

**WALDO COUNTY COMMISSIONERS COURT SESSION
JUNE 11, 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:

Present with the Commissioners was Treasurer David Parkman and Deputy Treasurer Karen Trussell. D. Parkman reported the following:

GENERAL ACCOUNT BALANCE:

There is \$40,460.78 in checking account. The County will need to borrow on the TAN as there will be accounts payables run through all of July, August and into September before the property taxes start to come in.

JAIL GENERAL ACCOUNT BALANCE:

There is \$48,583.12 in the Jail General checking account.

TAX ANTICIPATION NOTE:

\$2,750,000.00 has been borrowed from the Tax Anticipation Note so far this year. \$1,500,000.00 has been borrowed on the Jail side and \$1,250,000.00 has been borrowed on County side. There is \$1,550,000.00 left. It will be tight, but this was anticipated. There was brief discussion on increasing the amount to be borrowed in 2016. In 2014, only \$4,100,000.00 was used, which was why it was budgeted as it was for 2015.

COUNTY REVENUE:

46% of anticipated revenue is customary for this time of year. 50% has been received so far.

COUNTY BUDGET:

All budget lines look good. The Facilities budget is 48% expended, but that is often related to seasonal work. Overall, the budget is 2% under the anticipated expenditure at this time in the year. W. Shorey commented that he had anticipated that the Sheriff's budget might be less expended than it is because gas prices have been so low. K. Trussell noted that the fuel line was only 24% expended. Other lines have been expended more, one of which is part-time.

CORRECTIONS REVENUE:

96% of anticipated Corrections revenue is customary this time of year. 100.97% has been received so far.

CORRECTIONS BUDGET:

The Corrections budget is 91% expended and could be 96% at this point in the year.

CORRECTIONS RESERVES:

There was brief discussion with the Commissioners regarding how to handle funds if the State returns the Jails to the Counties. The Treasurer and Deputy Treasurer recommended putting Corrections on the same budget year (calendar) with the County and utilizing the money in the Corrections account to cover the unfunded six months. D. Parkman stated that the final audit would really show what was left in undesignated funds. The Jail audit is currently being worked on.

****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 May 29, 2015 General Fund Accounts Payable warrant and May 21, 2015 payroll in the amount of \$224,169.06. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 29, 2015 Capital and Restricted Reserve in the amount of \$24,812.60. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 29, 2015 Reentry Accounts Payable warrant and May 21, 2015 payroll in the amount of \$69,432.60. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the June 11, 2015 General Fund Accounts Payable warrant and June 4, 2015 payroll in the amount of \$152,798.97. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the June 11, 2015 Capital, Active & Restricted Reserve warrant in the amount of \$182,903.25. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the June 11, 2015 Reentry Accounts Payable warrant and June 4, 2015 payroll in the amount of \$45,427.92. Unanimous.**

CORRECTIONS EMPLOYEES COST OF LIVING INCREASE:

****A. Fowler moved, B. Johnson seconded to continue with the current Jail Budget, finishing out July 1, 2015 to December 31, 2015 with a 3% cost of living increase (COLA) for Corrections employees. Unanimous.**

HAZARD MITIGATION PLANNING AND EMERGENCY OPERATIONS ASSIGNMENTS:

Present with the Commissioners for this discussion was Emergency Management Agency Director Dale Rowley.

HAZARD MITIGATION PLAN:

D. Rowley reported that he has started updating the Hazard Mitigation Plan that was developed in 2011. Although it is written on a regional basis using the County, it is actually a plan that covers the municipal level. He noted that he has had a little trouble with participation. This time, a form will be provided that requests the municipality to indicate whether or not they will participate. The Town of Knox has opted out. Tonight is the second planning meeting. If no representative for a municipality shows up for meetings during the planning phases of this project, it will be assumed that that town has opted out, as well. It will take about 8 months to complete this process.

Regarding applying for generators, FEMA Region 1 apparently thinks it's a bad idea and are doing all they can to prevent this. According to FEMA our regions only have one major power outage every 50 years. In determining the benefit, it is calculated by the population of the town. Smaller towns don't get the same benefit but the fact is, the same size generator is needed in each place. Grants are awarded and as they get closer to the end of the grant period, they have found that towns haven't spent their grant funds, so those funds are getting reallocated to the Counties. This supplemental grant is putting iPads in Searsport cruisers and providing bulletproof vests for Belfast P.D. and Waldo S.O. officers. Also, 10,000 watt generators have been purchased. D. Rowley said he found discount name-brand generators online and was able to get them cheaper. Also, he found he could negotiate in bulk orders, and there was even more savings if the invoice was paid by check. The total amount saved was over \$5,000.00 and 11 generators were purchased. Winterport joined in on the bulk order and will reimburse the County for their generator. Every single town in the County will have at least one generator covering a public facility containing their EOC.

