

WALDO COUNTY COMMISSIONERS COURT
JUNE 13, 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, Deputy Treasurer Karen Trussell and Sheriff Scott Story. D. Parkman reported the following:

REVENUE:

D. Parkman reported that revenue should be received at 46% at this time of year and “are right on that target.” Nonetheless, he commented that the County usually has more revenue at this time of the year. He noted that EMA revenue is much lower than usual. It was believed that this is because the County has not been reimbursed by the Federal Government through the State. K. Trussell explained that each year is different and that this is typical.

COUNTY APPROPRIATIONS:

D. Parkman reported that the County Appropriations could be 46% expended by this time of year and this is where the overall budget sits. He noted that the Treasurer’s budget was expended at 49%, and is higher than the Commissioners’ budget expenditures. The Facilities budget is 48% expended. D. Parkman reported that, overall, the Communications Center budget was sitting well at 45% expended, although the overtime is still high at 112% expended. The Commissioners agreed to ask the Communications Director how the new floater position was working out when he met with them later in the morning.

CORRECTIONS:

D. Parkman reported the Corrections budget at 92% expended overall. It was observed that the Parking lots, Grounds, and Snow removal lines were 572% expended. The Commissioners also noticed that food was 103% expended. The Commissioners wondered why the VOA Contract line was overdrawn at 103% expended. The Inmate Medical and Dental line was also overdrawn at 106%.

RESERVES:

There was no discussion of the reserves.

W. Shorey asked if the current auditor was working out well and D. Parkman reported that the audit appears to be going well. W. Shorey asked if the notes from the previous auditor had been received as requested and was told no, he had not provided them. K. Trussell explained that B. Arseneau redid all the fixed assets for the new auditor since the notes could not be received by the former auditor.

TAX ANTICIPATION NOTE: \$2,750,000 has been spent and \$1,250,000.00 remains. There is one more warrant and one more payroll, and also July and August. D. Parkman believed that the County would be fine until property taxes start being paid in September and October.

****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 May 31, 2013 General Fund Accounts Payable and May 23, 2013 payroll warrants in the amount of \$243,726.52. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 31, 2013 Capital and Restricted Reserve warrant in the amount of \$14,252.38. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 31, 2013 Reentry Accounts Payable and May 23, 2013 payroll warrants in the amount of \$98,976.21. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the June 13, 2013 General Fund Accounts Payable and June 6, 2013 payroll warrants in the amount of \$122,708.25. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the June 13, 2013 Capital, Active and Restricted Reserve warrant in the amount of \$16,857.66. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the June 13, 2013 Reentry Accounts Payable and June 6, 2013 payroll warrants and in the amount of \$49,591.93. Unanimous.**

(The Commissioners held a tax abatement appeal for Greenwoods, LLC vs. the Town of Northport, Petition #362. Please see separate minutes for this hearing.)

COMMUNICATIONS CENTER REPORT ON BUDGET ISSUES:

Present with the Commissioners was Communications Director Owen Smith, who informed the Commissioners that he will likely overdraw the radio account. There have been some issues and he will do the best he can. He noted that they have spent about the same amount every year and this year it was reduced, when maybe it shouldn't have been. Some of the radio problems just can't be fixed.

W. Shorey asked how the floater positions were going. O. Smith said that other than the holiday, there hadn't been any overtime shifts. He said he would manage it as tight as he could and acknowledged that the one floater position is helping a lot. In the process of training one, so that will take some time.

O. Smith brought to the Commissioners' attention a recurring problem. When the supervisors travel and he is not with them, there is difficulty with paying for meals, etc. One solution would be to get another credit card. He commented that "eight times out of ten" when he is not with a supervisor, it is usually Mike Larrivee. He recommended getting another credit card with Mike's name on it and it will be left in the Commissioners'/Treasurer's Office until it is needed, and then O. Smith would then come down to get it and would return it when the event is over. It would not be carried by M. Larrivee unless he was traveling. There is no cost to get an additional credit card. O. Smith has explained that if receipts are not submitted, the employee will be responsible to pay for the cost. The Commissioners agreed with this solution.

EMA REPORT: RSU 3 REQUEST FOR SPACE ON ABORN TOWER:

Present with the Commissioners was EMA Director Dale Rowley, who discussed RSU 3's request to be allowed put a repeater on the County's tower antenna. This would be free to the school, so D. Rowley thought it should serve as a back-up frequency for the Sheriff's Office. This would also permit the Sheriff's personnel to speak directly to the school in certain events. D. Rowley had requested that RSU 3 [put its own rack in the radio shack](#). Superintendent of Schools Heather Perry had also sent a letter detailing the reasons for this need and it was received by the County Commissioners Office on May 29, 2013. The Commissioners approved RSU 3's request for space on Aborn Tower.

