

**WALDO COUNTY COMMISSIONERS COURT SESSION  
NOVEMBER 12, 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.

**EXECUTIVE SESSION:**

**\*\*B. Johnson moved, A. Fowler seconded to enter executive session for discussion of employment as permitted by 1 MRSA §405(6)(A) at 9:00 a.m. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of executive session at 9:03 a.m. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to accept the rescinded resignation of Dispatcher Gabrielle Rossignol as recommended by Communications Director Owen Smith. Unanimous.**

**FACILITIES MANAGEMENT REPORT:**

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

1. Superior Courthouse Elevator Lift Update: K. Nealley reported that EMA Director Dale Rowley, who is serving as the engineer for the elevator lift project, has made an appointment with the Fire Marshall's office in early December. This is the soonest the Fire Marshall could meet with them. They will try to keep this project as least invasive to the courthouse as possible.

2. 2016 Cleaning Bids: There are three potential bidders at this time.

**\*\*A. Fowler moved, B. Johnson moved to go into executive session for consideration of employment as permitted by 1 MRSA §405(6)(A) at 9:11 a.m. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of executive session at 9:27 a.m. Unanimous.** No action was taken.

3. Fuel Oil Bids: K. Nealley is researching the oil bidding process for the upcoming year.

4. Capital Expenditures: K. Nealley said he has prepared a list of Capital expenditures that he would like to go over with the Commissioners. The Commissioners suggested holding off reviewing this until the end of the year.

5. Proposed Renovations to Reentry Center/Jail: K. Nealley discussed possible improvements to the Major's Office and control room at the Reentry Center/Jail. The breakdown of estimates totals approximately \$20,000.00 and K. Nealley suggested that there might be some Capital Outlay funds that might be tapped into in addition to funds he had available in the Facilities budget. It will be tight but he believed there were enough funds to cover it now, whereas he did not know if there would be funding available in 2016. Sheriff Trafton, who was present, explained the deplorable condition of the

control room. This would also make room for four workstations. There was discussion regarding the cost to move the DVR and the complexity of this, as well as the 80 chairs that need to be purchased to replace those that go into the day room, downstairs cafeteria, etc.

The Commissioners tabled further discussion on this until their December Court Session.

6. Jail Elevator: K. Nealley discussed issues with the Jail elevator. It leaks 15 gallons of oil around the shaft every 30 days and he is not able to get a warranty their work on it because of this. He had been putting requests to work on this in the budget when the jail budget was run by the BOC and they never allowed that funding. An estimate to replace it was approximately \$58,000.00. An estimate to rebuild it, but without a warranty, was about \$10,000.00. It is continuing to work and will pass inspection but the leaking problem cannot be resolved and the leak will continue to worsen. It is possible.

The Commissioners instructed K. Nealley to schedule time on the agenda once a month during their regular court sessions starting with their court session in December.

There was brief discussion on the proposed Jail budget for 2016.

#### **SHERIFF'S REPORT:**

Present was Sheriff Jeffrey Trafton who reported the following:

1. Volunteers of America Contract Renewal: The contract will be the same as last year at \$517,777.00. The Commissioners signed the contract.
2. Satellite Tracking of People Contract: This contract is for electronic monitoring. The Commissioners authorized the Sheriff to sign the contract.
3. Possible Volunteer Resource Officer: J. Trafton approached the Commissioners about a retired State Trooper who currently works as a teacher in several schools who has offered to serve as a volunteer school resource officer for the County of Waldo on an as-needed basis after a recent incident in one of the schools. Thomas Ballard is still certified as school resource officer and is willing to serve as resource officer at no additional pay in the schools that School Resource Officer Jordan Tozier cannot always get to. The County would need to purchase a uniform for him. The superintendent also agrees with this. There will be more details later on.

The Commissioners stated that they believed the officer would need to be a County employee and must be deputized.

**\*\*A. Fowler moved, B. Johnson seconded to approve the Sheriff's recommendation for Thomas Ballard to be deputized in Waldo County as a part-time deputy. Unanimous.**

4. The Maine Sheriff's Association recently got together as a group to decide how they will stand before the legislature. They have agreed that they will not go after any more funding than the remainder of the \$14.2 million that had been requested and that the 3% caps be lifted. They also wish to request removal of the language that does not permit jails to receive boarding funds from other jails whose inmates they are boarding.

**EXECUTIVE SESSION:**

**\*\*B. Johnson moved, A. Fowler seconded to go into Executive Session for discussion of protected information as permitted by 1 MRSA §405(6)(F) at 10:06 a.m. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to come out of Executive Session at 10:37 a.m. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to endorse and sign the renewal with Meritain Health for 2016 as presented. Unanimous.**

**TREASURER'S REPORT:**

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

**TAX ANTICIPATION NOTE:**

There is a balance of \$2,500,000.00 on the TAN. The Jail has paid \$700,000.00 and the County has paid \$1,000,000.00.