EMERGENCY OPERATING CENTER (EOC) POLICY UPDATE:

D. Rowley submitted a marked-up update on the EOC Policy for the Employee Handbook. Those serving on the EOC will consist mostly of administrative staff because the other departments already have a job function in emergency services. D. Rowley wondered if this was a matter for discussion with the union and was told it had already been addressed and was understood during the last union negotiations. D. Rowley explained that the EOC staff would be paid, would work no more than 8 hours and would be performing similar administrative job functions to what they already do. It was noted that this should be reflected in the job descriptions if it isn't already.

****B. Johnson moved, A. Fowler seconded to adopt the changes to the Emergency Operating ECO Policy as presented. Unanimous.**

SHERIFF'S REPORT:

Present with the Commissioners was Sheriff Jeffrey Trafton and Lt. Jason Trundy. Sheriff Trafton reported the following:

1. Upcoming changes in staffing: The day after the current Chief Deputy retires, the changes in staff will be made official. Two candidates are being interviewed for the School Resource Officer.
2. Currently there is one reserve officer, Jon Shaw. Once Scott Story has left as Chief Deputy, Sheriff Trafton would like to move Officer Shaw into the full-time position.
3. New Hire: Sheriff Trafton stated he would also like to hire a law enforcement student who will be a senior in college next year. The student, Darian Nadeau, is taking the second phase of the 100-hour training. He will then finish the other two steps of training before he can be used on the road. J. Trafton explained that the Sheriff's Office normally does not hire students but feel this is a good individual to hire, and recommended that he be hired as Part-time Patrol Deputy effective June 15, 2015 at the uncertified starting rate of \$15.56 per hour. This will not affect the budget. The Commissioners agreed to support the Sheriff in this matter.

****A. Fowler moved, B. Johnson seconded to hire Darian Nadeau as Part-time Patrol Deputy at the uncertified starting rate of \$15.56 per hour effective June 15, 2015. Unanimous.**

4. Waldo County came in 7th in the Shawn Donahue Shooting Competition in Washington County. The family of Officer Donahue, who passed away last year, was also present.
5. The new Waldo County Sheriff's Office sign has been put up.
6. The Sheriff's Office will be purchasing bullet proof vests with two years' worth of grant money.

****W. Shorey moved, A. Fowler seconded to go into Executive Session for discussion of information prohibited by statute to the general public permitted by 1 MRSA §405(6)(F) at 9:50 a.m. Unanimous.**

****A. Fowler moved, B. Johnson seconded to come out of Executive Session at 10:33 a.m. Unanimous**

CORRECTIONS TRANSPORT VEHICLES:

The Commissioners and Sheriff briefly discussed the need for updated Corrections transport vehicles.

****B. Johnson moved, A. Fowler seconded that the Sheriff and Lieutenant evaluate the existing Corrections budget to purchase two transport vans and a third van be purchased up to \$26,000.00 from the MCRRC Improvement Reserve. Unanimous.**

FACILITIES REPORT:

Present with the Commissioners was Facilities Manager Keith Nealley who reported the following:

SUPERIOR COURTHOUSE PLATFORM LIFT PROJECT:

K. Nealley submitted a sheet detailing Superior Courthouse Platform Lift Projected Costs. The floor had to be tested for possible asbestos but it turned out there was none. There have been other expenses related to estimating and preparing this project. K. Nealley has spoken with State Director of Court Facilities Jeffrey Henthorn about this, indicating that the costs may be up to \$70,000.00. J. Henthorn agreed to submit a budget request for up to \$35,000.00 so that the State can share the cost. He will now need to submit a request for proposals for the lift project. He anticipates that by the time the bid is awarded, this project likely won't start until sometime in September. He noted that the lift being nonfunctional has already proven to be a problem with a few people who could not go up the stairs. He recognized that time is of the essence to get access to these stairs. The Commissioners agreed to pay the County's share of those expenditures from the Commissioners Professional Services line.

