

**WALDO COUNTY COMMISSIONERS COURT**  
**APRIL 9, 2013**

**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.

**FINANCIAL REPORT:**

Present with the County Commissioners was Treasurer David A. Parkman and Deputy Treasurer Karen Trussell, who reported the following:

**COUNTY APPROPRIATIONS:**

D. Parkman reported that the County budget could be 25% and is 24% expended at this time. The Commissioners' budget expenditure is little high, which is expected because there are a number of lines that have to be paid in full early in the year. Concern was also expressed over a few lines in the Communications Center; particularly overtime. There was brief discussion about the floater positions and B. Arseneau informed the Commissioners that the Communications Director has sent the name of two employees to fill the two floater positions in the near future. She would discuss this during Correspondence.

**CORRECTIONS:**

K. Trussell reported that the appropriations could be about 75% expended and is 74% expended.

**REVENUE:**

D. Parkman reported that revenue should 25% received and is 27.6% received. He commented that in previous years, the revenue received has typically been higher than this.

\$2,750,000.00 remains in the Tax Anticipation Note (TAN). There should be about five months, averaging \$550,000.00 per month when borrowing on both the County and Corrections sides of the TAN, before the property taxes start coming in. D. Parkman reported that there should be some revenue coming in on the Corrections side in July, with receipt of the 80% Community Corrections funds.

There was discussion of the EMA grant reimbursing some of the costs. It is being filtered through the Technology Reserve.

A. Fowler asked about the Corrections Workers Compensation line being in the red. K. Trussell explained that all invoices are shared 50/50 between the County and the Corrections budgets. The most recent invoice put the Corrections Workers Compensation line in the red.

**GRAND JURY ROOM RENOVATION UPDATE:**

A. Fowler inquired about the Grand Jury Room renovations. W. Shorey reported that this has started well, but there was a lack of communication between "both sides of the hall" at the Superior Courthouse. District Court had already sent out notices that Grand Jury would be held in the Grand Jury Room May 6-9, 2013. It would be very time consuming and inconvenient for

the court staff to resend those notices. So, the project to turn the Grand Jury Room into an office for the Prosecutorial Assistant has been postponed until after May 9, 2013.

**DISTRICT COURTHOUSE LEASE UPDATE:**

W. Shorey took this opportunity to inform the Commissioners about developments with the proposed lease for District Court space. Jeff Henthorn called the County Clerk and explained that, like the last lease agreement, it is easier to use a MOA rather than draft an entire new lease. There are a few minor amendments the State would like to make, and it has also been requested that the lease be a four-year rather than three-year lease because the state is on a two-year cycle and this would avoid a lease change in the middle of a budget cycle. W. Shorey said he would come back to the Board of Commissioners on this matter once the State has sent its proposed MOA.

**AUDIT UPDATE:**

D. Parkman reported that the auditor's staff was in and the Corrections audit is nearly done. They have also started on the County audit. He commented that they are very thorough and are requesting more information than the County has been asked to provide in previous years. The Commissioners were pleased to hear this.

K. Trussell informed the Commissioners that the auditor's staff notified her that they had run a payroll test, which failed because three out of ten time sheets in Dispatch and the Sheriff's Office were not signed by either the employee, the supervisor or the department head. She requested a memo from the Commissioners addressing this issue, noting that the first four months of 2013 will be audited the same way next year. The Commissioners agreed that a memo should be sent to all employees and department heads stating that if the timesheets are not signed properly, they will be returned. If they are not resubmitted correctly in time for the payroll processing, the employee will not be paid until the next payroll.

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

**WARRANTS:**

W. Shorey read the amounts from the warrants and they were approved for payment as follows:

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the March 29, 2013 General Fund Accounts Payable and March 14 & 28, 2013 Payroll warrants in the amount of \$277,563.15. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the March 29, 2013 Capital & Restricted Reserve warrant in the amount of \$31,758.38. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the March 29, 2013 Reentry Accounts Payable and March 14 & 28, 2013 Payroll warrants in the amount of \$80,468.14. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the April 9, 2013 General Fund Accounts Payable warrant in the amount of \$183,990.69. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the April 9, 2013 Active & Restricted Reserve warrant in the amount of 15,053.88. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the April 9, 2013 Reentry Accounts Payable warrant in the amount of \$71,001.05. Unanimous.**

D. Parkman said that tomorrow might be the last Maine County Commissioners Association Meeting he would be attended as a representative of the Treasurer's Association because he believed the restructuring of the by-laws would take away the other associations' voting power.

