

**WALDO COUNTY COMMISSIONERS COURT**  
**AUGUST 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 9:05 a.m.

**FINANCIAL REPORT:**

Present with the County Commissioners was Treasurer David A. Parkman, Deputy Treasurer Karen Trussell.

**REVENUE:**

D. Parkman reported that 66.45% of anticipated County revenue has been collected so far this year. EMA reimbursement has been received in the amount of 40.27%. K. Trussell reported that one more EMA reimbursement has been received and one more is behind schedule.

**COUNTY APPROPRIATIONS:**

D. Parkman reported that the County budget could be 61% expended and is 55% expended. He commended the Commissioners on their budget expenditures so far.

During review of the Communications budget, B. Arseneau read aloud a memo sent to the Commissioners from the Communications Director explaining that on the evening of August 9, 2013 there were problems experienced on the Fire/EMS South frequency. Director Smith came in that evening and ran a few tests to eliminate some problems while the Yankee Communications technician was en route. It turned out to be a power board on the transmitter at Mt. Ephraim. The technician was able to fix the problem and had it functioning by the middle of Saturday afternoon. O. Smith informed the Commissioners that this issue “will wipe out” the 4600 Tower budget line and also took a fair amount of funding from the 4620 NIC/Metro budget line.

**CORRECTIONS:**

The Corrections budget is 5% expended and could be 8% expended.

**RESERVES:**

There was no discussion on the reserve accounts.

**TAX ANTICIPATION NOTE:**

D. Parkman reported the need to borrow \$150,000.00 from the T.A.N. this week; \$50,000.00 for the County budget and \$100,000.00 for the Corrections budget.

D. Parkman informed the Commissioners that he had been called to come into the office to sign a check for a new truck that the Sheriff’s Office had ordered. The truck had arrived for pick up. D. Parkman’s concern was that there was no invoice for the new truck but only an email communication requesting that the check be written. After a telephone call to the Sheriff’s Office explaining the need, the invoice was faxed to the Treasurer. This invoice has been attached to the email requesting payment but D. Parkman wanted to emphasize that no check should ever be written

without an invoice. The Commissioners noted that they had already approved the expenditure for that amount and that purpose, but agreed that it was a good policy to always have an invoice.

D. Parkman recommended using some undesignated funds to bolster the reserves.

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

B. Johnson informed the Commissioners that the Auditor called her and asked if she, as the Commissioner who reviews the invoices, would be willing to initial each one. She agreed, stating that she was very much in favor of good internal controls with a small office such as the Commissioners'. The rest of the Board agreed.

#### WARRANTS:

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

**\*\*A. Fowler moved, B. Johnson seconded to authorize payment of the July 26, 2013 General Fund Accounts Payable & July 16, 2013 Payroll warrant in the amount of \$294,480.43. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to authorize payment of the July 26, 2013 Active & Restricted Reserve warrant in the amount of \$15,412.00. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the July 26, 2013 Reentry Accounts Payable and July 16, 2013 Payroll warrant in the amount of \$101,548.35. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the August 13, 2013 General Fund Accounts Payable and August 1, 2013 Payroll warrant in the amount of \$157,680.03. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the August 18, 2013 Capital, Active and Restricted Reserve warrant in the amount of \$18,257.95 Unanimous.**

**\*\* A. Fowler moved, B. Johnson seconded to authorize payment of the August 13, 2013 Reentry Accounts Payable and August 1, 2013 Payroll warrant in the amount of \$84,446.65. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to authorize payment of the June 28, 2013 Revised Capital, Active and Restricted Reserve warrant in the amount of \$17,090.16 (rather than \$17,086.49). Unanimous.**

A. Fowler reported that EMA Deputy Director Olga Rumney has figured out that it is cheaper to buy a set of 36 dishes to use in the EMA kitchen rather than using paper plates. There is no money in their budget for this but A. Fowler recommended using funds from the EMA Equipment Reserve (0251) for that purpose. If that was not appropriate, then she suggested using funds from the Facilities All Other Reserve (0269). K. Trussell read the descriptions regarding what those Reserve

accounts could be used for, and this purchase did not qualify for either account. K. Trussell recommended using funds from the EMA/Disaster Recovery Reserve (0263), which permitted this type of purchase.