The Commissioners and K. Nealley expressed their appreciation for Jeff Henthorn and the State for working with the County on this and other projects.

REGISTRY OF DEEDS – NEW HIRE & COMMUNITY OUTREACH PROGRAM:

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

1. New Hire: S. Grant recommended the hire of Anne Marie Sears from Swanville as permanent Part-time Deeds Clerk. She started last week and is doing very well.

****B. Johnson moved, A. Fowler seconded to hire Anne M. Sears as permanent Part-time Deeds Clerk effective June 2, 2015 at the starting wage of \$13.61 per hour for 25 hours a week.**

2. Deeds President Susan Bulay may present the “Honors Rewards” program for U.S. veterans to get an I.D. card, which provides them discounts at local businesses. If all the counties participate, they will get discounts at various local and chain businesses. For a fee, a company prints the flyers, contacts the businesses, etc. Rather than this being a “Deeds” promoted thing, the Registers were all approaching their Commissioners to approach as a “county-wide” program. This would cost be \$453.12 per year.

****A. Fowler moved, B. Johnson seconded to authorize the County of Waldo to participate in the “Honors Rewards” program for veterans and to pay the annual fee of \$453.12 from the Commissioners Professional Services line. Unanimous.**

3. S. Grant reported that the Registry is 312 documents ahead of last year at this time. A lot of deeds transfers are occurring, which means sales.

4. The renovation in the Deeds registry is coming well but S. Grant is still waiting to hear the results of the Maine Municipal Association Ergonomic grant application. If awarded, the grant funds would provide for two of the desks and the third would come out of the budget. The project is on standstill at this point and the security wall dividing the desks from the public cannot be closed until the desk work is completed.

CORRESPONDENCE:

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

1. 2014 County of Waldo Annual Report dedication: It was recommended that the 2014 Annual Report be dedicated to Deloris Page, who retired from the Registry of Deeds December 2014 after working in the Registry 10 years as Deputy Register and 31 years as Register.

****W. Shorey moved, A. Fowler seconded to dedicate the 2014 County of Waldo Annual Report to Deloris Page in recognition for over 41 years of dedicated service in the Registry of Deeds. Unanimous.**

2. The Sheriff’s Lieutenant Pay Scale has been changed to reflect the correct amounts for 2015.

****B. Johnson moved, A. Fowler seconded to approve and sign the updated Lt. Pay Scale. Unanimous.**

3. Communications Director Owen Smith has sent written notice that employment for Dispatcher Trainee Amanda Hayes terminated June 4, 2015.

****B. Johnson moved, A. Fowler seconded to accept employment termination date of June 4, 2015 for Dispatcher Trainee Amanda Hayes. Unanimous.**

4. The Commissioners noted pay step increases for the following employees:

- Dispatcher Gabrielle Rossignol successfully completed the one year probationary period on June 10, 2015 and will receive a pay step increase from \$17.91 to \$18.53 per hour. There is no increase in vacation accrual at this time.

- Deputy County Clerk Marilyn A. Saucier has successfully completed the six-month probationary period. Since she was hired at the 5-year level, there is no pay step increase as there would normally be at the completion of six-months of employment.
- Legal Secretary Megan Carter will complete two years of employment on July 15, 2015 and will receive an hourly increase to \$20.16 per hour.
- Victim/Witness Advocate Kathleen Butler completed eight years of employment with the County on February 1, 2015 and this was inadvertently overlooked. The hourly rate of pay will need to be paid retroactively to that date at \$21.17 per hour.
- Deputy Wiley McVety graduated from the Maine Criminal Justice Academy on May 22, 2015 and will receive a pay increase from \$19.77 to \$20.27 per hour effective that date.

5. A copy of a letter of commendation for Deputy Jon Shaw was submitted to the Commissioners for extra work and efforts Deputy Shaw put into a burglary case that resulted in the arrest of the offenders for this crime and the recovery of the property and for his extra hours and enthusiasm in this investigation. The Commissioners expressed their commendation for Deputy Shaw's excellent work.

6. The Deputy Treasurer has requested that all documents for the Annual Report be submitted by May 31, 2015. She asked the Commissioners to provide her with any points they would like included in their portion of the report, along with highlights she would gather from the 2014 Commissioners Court Session minutes.

7. Waldo County Healthcare has closed the Coastal Occupational Health Program effective June 30, 2015. July 1, 2015 they will transition to Health Connections. The County currently uses Coastal Occupational Health.