A. Fowler explained that the MCCA doesn't have the ability to have meetings just with the Commissioners to discuss things the way the other associations do. She stated that it makes it difficult to discuss relevant issues plus she, as a Commissioner, would never presume to go to the Sheriff's Association meetings, for example, and expect to have voting power on various decisions.

#### **SHERIFF'S REPORT & DISCUSSION OF POSSIBLE NEW HIRE:**

Present with the Commissioners was Sheriff Scott Story.

W. Shorey asked if he could discuss the email that was sent by Technology Consultant Jim Arseneau sent regarding Spillman Training in Corrections. It had originally been calculated that the Corrections portion would be about \$8,000.00 but an error in the calculation in the number of warranty years purchased in advance has made it so that the amount needed from Corrections is only about \$820.00 A. Fowler wondered how the Sheriff would find money in a flat-funded budget. S. Story explained that he had figured that he could find the \$8,000.00, so having to find a much smaller amount was better. When asked, S. Story said he didn't like the cost associated with the Spillman contract in general, but he recognized that the rest of the County needs this piece in order to keep the contract going, and because he doesn't understand it, he didn't feel he could fight it. He did say that he would go on record as agreeing with this training.

**\*\*A. Fowler moved, B. Johnson seconded to approve funding \$820.00 from the Corrections Budget for the Corrections' portion of the Spillman annual maintenance contract. Unanimous.**

2. S. Story reported that Patrol Officer Nick Oettinger has taken the position of School Resource Officer vacated by Officer Gerald Lincoln.

3. N. Oettinger taking the School Resource Officer has left a vacant patrol position. There has been an interview process and S. Story wished to make a recommendation to the County Commissioners. Kyle Wasiela is half-way through the Academy as part of the Skowhegan Police Department. If the County hires him now, it won't owe the usual \$35,000.00 reimbursement for Academy training. Because K. Wasiela has already started the training, however, S. Story asked the Skowhegan P.D. what they thought would be a fair reimbursement. They responded that they would consider something between \$5,000.00 and \$7,000.00. S. Story explained that he will need to find about \$4,000.00 to \$5,000.00 in the Sheriff's budget and

thought it could likely be covered by unused Part Time funds, although he cautioned the Commissioners that the Sheriff's budget might be over this year. S. Story requested hiring Kyle Wasiela at \$18.78 per hour effective April 15, 2013.

S. Story asked if the Commissioners would approve up to \$7,000.00 to reimburse Skowhegan Police Department for the County to hire Kyle Wasiela.

**\*\*B. Johnson moved, A. Fowler seconded to authorize the Sheriff to spend up to \$7,000.00 in reimbursement to Skowhegan Police Department in order to hire Kyle Wasiela at \$18.78 per hour effective April 15, 2013, while he is still in the Academy. Unanimous.**

In brief discussion, it was stated that even the tuition students come with a "price tag."

### **EMA REPORT & DISCUSSION OF TOWER CLIMBING, SMART PHONE APPLICATION & NIXIE ALERTING TOOL:**

Present with the Commissioners for this report was Emergency Management Agency Director Dale Rowley.

1. Nixle Alerting: D. Rowley informed the Commissioners that Jim Dittmeier of Searsport has offered to assist with this reporting tool. It has been learned that the communities that have the best results in getting the word out to sign up for Nixle use Facebook. Nixle uses Facebook to advertise. D. Rowley detailed how it would work but noted that the radius for the free version is only about two miles in circumference. J. Dittmeier has created a list of counties that have Facebook pages set up. About half the counties do utilize this. D. Rowley explained that he doesn't know much about Facebook and would need to research it. He was concerned about security issues. He asked for permission to discuss this with the Technology Consultant first. The Commissioners approved this D. Rowley discussing this matter with the Technology Consultant.

