

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

**PRESENT:** Commissioners William D. Shorey – Chairman, Amy R. Fowler and Betty I. Johnson. Also present was Maine County Commissioners Executive Director Rosemary Kulow and County Clerk Barbara L. Arseneau to take minutes.

**Call to Order:** Commissioner Shorey called the court session to order at 9:00 a.m. Commissioner Fowler introduced Rosemary Kulow.

**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 53% of County revenue has been received so far. 52% is anticipated at this time of year. D. Parkman reported that the Legislature just passed Deeds legislation that will permit additional fees to be retained by the County Registries.

**COUNTY APPROPRIATIONS:**

D. Parkman reported that the County budget has been 52% expended. The Treasurer's budget is over budget. The Facilities budget was just slightly over. D. Parkman commended the Commissioners for their budget being only 43% expended.

During review of the Communications budget, B. Arseneau read a memo sent to the Commissioners from the Communications Director explaining which lines were overdrawn, which were likely to be overdrawn, and noting that overtime had slowed down. The Commissioners asked if a second floater had been hired and was told that a part-time dispatcher has been hired and once training was successfully completed, the individual would become the second full-time floater position.

**CORRECTIONS:**

S. Story reported that the Volunteers of America (VOA) invoices have been coded appropriately and explained that he had missed the increase in the VOA contract, which was why it was overdrawn for this year. He noted that the overtime line was up due to officers having to sit with inmates at the hospital. The Office Supplies line was over due to document items having to be re-boxed and moved downstairs. Since not all had been expended in the budget, he recommended keeping the unexpended funds (approximately \$45,000.00). Since the current budget has not been set, he recommended hanging on to that money for the next budget cycle. When asked, S. Story explained that he has submitted an actual budget, not a flat budget, stating that if the budget was to be too short to get the mission done, the BOC needs to take responsibility for the cuts, not the County.

R. Kulow asked if any of the Commissioners were interested in serving on the committee that has been formed to review the BOC and Corrections budget. W. Shorey replied, "When there's no money, there's no money; it doesn't matter how many commissions you establish." D. Parkman remarked that the BOC seems to do fairly well for the first six months of the year (which is the second half of the state's year) because money is submitted to them, then it gets difficult after that.

A. Fowler expressed concern over the money budgeted for the mission changes in Franklin County. She expressed concern that it was too low and they would be requesting funds from the BOC in the future.

D. Parkman said he thought that the BOC was supposed to have final approval over all the corrections budgets. But according to Mike Tausek, the budgets are capped, and the Commissioners have no control over the budgets, either. D. Parkman wondered who is looking over the budgets. The Sheriff agreed that nobody is looking over the budgets. A. Fowler referenced the statute that states that the corrections facilities would be budgeted appropriately to run properly, noting that this has not been done. She observed that the focus is always on negative press regarding things that have not gone well at the correctional facilities. She commented that some of the union contracts were fairly lucrative and that was causing issues, as well.

W. Shorey asked S. Story if Somerset County setting its own rates for housing inmates was “taking off” in other counties. S. Story responded that Somerset may have to close down some units, as it isn’t getting enough funds from the BOC. S. Story said that this actually was probably the most efficient way to avoid coming to the BOC in need of money. Somerset is generating its own revenue. He commented that Waldo County was in fairly good shape at this point, but that would not last forever. K. Trussell noted that less is being returned to the BOC each year from Waldo County because of increasing costs.

S. Story commented that the consolidated system was designed to be efficient but the problem is that the funds have not been provided and, for example, they are now in a new budget year with no budget. D. Parkman reminded all that this has been the case since the first year.

S. Story stated that he is convinced that the system will fall apart before Waldo gets into the same critical situation other counties are in.

AUDIT: D. Parkman reported that the Corrections Audit has been received and submitted that to the Commissioners. When asked, he said he was impressed and enjoyed working with the current auditing firm.