GRANT UPDATE: D. Rowley reported that a grant has paid for the new radio room and that room is all set now. D. Rowley said he spent 3.5 hours with the Auditor's Inspector General performing an audit, which was technically FEMA's audit. They wanted every piece of equipment that has been purchased through grants to have a sticker on it stating when purchased and for EMA to create an inventory list.

REQUEST FOR APPROVAL TO ACCEPT ASSET FORFEITURES:

Present with the Commissioners was Chief Deputy Jeffrey Trafton to request the Commissioners' approval to accept asset forfeiture from the State of Maine v. Ryan Parkinson in the amount of \$522.50, to be transferred to the Waldo County Sheriff's Office.

****A. Fowler moved, B. Johnson seconded to accept asset forfeiture in the amount of \$522.50 from the State of Maine v. Ryan Parkinson and to approve the transfer of that amount to the Waldo County Sheriff's Office. Unanimous.**

COLA FOR CORRECTIONS BUDGET:

****A. Fowler moved, B. Johnson seconded to approve a 1% COLA for the Corrections Budget for the next fiscal year. Unanimous.**

AGREEMENT WITH ISLESBORO:

Chief Deputy Jeff Trafton notified the Commissioners that the Town of Islesboro has asked for assistance with a Deputy for night duty. Islesboro has rented a house for the deputy at no cost to the County. The Sheriff drafted a side agreement with the Deputies Association, which was now being submitted to the Commissioners. It was entitled, "Memorandum of Understanding Between the County of Waldo and the Waldo County Deputy Sheriff's Association/F.O.P. Lodge 1-7 Concerning Night Shifts Conducted on the Island of Islesboro". It is time-for-time for

the day shift and will be over-time on the overnight shift. This will be for the months of July and August. The Union Rep has already signed off on that and it just needs the Commissioners approval.

****B. Johnson moved, A. Fowler seconded to approve the “Memorandum of Understanding Between the County of Waldo and the Waldo County Deputy Sheriff’s Association/F.O.P Lodge 1-7 Concerning Night Shifts Conducted on the Island of Islesboro” for service to Islesboro for the months of July and August 2013. Unanimous.**

ASSET FORFEITURE:

J. Trafton related that the Sheriff wants to buy one more rifle from asset forfeiture funds to replace the one that is in use by Jason Bosco, who is still working for the state but assists the County.

****A. Fowler moved, B. Johnson seconded to permit the Sheriff to purchase an additional rifle from asset forfeiture funding. Unanimous.**

A. Fowler asked why the contract for line 4077 VOA is overdrawn, which is the County’s side, not the Re-entry. J. Trafton said he would check on that.

EXECUTIVE SESSION:

****B. Johnson moved, A. Fowler seconded to go into Executive Session at 11:06 a.m. as permitted by Title 1, 405(6)(A) for a personnel matter related to a health insurance claim. Unanimous.**

****B. Johnson moved, A. Fowler seconded to come out of Executive Session at 11:12. a.m.**

****A. Fowler moved, B. Johnson seconded to pay an employee’s Emergency Room Claim up to \$1,190.82 with the Health Insurance funds. Unanimous.**

CORRESPONDENCE:

1. K. Trussell came in to report that MainePERS employer match contributions will be going up from 5.4% to 6. % July 1, 2013. The employee portion will be going before the Appropriations Board Legislature later this summer.

2. Keith Nealley submitted an invoice to be paid by the County and reimbursed by the State of Maine for lighting retrofit and painting work that was completed at the Waldo County Superior Courtroom in Belfast in the amount of \$4,405.38. The Commissioners approved this and expressed their appreciation for this good, mutually cooperative working relationship between the State and the County in getting some projects done in the courthouses.

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

- Dispatcher Stephanie Lunt will reach the two-year step on June 26, 2013 with a pay increase from \$17.64 to \$18.25 per hour.
- Prosecutorial Assistant/Supervisor Lori Perez reached the one-year pay step on May 29, 2012 with her annual salary increasing to \$44,784.41.

4. As agreed by the Commissioners during their May 21, 2013 Special Session, Part-time Deeds Clerk Amy Keller will work 35 hours per week for ten weeks at the regular part-time rate to fill in during vacations and other absences this summer.

A. Fowler moved, B. Johnson seconded to officially approve increasing the hours for Part-time Deeds Clerk Amy Keller to 35 hours per week for 10 weeks, at the regular part-time hourly rate. Unanimous.