2. Research regarding "In Case of Crisis", an emergency job aid that uses "smart" phones: D. Rowley has polled county employees to see who owns a "smart" phone so that he could determine whether or not it was worth trying to set things up to send out emergency notices to employees on their phones. There is a cost involved and at this point, it is not cost efficient. He reported that only about half the County employees have a "smart" phone, so the \$1,200.00 program might not be the best idea to implement at this point. D. Rowley stated that he might try to do this with the local school systems because most of the school staff has "smart" phones.

3. Tower Climbing: D. Rowley informed the Commissioners that he, the Facilities Technician and two of the ham radio volunteers took a tower climbing course for training to go up and down the County's two towers. He now has two sets of harnesses. He would like to have an in-house annual training program. The Commissioners requested that this be checked with the risk pool insurance before anything is set up, and requested that D. Rowley work through the Human Resources/Payroll Director.

**\*\*B. Johnson moved, A. Fowler seconded to have EMA Director Dale Rowley speak with Malcolm Ulmer at the Risk Pool to get information regarding the feasibility of this tower climbing training. Unanimous.**

4. D. Rowley reported that Technology Consultant Jim Arseneau and he had worked on a grant for some security software and also for a new plotter at EMA. The grant money was awarded and a new plotter has been ordered. He wondered what to do with the old plotter. A. Fowler recommended donating it to the Waldo County Soil & Water District if they can use it. D. Rowley said he would contact them. W. Shorey suggested the Waldo County Extension Office if Soil & Water couldn't use it.

5. D. Rowley reported that he is working hard at getting invoices submitted in a rapid fashion for various grant funds that the County has been awarded. These grant awards were recently awarded to Waldo County with a very short two month time period.

#### **GYM MEMBERSHIP UPDATE:**

Human Resources/Payroll Director Michelle Wadsworth reported to the Commissioners that she polled the Wellness Committee regarding how to handle the gym membership program in terms of:

1. Whether or not to keep the program going during the summer months. The consensus was to keep the program in place because it would be simpler and more motivating. Several people stated that they still use the gym during the summer months, particularly if the weather is poor.
2. Enrollment period: It was recommended that enrollment be done at the beginning of each quarter.
3. Minimum criteria: If an employee does not meet the minimum requirement, they will have to pay the full enrollment themselves at the end of that quarter. It won't cost the County anything.

There was discussion of the program trial time. During the March meeting the Commissioners had agreed to have the trial time from January through the end of June. The Commissioners wished to stay with this decision.

The County Clerk and Human Resources/Payroll Director requested going into Executive Session for discussion of confidential records related to a medical claim appeal as permitted by M.R.S.A. Title 1 § 405(6)(F).

**\*\*A. Fowler moved, B. Johnson seconded to enter Executive Session for discussion of confidential records related to a medical claim appeal as permitted by M.R.S.A. Title 1 § 405(6)(F) at 10:31 a.m. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of Executive Session at 10:42 a.m. Unanimous.** No action was taken.

**CORRESPONDENCE:**

County Clerk Barbara Arseneau reviewed correspondence with the County Commissioners as follows:

1. There was no record in the previous months' minutes of a formal vote by the Commissioners to contract with Branther, Thibodeau & Associates. For the record, the County Commissioners voted as follows:

**\*\*A. Fowler moved, B. Johnson seconded to contract with Branther, Thibodeau and Associates to conduct the County's audits for one year. Unanimous.**

2. Communications Director Owen Smith sent a request to approve the promotion of part time Dispatcher Matthew Varney to full time Dispatcher effective Sunday, April 7, 2013. This will fill the floater position left vacant in January when Rebecca Bryant left. As M. Varney has not yet received all the required certifications, he will be hired at \$15.39 per hour.

**\*\*B. Johnson moved, A. Fowler seconded promoting part time Dispatcher Matthew Varney to full time Dispatcher at \$15.39 per hour to fill the vacant floater position effective April 7, 2013. Unanimous.**

3. Communication Director Owen Smith sent a request for confirmation of hiring Justin Tozier as part time Dispatcher Trainee at \$13.21 per hour effective April 22, 2013. After successful completion of the training program and receiving state required certifications, the goal is to promote J. Tozier to full time Dispatcher to fill the second floater position.