**\*\*B. Johnson moved, A. Fowler seconded to retain the current auditing firm of Branther, Thibodeau and Associates. Unanimous.** The Commissioners and Treasurer signed a new auditing contract with the firm.

#### RESERVES:

There was no discussion of the reserve accounts.

#### TAX ANTICIPATION NOTE:

D. Parkman reported the need to borrow \$100,000.00 this week, mostly for the Corrections budget. He explained that Community Corrections funds should be received soon, although he expressed concern about whether or not it would actually come in.

**\*\*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 June 28, 2013 General Fund Accounts Payable and June 20, 2013 payroll warrants in the amount of \$266,761.49. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the June 28, 2013 Capital, Active & Restricted Reserve warrant in the amount of \$17,086.49. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the June 28, 2013 Reentry Accounts Payable and June 20, 2013 payroll warrants in the amount of \$179,246.27. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the June 30, 2013 Reentry Final Accounts Payable warrant in the amount of \$11,297.28. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the July 9, 2013 General Fund Accounts Payable and July 3, 2013 payroll warrants in the amount of \$149,688.01. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the July 9, 2013 Restricted Reserve warrant in the amount of \$6,604.71. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the July 9, 2013 Reentry Accounts Payable and July 8, 2013 payroll warrants in the amount of \$39,683.70. Unanimous.**

**SHERIFF SCOTT STORY – DISCUSSION OF NEW HIRES:**

Present with the Commissioners was Sheriff Scott Story.

1. TRUCKS: The three (3) new trucks have been ordered and one is in. One is going to the investigative division and the other two are going to the Patrol Sergeants. S. Story requested permission to have a check cut by the Treasurer's Office for him to pick up the truck that is in. The Commissioners authorized this.

2. S. Story stated that it has been difficult to hire and retain part time employees. One applicant will be moving to the State of Maine soon. This individual has passed all tests and is certified. S. Story recommended hiring Frank Jennings as part-time Patrol Deputy effective July 9, 2013, at the hourly starting rate for a certified part-time officer of \$18.78.

**\*\*A. Fowler moved, B. Johnson seconded to approve the hire of Frank Jennings as part-time Patrol Deputy effective July 9, 2013 at the starting pay for certified part-time officer of \$18.78 per hour. Unanimous.**

3. S. Story reported that the previous week was a rather full and difficult week with the bad accident in Thorndike and the helicopter crash in Burnham.

## **EXECUTIVE SESSION:**

**\*\*B. Johnson moved, A. Fowler seconded to go into Executive Session for Title 1, 405(6)(A) for discussion of protected personnel matters at 10:42 a.m.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of Executive Session at 10:03 a.m.**

**\*\*A. Fowler moved, B. Johnson seconded to instruct the Technology Consultant to block internet access for a certain County computer because of excessive non-work-related internet usage and to instruct the Human Resources Director to notify the Department Head in writing. Unanimous.**

## **FACILITIES UPDATE:**

Present for this discussion was Facilities Manager Keith Nealley, who reported the following to the Commissioners:

### **SUPERIOR COURTHOUSE PROJECTS:**

1. The re-lamping project has been completed. The bulbs were 8' T-12 fluorescent bulbs, which are not longer made. He spoke with the State Facilities Director and it was agreed that the State would pay for the complete cost of that upgrade for approximately \$4,500.00. A meter reading has been taken and the amount of light has been quadrupled.

2. Prosecutorial Assistant/Supervisor Lori Perez's new office came in under budget at \$13,900.00. The original budget was approved at up to \$15,000.00. This included a new rolling filing system. K. Nealley explained that this office is also being used as a conference room.

### **DISTRICT COURTHOUSE PROJECTS:**

1. Judge Worth has requested that the Clerk's Office in the District Courthouse be re-carpeted because it has become a trip hazard. K. Nealley informed the Commissioners that the big issue with this project is the number of files that will need to be moved. When he spoke with State Facilities Director Jeff Henthorn, J. Henthorn explained that the State usually hires a moving company to move the files out for such repairs. The cost estimate for whole project is \$6,000.00 and the State is willing to split it 50-50 with the County. K. Nealley will wait for a Court Administrative week to perform this work rather than during a court cycle, if the Commissioners approve this project.

