

**WALDO COUNTY COMMISSIONERS COURT
SPECIAL SESSION
May 21, 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.

OPENING OF FUEL OIL BID PROPOSALS:

Present with the Commissioners was Facilities Manager Keith Nealley, who opened the following fuel oil proposals:

1. Thompson's Oil: Fixed price for fuel oil per gallon - \$3.245. Fixed price for propane per gallon - \$1.95.
2. Maritime Energy: Fixed price for fuel oil per gallon - \$3.30. Fixed price for propane per gallon - \$1.7579.
3. Dead River: Fixed price for fuel oil per gallon - \$3.2510. Fixed price for propane per gallon - \$1.5274.
4. R.H. Foster: Fixed price for fuel oil per gallon - \$3.3175. Fixed price for propane per gallon - \$1.849.

There was a fair amount of language about "indicative" prices in a few of the proposals. K. Nealley was instructed to see if he could split it by awarding the fuel oil bid to Thompson's Oil and the propane bid to Dead River.

(Later in the morning, K. Nealley reported that he had left a message for Thompson's Oil and had not heard back. The Commissioners instructed him to try and split the award but if that did not work out, to award both the fuel oil and propane bid to Thompson's Oil.)

DISCUSSION OF REGISTRY OF DEEDS SUMMER HOURS:

Present with the Commissioners was Register of Deeds Deloris Page, who had met with the Commissioners during the May 14, 2013 Court Session to ask if her part-time Deeds Clerk could work full-time hours during the summer months to cover vacation leave, increased business, etc. The Commissioners spoke briefly about the need to keep the amount of time low enough so as not to impact the status of benefits with the current part time employee. M. Wadsworth briefly explained that if the full-time hours were limited to ten (10) weeks for the summer months, this would allow for one or two more weeks later in the year if coverage was needed at that time. The Commissioners agreed to allow up to ten (10) weeks of full-time hours for current part-time Deeds Clerk Amy Keller during the summer months as requested.

D. Page thanked the Commissioners for permitting this but mentioned that it is getting busier in the Deeds Registry and with employees being out for medical reasons, coverage has been

difficult. She explained that she would be back during the fall budget cycle to request that the part-time hours for this employee be increased to full time in 2014. The Commissioners agreed to consider this and discuss it at that time.

DISCUSSION AND SIGNING OF 2013 PAY SCALES:

The Commissioners reviewed proposed pay scales as developed and presented by Commissioner Johnson. B. Johnson explained that she tried to set up the pay scales for non-union employees with about a 1% increase for each year between steps. For example, between the 1-year and 2-year steps it would be a 1% increase. Between the 2-year and 5-year step, it would be a 3% increase. She further explained that, as discussed previously during a Commissioners Workshop, she had removed the 6-month pay step increase on all the non-union pay scales, so the Commissioners could see how it looked. Pay scales were discussed and voted on as follows:

1. EMA Director Pay Scale: B. Johnson had created two different scales for the Commissioners to review and decide on. The EMA Director is currently at the 7-year level of employment (which is not a pay step) and is currently making \$50,860.08. She noted that the Commissioners Staff had been on a similar annual pay step scale and their 2013 pay rate was frozen at their 2012 rate (which also did not include the pay step that would have been received in 2012) and were given 3% on top of that lower rate. She wondered if the same thing would need to be done with the EMA Director. His pay would now fall under the category of a 5-year because there is no 7-year step on the scale. She wondered if it should only be a 1% increase from the 7 to the 8-year when he reached that. W. Shorey recommended that with this restructuring, if the employee is currently between pay steps, when the employee gets to the next pay step, they need to be moved to the next step in its entirety, rather than just receiving a smaller increase. He recommended the pay scale that ended with a salary of \$58,926.99 for the 20-year level.

****A. Fowler moved, B. Johnson seconded to approve the 2013 EMA Director and Deputy Director pay scale with the full percentages of increases between steps as presented. Unanimous.**

2. Facilities Manager and Facilities Technician Pay Scale: With putting them in at their current salaries, there was very little change because they are both at the 5-year level.

****A. Fowler moved, B. Johnson seconded to approve the 2013 Facilities Management pay scale as presented. Unanimous.**

3. Communications Director Pay Scale: The Communications Director is actually at the 18th year and was inadvertently figured at the 20-year level for 2013. Therefore, the recommendation was to give that position a 2% increase when the 20-year level is reached. B. Johnson showed two versions of the pay scale, with one ending with the 20-year salary at \$57,103.99 and the second ending with the 20-year salary at \$62,272.87. The Commissioners selected the second version and agreed to freeze the salary until this position reaches 20 years of employment.

***A. Fowler moved, B. Johnson seconded to accept the second version of the 2013 pay scale for the Communications Director as presented, with salary to increase 2% upon reaching the 20-year pay step. Unanimous.**

4. Chief Deputy Sheriff Pay Scale: B. Johnson explained that he is at \$58,078.92 for the 5-year level so she worked backward from that figure in order to calculate the starting salary. It was also noted that the Sheriff had seen this scale in advance and was in agreement with it, as it is approximately \$2,000.00 less than the Sheriff's salary

****A. Fowler moved, B. Johnson seconded to approve the 2013 Chief Deputy's pay scale as presented. Unanimous.**

5. Commissioners' Office Staff Pay Scale: Because this staff's salaries were "frozen" in 2013, without the 2012 pay steps, which was not done with other employees, B. Johnson kept the next steps as they would have been. The employees will move to their next steps when they reach those years.

