

**WALDO COUNTY COMMISSIONERS COURT SESSION  
APRIL 13, 2015**

**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 9:00 a.m.

**TREASURER'S REPORT:**

K. Trussell reported to the Commissioners as D. Parkman was on vacation.

**MEPERS INCREASE:**

K. Trussell reported that the County was recently notified by MainePERS that effective July 1, 2015 the County's portion of the AC plan will increase from .078 to .089 of enrolled employees' annual income and Special Plan 2C will increase from .083 to .089 of employees' annual income. This was unexpected and the 2015 budgeted amount for that line is \$203,000.00. K. Trussell estimates the expenditure will be approximately \$206,188.00, which will result in an overdraft of that budget line.

**DISCUSSION OF 2014 AUDIT:**

K. Trussell reported that the audit field work was completed and that the staff is waiting to hear what other things are needed. K. Trussell submitted to the Commissioners a revised Internal Controls policy for the Treasurer's and Commissioners' Office. She briefly reviewed some of the changes that she and B. Arseneau had modified to fit better with county government and to tighten a few places. It was agreed that Commissioner Johnson would check the checkbooks since the Deputy Treasurer writes and deposits checks.

**COUNTY REVENUE:**

Not discussed.

**COUNTY BUDGET:**

Expenditures at this time of year could be 31% expended and was 25% expended as of the end of March.

**CORRECTIONS:**

The Corrections budget is 80% expended.

**RESERVES:**

Not discussed.

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

**WARRANTS:**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the March 27, 2015 General Fund Accounts Payable warrant and March 26, 2015 payroll in the amount of \$137,942.01. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the March 27, 2015 Capital and Restricted Reserve in the amount of \$13,805.48. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the March 27, 2015 Reentry Accounts Payable warrant and March 26, 2015 payroll in the amount of \$57,284.19. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the April 10, 2015 General Fund Accounts Payable warrant and April 9, 2015 payroll in the amount of \$244,501.22. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the April 10, 2015 Capital, Active & Restricted Reserve warrant in the amount of \$22,250.10. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the April 10, 2015 Reentry Accounts Payable warrant and April 9, 2015 payroll in the amount of \$69,550.87. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to revise payment of the March 12, 2015 Capital, Active & Restricted Reserve warrant to \$49,880.96. Unanimous.**

**APPOINTMENT OF CONGRESS STREET HILL PROPERTY, LLC MANAGER:**

**\*\*A. Fowler moved, B. Johnson seconded to replace former Sheriff Scott Story as one of three managers of the Congress Street Hill Property, LLC with current Sheriff Jeffrey Trafton. Unanimous.**

**SHERIFF'S REPORT:**

Present: Sheriff Jeffrey Trafton and Chief Deputy Scott Story. J. Trafton reported the following to the County Commissioners:

1. Volunteers of America Contract: Until L.D. 186 (Jail legislation) is finalized, J. Trafton felt it is best to continue with this contract. He said it is his understanding that L.D. 186 has been sent in for a large rewrite. The belief is that there will be "soft landing" funds for the eventual return of the Jails to the Counties. He explained that the \$2.5 million was finally secured. The other counties will run on their caps. Likely this won't be discussed again until emergency legislation. There was brief discussion of how funds will be handled.
2. J. Trafton reported that a cruiser was damaged by a deer hitting the car. There is an average of 6 to 8 car/deer accidents per day in Waldo County, and in certain sections of the County, there is a high amount of deer accidents.
3. Deputy Wiley McVety will be graduating from the Academy soon. He has been elected President of his class.
4. J. Trafton will be meeting with Two Bridges Regional Jail Corrections Administrator Colonel Mark Westrum to discuss what will happen post L.D. 186.

5. Sheriff Trafton requested an executive session for brief discussion of a legal/personnel matter as permitted by 1 M.R.S.A. §405(6)(F).

**\*\*A. Fowler moved, B. Johnson seconded to enter Executive Session at 9:37 a.m. for a legal/personnel matter as allowed by 1 M.R.S.A. §405(6)(F). Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to come out of Executive Session at 9:42 a.m. Unanimous.**

No action taken.

#### **EXECUTIVE SESSION:**

**\*\*B. Johnson moved, A. Fowler seconded to go into Executive Session at 9:46 a.m. for discussion of employment duties as permitted by 1 M.R.S.A. §405(6)(A). Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to come out of Executive Session at 9:55 a.m. Unanimous.**

No action taken.

#### **REGISTER OF DEEDS – MMA GRANT:**

Present with the Commissioners was Register of Deeds Stacy Grant who reported the following:

1. S. Grant has applied for an ergonomic grant through Maine Municipal Association. Her goal is to replace two of the desks, which are too big and can only fit in one direction. New desks are needed in order to face the customers rather than being back-to. She is also applying for an ergonomic grant for keyboard trays. She is trying for one desk at a time. This spring grant is \$3,000.00 that can be applied for. W.B. Mason quoted a little less than that total to obtain an appropriate desk. \$891.00 would be paid by the County and the way the grant works, the County would have to pay up front and then be reimbursed the grant amount. S. Grant said she could wait until January to budget this. A. Fowler suggested that if the grant was awarded, the Commissioners would try to assist so that the work could be done right away.