**\*\*A. Fowler moved, B. Johnson seconded to approve hiring Justin Tozier as part time Dispatcher Trainee at \$13.21 per hour effective April 22, 2013. Unanimous.**

4. The Commissioners noted pay step increases for the following employees:

- Deputy Treasurer Karen Trussell will receive a ten-year step increase from \$44,075.07 to \$45,222.33 effective April 14, 2013.
- Facilities Manager Keith Nealley will receive a five-year step increase from \$41,142.40 to \$41,974.40 effective April 30, 2013.

5. Maine Municipal Association, Workers Compensation division, has sent an adjusted premium contribution check to the County in the amount of \$4,706.00.

6. Communications Director Owen Smith submitted a written report to the Commissioners regarding progress with the response plans. He reported that the response plans have been completed and tested. There are 953 fire plans and 422 EMS plans for a total of 1,375. He noted that any future "glitches" that may come up will be corrected as they arise. He also reported that there were no overtime shifts required to finish the plans, as they were able to manipulate float

shifts to cover everyone. O. Smith reported additional details, including the fact that the changes to the plans based on the questions of does a fire department respond to all ambulance calls and a fire department arrive on scene at a law enforcement incident will be resolved, and dispatch will make the revisions to the plans when they receive those in writing.

7. Pinny Beebe-Center has sent a “save the date” for the 4<sup>th</sup> Annual Knox-Waldo Homeless Consortium. It will be held at the Mid-Coast School of Technology from 9:00 a.m. to 3:00 p.m. and lunch will be served. As there are only 60 seats, it will be first-come-first-serve. An invitation and agenda will be out soon and an RSVP will be needed. B. Johnson said she would like to go and requested that B. Arseneau RSVP when the invitation arrived.

8. B. Arseneau submitted a draft document related to National County Government Month. With the input and assistance of Sheriff Story and Correctional Administrator Raymond Porter, statistics and information regarding the Sheriff’s Office and Maine Coast Regional Reentry Center were put together for this year’s theme, “Smart Justice: Creating Safer Counties.” The Commissioners read and approved the document with the amendment of “Waldo County Jail” rather than “MCRRC” as processing 1077 bookings in 2012. The finished document will be run on the County’s web site during the month of April.

9. During the regular January Commissioners Court Session, B. Arseneau had notified the Commissioners that Representative Jethro Pease called to inform them that he had been appointed to the State and Local Government and Criminal Justice and Public Safety committees. She wished to include this for the record in the April 9, 2013 minutes.

**MINUTES APPROVED:**

**\*\*W. Shorey moved, A. Fowler seconded to approve the minutes for the March 12, 2013 Waldo County Commissioners Court Session. Unanimous.**

**MISCELLANEOUS COMMISSIONERS BUSINESS:**

1. A. Fowler reported that a representative from Thayer Corporation would like to come in and perform an overview in the Waldo County buildings to see if cost efficiencies and savings could be found. She reminded the Commissioners that she brought this up during the previous court session and was now asking if the Board wanted to entertain this. W. Shorey said that he was not in favor of this because it could easily assume debt for the County in the way this proposal would come about. A. Fowler said she believed that the Commissioners know what needs to be fixed, but it would be interesting to find out how they might go about fixing it. A. Fowler said she would let the representative know that the Board is not interested at this time, nor do the Commissioners believe they can afford the solutions.

2. D. Parkman stepped back in briefly to report that he had just made a visit to the District Attorney’s Office, met the staff and that all was progressing well with the new restitution account. Some additional training may be required, but this matter would be between the District Attorney and his staff.

3. B. Johnson reported that the Coastal Counties Workforce is still working hard on the Governor’s plan.

4. B. Johnson reported that MCEDD has been discussing some of the things that are going on with Eastern Maine Development Corporation and their financial issues.

5. B. Johnson stated that she has been going over pay scales with the H.R./Payroll Director. She explained that they are reviewing different scenarios with some of the scales. They will continue to work on the scales and present them to the Commissioners at a later date. One thing she would like to discuss is the hourly, non-union pay scale. It appears that there is a 3% COLA and no steps between, so she believed this needs some work. There was lengthy discussion about how to space the pay steps apart.

**\*\*A. Fowler moved, B. Johnson seconded to adjourn the Commissioners Court Session at 11:34 a.m. Unanimous.**

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