

**WALDO COUNTY COMMISSIONERS COURT SESSION  
DECEMBER 16, 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:

**TAX ANTICIPATION NOTE BIDS:**

Present for the opening of the TAN bid proposals were Paul Doody of Camden national Bank, Cathy Reynolds and Hazel Young – both from Bangor Savings Bank.

Bids received:

1. Damariscotta Bank and Trust sent a letter that they were not participating in the bid proposal process this year.
2. Key Bank: For the Tax Anticipation Note only - \$4,500,000.00 with an option of 12 months fixed interest rate of 1.32% as of December 14, 2015. Payments calculated on 365 day basis. No prepayment penalty. It was not indicated whether it was lump sum or as needed.
3. Camden National Bank: Interest rate is .89% on an as-needed basis and calculated on a period of 365 days.
4. Bangor Savings Bank: Interest rate is .69% on an as-needed basis.

**\*\*A. Fowler moved, B. Johnson seconded to award the bid proposal to Bangor Savings Bank at .69% interest for the County's Tax Anticipation Note for 2016. Unanimous.**

**RESERVE ACCOUNT BIDS:**

The afore-mentioned persons were still present for opening of these bid proposals.

Bids Received:

1. Bangor Savings Bank: .16% interest APY on four (4) reserve accounts, subject to change daily.
2. Camden National: .35% on four (4) reserve accounts.

W. Shorey asked Paul Doody if there was a penalty if the accounts went under \$500,000.00 and was told there was not.

D. Parkman recommended Camden National for the Reserve Accounts.

**\*\*A. Fowler moved, B. Johnson seconded to award the Reserve Account bid proposal at .35% interest earned for a period of three years. Unanimous.**

There is a balance of \$940,214.83 on the County side and the Jail has a balance of \$291,041.83. After this warrant, the funds remaining will be as follows:

Property Taxes Received:

100% of the property taxes have been received, including interest from the Town of Belmont for paying eight days late.

COUNTY REVENUE:

Not discussed.

COUNTY BUDGET:

93% has been expended, whereas 96% could be expended at this point in the year.

CORRECTIONS REVENUE:

Not discussed.

CORRECTIONS BUDGET:

50% of the Corrections budget has been expended. With the sixth-month budget, it will be a little over 50% for the end of the year.

CORRECTIONS RESERVES:

Not discussed.

DEEDS DESK GRANT REMAINDER:

**\*\*A. Fowler moved, B. Johnson rescinded the motion from July 9, 2015 Court Session to fund the remaining amount of the Registry of Deeds upgrade project after the grant reimbursement from the Facilities, All Other Reserve. Unanimous.**

**\*\*B. Johnson moved, A. Fowler to move funds from the Probate, Deeds and D.A. account to fund the remainder of the desk-funded grant for desks at the Registry of Deeds. Unanimous.**

MEPERS INCREASE:

K. Trussell reported that the employer portion of MainePers will increase in July 2016 and she believes 2016 budget for that line item should be able to cover it.

CAPITAL OUTLAY FUNDS FROM JAIL MOVING TO RESERVES:

K. Trussell stated that these funds from the Jail Capital Outlay are moved to the Technology Reserves each year.

**\*\*A. Fowler, B. Johnson to move half of the Jail Capital Outlay to the Technology Budget.**

Discussion: Brief explanation of the six months budget. **Unanimous.**

**UNDESIGNATED FUNDS:**

D. Parkman briefly discussed potential undesignated funds and recommended, if at all possible, to return some money to the Towns. This all would need to be determined after the audit.

D. Parkman's goal is to get through March without borrowing from the Tax Anticipation Note and hoped one day in the future that the County would not have to start borrowing on the TAN until halfway through the year.

Regarding reserve accounts, there was brief discussion about Technology expenses in the future and the need to build the Technology Reserve up for the next upgrade. W. Shorey suggested that it would be good to start saving money to renovate the Old Jail for records storage after the Brownfields EPA Cleanup grant remediation has been completed. He also reminded all that the Severance Account is still low and needs to be funded more, particularly since it is known that some long-term employees will be retiring in 2016.