**\*\*B. Johnson moved, A. Fowler seconded to authorize and support this grant application. Unanimous.**

The Commissioners asked how things were going for S. Grant since she started serving her term as Register of Deeds. S. Grant responded that things are going well. She also informed them that the Registry is becoming much busier due to liens, etc.

2. S. Grant reminded the Commissioners that she will be advertising for part-time 20-hour clerk position soon. She will work with Human Resources/Payroll Director Michelle Wadsworth for the advertising and interviewing process.

**\*\*W. Shorey moved, A. Fowler seconded to go into Executive Session at 10:20 a.m. for a personnel matter as permitted by 1 M.R.S.A. §401(6)(A). Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of Executive Session at 10:22 a.m. Unanimous.**

No action was taken.

**REVISING JOB DESCRIPTION:**

Present with the Commissioners was District Attorney Geoffrey Rushlau. He gave an overview of how the District Attorney's Office has gone through several changes in staffing and duties in recent years and how the office has developed. Historically there is a "lead" secretary and a second secretary at a lower scale. The criminal court system has been structured so that the senior secretary works on Superior Court cases. The District Court secretary has less complex cases that are more routine. This is how the D.A.'s office has been structured for years. Recently, however, with new people in place, both secretaries are both more equivalent in their training and in their skills. He noted that the Restitution account has been brought into order with their hard work. The Commissioners expressed their appreciation for the hard work on bringing the Restitution account up to date.

G. Rushlau continued to explain that the courts are now mandating a unified criminal docket. Waldo County's start date was April 1, 2015. Instead of a separate docket for Superior and District Courts, they are now unified. Now the process is the same and then there is a dispositional conference. All meet with the judge to see if they can come to an agreement on how to resolve the case. If it is complicated, the first dispositional conference may not resolve it. The court has rewritten all its rules to comply with this unified docket. Now for the first dispositional conference, the defendant has to have been provided by the D.A.'s office with all the materials they would need if they were going to court. This means there really is no division between how Superior and District Court cases are held. Now they need to be divided evenly between the two secretaries. Each will work with one of the Assistant D.A.'s to do all the work and preparation for each case. It is more of a team concept. The Legal Secretary II position will essentially have the same responsibilities as the Legal I Secretary. Some things that won't change is that the Legal I Secretary will still do budget preparation and juvenile cases and the Legal II Secretary will likely take on the full restitution responsibilities. G. Rushlau would, therefore, like to rewrite the job descriptions. If this change could take place in July, it would affect the budget for half the year as there would be a pay increase for the second secretary. This secretary spoke with the Union Steward and asked if this needed to be negotiated and was told it was more of a management rights situation – changing job descriptions and work load. G. Rushlau noted that the individual is a very talented and excellent employee.

G. Rushlau also noted that Cumberland County has started this already. Cumberland divided their attorneys into teams so each knows exactly which cases they will be working on. With this team concept, the attorney will be informed and have the authority to prosecute that case.

The unified criminal docket reduces the witness fees costs, reduces the cost of calling officers in, with the resulting overtime. The hope and goal is that this system should be a more efficient system. The Commissioners agreed to allow the job descriptions to be rewritten and G. Rushlau will meet with them again during the May court session to review those changes.

**QUALIFIED ENVIRONMENTAL PROFESSIONAL BID PROPOSALS:**

Present with the Commissioners was Emergency Management Agency Director Dale Rowley to open the bid proposal(s) for a Qualified Environmental Professional for the Brownfields EPA Cleanup Grant.

There was only one proposal submitted. The proposal was submitted by Ransom Consulting, Inc. in the amount of \$34,550.00.

**\*\*A. Fowler moved, B. Johnson seconded to award the bid proposal for Qualified Environmental Professional Consulting Services for the Brownfields cleanup project to Ransom Consulting, Inc. in the amount of \$34,550.00. Unanimous.**

The Commissioners instructed D. Rowley to contact Amy Jean McKeown of the Environmental Protection Agency to inform her that only one proposal was submitted and that the Commissioners would like to move forward with this.

#### STOCKTON SPRINGS TOWER:

D. Rowley gave the Commissioners an update regarding the tower being erected in Stockton Springs. A second utility pole may be needed and also not all the electrical wire can be used as it was too short, so this will add some costs. D. Rowley said he would like to meet with Communications Director Owen Smith and all the radio vendors sometime in mid-May. The goal is for the project to be completed by May 31, 2015.

