

**WALDO COUNTY COMMISSIONERS COURT  
NOVEMBER 12, 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 were Treasurer David A. Parkman and Deputy Treasurer Karen Trussell.

**REVENUE:**

93% of anticipated revenue has been received so far this year. D. Parkman explained that while it could be at 88%, the amount received is still low because usually 100% has been received by this time. He commented that the Registry of Deeds' revenue had been slow but it is picking up and over 108% has been received.

**TAX ANTICIPATION NOTE PAYMENTS:**

D. Parkman reported that the following Towns have not paid in full: Belfast has paid half, Belmont, Brooks, Islesboro, Lincolnville, Northport, Palermo, Swanville and Thorndike. B. Johnson asked what the due date is and was told December 1, 2013 at 12:00 p.m. Anything received later than that, there will be interest charged. When asked, D. Parkman said that this is about normal for this time of year; a few are a little later than usual, but nearly all pay before the deadline.

**COUNTY APPROPRIATIONS:**

D. Parkman noted that the Commissioners should be commended for keeping their budget (1020) down. A. Fowler inquired about the cleaning/maintenance at the Sheriff's Office and EMA in the Facilities Budget. K. Trussell ran reports on those two items and informed the Commissioners that EMA is \$400.00 and Sheriff is \$685.00 per month. There are two more payments left. A. Fowler asked to see the contract. W. Shorey noted that the overall Facilities Budget was in excellent shape.

There will be a little over \$887,000.00 remaining in the County's fund after this warrant. The County has paid over \$1,000,000.000 on the TAN and over \$500,000.00 on the Jail side.

**CORRECTIONS:**

D. Parkman reported that the Corrections budget is 21% expended.

**RESERVES:**

No discussion on reserves.

**2014 TAX ANTICIPATION NOTE REQUESTS FOR PROPOSALS:**

D. Parkman reported that requests for TAN proposals to four different banks will be in today's mail. Next year this will need to include request bids for the reserve accounts and will do this along with the general fund next November.

LD 1 TAX CAP:

K. Trussell reported that she only needed responses from two towns to complete the Property Growth Factor for the FY 2014 budget.

**\*\*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 October 31, 2013 General Fund/Accounts Payable and October 10 and 24, 2013 Payrolls in the amount of \$492,112.07. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the October 31, 2013 Capital & Restricted Reserve warrant in the amount of \$36,501.69. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the in the October 31, 2013 Reentry Accounts Payable Warrant and October 10 and 24, 2013 Payrolls in the amount of \$104,726.76. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the October 31, 2013 MCRRC Restricted Reserve warrant in the amount of \$4,471.15. Unanimous.**

**\*\* B. Johnson moved, A. Fowler seconded to authorize payment of the November 12, 2013 General Fund Accounts Payable warrant and November 7, 2013 payroll in the amount of \$1,130,538.25. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the November 12, 2013 Active & Restricted Reserve warrant in the amount of \$9,347.50. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the November 12, 2013 Reentry Accounts Payable Warrant and November 7, 2013 payroll in the amount of \$585,936.25. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the November 12, 2013 MCRRC Restricted Reserve warrant in the amount of \$1,419.55. Unanimous.**

**PAYROLL DISCUSSION:**

Present for this discussion with the Commissioners was Human Resources/Payroll Director Michelle Wadsworth, Deputy County Clerk Linda Kinney and Deputy Treasurer Karen Trussell. M. Wadsworth explained that there have been a number of times when employees lose their paychecks and then the County has to have the payroll company print out another, which costs money. As an example, recently an employee misplaced a stipend check. To avoid issues in the future, M. Wadsworth, L. Kinney & K. Trussell recommended mandating that all paychecks, stipends, and other checks that relate to employee pay be handled as direct deposits. The State of Maine implemented this some time ago with its employees. The Commissioners agreed that this made

sense. W. Shorey suggested changing this in January and to send out a notice to the employees as soon as possible.

**\*\*B. Johnson moved, A. Fowler seconded to change the policy so that effective January 1, 2014, all employee pay-related checks will be direct deposit. Unanimous.**

**LIGHTING REQUEST:**

K. Trussell asked if lighting in her section of the office could be addressed, as she found it dark to work in. L. Kinney echoed that request. The Commissioners agreed that this should be taken care of.

**COMMUNICATIONS DIRECTOR: SOFTWARE DISCUSSION:**

Present with the Commissioners was Communications Director Owen Smith, with the following items for discussion:

1. **MT. EPHRAIM TOWER:** O. Smith reported that he has received a letter from owner Alan Richmond stating his desire to renew the Mt. Ephraim tower contract between the County and himself for up to ten years. The Commissioners instructed O. Smith to get the documentation and bring it before them for signing in the future.
  
2. **CRITICAL MULTI-USER TESTING:** O. Smith reported that he would like very much to purchase the CritiCall Multi-user Testing System. He reported on several other agencies that have used this software with good success. The price including headsets, one-year unlimited technical support, updates and upgrades, shipping & handling, would be \$5,715.00. Maintenance will be over \$1,100.00 annually, so this will need to be put into future budgets. Currently he has \$2,015.05 in line 1076-5375 to put toward this purchase but needs to look to the Commissioners for the remainder.  
  