It was noted that the 2016 budget for health insurance will not cover the whole year for payments and the funds in the account will have to cover that.

**\*\*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 November 30, 2015 General Fund Accounts Payable warrant and November 19, 2015 payroll in the amount of \$1,128,832.67. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the November 30, 2015 Capital and Restricted Reserve warrant in the amount of \$17,191.13. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the November 30, 2015 Reentry Accounts Payable warrant and November 19, 2015 payroll in the amount of \$1,044,862.72. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 10, 2015 MCRCC Restricted Reserve warrant in the amount of \$1,757.70. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 10, 2015 General Fund Accounts warrant and December 3, 2015 payroll in the amount of \$731,243.71. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 10, 2015 Capital, Active & Restricted Reserve warrant in the amount of \$29,289.56. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 10, 2015 Reentry Accounts Payable warrant and December 3, 2015 payroll in the amount of \$433,107.18. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 10, 2015 MCRRRC Restricted Reserve warrant in the amount of \$65,268.52. Unanimous.**

**CLOSING 2015 BOOKS FOR REGISTRY OF DEEDS:**

Present with the Commissioners was Register of Deeds Stacy Grant.

2015 Deeds Totals:

Fees:	\$319,297.86
Surcharge:	\$20,883.00
Interest:	\$53.16
Transfer Tax:	\$65,884.94
Grand Total:	\$406,118.96

All numbers matched the Treasurer's figures. The Commissioners commended S. Grant for doing an excellent job her first year as Register of Deeds.

**CLOSING BOOKS FOR REGISTRY OF PROBATE:**

Present with the Commissioners was Register of Probate Sharon Peavey.

2015 Probate Totals:

Fees:	\$85,271.08
Surcharge:	\$2,748.28
Restitution:	\$2,836.53

The figures matched the Treasurer's figures.

S. Peavey reported that it has helped to have the television and ability to Skype as witnesses can participate better that way.

S. Peavey also expressed appreciation for the non-essential staff being allowed to leave early the day before Christmas.

**FACILITIES MANAGEMENT REPORT:**

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

1. CLEANING BIDS:

Three bid proposals were received to clean the Public Safety Building, District Courthouse, Superior Courthouse, Communications Center and Waldo County Extension Office as follows:

Servicemaster Proposal:	\$47,172.00
Tribous Proposal:	\$46,800.00
Maureen Hall's Proposal:	\$40,999.92

**\*\*A. Fowler moved, B. Johnson seconded to accept the bid proposal from Maureen Hall at a total of \$40,999.92 for two years.** Discussion: W. Shorey recommended allowing a 2% increase in the second year of the contract.

**A. Fowler amended the motion to extend the contract to two years with a 2% increase allowed for the second year. Unanimous.**

2. Heating Oil: K. Nealley reported that he and Commissioner Shorey have been looking at heating oil purchasing. K. Nealley sent out inquiries to three major suppliers. The only companies that responded were Thompson's Oil at \$2.00 per gallon and Maritime Energy at \$1.969 per gallon. The County can secure a contract through May of 2017 with Maritime Energy at that price. K. Nealley noted that the last time fuel oil was below \$2.00 per gallon was in 2009.

**\*\*A. Fowler moved, B. Johnson seconded to accept the bid proposal from Maritime Energy at \$1.969 per gallon. Unanimous.**

3. Superior Courthouse Vertical Lift Project: K. Nealley, Northeast Construction and EMA Director Dale Rowley have met recently regarding this project. D. Rowley has been trying to get things squared away with the Fire Marshall's office. The hope is to do this for January but it may have to be done in March.

4. Proposed Renovation at the Reentry Facility: K. Nealley reported that a lot of tiles have had to be removed and replaced, new LED lights have been installed in the control room and he has laid strips of tape on the floor so the employees could see how the layout would be. The estimate for this project is \$20, 100.00. He asked how to proceed.