****A. Fowler moved, B. Johnson seconded to approve the 2013 Commissioners' Office Staff pay scale as presented. Unanimous.**

6. Deputy Treasurer Pay Scale: B. Johnson stated that this pay scale would now also change from having annual pay steps to the same structure as other pay scales. She plugged in the Deputy Treasurer's current pay into the 8-year level, since she is currently at ten years of employment and there is no step for that year.

****A. Fowler moved, B. Johnson seconded to approve the 2013 Deputy Treasurer's pay scale as presented. Unanimous.**

7. Prosecutorial Assistant/Supervisor Pay Scale: Currently this position is paid \$44,784.41, and will be receiving a 1-year raise this coming month, consistent with the previous pay scale. However, the other pay steps were changed to resemble the structure of the other pay scales, which decreased the percentages of increase to 1% per year between steps.

****A. Fowler moved, B. Johnson seconded to approve the 2013 Prosecutorial Assistant/Supervisor pay scale as presented. Unanimous.**

8. Elected Officials Pay Scale: There was discussion about the Elected Officials pay scale. It was noted that by statute, the Sheriff's salary has to be established before elections. This is accounted for on this pay scale and is \$2,000.00 higher than the Chief Deputy. No changes were made to this scale.

****A. Fowler moved, B. Johnson seconded to approve the 2013 Elected Officials pay scale as presented. Unanimous.**

9. There was brief discussion of removing the Facilities Technician and EMA Deputy Director from the Non-union Non-Exempt Pay Scale 2013.

****A. Fowler moved, B. Johnson seconded removing the Facilities Technician and EMA Deputy Director from the Non-union Non-Exempt Pay Scale 2013, since they are now on their own departmental pay scales. Unanimous.**

10. Part-time Non-union Pay Scale:

****A. Fowler moved, B. Johnson seconded to approve the 2013 Part-time Non-union pay scale that was approved on February 22, 2013.**

The Commissioners thanked Commissioner Johnson for her work on the pay scales and also thanked Michelle Wadsworth for her assistance previously on the pay scales earlier in the year. W. Shorey acknowledged that the Commissioners' staff took a reduction in pay that others had not.

(Break)

EXECUTIVE SESSION:

****B. Johnson moved, W. Shorey seconded to go into Executive Session at 10:12 a.m. for discussion of a personnel matter as permitted by M.R.S.A. Title 1 § 405(6)(A). Unanimous.**

****B. Johnson moved, W. Shorey seconded to come out of Executive Session at 11:20 a.m. Unanimous. No action taken.**

CORRESPONDENCE:

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

1. District Attorney's Office Administrative Legal Secretary Carla Rogerson submitted her resignation effective May 10, 2013.

****B. Johnson moved, A. Fowler seconded to accept the resignation of Carla Rogerson, effective May 10, 2013. Unanimous.**

2. District Attorney Geoffrey Rushlau has submitted a recommendation to promote Legal Secretary Felicia Story to Administrative Legal Secretary to fill the vacancy, effective May 20, 2013 at the one-year level of \$18.74 per hour.

****B. Johnson moved, A. Fowler seconded to promote Legal Secretary Felicia Story to Administrative Legal Secretary at \$18.74 per hour effective May 20, 2013. Unanimous.**

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

- Deputy Kyle Wasiela will graduate from the Maine Criminal Justice Academy May 24, 2013 and will receive a pay increase from \$18.78 to \$19.15 per hour.
- Deputy Arthur Smith will reach the eight-year step effective June 9, 2013 with a pay increase from \$20.71 to \$21.31 per hour.
- Deputy Cody Laite will reach the one-year step effective June 19, 2013 with a pay increase from \$19.39 to \$19.67 per hour.
- Deputy Jordan Tozier will reach the one-year step June 19, 2013 with a pay increase from \$19.39 to \$19.67 per hour.
- Dispatcher Matthew Varney successfully completed certification as CTO May 17, 2013. Effective May 19, 2013, his hourly rate of pay will increase from \$15.39 to \$16.50 per hour.

- Dispatcher Sulian Shay reached the two-year level May 4, 2013 with a pay increase from \$17.64 to \$18.25 per hour.

4. The Commissioners signed the revised 2012 Annual Report letter as a board.

5. B. Arseneau recommended dedicating the 2012 Annual Report to Head Cook Nancy Carrel, who retired in 2012 after more than 27 years of service at the Waldo County Correctional Facility.

****A. Fowler moved, B. Johnson seconded to dedicate the 2012 Annual Report to Nancy Carrel. Unanimous.**

6. B. Arseneau submitted a draft 2014 budget timeline for the Commissioners to review and comment on at a later date.

7. The Commissioners were reminded that the Registry of Deeds was closed tomorrow for training.

MISCELLANEOUS COMMISSIONERS BUSINESS:

1. Commissioner Fowler detailed her recent testimony to serve a County Commissioner position on the Board of Corrections. She mentioned that even though she had not requested anyone to testify on her behalf, several people came to do so, which pleased her very much. She will be waiting to hear the result.

2. On May 28, 2013, B. Johnson will be speaking before a group at the Belfast Free Library about County Government, which committees there are and how people can contact the Commissioners to get on these committees. The Commissioners commended her for taking this opportunity to speak on behalf of the County Commissioners.

NEXT COURT SESSION:

The next Commissioners Court Session is a regular court session on **Thursday, June 13, 2013** starting at 9:00 a.m. rather than on Tuesday June 11, 2013 due to the June primary elections.

****A. Fowler moved, B. Johnson seconded to adjourn the Commissioners Court Session at 11:32 a.m. Unanimous.**

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