A. Fowler said she has sat in on 9-1-1 meetings and has heard some about this testing. She asked if there is some way to share a fee. O. Smith explained that CritiCall frowns on sharing software, but perhaps they could perform tests for another county if that County contributed toward the maintenance fee. A. Fowler recommended purchasing the remainder from the Professional Services line.

**\*\*A. Fowler moved, B. Johnson seconded permitting funds as needed from the Commissioners' Professional Services line 1020-4015 to purchase the CritiCall Multi-user Testing System for the Communications Center. Unanimous.**

A. Fowler commended the County-wide Communications agencies for sharing space for training, etc. with different agencies. She appreciated that the Communications Center was very proactive in working with other counties for mutually beneficial training and services. She said she hoped that other county departments would do the same thing to work together with other similar agencies throughout the state. She further added that this is the only organization that the MCCA has funded multiple classes for and, as a result, has the least lawsuits.

W. Shorey thought this testing software would enhance the employee selection and reduce turnover by using state-of-the-art, up-to-date equipment. The Commissioners requested that this software be purchased before the end of 2013.

3. O. Smith reported that he attended recent training on social media and was surprised at how much is involved with that. This was discussed at a recent department head meeting and the group could not determine whether or not the current Technology Policy was strong enough and protects the county. The Department Head Association voted to recommend that the Commissioners have legal counsel review the current policy, if the Commissioners would permit it. W. Shorey asked if the current policy was obsolete already. O. Smith said that this is not what he was saying, but he had been astonished at the impacts social media can have on a county. There is so much out there with Facebook, Twitter, etc. The Commissioners discussed the matter in terms of people not using Facebook for personal use on County time. They briefly discussed what could go on outside of work time. O. Smith explained that a strong policy can “head off” problems.

There was discussion among the Commissioners about how much this would cost to have an attorney look at this. W. Shorey quoted a recent case that involved having an attorney reviewing something already written in the law, which cost \$3,200.00. He anticipated it would cost about \$10,000.00 to review the Technology Policy. The Commissioners duly noted this request, and stated that they would rather send out a memo toward the end of the year reminding employees to be cautious about using social media, considering how it might relate to their employment with the County.

B. Johnson asked O. Smith if any department heads had stated specific areas that were not strong enough in the policy and he did not recall any specific remarks.

#### **CORRESPONDENCE:**

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

1. The Commissioners noted the following pay step increases:
  - Effective November 18, 2013, Detective Jason Bosco will have completed 12 years of employment, with a pay increase from \$23.41 to \$23.94 per hour.
  - Effective November 13, 2013, Corporal/Transport Supervisor Joshua Bowles will have completed 8 years of employment, with a pay increase from \$19.48 to \$20.03 per hour.
2. Nomination for Waldo County representative to serve on the MCCA Board of Directors:  
**\*\*B. Johnson moved, W. Shorey seconded to nominate A. Fowler to serve on the MCCA Board of Directors to represent Waldo County. Unanimous.**
3. B. Arseneau mentioned that there had been recent discussion in the office of whether or not the County logo could be used by other agencies. The Commissioners discussed this briefly and the Commissioners voted as follows:

**\*\*A. Fowler moved B. Johnson seconded to stipulate that the 2009 County logo will be used by the Waldo County Commissioners only and not used for anything else without the express permission of the Board.**

4. Planning the Luncheon for the Budget Meeting on November 23, 2013: The Commissioners spoke highly of a recent luncheon served at the Emergency Management Agency and instructed B. Arseneau to call the Deputy EMA Director to find out who provided that lunch and order sandwiches from there, pick up some chips, pick up a few donut holes and cookies. This will be funded from Professional Services.

5. B. Arseneau reminded the Commissioners that their next workshop was scheduled November 26, 2013. The Commissioners cancelled that workshop due to the busy time of year and no items to discuss.

**MINUTES APPROVED:**

**\*\*B. Johnson moved, A. Fowler seconded to approve the minutes from October 8, 2013 Waldo County Commissioners Court Sessions. Unanimous.**

**MISCELLANEOUS COMMISSIONERS' BUSINESS:**

1. There was general discussion about the Maine County Commissioners Association bylaws, changes in staff, Risk Pool, etc.

2. B. Johnson reported that she has a meeting next week with Healthy Waldo County.

3. M. Wadsworth asked the Commissioners whether or not the Employee Resignation 5.6.1. Written Notice policy in the Employee Handbook should be changed to address resignations submitted in further in advance of the minimum two week notice required. There was discussion of whether or not an employee would have to work the last ten days of employment when notice beyond two weeks was given. After some discussion the Commissioners voted as follows:

**\*\*B. Johnson moved, A. Fowler seconded to add to the Employee Resignation Policy under 5.6.1. Written Notice the following: "If the employee provides more than 30 days' advance notice, the Department Head or his/her designee may determine whether or not the employee must work the last ten (10) working days prior to the effective resignation date."**

Notice of this new change will be sent out for posting this week in each department and will be included with employee paychecks.

**NEXT COURT SESSION:**

The next regularly scheduled Commissioners Court Session is December 10, 2013.

**\*\*B. Johnson moved, A. Fowler seconded to adjourn the court session at 11:16 a.m. Unanimous.**

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