

**WALDO COUNTY COMMISSIONERS COURT
DECEMBER 10, 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.

OPENING OF 2014 TAX ANTICIPATION NOTE BID PROPOSALS:

Present with the Commissioners were Treasurer David A. Parkman, Deputy Treasurer Karen Trussell and Cathy Reynolds of Bangor Savings Bank.

The following proposals were received:

1. Bangor Savings Bank: Proposal of .94% interest rate.
2. Camden National Bank: Proposal of .88% interest rate.
3. Key Bank: Declined to submit a proposal.
4. Damariscotta Bank & Trust, Co.: Declined to submit a proposal.

****A. Fowler moved, Betty Johnson seconded to award the 2014 tax anticipation note to Camden National Bank at an interest rate of .88%. Unanimous.**

FINANCIAL REPORT:

D. Parkman reviewed the County Appropriations Report, noting a few areas where lines were overdrawn, but commented that overall, the budget was excellent at 86% expended.

REVENUE:

D. Parkman reported revenue received in the amount of 105.26%, but noted this was less than usual.

CORRECTIONS:

D. Parkman reported that the Corrections budget is 27% expended.

WARRANTS:

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

****B. Johnson moved, A. Fowler seconded to authorize payment of the November 27, 2013 General Fund/Accounts Payable warrant and November 21, 2013 payroll in the amount of \$1,245,808.32. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the November 27, 2013 Capital & Restricted Reserve warrant in the amount of \$28,762.77. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the November 27, 2013 Reentry Accounts Payable warrant and November 21, 2013 payroll in the amount of \$1,111,049.00. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the November 27, 2013 MCRRC Restricted Reserve in the amount of \$1,289.63. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the December 10, 2013 General Fund Accounts Payable warrant and December 5, 2013 payroll in the amount of \$478,826.94. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the December 10, 2013 Restricted Reserve warrant in the amount of \$7,249.70. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the December 10, 2013 Reentry Accounts Payable warrant and December 5, 2013 payroll in the amount of \$715,347.16. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the December 10, 2013 MCRRC Restricted Reserve in the amount of \$1,193.21. Unanimous.**

****B. Johnson moved, A. Fowler seconded to file the Treasurer's Report as presented. Unanimous.**

CLOSING BOOKS FOR REGISTRIES OF PROBATE AND DEEDS:

Present to compare year-end figures to close the books for the Registry of Probate was Register Sharon Peavey. The figures for 2013 were as follows:

Fees: \$71,604.18
Surcharge: \$2,665.11
Restitution: \$5,248.99

All amounts matched the Treasurer's figures.

****B. Johnson moved, A. Fowler seconded to accept the 2013 figures and close the books for the Registry of Probate. Unanimous.**

Present to compare year-end figures and close the books for the Registry of Deeds was Register Deloris Page. The 2013 figures were as follows:

Fees: \$292,851.92
Surcharge: \$22,779.00
Interest: \$37.45
Transfer Tax: \$58,334.10

Grand Total: \$374,002.47.

All amounts matched the Treasurer's figures.

****A. Fowler moved, B. Johnson seconded to accept the 2013 figures and close the books for the Registry of Deeds as presented. Unanimous.**

OPENING OF 2014 CLEANING CONTRACT BIDS:

Present with the Commissioners were Facilities Manager Keith Nealley and current cleaning contractor Maureen Hall. K. Nealley told the Commissioners that he had solicited three companies for proposals and there were two bid proposals received from the following companies:

1. Service Master (Jim Differ): \$46,950.00 for 2014.
2. Maureen Hall: \$40,000.00 for 2014.

****B. Johnson moved, A. Fowler seconded to accept the 2014 cleaning proposal from Maureen Hall. Unanimous.**

The Commissioners asked M. Hall if she would be willing to accept a two-year contract for the same annual price of \$40,000.00 and she accepted.

****A. Fowler moved, B. Johnson seconded to amend the first motion to state that the cleaning contract would be awarded to Maureen Hall for 2014 and 2015 for \$40,000.00 annually. Unanimous.**

SAFETY PRIZE WINNER:

Present for awarding the \$100.00 prize for best 2013 safety suggestion was Owen Smith, President of the Waldo County Safety/Department Head Association and Facilities Manager Keith Nealley, who won the prize. The winning suggestion was to restrict the lower level parking behind the District Courthouse to employees only. The handicap parking space would remain for the public on the south entrance of the building. Public parking space is so limited and there have been many accidents and near accidents with people backing down over the hill when they can't find parking and have difficulty turning around. Having employee parking only would reduce the amount of traffic and potential hazards.

The County Commissioners awarded the \$100.00 prize (minus IRS reductions), congratulated K. Nealley and said that they would take the suggestion under consideration and make a decision in the future.

