District Attorney Eric Walker. He reported that last week, interviews were conducted with candidates for the new Prosecutorial Assistant position. Lori Perez, who formerly worked as a federal law enforcement officer with fish and wildlife service in Machias area, “stood way out.” E. Walker explained that the entire interview board was very impressed. References in the DC area were contacted with positive feedback. With the approval of the County Commissioners, Ms. Perez is able to start around the first of June. Starting salary will be \$42,000.00.

**\*\*A. Fowler moved, B. Johnson seconded to approve hiring Lori Perez as Prosecutorial Assistant at \$42,000.00 with the starting date in early June, to be determined at a later date. Unanimous.**

### **CORRESPONDENCE:**

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

1. B. Arseneau reported that Temporary Office Assistant Linda Kinney did an outstanding job filling in as Temporary Office Assistant until the vacant Deputy County Clerk position could be filled. She expressed gratitude that the Commissioners permitted Ms. Kinney to work during that rather hard transition period.

2. A candidate has been found to fill the vacant Deputy County Clerk position. After two interviews, the last including the County Commissioners on the interview board, the recommendation was to hire Marilyn A. Saucier as Deputy County Clerk effective May 7, 2012 at the five-year salary level of \$3,086.52 due to previous experience and qualifications.

**\*\*A. Fowler moved, B. Johnson seconded to hire Marilyn A. Saucier as Deputy County Clerk at the five-year salary of \$33,086.52 effective May 7, 2012. Unanimous.**

The County Commissioners welcomed Ms. Saucier in her new position.

3. Communications Director Owen Smith sent a memo to the Commissioners asking them to confirm the hire of Amber Stanhope as part-time Dispatcher Trainee, effective June 3, 2012 at the starting rate of \$12.83 until she completes her certifications.

**\*\*A. Fowler moved, B. Johnson seconded to hire Amber Stanhope as part-time Dispatcher Trainee effective June 3, 2012 at the starting rate of \$12.83 until she completes her certifications.**

4. Sheriff Scott Story sent a memo indicating that Deputy Jeffrey Boudreau was no longer employed at the Sheriff’s Office effective April 20, 2012.

**\*\*A. Fowler moved, B. Johnson seconded to accept notice that Jeffrey Boudreau is no longer employed at the Sheriff’s Office effective April 20, 2012. Unanimous.**

5. Communications Center Director Owen Smith sent notice that Dispatcher Sulian Shay has completed one-year of employment with the County and has successfully completed the probationary period on May 4, 2012. She was eligible for a pay step increase from \$16.55 to \$17.13 per hour effective that date. This was noted by the Commissioners.

6. Discussion of County Animal Control Officer: B. Arseneau informed the Commissioners that they have received several letters regarding the discussion of whether or not the County should consider providing a county-wide animal control officer. The Towns of Searsmont, Stockton Springs and Burnham are not in support of this endeavor, however; the Town of Lincolnville wrote that the Lincolnville Board of Selectmen “wholeheartedly supports the effort to examine the feasibility of Waldo County providing Animal Control Officer services countywide.” B. Johnson stated that other responses may not be forthcoming until after they hold town meetings. She commented that it doesn’t seem feasible and that many towns are not interested in a stipend arrangement. She explained that it would still be a cost to the individual towns even if the County provided this service. The matter of the laws being met is an issue. Certification is required annually, etc. There is no policing of this. For some towns it would cost more than what they are currently paying. It is a problem in Waldo County that there is no licensed shelter.

7. Register of Probate Sharon Peavey sent notice that, with the Board of Commissioners’ approval, the Probate Office will be closing May 17, 2012 from 10:30 a.m. to 3:00 p.m. so that staff may attend a training seminar for the ICON probate docket management program. The Commissioners approved this closure.

8. Part-time Non-union Pay Scale 2012 Error: The Human Resources/Payroll Director found an error on the Part-time Non-union Pay Scale for 2012 in the Temporary Deputy County Clerk line. It had not been changed to reflect the Cost of Living increase. A revised pay scale was submitted to the Commissioners for review and signatures.

9. B. Arseneau informed the Commissioners of a need in the Communications Center. Currently, a small college dormitory-sized refrigerator is shared by all employees at the Center. It is too small and does not have adequate freezer space. This need became known during a recent Wellness Committee meeting when it was explained that many dispatchers would like to bring in healthier meals/snacks during their shifts but there simply isn’t the refrigerator space to accommodate this. The request to the Commissioners is for funding to be used from the Equipment Services Reserve to purchase a larger refrigerator with proper freezer capacity for employees to use.

**\*\*A. Fowler moved, B. Johnson seconded to grant approval to spend up to \$700.00 for the Equipment Services Reserve for a refrigerator at the Communications Center. Unanimous.**

10. The County Commissioners received an invitation from Thomas Woodin, Vice President of the Mid-Coast Municipal Association to attend meetings held by the Association on the third Friday of every month at the Maine Discover Center located at 1 Park Drive in Rockland.

11. Correctional Administrator Raymond Porter sent notice to all municipal, county, state and federal employees that membership for Bay Area Fitness was due May 18, 2012 at a rate of \$192.00 for the year for each member, which is a discounted group rate if 40 enroll.

12. B. Arseneau asked the Commissioners if they wished to receive the Mainebiz in paper format at \$33.95 per year in addition to the electronic format they currently receive. Commissioner Johnson requested that the paper version be sent to her home address.

**MINUTES APPROVED:**

**\*\*B. Johnson moved, A. Fowler seconded to approve the minutes from the April 10, 2012, April 20, 2012 and April 30, 2012 Waldo County Commissioners Court Sessions. Unanimous.**

**OLD BUSINESS:**

The Corrections matter that has been postponed for several months continues to be postponed.

**MISCELLANEOUS COMMISSIONERS BUSINESS:**

1. Formerly scheduled Commissioners Court Session on May 17, 2012:

**\*\*B. Johnson moved, A. Fowler seconded to cancel the Commissioners Court Session on May 17, 2012.**

2. MCEDD Nomination: B. Johnson needs to be nominated again and one other person needs to be nominated. She was not sure who will be nominated from Northport.

**\*\*B. Johnson nominated herself and either Reeves Gilmore or Peter Dalton, whoever is recommended by the Northport Selectmen, to serve on MCEDD. Nominations ceased.** (It was determined later in the day that Peter Dalton was appointed.)

3. B. Johnson said she has no new news to report on MCEA regarding whether or not they will be merging.

4. B. Johnson informed the Commissioners that the Coastal Counties Workforce, Inc. (CCWI) will be meeting in Freeport next Friday.

5. NIC National Institution of Corrections has been implemented by grant to visit Corrections facilities in the State of Maine over the next few weeks. They will be visiting Waldo County on Thursday, May 10, 2012.

6. The Commissioners decided that none of them will attend the National Association of Counties (NACo) 2012 Annual Convention in Pittsburgh Pennsylvania.

**NEXT COURT SESSION:**

The next Commissioners Court Session is a regular session scheduled A WEEK LATER THAN NORMAL for Tuesday, June 19, 2012 unless any special court sessions need to be scheduled.

**\*\*W. Shorey moved, B. Johnson seconded to adjourn the court session at 11:14 a.m. Unanimous.**

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