**\*\*A. Fowler moved, B. Johnson seconded to permit EMA staff to the purchase plates in the amount of \$250.00 with funds from the EMA/Disaster Recovery Reserve (0263). Unanimous.**

**EMERGENCY MANAGEMENT AGENCY DIRECTOR DALE ROWLEY:**

D. Rowley presented the following report to the Board of Waldo County Commissioners:

1. D. Rowley discussed that many jurisdictions hire consultants to determine deficiencies in a department but he opted to do it himself to save money. He provided the list of deficiencies and potential solutions for the Commissioners to read at their leisure. He hoped that there could be some type of prioritization and some goals to resolve some of these deficiencies. He spoke to some of the deficiencies as follows:

- **Public Warnings.** The State has an emergency alerting system. Some counties have spent thousands of dollars to set up an alerting system for themselves. He has held off because he knew he could not approach the Budget Committee with a \$100,000.00 request for this purpose. There is now a federal program called "IPAWS." He has been working with MEMA because the State also is trying to set this up. He would like to piggyback with the State but it won't be in place for another year. He was letting the Commissioners know where they were on this topic.
- **Preparedness and Response:** Waldo County has no Continuity of Operations Plan. This means there is no other place to hold operations should something happen to county buildings. D. Rowley has been working with the school districts, but only RSU 3 had a comprehensive plan. Has been trying to work with Belfast area, but nothing has been developed yet. Other schools are technically in the County but fall in other districts. He hopes he can work with Winterport, Lincolnville, etc. There are different levels of training that Waldo does not meet.
- There has been no Mass Casualty Incident preparation and no response equipment. For example, if there was an incident involving a school bus, airplane, boat or train, etc. the local E.M.T.'s aren't required to be trained in Mass Casualty Incident response, so the County cannot fall back on that. He believed something should be developed on the County level.
- The County of Waldo is weak in the area of evacuations during major incidents.
- **Health and Medical.** A lot of states have a County Public Health Program. In Maine, it is at the municipal level. D. Rowley thought a County Public Health worker could work with the Towns to assist in having strong public health programs.
- D. Rowley informed the Commissioners that anything obtained by a Homeland Security Grants must be labeled as such in the future. He will be working on that.

- Many emergency preparedness things are weak at the Town level and he felt that the County could assist if time and funds permitted.
- Communications – both day to day and back-up radio communications. There are still some interference problems but there is a lot of back-up.
- D. Rowley briefly discussed the work plan that the Commissioners reviewed at their last workshop. Some of the deficiencies were listed in that work plan. Mutual Aid agreements are going to be worked on. Additional EOC training will also be provided. More exercises are planned.

The Commissioners thanked D. Rowley for reviewing these areas of concern with them.

### **SHERIFF SCOTT STORY – DISCUSSION OF NEW HIRE:**

Present with the Commissioners was Sheriff Scott Story and Chief Deputy Jeffrey Trafton. Sheriff Story discussed the following need for a new hire as follows:

1. Patrol Deputy Arthur Smith resigned. S. Story had requested at the July 9, 2013 Commissioners Court Session that Frank Jennings be hired part-time and this was approved. For several reasons, F. Jennings did not start part-time as planned, nor did he complete new hire paperwork. F. Jennings is Academy certified and comes with a large number of skills and additional certifications, therefore the Sheriff recommended hiring him full-time instead, at the at the five year step.

**\*\*B. Johnson moved, A. Fowler seconded to rescind their motion of July 9, 2013 to hire Frank Jennings as Part-time Patrol Officer and, instead, to hire him at the 5-year level at \$20.71 per hour, effective September 2, 2013. Unanimous.**

2. S. Story reminded the Commissioners that Correctional Administrator Raymond Porter had come back to work for the County after leaving for employment elsewhere for several years. S. Story noted that while the pay was fairly good, R. Porter had to start all over again with vacation time earned. S. Story advocated that the Commissioners bring R. Porter's vacation time up to the 10-year level. After brief discussion, the Commissioners agreed to do that in this particular case only.

**\*\*B. Johnson moved, A. Fowler seconded to approve bringing Correctional Administrator Raymond Porter's vacation up to the 10-year level. Unanimous.**

3. The agenda for the Board of Corrections Group is to examine the Corrections Budget. S. Story believed that the expectation would be for that budget to be flat-funded and would be looking at that more closely.

5. S. Story reported that he doesn't know what to do with all the Sheriff's Office records, and there is just no solution he can think of. He and Facilities Manager Keith Nealley, while cleaning out and looking at the Old Jail, felt that with some work and some environmental controls, it could solve all the County Departments' archive storage issues. K. Nealley confirmed that there is a shortage of records storage in many of the departments. If this building were used, K. Nealley

suggested that a fork lift could be used to get boxes in and out and on and off shelves, rather than trying to have a “human” elevator.