After this warrant, the funds remaining will be as follows:

County Checking Account: \$980,678.43.

Jail Checking Account: \$534,546.72.

Property Taxes Received:

70% of the property taxes have been received. Eight Towns have not paid and Belfast has paid half.

**COUNTY REVENUE:**

105.48% of the anticipated revenue has been received, and could be 88% at this point in the year. When the County taxes are factored in, it drops it 59.62%.

**COUNTY BUDGET:**

83% has been expended, whereas 88% could be expended at this point in the year.

**CORRECTIONS REVENUE:**

Not discussed.

**CORRECTIONS BUDGET:**

44% has been expended. With the sixth-month budget, it actually could be 75% expended.

A. Fowler asked about line 4030 and recommended the name be changed because it was not "Board" but a "contract."

**CORRECTIONS RESERVES:**

D. Parkman reported that there will be money to move into the reserve.

#### DISTRICT ATTORNEY'S RESTITUTION FUND:

D. Parkman reported that he stopped by to see how Androscoggin County's District Attorney's Office handles payments received for fees, etc. Androscoggin only accepts money orders, not credit cards or checks. He reported that the Penobscot County Financial Office has changed theirs over to money orders and bank checks. He contacted the other two counties in the district and learned that Sagadahoc has had no problems and will likely continue to take cash. Lincoln County's office indicated that they will likely continue to receive cash. Knox County improved its system and is not having any issues now. Receiving cash does not take the pressure off the staff at the D.A.'s Office. He did not recommend personal checks be accepted. He thought what Probate does with its credit card system is fine, as they pass off the expense of the machine, etc. to the customers.

The Commissioners acknowledged that there can be issues with tracking cash and it is better to protect the employees by not allowing cash to be received in the offices, if at all possible. They felt it would be good to work toward changing the County Offices gradually to not receive cash as payment anymore.

**\*\*A. Fowler moved, B. Johnson seconded that effective January 1, 2016, starting with the District Attorney's Office, no cash or personal checks will be permitted as payment. Money orders, bank checks and credit cards will be accepted.**

There was discussion on which type of machine to use for swiping cards and this will need to be researched.

#### **Other Items:**

1. On August 13, 2015 the original vote was to pay Dale Rowley \$2,500.00 from Severance and then reimburse that from the Courthouse Reserve account for engineering work he performed for the chairlift at Superior Courthouse. K. Trussell asked if the Commissioners could just keep it as coming from Severance instead. Commissioner Shorey had recommended funding it from Professional Services in the Commissioners Budget.

**\*\*A. Fowler moved, B. Johnson seconded to amend the original motion to fund this expenditure from Professional Services. Unanimous.**

2. In April, D. Rowley was also paid \$2,500.00 for performing engineering services for the Stockton Springs Tower at the recommendation of the Commissioners, but they had not taken a formal vote to do this.

**\*\*A. Fowler moved, B. Johnson seconded to note that the Board of Commissioners had authorized payment of \$2,500.00 to Dale Rowley for engineering work performed in April 2015. Unanimous.**

3. There was discussion about a 7<sup>th</sup> truck being purchase for the Sheriff's Office. It was noted that this was to replace the truck that was given by the Sheriff's Office to Facilities Management earlier in the year after the Facilities van ceased to function.

**\*\*A. Fowler moved, W. Shorey seconded to move \$25,000.00 from undesignated funds to the Vehicle Replacement account to fund the 7<sup>th</sup> truck for the Sheriff's Office. Unanimous.**

4. New Tractor Purchase: There was discussion regarding the purchase of a tractor for use in the Waldo County Garden, and it was noted that this was purchased with the approval of the Sheriff.

5. The Commissioners discussed ways to improve communication as a board.

**\*\*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 October 30, 2015 General Fund Accounts Payable warrant and October 22, 2015 payroll in the amount of \$379,052.38. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the October 30, 2015 Capital and Restricted Reserve warrant in the amount of \$24,944.24. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the October 30, 2015 Reentry Accounts Payable warrant and October 22, 2015 payrolls in the amount of \$78,472.82. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the November 12, 2015 MCRCC Restricted Reserve warrant in the amount of \$53,788.94. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the November 12, 2015 General Fund Accounts warrant and November 5, 2015 payroll in the amount of \$1,177,881.72. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the November 12, 2015 Capital, Active & Restricted Reserve warrant in the amount of \$49,646.75. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the November 12, 2015 Reentry Accounts Payable warrant and November 5, 2015 payroll in the amount of \$784,157.45. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the November 12, 2015 MCRRC Restricted Reserve warrant in the amount of \$1,484.87. Unanimous.**

**CORRESPONDENCE:**

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

1. The National School Choice organization has requested that the Waldo County Commissioners issue an official proclamation commemorating January 24 – 30 as Waldo County School Choice Week.