W. Shorey explained that this project involves two Department Heads and they have worked hard to come up with funds. It has been eight years since any chairs were purchased and both have saved money on other things in their budgets, so he felt that the Commissioners should support this project because the department heads are doing a good job managing their funds and projects. This renovation would be a good improvement to the poor conditions and a good morale lift to the employees. B. Johnson agreed.

A. Fowler asked for a few more details regarding the funding. K. Nealley confirmed that in the current Facilities budget for that building there is enough funding in the Capital fund to cover most of this.

K. Nealley acknowledged that the Commissioners have always given him great latitude in expending the Facilities budget, which he appreciates. The Commissioners noted that K. Nealley always does a good job with the Facilities budget.

**\*\*A. Fowler moved, B. Johnson seconded to approve the renovation project using funds from Community Corrections portion of the Facilities Budget and remaining Facilities budget as presented.**

5. K. Nealley presented his proposed Capital Improvement Projects for 2016. The Commissioners tabled further discussion on this until March when the County's financial situation would be better known.

(B. Johnson needed to leave unexpectedly.)

**TOWER SITE RENTAL:**

Present with the Commissioners was Communications Director Owen Smith who discussed the following:

1. Hancock County wants to put three (3) directional antennae on the County's tower in Stockton Springs. O. Smith noted that three (3) would "max" the tower and said he did not believe that the County should be involved in the rental business. The County may need to put other things on the tower for County use in the future. A. Fowler suggested that he respond that he brought this before the Commissioners and they did not believe there was space on the tower, that it might conflict with the tower operation for the County and do not wish to rent space. W. Shorey agreed with O. Smith's assessment and that space should not be rented.

2. O. Smith presented a quote from Spillman for the ProQA Fire Interface, including the module, all upgrades and live phone support services for the first year, totaling \$3,434.00. The State is instituting the ProQA protocols for Fire dispatching.

**\*\*A. Fowler moved, W. Shorey seconded to fund this out of the Technology Reserve (0265). Passed by the two present.**

**2015 SAFETY PRIZE WINNER – JUDITH NEALLEY:**

The Commissioners awarded the 2015 Safety Prize to Probate Deputy Register Judith Nealley for her suggestion that pepper spray be issued to employees who would like them for their desks in case of an emergency, such as in the threat of physical violence or an active shooter in which there is no time to vacate the building.

Other safety suggestions were as follows:

1. Dispatcher Linda Wry-Remillard suggesting that drainage or water diversion coming from the parking lot of the new Public Safety Building be installed so deal with water that runs through the Regional Communications Center drive through area. The water can be very deep during hard rains and in cold weather, it often freezes, causing slips and falls.

2. Dispatch Supervisor Melissa Bisson suggested that there be a one-way only because when the speed bumps are removed during winter months, there are a number of near-accidents.

3. Facilities Technician Gary Daigle suggested that an AED Unit be installed at the EOC because the only AED unit in the building is not accessible to anyone who doesn't have a key to the hallway in the Public Safety Building.

**\*\*A. Fowler moved, W. Shorey seconded to fund an AED Unit in the Emergency Management Agency from the Professional Services line of the County Commissioners Budget. Passed by the two present.**

**CORRESPONDENCE:**

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

1. Lincolnville Communications Broadband Internet Service between District Courthouse and the Public Safety Building one-time construction charge of \$3,000.00 with a 24 month contract. The cost is to be divided 75% from the Technology Reserve and 25% from the MCRRC line item 1050-4313. Technology Consultant James Arseneau also sent an email message recommending replacing the current GWI Internet service at the District Court building with services offered by Lincolnville Communications at \$125.00 per month for a two-year contract. Currently the County is paying \$92.00 to GWI and \$42.00 to Verizon Wireless for the MiFi that Probate uses, totaling \$134.00 a month. **\*\*A. Fowler moved, W. Shorey seconded to approve the Lincolnville Communications, Inc. in the amount of \$3,000.00 and to approve changing Internet service with this company at \$125.00 per month for two years. Passed by the two present.**

2. Maine County Commissioners Association (MCCA) Directory of Counties 2016: B. Arseneau asked the Commissioners if they would like both their personal and District email addresses included in the directory and was told yes.