W. Shorey stated that this idea had actually already been presented as a possible use of that building during discussions between the team members preparing the Brownfields EPA Cleanup Grant application for the Old Jail, Old Jailer’s House and Barn. W. Shorey noted that one of the things the County has learned is that affordable housing and reuses that reach out to other communities and groups are items that appeal to those making the determinations regarding Brownfields Grant funding. He added that this would likely be a project that wouldn’t come to fruition for at least two years. S. Story said he could try to hold on that long, but they would be using space for records that really needed to be used by the Reentry facility.

W. Shorey instructed the County Clerk to take a poll of the Towns to see if there would be any interest in housing their permanent records if there was a County archival facility in the future.

**EXECUTIVE SESSION:**

**\*\*B. Johnson moved, A. Fowler seconded to go into Executive Session as permitted by M.R.S.A. Title 1 §405(6)(A) for discussion of personnel matters at 10:23 a.m. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of Executive Session at 10:33 a.m. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to instruct the Technology Consultant to reinstate Internet access to the employee’s computer that had been shut off due to policy violations. This reinstatement would take effect September 2, 2013, with the employee being notified by the Commissioners that there will be a 90-day probationary period in which that usage will be monitored. Unanimous.**

**EXECUTIVE SESSION:**

**\*\*B. Johnson moved, A. Fowler seconded to go into Executive Session at 10:37 a.m. as permitted by M.R.S.A. Title 1 §405(6)(A) for consideration of duties related to the Commissioners staff.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of Executive Session at 10:42 a.m.**

**\*\*A. Fowler moved, B. Johnson seconded for the duties to remain “status quo.” Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to go into Executive Session at 10:47 a.m. as permitted by M.R.S.A. Title 1 §405(6)(F) for discussion of protected information prohibited to the public. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to come out of Executive Session at 10:51 a.m. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to allow an employee to purchase 2.96 years of service earned during previous employment and put it toward current enrollment in the**

**MainePERS system. This will be paid with the employee's own funds, to be set up as permitted by MEPERS. Unanimous.**

**CORRESPONDENCE:**

Presenting correspondence to the County Commissioners was County Clerk Barbara Arseneau as follows:

1. B. Arseneau asked if the Board wished to send an invitation to Belfast Creative Coalition to see if they would like to submit a 2014 budget request. The Board instructed the Clerk to send that invitation.
2. B. Arseneau informed the Commissioners that both the Sheriff and the Correctional Administrator had commended and thanked Commissioner William Shorey for his tremendous efforts in the Waldo County Garden Project again this year.
3. Communications Director Owen Smith sent a memo providing an update on the over-time and compensation time that has been saved since the second Floater position became full time in April. A total of 42 shifts (420 hours) have been worked by that position, which would have been posted for over-time without this position. The average over-time rate is \$30.28 per hour. The savings totaled so far are \$12,720.00. The Commissioners were very pleased with this report.
4. B. Arseneau presented to the Commissioners an appeal from the decision of the Town of Thorndike on the matter of tax exemption submitted by the Maine Organic Farmers and Gardeners Association (M.O.F.G.A.) and received by the County Commissioners Office on July 16, 2013. The Commissioners reviewed all documents received by M.O.F.G.A.'s attorney and documents submitted by the Town of Thorndike and its attorney. After reviewing the documents, the County Commissioners voted as follows:  
**\*\*B. Johnson, A. Fowler seconded not to hold a hearing for the Maine Organic Farmers and Gardeners Association vs. Town of Thorndike because of the technicality that the request did not meet the statutory deadline when it was initially submitted to the Town of Thorndike. Unanimous.**
5. The Commissioners reviewed a copy of a letter from Sheriff Story to Deputy District Attorney Eric Walker commending and thanking Assistant District Attorney Katie Sibley for excellent work she has done in her trial preparation, which has prevented officers from spending unnecessary time at the court. The savings realized by the Sheriff's Office as a result of K. Sibley's careful work is estimated at over \$7,000.00 in over-time costs alone. The Commissioners expressed their pleasure at hearing this news, commending the District Attorney's Office for its good work in avoiding unnecessary expenditures in the County budget.
6. B. Arseneau asked the Commissioners to reconsider their recent policy change regarding notification of County office closures during normal business hours for training, etc. The Commissioners agreed to limit advance notice of office closures to non-essential County offices to avoid confusion and needless public concern.

7. B. Arseneau and Human Resources/Payroll Director Michelle Wadsworth have asked if funds from the Safety/Department Head budget line (minus the \$100.00 for the annual safety prize) and funds from the Professional Services line in the Commissioners budget could be used to send department heads to a training session on personnel practices offered through Maine Municipal Association on October 24, 2013. The County Commissioners approved this expenditure.