#### CORRESPONDENCE:

Present to report correspondence was County Clerk Barbara Arseneau as follows:

1. Communications Director Owen Smith sent a memo regarding the NENA Conference he and several dispatchers attended the previous week. Dispatcher Matthew Varney was nominated and recognized as WCRCC's "Silent Hero" for 2015. Dispatcher Paul Haskell was nominated and received a "stork" pin for helping to deliver a baby using EMD protocols. Supervisor Michael Larrivee was nominated and recognized as one of the Supervisors of the Year and received a certificate from NENA. He also expressed that they were very pleased that Commissioner Fowler attended for two days and appreciate her continuing presence and support of the 9-1-1 PSAPs and WCRCC.
2. The Commissioners briefly discussed the Lease to Own Financing Contract for a DSS Equature Digital Recorder with 40 channels from Acorn Recording Solutions that was installed March 19, 2015 at the Communications Center. The total amount is \$19,381.00 that will be financed at 20% for five (5) years. Annual payments will be \$6,681.00. These payments include the annual maintenance for the full term of the lease to own contract. The Commissioners had agreed that the work could start prior to today's court session. Commissioner Shorey signed the contract dated April 13, 2015.
3. Part-time Corrections Officer/Deputy Mark Bennett resigned his position of the Waldo County Sheriff's Office January 1, 2014.  
**\*\*A. Fowler moved, B. Johnson seconded to accept the resignation of Mark Bennett effective January 1, 2014. Unanimous.**

4. The Commissioners noted pay step increases for the following employees:
- Dispatcher Gabrielle Rossignol completed Certified Terminal Operator training and received a pay increase from \$16.72 to \$17.91 per hour effective March 13, 2015.
  - Dispatcher Linda Wry-Remillard completed five years of employment and received a pay increase from \$19.18 to \$20.83 per hour effective March 28, 2015.
  - Dispatcher Matthew Varney completed two years of employment April 7, 2015 and received a pay increase from \$18.53 to \$19.18 per hour.
  - Deputy Treasurer Karen Trussell will complete twelve years of employment on April 14, 2015 and will receive an increase in annual salary from \$49,138.50 to \$51,104.04 per year.
  - Deputy Wiley McVety will have completed one year of employment on April 16, 2015 and will receive an increase in pay from \$19.53 to \$19.77 per hour.
  - Deputy Kyle Wasiela completed two years of employment on April 13, 2015 with a pay increase from \$20.27 to \$20.55 per hour.
  - Deputy Register of Probate Judith Nealley will complete twelve years of employment on April 21, 2015 and will receive an increase in pay to \$21.58 per hour.

#### **APPROVAL OF MINUTES:**

**\*\*B. Johnson moved, A. Fowler seconded to approve the minutes from the March 12, 2015 Commissioners Court Session with the strikeout correction. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to approve the minutes from the March 12, 2015 hearing of tax abatement Petition #367 Derek Davis vs. the Town of Thorndike. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to approve the minutes of the March 17, 2015 Waldo County Commissioners' deliberations of Petition #367 Derek Davis versus the Town of Thorndike. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to approve the minutes of the March 17, 2015 Special Section of the Waldo County Commissioners Court Session. Unanimous.**

#### **COMMISSIONERS MISCELLANEOUS:**

1. MCEDD is requesting a letter from the Commissioners approving the move to accept MCOG as having oversight. B. Johnson said she had voted with the rest of that board in favor, but a letter also needs to be sent by the Waldo County Commissioners. A. Fowler asked if there was a template letter and B. Johnson said there was and she would produce it for the Waldo County Commissioners. A. Fowler said she would like to look at the template letter first before making a decision on this regard. B. Johnson noted that a different committee decides MCEDD's budget. Counties pay in some, but not all the money that it takes to run this come from the counties. There is money needed to pay for the staff and building, etc.

2. B. Johnson reported that Healthy Waldo is looking for 500 signatures to address the Governor's budget cutting Healthy Maine Partnerships. There is money available from the Tobacco settlement in which the State of Maine received a sum several years ago. This had been set aside for tobacco-related things and then had been broadened. The Governor does not want this money to go to Healthy Maine Partnerships, which would also affect Healthy Waldo County. B. Johnson said she can send the links to the Commissioners so that they can sign the petition. The Governor has already cut

funds that impacted Healthy Waldo County and Waldo County General Hospital. The programs are valuable – for homelessness, assistance to overcome drug abuse, etc.

3. A. Fowler is working with Communications Director Owen Smith on some PSAP legislation.

4. B. Johnson is going to the MMA workshop on broadband on May 7, 2015 in Bangor. Islesboro and Belfast are dealing with this and since she represents these towns, she felt it was important to be informed and keep up with this.

**NEXT COMMISSIONERS COURT SESSION:**

The Commissioners noted that they no longer needed to hold a special court session on April 17, 2015. Likely they would also not need to meet on April 23, 2015, but would hold that date for the next day or so until they could determine whether or not there was a need. Otherwise, the next Commissioners court session is a regular session is scheduled for May 14, 2015 in the Waldo County Commissioners Conference Room.

**\*\*B. Johnson moved, W. Shorey seconded to adjourn the court session at 11:34 a.m. Unanimous.**

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