8. The County video "How County Government Works" will be aired on the Maine Public Broadcast Network television station June 18, 2015 at 10:30 p.m. and June 20, 2015 at 11:30 a.m.

9. B. Arseneau reported that she will be taking two duplicate rolls of microfilm containing Waldo County Records to the Maine State Archive. The Archive has informed her that they will no longer be accepting duplicate records from counties as they no longer have the space. B. Arseneau will research what to do with duplicate films in the future and report back to the County Commissioners.

10. The County Clerk and Commissioners discussed the 2016 Waldo County Budget Schedule.

NEW TOWER SOLUTIONS:

Communications Director Owen Smith reported the following to the County Commissioners:

Fire South has been relocated to a new tower and there are some unexpected coverage issues. Some are extreme; some are scratchy. The dead spots have been tested and most are valid. The best option, he believed, would be to put another Fire South transmitter on Aborn Hill. This would make four sites running. They have tested Fire North off Aborn Hill Tower and they know they can put Fire South up there and will be fine. They do not have a simulcast repeater but the State has a number they don't use

and since they would like to keep the brand the same as the others, it is thought that they may be able to obtain one from the State. He stated that he was not sure how much this would cost but anticipated upwards of \$30,000.00. Another option would be to put all of them on Fire North, but it was agreed many years ago that it is not a good idea to “put all the eggs in one basket”.

There will need to be some equipment purchased in Searsport to send tones to them and this would take care of them for a while. He noted that Searsport had planned to move onto the County’s new tower but that may not work.

O. Smith stated that he didn’t want to paint a dim picture, but there have been a number of people complaining and the tower had not worked as well as expected. He suggested that all parties should get into one room and discuss the matter and the solutions. The situation is that the time had come for the County to move to a new tower and he believed there are solutions.

The two options are to put everyone on Fire North, but everyone would have to switch over. It would be better to have a third site.

The Commissioners discussed this and stated their desire to address it correctly. O. Smith said he would have EMA Director Dale Rowley get the licenses going, and he would have a meeting with radio vendors and also do an inspection at the same time. The licensing will take the longest.

A. Fowler asked what could be done to make it better safety-wise for the municipalities. O. Smith explained that Searsport is the only town with its own repeater. They would have to go back to Mt. Ephraim to do that. B. Johnson asked if they could temporarily put everyone on Fire North. If they are Kenwood units, it can be done for nothing. If not, there will be some costs.

W. Shorey suggested that D. Rowley and O. Smith put their heads together, come up with the estimated costs, and let the Commissioners know as soon as possible. Public Safety is priority. The County is still paying for one re-tone to be put on the Mt. Ephraim tower until the current one-year fee that has been paid can be utilized.

O. Smith said Winterport has never been on pagers and will be moving to a new town office in August or September so they will be going from the “red phone” system to pagers. O. Smith has asked them to get their equipment now and not when they move, so that it can be tested in plenty of time.

CMP has a power source at that building and it is the only other source besides the County’s. Searsport plugged into the CMP power source. O. Smith said he had not cancelled the power up there. He has cancelled the telephone as that is not needed. The Commissioners agreed that the power could be left on until everyone is out of there.

The Commissioners stated their support in making the towers work properly and authorized O. Smith to work on this to find proper solutions.

O. Smith said he will keep the Commissioners informed via email. The Commissioners also stated that they have a workshop on June 26, 2015 and could turn that into a court session to make decisions as needed.

2016 COST OF LIVING INCREASE:

After brief discussion about the need to follow the same cost of living increase schedule for non-union employees as has been in the union contracts, the Commissioners voted as follows:

****A. Fowler moved, B. Johnson seconded to carry through with a 3% cost of living increase (COLA) for all non-union employees for 2016. Unanimous.**

APPROVAL OF MINUTES:

****B. Johnson moved, A. Fowler seconded to approve the minutes from the May 14, 2015 Waldo County Commissioners Court Session as presented. Unanimous.**

COMMISSIONERS MISCELLANEOUS BUSINESS:

None.

NEXT COMMISSIONERS COURT SESSION:

The next Commissioners Court Session is a regular session scheduled for July 9, 2015 in the Waldo County Probate Courtroom. If a special court session is needed, it will be held on Friday, June 26, 2015.

****B. Johnson moved, A. Fowler seconded to adjourn the court session at 12:03 p.m. Unanimous.**

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