

**WALDO COUNTY COMMISSIONERS COURT
OCTOBER 8, 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 were Treasurer David A. Parkman and Deputy Treasurer Karen Trussell.

D. Parkman reported \$564,614.07 roughly remaining in the Jail accounts and a balance of roughly \$740,775.90 in the County accounts. He commended the Towns that have sent in property taxes early this year. He reported that Prospect was the first to pay in full this year, on August 27, 2013. A full report of towns that have paid their tax assessments in full are as follows:

Burnham, Freedom, Jackson, Liberty, Prospect, Troy, Unity and Winterport.

REVENUE:

D. Parkman reported that 84.55% of County revenue has been collected so far this year. Receipt of 75% is anticipated at this point in the year. The Registry of Deeds has received over 97% of its anticipated revenue.

COUNTY APPROPRIATIONS:

D. Parkman reported that the County budget could be 75% expended and is 80% expended. His only big concern was the Overtime line in the Communications Center. It is overdrawn, but the overall Communications Center budget is about 75% expended. D. Parkman commented that the Commissioners' budget is much less expended than usual. W. Shorey explained that this was due to an unusually good year in terms of fewer professional services expenditures.

CORRECTIONS:

The revenue for the Jail is similar to the County's in that revenue has been received at over 81%. D. Parkman expressed concern about the Jail Overtime line, as this is already about 44% expended. The Corrections budget overall is about 15% expended.

RESERVES:

D. Parkman projected that, with anticipated undesignated funds, he believed there would be sufficient funds to start building back the reserve accounts and could perhaps in the future return some to the citizens to reduce taxes. W. Shorey explained that the towns would already be receiving assistance in tax reduction by keeping the 2014 budget lower than the 2013 budget.

W. Shorey felt that the Courthouses Reserve should be built up from \$300,000.00 to \$400,000.00 as he believed some day in the near future the County might face a bill that high for maintenance work to chimneys and other things to bring the buildings up to code. D. Parkman agreed and both estimated

that there may be about \$850,000.00 remaining in the undesignated funds to be used for such purposes. All agreed that the focus should be on the courthouses.

K. Trussell noted that a correction needed to be made in a motion by the Commissioners because the original intent was to add \$75,000.00 to the Technology Reserve. The Commissioners had decided not to put a second \$25,000.00 in the Facilities Budget.

****A. Fowler moved, B. Johnson seconded to allocate the additional \$25,000.00 of undesignated funds into the Technology Reserve (totaling \$75,000.00 in that reserve) rather than to Facilities All Other. Unanimous.**

2013 TAX ANTICIPATION NOTE:

D. Parkman reported that the T.A.N. is no longer being used because of the property taxes that have been paid to date by the municipalities.

FY 2012 ANNUAL REPORT:

K. Trussell said she was pleased to inform the Commissioners that she, Human Resources/Payroll Director Michelle Wadsworth and Deputy County Clerk Linda Kinney all worked on the 2012 Annual Report and printed in-house, saving the County several hundred dollars. The Commissioners expressed commendation to the three for their hard work on this report, and for saving the taxpayers money.

****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 September 27, 2013 General Fund Accounts Payable warrant and September 12 and 26, 2013 payrolls in the amount of \$315,452.01. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the September 27, 2013 Capital & Restricted Reserve warrant in the amount of \$28,555.10. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the September 27, 2013 Reentry Accounts Payable warrant and September 12 and 26, 2013 payrolls in the amount of \$102,511.98. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the September 27, 2013 MCRRC Restricted Reserve warrant in the amount of \$3,576.16. Unanimous.**

**** A. Fowler moved, W. Shorey seconded to authorize payment of the October 8, 2013 General Fund Accounts Payable warrant in the amount of \$67,548.29. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the October 8, 2013 Capital, Active and Restricted Reserve warrant in the amount of \$5,679.32. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the October 8, 2013 Reentry Accounts Payable warrant in the amount of \$47,725.18. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the October 8, 2013 MCRRC Restricted Reserve warrant in the amount of \$427.59. Unanimous.**

FACILITIES: DISCUSSION OF STORAGE SPACE FOR COMMISSIONERS OFFICE:

Present with the Commissioners was Facilities Manager Keith Nealley and M. Wadsworth. K. Nealley reported that he has been working on the concept of adding onto the existing break room for the purposes of storing records in a filing system comprised of both stationary and moving file cabinets to allow for more storage. These units would be similar to those used by the Registry of Probate and District Attorney's Office. He noted that file folders would have to change ongoing for the vertical filing system. When asked, he estimated about \$600.00 for architectural drawings, and the filing system could cost about \$15,000.00. As for other related costs, those require more research.

K. Nealley reminded the Commissioners that file storage is every department's issue. This renovation would address the immediate issues for the Commissioners Office. K. Nealley explained that he wanted to be certain a wall could be moved before starting on the project, and would then work on putting together a budget proposal for the Commissioners.

CLEANING CONTRACT – BUILDINGS:

There was brief discussion about the annual contract due to expire. To comply with statutes, K. Nealley said he will need to send out bid proposal requests. It was noted that the work has been excellent.