**\*\*A. Fowler moved, W. Shorey seconded to approve re-carpeting the District Court Clerks' Office, to be paid out of the Courthouse Reserve. Unanimous.**

2. K. Nealley reported that when it rains, a deep pool of water forms on the top platform of the parking lot stairs; going over the tops of shoes, etc. An estimate has been received from a contractor who can level the platform and create drainage for approximately \$900.00. The Commissioners approved this project.

**\*\*A. Fowler moved, W. Shorey seconded to authorize leveling the top platform of the stairs at the lower level of the District Courthouse building in the amount of approximately \$900.00. Unanimous.**

5. There was brief discussion of equipment breaking at the Garden and the need to provide some instruction to the Reentry residents on how to properly use the equipment.

6. K. Nealley has started to research funding programs for conversion of furnaces to a more economical fuel source. He will do more research and come back to the Commissioners.

K. Nealley thanked the Commissioners for their time and said he would start preparing the 2014 Facilities Budget.

### **CORRESPONDENCE:**

1. 2014 Commissioners Budget: B. Arseneau asked how the Commissioners would like to proceed with their 1020 budget. The Commissioners instructed her to prepare it and they would then review and make changes as necessary.

2. EMA Director Dale Rowley sent a memo to the Commissioners, requesting to swap some personal items the County EMA could use for old EMA items that EMA was no longer using. He has a new and unused 3500 watt gasoline generator he won in a raffle that he does not need but noted that EMA could certainly use it. He asked if he could swap it for an old overhead projector that is no longer used to teach classes because now computer projectors are used. There are also a couple of electric fans sitting in the former EMA office, and an old cathode-ray tube analog 13" T.V. that is no longer used by EMA. The Commissioners reviewed the list, noting that the County appeared to be getting the "better end of the deal."

**\*\*A. Fowler moved, W. Shorey seconded to approve D. Rowley's request to give EMA a new 3500 watt gasoline generator in exchange for some old and unused EMA items as presented. Unanimous.**

3. Communications Director Owen Smith sent notice that Dispatch Trainee Justin Tozier no longer works at the Communications Center effective June 19, 2013.

**\*\*A. Fowler moved, B. Johnson seconded to accept employment separation for Justin Tozier, effective June 19, 2013. Unanimous.**

4. Communications Director Owen Smith sent request for confirmation to hire Brian Wright as part-time Dispatcher Trainee effective July 1, 2013 at \$13.21 per hour, with the eventual goal of serving as the second floater.

**\*\*B. Johnson moved, A. Fowler seconded to approve hiring Brian Wright as part-time Dispatcher Trainee effective July 1, 2013 at \$13.21 per hour. Unanimous.**

5. Sheriff Scott Story sent notification that Deputy Arthur Smith has resigned his position as Patrol Deputy effective July 3, 2013.

**\*\*A. Fowler moved, B. Johnson seconded to accept the resignation of Deputy Arthur Smith effective July 3, 2013. Unanimous.**

6. Deputy District Attorney Eric Walker submitted a request for confirmation to hire Megan Carter as Legal Secretary to fill that vacant position, effective July 15, 2013 at \$15.46 per hour

**\*\*A. Fowler moved, B. Johnson seconded to approve hiring Megan Carter as Legal Secretary at the District Attorney's Office at \$15.46 per hour, effective July 15, 2013. Unanimous.**