**MINUTES APPROVED:**

**\*\*B. Johnson moved, A. Fowler seconded to approve the minutes from the July 9, 2013 Waldo County Commissioners Court Session and the minutes from the June 13, 2013 Tax Abatement Hearing for Greenwood, LLC vs. Town of Northport Petition #362. Unanimous.**

**MISCELLANEOUS COMMISSIONERS BUSINESS:**

1. None.

**RECESS:**

The Commissioners recessed at 11:25 a.m. to go to the Emergency Management Agency for the 2014 Budget Committee Caucus and annual luncheon with the 2013 Budget Committee scheduled at 11:30 a.m.

**2013 BUDGET OVERVIEW:**

Present with the Commissioners at the EMA Office were 2013 Budget Committee Members Peter Curley, Bill Sneed, James Bennett, Clement Blakney and Richard Desmarais. Also present was Deputy County Clerk Linda Kinney and County Clerk Barbara Arseneau.

W. Shorey briefly touched on the following topics:

1. The Commissioners are contemplating selling the 100-acre County property. It is scheduled to be appraised this fall and then will be put on the market. The Commissioners welcome the Budget Committee's input on this matter.
2. W. Shorey briefly reviewed the Brownfields EPA Cleanup Grant Application submitted in 2012 for 2013 funds to clean up hazardous materials in the Old Jail, Jailer's House and barn at 45 Congress Street. Since it was a very competitive grant, the County did not receive the funding but will reapply for 2014 funds. A recent Brownfields Grant debriefing identified areas to improve on in the subsequent application.
3. The Commissioners have now put the majority of the County employees on the same pay scales structure for years between pay steps.
4. The Commissioners intend to be thrifty again in 2014. With municipal revenue sharing down, property taxes need to be kept as low as possible. There was brief discussion about many citizens not being able to pay their taxes. This represents many thousands of dollars. One selectman commented that this is the first year that they've seen some folks come forward to say they can't pay their taxes. There was discussion of Towns considering collecting property taxes twice a year instead of once. Some have set up payment plans.

5. W. Shorey reported that the D.A.'s Office had very difficult working conditions both in space and in some of the staffing. There have been some renovations done to spread out office space and staffing issues have been resolved. This is the first time in many years that this office has had the work space, the filing system and staffing it needs to operate effectively, and it is working out very well.

6. W. Shorey stated that it is the Commissioners' goal for there to be no tax increase in 2014. He said he wasn't speaking for the other Commissioners, but he was tired of the County being the "whipping boy" by other public entities regarding tax increases.

### **2014 BUDGET CAUCUS:**

The following nominations to fill expired terms on the Waldo County Budget Committee were received from the floor:

#### **DISTRICT 1:**

No municipal officer from District 1 was present to make a nomination for the expired three-year-term.

#### **DISTRICT 2:**

**\*\*Prospect Selectman Bill Sneed nominated Peter Curley to serve on the Waldo Budget Committee for a three-year term.**

#### **DISTRICT 3:**

**\*\*Thorndike Selectman James Bennett nominated Clem Blakney to serve on the Waldo Budget Committee for a three-year term.**

The Commissioners notified those present that the first meeting of the 2014 Budget Committee has been scheduled on October 24, 2013 at 6:00 p.m., which is the fourth Thursday of the month. The 2014 budget requests will be presented at that date.

B. Sneed asked if the budgets could be delivered to committee members sooner than October 24<sup>th</sup>. W. Shorey explained that at this point, dates are rather tight but if the budget binders are ready before that, the County would deliver them to the members earlier.

The group ate lunch and continued to discuss matters, including the Jail. All agreed that it was a good thing that the County had not built a new Jail. The counties with newly built jails have been stuck with large bills. There was more discussion on the County's \$2.8 million Corrections budget, including acknowledging that it is a known cost each year. The Reentry system was also discussed, including the fact that the recidivism rate is lower than the national average.

### **NEXT COURT SESSION:**

The next Commissioners Court Session is a special session scheduled on August 27, 2013 with a Commissioners Workshop following immediately thereafter.

Other Court Sessions have been scheduled as follows:



- A special session on September 3, 2013 to review part of the 2014 budget requests.
- A regular session on September 10, 2013 to review the second part of 2014 budget requests and conduct regular business.

**\*\*B. Johnson moved, A. Fowler seconded to adjourn the Commissioners Court Session at 12:45 p.m. Unanimous.**

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