

**WALDO COUNTY COMMISSIONERS COURT SESSION  
JANUARY 6, 2015  
(SPECIAL SESSION)**

**PRESENT:** Commissioners William D. Shorey (Chairman) Amy R. Fowler and Betty I. Johnson. Also present was County Clerk Barbara Arseneau to take minutes.

**Call to Order:** Commissioner Shorey called the meeting to order at 1:00 p.m.

The first order of business was to nominate the Chairman of the Board of Commissioners for 2015.

**\*\*A. Fowler nominated Commissioner William D. Shorey to serve as Commissioner Chairman for 2015. B. Johnson seconded. Nominations closed. Passed unanimously.**

**EXECUTIVE SESSION:**

**\*\*B. Johnson moved, A. Fowler seconded to enter executive session for discussion of protected information as permitted by M.R.S.A. Title 1§405(6)(F) at 1:03 p.m. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of Executive Session at 2:06 p.m. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to deny an abatement request made pursuant to 36 M.R.S.A § 841(2) in the sum (including liens and penalties) of \$2,296.28 for the tax year 2013 due to the Petitioner's failure to provide vital information necessary to prove expenses and income for that year. Unanimous.**

**2015 HEALTH INSURANCE COBRA RATES:**

The Commissioners briefly reviewed information related to the 2015 COBRA rates for the County's health insurance plan.

**\*\*A. Fowler moved, B. Johnson seconded to accept the recommended COBRA rates for 2015 as follows:**

**Single: \$738.00**

**Participant and Child: \$1,181.00**

**Participant and Spouse: \$1,329.00**

**Family: \$1,846.00**

**Motion passed unanimously.**

**CORRESPONDENCE:**

1. Human Resources/Payroll Director Michelle Wadsworth submitted corrected 2015 pay scales for Elected Officials and the Waldo County Commissioners' Office Staff for the Commissioners to sign.

2. Register of Deeds Stacy Grant sent a letter notifying the Commissioners that she has appointed Deeds Clerk Julie Howard as Deputy Register of Deeds at the two-year level on the pay scale of \$20.35 per hour for 35 hours, effective January 1, 2015.

**\*\*A. Fowler moved, B. Johnson seconded to accept the appointment of Deeds Clerk Julie Howard to Deputy Register of Deeds at the two-year level of \$20.35 per hour, 35 hours per week, effective January 1, 2015. Unanimous.**

4. Register Stacy Grant submitted her recommendation to Amy Keller as full-time Deeds Clerk at the one-year level of \$16.75 per hour for 35 hours per week effective January 1, 2015.

**\*\*A. Fowler moved, B. Johnson seconded to promote part-time Deeds Clerk Amy Keller to full-time employment at the one-year level of \$16.75 per hour for 35 hours per week effective January 1, 2015. Unanimous.**

3. The “Dress Code Policy for Administrative Offices” was submitted to the Commissioners for review as recommended collaboratively by department heads with administrative staff.

**\*\*B. Johnson moved, W. Shorey seconded to approve the Dress Code Policy for Administrative Offices, to take effect in fourteen (14) days and to be added as an addendum to the County of Waldo Employee Handbook. Unanimous.**

**MINUTES APPROVED:**

**\*\*B. Johnson moved, A. Fowler seconded to approve the minutes from the November 13, 2014 Waldo County Commissioners Court Session. Unanimous.**

**MISCELLANEOUS COMMISSIONERS BUSINESS:**

1. The Commissioners briefly discussed undesignated funds that should be moved to various reserve accounts.

**\*\*A. Fowler moved, B. Johnson seconded to move \$67,500.00 in undesignated funds to the following reserve accounts: \$30,000.00 to the Tower Reserve, \$30,000.00 to Future Land and Buildings, \$5,000.00 to the Sheriff Reserve and \$2,500.00 to the Emergency Shelter Reserve. Unanimous.**

2. The Commissioners briefly reviewed target goals for the reserve accounts as presented by Commissioner W. Shorey. The new target goals are as follows:

| <u>Capital Reserve</u>           | <u>Target Goal:</u> |
|----------------------------------|---------------------|
| Courthouses                      | \$100,000.00        |
| Sheriff                          | \$75,000.00         |
| Probate/Deeds/District Attorney: | \$30,000.00         |
| Facilities/All Other:            | \$100,000.00        |
| Emergency Shelter:               | \$25,000.00         |
| Vehicle – Emergency Replacement: | \$25,000.00         |

|  |                                   |
|--|-----------------------------------|
| Technology:                            | \$300,000.00                      |
| EMA Equipment:                         | \$20,000.00 to \$40,000.00 (Same) |
| Communications Equipment Improvements: | \$50,000.00                       |
| <b><u>Active Capital Reserve</u></b>   | <b><u>Target Goal:</u></b>        |
| County Planning                        | \$25,000.00                       |
| Future County Land/Buildings           | \$230,000.00 (Same)               |
| Employment Security:                   | \$150,000.00                      |
| Equipment Services:                    | \$15,000.00                       |
| Severance Assistance:                  | \$150,000.00                      |
| EMA/Disaster Recovery:                 | \$30,000.00 (Same)                |
| Economic Development                   | \$100,000.00                      |

**\*\*B. Johnson moved, W. Shorey seconded to approve the target goals for the reserve accounts as presented by Commissioner Shorey. Unanimous.**

3. The Commissioners noted that their April Court Session would be moved to Monday, April 13, 2015.

**NEXT COMMISSIONERS COURT SESSION:**

The next Commissioners court session is a regular session scheduled for January 8, 2015 in the Probate Courtroom.

**\*\*A. Fowler moved, B. Johnson seconded to adjourn the court session at 3:12 p.m. Unanimous.**

Respectfully submitted by Barbara L. Arseneau  
Waldo County Clerk