O. Smith read the other 2013 safety suggestions submitted as follows:

1. Human Resources/Payroll Director Michelle Wadsworth recommended putting baby changing stations in all the County public restrooms to prevent diaper changing in inappropriate

places in the buildings. K. Nealley said there might be enough money in the Facilities budget to take care of this. The Commissioners agreed, if funds were available.

2. Detention Manager Robert Walker submitted the suggestion to purchase a safety ladder to make it safer to go onto the Jail/Reentry Center roof to take care of various things. There was some discussion of whether or not employees should be on the roof. K. Nealley said he might also be able to purchase the safety ladder if funds were available.

3. Dispatcher Stephanie Lunt submitted the suggestion to try to address the fact that there is only one exit leading out of the radio room at the Waldo County Communications Center and felt that was a fire concern. The Commissioners discussed this briefly, recognizing that this would be a major renovation and that there usually is nobody from the public in that room. The employees would know to exit through the foyer, or possibly through the door leading to the Director's Office, which also leads to the hallway and back entrance.

PHOTOCOPIER CONTRACT – SHERIFF'S OFFICE:

Sheriff Story submitted a contract to lease a photocopier for the Maine Coastal Regional Reentry Center as an update to the current lease that has expired. This provides for a replacement model when the lease expires. The Commissioners briefly reviewed the lease and Commissioner Shorey signed it.

DISCUSSION OF PAYROLL REQUIREMENTS:

Meeting with the Commissioners via telephone conference call was Civil Process Server Wendall Story. Also present were Human Resources/Payroll Director Michelle Wadsworth and Deputy County Clerk Linda Kinney.

W. Story explained that he had asked to speak with the Commissioners because he wished to share his concerns regarding the recent decision for all employees to use direct deposit for payroll checks. W. Story expressed his concerns about security issues he had heard about with other payroll companies and said he would rather not use direct deposit. He stated that he believed this would be an easy way for hackers to get into his banking accounts. The Commissioners listened to W. Story's concerns and explained that in actuality, it is better for employees to use direct deposit because there is less chance that funds will not end up in their account. Commissioner Shorey explained that there have been a number of occasions each year in which employees lose or damage payroll checks, or claim they have not received them. The County then needs to put a "stop payment" on the missing check and have the payroll company reissue a pay check. W. Story remained unconvinced that this was a safe system. The Commissioners explained that while they appreciated hearing his concerns, there could be no exceptions made in this matter and that direct deposit will continue to be a requirement for payroll-related checks. W. Story thanked the Commissioners for speaking with him.

CORRESPONDENCE:

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

1. The IRS has announced the 2014 standard mileage rate for business, medical and moving as follows: Beginning on January 1, 2014, the standard mileage rates for the use of a car (also vans,

pickups or panel trucks) will be 56 cents per mile. The current rate is .565 cents per mile, so this is going down half a cent. All County departments will be notified.

2. Next Commissioners' workshop: B. Arseneau asked the Commissioners if they would be holding their monthly workshop on December 24th and was told it was cancelled.

3. Time & Tide Resource Conservation and Development Area sent a letter dated November 20, 2013 requesting participation in a survey that would assist them I working on their Annual Plan and to "pursue a direction that would most benefit those we serve". They were looking for input from county leadership regarding the needs of citizens. The web address to take the survey was included in the letter. A copy was provided to each Commissioner.

MISCELLANEOUS COMMISSIONERS' BUSINESS:

1. Commissioner Fowler expressed for the record that it was with great pleasure that the County Commissioners held the third annual Spirit of America Foundation Tribute Awards ceremony on Saturday, December 7, 2013. She stated, on behalf of the Board of Commissioners, the commendation and gratitude to all the volunteers who serve their communities so selflessly in Waldo County. The Commissioners discussed the need to expand the venue of this ceremony and find a larger location so more can attend. There was discussion of looking into larger facilities in Belfast, Searsport or other nearby towns to find a suitable location.

2. Commissioner Johnson reflected briefly on the Budget Committee's decision during the final Budget Committee meeting on December 6, 2013 not to fund Midcoast Economic Development District's request for \$2,000.00. She said there is a meeting in the near future in which the organization would be discussing regrouping to possibly include more than just four Waldo County municipalities. She will keep the Commissioners up-to-date on this.

NEXT COURT SESSION:

The next Commissioners Court Session is a special session on December 17, 2013 for discussion of protected information related to the County's health insurance plan and for an evaluation of employment and resignation. Both would require executive sessions.

****B. Johnson moved, A. Fowler seconded to adjourn the court session at 11:42 a.m.
Unanimous.**

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