7. The Commissioners noted pay step increases for the following employees:
  - Probate Clerk Cari Carver completed five years of employment on July 28, 2013 with an increase of \$15.71 per hour.
  - Detective Gerald Lincoln reached the five-year step on July 8, 2013 with a pay increase from \$21.99 to \$22.79 per hour.
  - Sergeant Dale Brown will complete twelve years of employment July 15, 2013 with a pay increase from \$23.41 to \$23.94 per hour.
8. B. Arseneau reviewed a memo inviting all elected municipal selectperson/councilors in the three Commissioners' Districts to caucus for the purpose of making nominations for expired positions on the 2014 Waldo County Budget Committee. A brief overview of the 2013 budget would follow and a small luncheon would be served. The Commissioners authorized sending this invitation.
9. Technology Consultant James Arseneau sent an update with notification that the Spillman server upgrade has been postponed from August 5 to August 12 due to a personnel issue with the Spillman's Upgrade Team.
10. The Commissioners had not had time to review the draft changes to the Employee Handbook/Personnel Policies so approval of these changes was postponed until the August 13, 2013 Court Session. They agreed that wording in the Technology Policy should be added to the end of the seventh paragraph under 1.0 SCOPE: *"The Commissioners reserve the right to discipline and rectify any issues that remain unresolved by the Department Head."*
9. Time and Tide Resource conservation and Development Area sent an announcement welcoming their new Project Planner, Megan Lachapelle, along with her contact information.
10. B. Arseneau reported a number of employees had sent expressions of gratitude for the recent distribution of summer employee Wellness Bags from the Waldo County Wellness Committee.
11. Deputy County Clerk Linda Kinney has agreed to attend and participate in the MCCA Annual Convention this September on behalf of the County Clerk, as B. Arseneau will not be able to attend this year.
12. 2013 PAY SCALE SIGNED: The Commissioners signed the 2013 Sheriff's Patrol Lieutenant Pay Scale with changes as recommended by the Sheriff.
13. 2014 CORRECTIONS PAY SCALES SIGNED: The Commissioners signed FY 2014 Pay Scales for the Part-time Corrections Division, Reentry Administration, and Non-Union Corrections Division.

**COLA FOR 2014:**

**\*\*A. Fowler moved, B. Johnson, A. Fowler seconded to approve a 1% COLA increase for the 2014 Budget for non-union employees. Unanimous.**

**MINUTES APPROVED:**

**\*\*B. Johnson moved, A. Fowler seconded to approve the minutes from the June 13, 2013 Waldo County Commissioners Court Session with noted changes. Unanimous.**

**MISCELLANEOUS COMMISSIONERS BUSINESS:**

1. W. Shorey spoke to the other Commissioners about having the 100-acre County-owned parcel appraised. It had been recommended that the County obtain a current property value, but W. Shorey explained that it has been difficult finding a qualified appraiser. One has been found who is willing to appraise the property in September/October time frame. W. Shorey recommended speaking to the Budget Committee about this in the near future and ask for their input.

2. During a recent conversation with Judge Longley, W. Shorey learned that the Judge has received parking tickets and therefore has asked for an assigned parking space each Tuesday Probate Court is held. The Commissioners agreed to this request with the stipulation that the sign be removable, be put on the corner lot near the Facilities Space and that Probate Staff be responsible to set out and retrieve the sign on Tuesdays. It should not be left out there when the Judge is not using it. The Commissioners instructed the County Clerk to see that this was arranged.

3. B. Johnson said the Coastal Counties Workforce CLEOS are still working hard on service areas discussions.

4. Judge Longley came in and thanked the Commissioners for Wi-Fi remote access and for the parking space.

Rosemary Kulow encouraged the Commissioners to contact her any time with any questions and if the Commissioners were ever interested in serving on any ad hoc committees, please contact her for information.

**NEXT COURT SESSION:**

The next Commissioners Court Session is a regular court session scheduled on August 13, 2013.

The Commissioners will hold an in-house workshop starting at 9:00 a.m. on July 23, 2013.

**\*\*B. Johnson moved, A. Fowler seconded to adjourn the Commissioners Court Session at 10:50 a.m. Unanimous.**

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