**\*\*B. Johnson moved, A. Fowler seconded to issue a proclamation commemorating January 24 – 30, 2016 as Waldo County School Choice Week. Unanimous.**

2. The November Maine County Commissioners Association Board of Directors' and Risk Management Pool Board of Directors' meetings will be held November 18<sup>th</sup> instead of November 11<sup>th</sup> due to the Veteran's Day Holiday.

3. The Maine County Commissioners Association bylaws require that the Chairman of the Board of County Commissioners of each county and the President from each Association must inform the Executive Director of the Board's nominee at least two weeks before the annual meeting. The Executive Director will advise all County Commissioners and the President from each Association of the entire list of proposed Directors at least one week before the annual meeting, which is January 13, 2016.

**\*\*B. Johnson moved, W. Shorey seconded for Commissioner Amy R. Fowler to serve as Director on the Board of Directors and Risk Pool Board for the Maine County Commissioners Association. Unanimous.**

4. A local business, which did not wish to be named, has donated three fire-resistant file cabinets to the Waldo County Commissioners Office. The Commissioners and staff are very grateful for these cabinets to house and protect long-term records.

**\*\*B. Johnson moved, A. Fowler seconded to accept the donation of three (3) fire-resistant file cabinets. Unanimous.**

5. The County Clerk submitted two memos to the County Commissioners expressing great appreciation for the hard work of Facilities Manager Keith Nealley and Captain Robert Walker for picking up and delivering the three fire-resistant file cabinets, which weight about 900 lbs. each and required a great deal of effort to move into the Commissioners Office. The Commissioners commended these two employees and expressed gratitude for their hard work.

6. The Commissioners noted pay step and vacation increases for the following employees:

- Dispatch Supervisor Melissa Bisson completed eight (8) years of employment on October 12, 2015 and received a pay increase from \$23.43 to \$24.40 per hour.
- Corporal/Transportation officer Joshua Bowles will complete ten (10) years of employment on November 30, 2015 and will receive an increase in vacation accrual from 120 hours to 160 hours per year.

7. The County Commissioners have been invited to the Waldo County Emergency Management Agency 10<sup>th</sup> Annual Awards Banquet on Tuesday, November 24, 2015 at 6:00 p.m.

8. The Maine County Commissioners Association is planning to showcase a different County each month in the newsletter and has asked for each County to contribute articles regarding their County's programs, services and other news.

9. The City of Belfast sent an update regarding the Upcoming Avigation Easement Acquisition Project related to the Belfast Municipal Airport. The purpose is to manage/remove obstructions due to natural growth of vegetation and also man-made structures whenever they pose a threat to the relevant safety-related airspace surfaces. The County has property abutting the airport.

10. B. Arseneau informed the Commissioners that speaker Gordon Graham will be presenting at the NENA Conference on May 3<sup>rd</sup>, stated that she would be attending the entire conference. She requested that the Human Resources/Payroll Director attend Gordon Graham's portion of the conference because it deals heavily with human resources issues and functions. The Commissioners approved this.

11. Tax Abatement Appeal Petition #369 Hegstrom vs. Town of Brooks:  
The County Commissioners reviewed an Appeal of Decision of Board of Assessors Application for Abatement of Property Taxes application from Randy Hegstrom regarding his property including the beach and 112 Randall Pond Lane in Brooks, Maine. The Commissioners reviewed the application and determined that they could not hold a hearing because the application had been submitted past the 60-day time period according to 36 MRSA §844(1). The County Clerk was instructed to contact Mr. Hegstrom and notify him that the Commissioners could not hold a hearing on his case for this reason.

**APPROVAL OF MINUTES:**

**\*\*B. Johnson moved, A. Fowler seconded to approve the minutes from the October 8, 2015 Waldo County Commissioners Special Court Session as amended. Unanimous.**

**COMMISSIONERS MISCELLANEOUS BUSINESS:**

1. W. Shorey expressed his concern about the Jail elevator and felt it should be repaired at \$10,000.00 and be paid from Facilities, All Other reserve.

**\*\*A. Fowler moved, B. Johnson seconded to take up to \$10,000.00 from Facilities all Other to repair the elevator at the County Jail. Unanimous.**

**NEXT COMMISSIONERS COURT SESSION:**

The next Commissioners Court Session is a regular session scheduled for December 16, 2015 starting at 9:00 a.m. in the Waldo County Commissioners Conference Room.

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

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