3. MCCA request for the proxy information for representatives serving on the Risk Pool's Board of Directors and the MCCA member. The Commissioners stated that it would be either one of the other Waldo County Commissioners in the absence of Commissioner Fowler.

4. EMA Purchases: B. Arseneau explained that the Emergency Management Agency had sent down a few invoices and since she didn't know why, she contacted the EMA Deputy Director and learned that the Commissioners had agreed to pay up to \$500.00 for some items for the EMA kitchen from the Commissioners Professional Services line. The invoices only totaled about \$200.00. B. Arseneau explained that she could find no documentation authorizing this until the EMA Deputy Director forwarded a series of emails to and from the Commissioners on this matter. The Commissioners thought they had authorized up to \$1,000.00 and agreed to pay from the Professional Services line (1020-4015) whatever had been expended. B. Arseneau asked that in the future she be notified by the Commissioners so she would know they had authorized this payment from their budget when the invoices came in.

5. Day Before Christmas Office Closures:

**\*\*A. Fowler moved, W. Shorey seconded to close non-essential County Offices at 12:00 p.m. on December 24, 2015. Passed by the two present.** (Commissioner Johnson was also aware and had approved.)

6. The Commissioners authorized the request from the Register of Deeds to close the Deeds Office on December 22, 2015 from 12:00 p.m. to 1:30 p.m. to hold their annual Christmas luncheon.

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

- Deputy Merl Reed reached the 16-year step on December 5, 2015 and received a pay increase from \$22.47 to \$22.82 per hour.
- EMA Director Dale Rowley's vacation accrual rate will increase to 160 hours per year starting in 2016.
- EMA Director Olga Rumney's hours will increase from 37.5 to 40 hours per week starting January 3, 2016 at \$18.96 per hour and her vacation accrual rate will be 160 hours per year starting 2016.

8. EMA Director Dale Rowley submitted the updated job description for the Deputy EMA Director position, reflecting the change in the hours per week. The Commissioners approved and signed the updated job description.
9. Health Insurance Administrator Malcolm Ulmer submitted a copy of the end-of-plan-year letter issued by Meritain Health for the Commissioners' review.
10. Lieutenant Matthew Curtis sent copies of commendations for Deputy James Porter and Detective Dale Brown for their response and emergency care rendered to the victim of a bicycle crash in Unity.
11. Lieutenant Matthew Curtis sent copies of a commendation for Detective Gerald Lincoln recognizing his handling of several Burglary and Criminal Mischief investigations that led to the discovery of thousands of dollars' worth of stolen property and the closure of these cases by arresting the responsible parties.
12. An updated 2016 schedule for Grand Jury was submitted by Clerk of Courts Brooke Otis.
13. The Commissioners cancelled their monthly workshop for December.
14. The Commissioners authorized using the online version of the Maine Statutes Revised Annotated rather than ordering pocket parts to update the older books of the statutes.

**APPROVAL OF MINUTES:**

**\*\*W. Shorey moved, A. Fowler seconded to approve the minutes from the October 15, 2015 Public Meeting for Proposed U.S. EPA Brownfields-funded Cleanup Activities, Old Waldo County Jail at 45 Congress Street. Unanimous.**

**\*\*W. Shorey moved, A. Fowler seconded to approve the minutes from the November 12, 2015 Waldo County Commissioners Court Session. Unanimous.**

**COMMISSIONERS MISCELLANEOUS BUSINESS:**

1. None reported.

**NEXT COMMISSIONERS COURT SESSION:**

The next Commissioners Court Session is a regular session scheduled for January 14, 2016 starting at 9:00 a.m. in the Waldo County Commissioners Conference Room.

**\*\*W. Shorey moved, A. Fowler seconded to adjourn the court session at 11:03 p.m. Unanimous.**

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