5. Register of Probate Sharon Peavey sent written notice to the Commissioners that she would need to close the Probate Registry on June 20, 2013 so that the staff may attend a training seminar for Passport Acceptance Agents. The Commissioners approved this office closure and instructed the Clerk to notify the public by contacting local T.V. and radio stations. Signage should be put on the doors by the Register of Probate, as well.

MINUTES APPROVED:

****B. Johnson moved, A. Fowler seconded to approve the minutes from the May 14, 2013 and May 21, 2013 Waldo County Commissioners Court Sessions. Unanimous.**

TECHNOLOGY UPDATE:

Present for this discussion was Technology Consultant James Arseneau, who reported the following to the Commissioners:

1. The new server is in the process of being boxed up. J. Arseneau had thought it would be here by now, but reported that Spillman needed to finish up some things. It should be sent out next week. J. Arseneau had already sent a notice that the old Spillman server would be shut down and moved on June 17, 2013.

2. VPN Client Software: At one point, the State had leftover, unused grant money, so Dale Rowley submitted an invoice for VPN Client Software. Work started on it last week and there are two firewalls for redundancy, so the County has to buy two licenses. There is still \$2,600.00 left in grant funds and it will cost \$3,300.00 for the second licenses. The difference will be for a credit balance that owed the County by WINXNET. B. Johnson asked how often the license had to be renewed. J. Arseneau explained that it is a one time purchase.

****B. Johnson moved, A. Fowler seconded to approve the purchase of two licenses as recommended. Unanimous.**

3. J. Arseneau referenced a memo that was sent to the Commissioners and Sheriff Story on June 11, 2013. The memo mentioned that when the Corrections Budget was originally developed, three amounts were entered in the budget for capital technology improvements in future years for Corrections. One of the accounts (1050-7304) had something coded to it that should have been coded to 1050-4604. J. Arseneau would like to ask Deputy Treasurer K. Trussell if this could be corrected by a journal entry change. J. Arseneau explained that it had been the original plan to upgrade the PCs in 2012. It was budgeted but won't be expended by the end of June. He asked if this unexpended amount could be moved from the Budget to the Corrections Technology Reserve. W. Shorey asked if this was related to the two-year upgrade that is going on now. He said he had meant to ask how corrections would be paying for this, so it was good that it was being discussed now. J. Arseneau explained that S. Story was "religious"

about transferring unspent technology funds in past years. When asked why this was not done sooner, J. Arseneau said that since the Jail budget had been created, these types of transfers were typically done in June each year. He added that if there were any questions, the Budget Committee had not allowed the upgrade in 2012, so the money budgeted is just being carried over in a reserve to cover the upgrade going on in 2013.

J. Arseneau also asked about the cost of 167 PCs. The three original items add up with the amount the Budget Committee allocated and the reserve amount the Commissioners had allocated. J. Arseneau asked permission to go ahead and spend up to \$268,000.00 for the Spillman Server, PC refresh and Panasonic Lap Tops for the Sheriff's Office. The PCs would be approximately \$170,000.00 and the Server was estimated at \$70,000.00. Because Spillman dropped the price, five years of maintenance will be purchased. W. Shorey asked what the balance would be for the completion of the upgrade in 2014. J. Arseneau estimated that there would be about \$74,000.00 left to go into next year. There was some discussion of the operating budget amounts and the reserve amounts.

****B. Johnson moved, A. Fowler seconded to expend up to \$268,000.00 for the Spillman Server, PC refresh and Panasonic Lap Tops for the Sheriff's Office. Unanimous.**

J. Arseneau said that the Sheriff had agreed to clean out his old office space for the new computers to sit while being configured, rather than going to the Communications Center conference room the way they did during the last upgrade five years ago.

MISCELLANEOUS COMMISSIONERS BUSINESS:

1. There was brief review of the upcoming Corrections budget and how it will be a challenge to keep it flat-funded as requested by the BOC.
2. B. Johnson asked for a motion to accept Virginia Yarnell to serve on the MCEDD board. There can be five serving on this board, plus one county person.

****B. Johnson, W. Shorey seconded to accept Virginia Yarnell to serve on the MCEDD Board. Unanimous.**

NEXT COURT SESSION:

The next Commissioners Court Session is a regular court session scheduled on July 9, 2013. The Commissioners will hold an in-house workshop starting at 9:00 a.m. on June 25, 2013.

****B. Johnson moved, A. Fowler seconded to adjourn the Commissioners Court Session at 11:45 a.m. Unanimous.**

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