K. Neally reported that a rebate check in the amount of \$550.00 has been received from Efficiency Maine for work performed at the Superior Courthouse. There was brief discussion of where to put this money and it was decided that the refund would be put back into Courthouses.

UPDATE ON CLEANING OUT THE OLD JAIL AND SHERIFF'S OFFICE:

K. Nealley said he has hauled about four dumpster loads of unusable old desks and other things from the Old Jail and former Sheriff's Office.

COMMUNICATIONS DIRECTOR: REQUEST TO ADVERTISE VACANT POSITION:

Present with the Commissioners was Communications Director Owen Smith. O. Smith said he knew the Commissioners were aware that he no longer has a person filling the second floater position. He has a few applications in his drawer that don't appear to be viable, so he is requesting to run an advertisement for this vacancy in the weekend Bangor Daily. He had consulted with a few other agencies that have run ads and they have received a number of applications by running it in the weekend edition generally for two weeks. One received 21 applications, and one agency received 40. There was discussion of there being very little advantage to using only local news sources.

Commissioner Fowler asked if exit interviews were conducted when employees leave and was told that sometimes there are, but often it just isn't possible, or even necessary, depending on circumstances.

The Commissioners recommended running the advertisement in the Kennebec Journal and Waterville Sentinel so that applications might come from a different area than that reached by the Bangor Daily News. The ad should also be placed on the County's web site, as is usually the case with job postings.

REQUEST TO ACCEPT ASSET FORFEITURE FUNDS:

1. Present with the Commissioners was Chief Deputy Jeffrey Trafton. J. Trafton started with an apology and said he needed to ask that the Commissioners to sign again an Approval of Transfer of \$522.50 in asset forfeiture from the State of Maine v. Ryan Parkinson, as even though both the Sheriff and Commissioners have a record on file, the Attorney General's Office contacted the Sheriff's Office recently to say they have not received it. So, the A.G.'s Office is requesting another with original signatures. The Commissioner Chairman signed another original.

2. J. Trafton informed the Commissioners that they are still looking for someone to fill the vacant Patrol Officer position and it has been challenging.

CORRESPONDENCE:

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

1. The Commissioners noted the following pay step increases:

Dispatch Floater Matthew Varney has completed six-months of employment as full time dispatcher as of October 7, 2013 with a pay step increase of \$17.05 per hour.

Patrol Deputy Kyle Wasiela will complete six months of employment on October 15, 2013 and will receive a pay step increase from \$19.15 to \$19.39 per hour.

2. The Commissioners received an application from Mike and Heather Ryan appealing the decision of the Palermo Assessors to deny their request for tax abatement on their property in Palermo. The Commissioners briefly reviewed the application and scheduled a hearing at 9:30 a.m. on November 12, 2013.

3. The Commissioners received an application from Joseph and Joan Zinkevich appealing the decision of the Prospect Assessors to deny their request for tax abatement on their property in Prospect. After brief review of the application, the Commissioners instructed the Clerk to schedule a hearing at 10:00 a.m. on November 12, 2013.

4. The City of Belfast has sent the County 2013 Real Estate Tax Bills for the following County properties: 100 acres on Little River Drive, for property at 103 Church Street (which includes 39A & B Spring Street addresses), 137 Church Street, and 45 Congress Street. Because the County is exempt from property taxes, the amounts were \$0.00 on all four tax bills. B. Arseneau stated that to

her knowledge, the County has never received such documents before, commenting that it will be good to have these for the files.

MISCELLANEOUS COMMISSIONERS' BUSINESS:

1. The Commissioners briefly reviewed the Commissioners 2014 Budget Request.

****B. Johnson moved, A. Fowler seconded to approve the Technology Expenses/Projects line 7100 at \$131,905.00, Technology Main Contracts line 7102 at \$63,424.00 for a total of \$195,329.00 for Capital Outlay requests. Also approved is a total of \$5,800.00 for Commodities, a total of \$133,088.00 for Contractual Services and \$169,325.00 for Personnel Services for a total 1020 budget request of \$503,542.00. Unanimous.**

****B. Johnson moved, A. Fowler seconded to approve the proposed total 2014 Waldo County Budget Request, minus revenue, to be -3.37% below the 2013 County of Waldo Budget. Unanimous.**

****W. Shorey moved, B. Johnson seconded to approve the proposed grand total of the 2014 County Budget request, including the Jail budget, at -2.2% below the 2013 Total Budget. Unanimous.**

2. A. Fowler recommended that the County hold the award ceremony for the Spirit of America Waldo County recipients on Saturday, December 7, 2013 from 2:00 to 4:00 p.m. at the EMA conference room, if that space is available.

MINUTES APPROVED:

****B. Johnson moved, A. Fowler seconded to approve the minutes from September 24, 2013 Waldo County Commissioners Court Sessions. Unanimous.**

NEXT COURT SESSION:

The next regularly scheduled Commissioners Court Session is November 12, 2013.

****W. Shorey moved, B. Johnson seconded to adjourn the court session at 11:06 a.m. Unanimous.**

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