

**WALDO COUNTY COMMISSIONERS COURT SESSION  
JANUARY 14, 2016**

**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.

**VOTE FOR 2016 CHAIRMAN:**

**\*\*A. Fowler moved, B. Johnson seconded to go into Executive Session at 9:01 a.m. for discussion of assignments and 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 10:56 a.m. Unanimous.**

**\*\*A. Fowler nominated William D. Shorey to serve as Chairman of the Board of Commissioners for 2016. B. Johnson seconded the nomination. Nominations closed. Passed unanimously.**

After reviewing the list of Committees that the Commissioners and staff have been serving on, they agreed not to make any changes on the list.

**TREASURER'S REPORT:**

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

Checking Account Balances:

1. County side as of 12-31-15 = \$593,168.24.
2. Jail side as of 12-31-15 = \$120,707.06

Checking Account Balances:

1. County side as of 01-14-16 = \$439,566.06.
2. Jail side as of 01-14-2016 = \$27,478.36.

**COUNTY REVENUE:**

2015 County revenue totaled 117% received without taxes and 102% with taxes.

**COUNTY BUDGET:**

97% has been expended for the end of 2015. Every budget bottom line was in the black. A few individual lines within those budgets were overdrawn but it did not result in overdrawing the bottom lines of those budgets.

**CORRECTIONS REVENUE:**

Not discussed.

**CORRECTIONS BUDGET:**

55% of the Corrections budget has been expended and should be 50% for expended at this point of the year. The TAN will need to be borrowed from soon.

**RESERVES:**

Current year balances were submitted to the Commissioners for both Corrections and County sides.

**District Attorney Restitution Payments:**

D. Parkman reported that he sent a letter to the Legal Secretaries at the District Attorneys Office thanking each of them for their diligent work in bringing the District Attorney's Restitution Fund (DARF) up to date. He also followed up in this letter regarding the conversations in the December to start a new program of trying to receive payment for this account in the form of credit cards and checks rather than cash.

The Commissioners thanked D. Parkman for sending a letter acknowledging the Legal Secretaries' hard work on this account. The Commissioners commended the staff for the commitment in improving the function of this account. The Commissioners also thanked the Deputy Treasurer Karen Trussell for her hard work in making sure checks were being written out to the citizens receiving restitution payment.

**\*\*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 December 30, 2015 General Fund Accounts Payable warrant and December 17 and 31, 2015 payrolls in the amount of \$318,393.80. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to authorize payment of the December 30, 2015 Capital and Restricted Reserve warrant in the amount of \$45,038.68. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 30, 2015 Reentry Accounts Payable warrant and December 17 and 31, 2015 payrolls in the amount of \$151,940.32. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 30, 2015 MCRCC Restricted Reserve warrant in the amount of \$804.55. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 31, 2015 General Fund Accounts warrant in the amount of \$73,830.63. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 31, 2015 Reentry Accounts Payable warrant in the amount of \$47,990.61. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the January 14, 2016 General Fund Accounts Payable warrant and January 14, 2016 payroll in the amount of \$199,298.84. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the January 14, 2016 Capital & Restricted Reserve warrant in the amount of \$14,127.41. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the January 14, 2016 Reentry Accounts warrant and January 14, 2016 payroll in the amount of \$396,026.34. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the January 14, 2016 MCRRC Restricted Reserve warrant in the amount of \$15,604.30. Unanimous.**

#### **FACILITIES MANAGEMENT REPORT:**

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

1. 2016-17 Cleaning Contract: The Commissioners had already voted during the December 16, 2015 court session to award the cleaning bid to Maureen Hall. K. Nealley submitted the contract for their signature.
2. Jail Renovation: K. Nealley explained recent repairs on the elevator. It was noted that the company that had done some previous repairs had caused an issue, which now appears to be resolved.
3. Superior Courthouse elevator: Dale Rowley has been working up drawings for the Fire Marshall and it looks like the project may be delayed until March. K. Nealley explained that the goal is to keep this as non-invasive a project as possible and noted that the unit may be able to be reinstalled in another building down the road, if desired. He said that he no longer knew what the cost of this project would be but hoped it would be under \$100,000.00.

#### 4. Capital Improvement Projects in 2016:

W. Shorey reported that there are several items that need to happen right away. He made the following motion:

**\*\*W. Shorey moved, B. Johnson seconded to move \$46,000.00 to the Courthouses Reserve. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to authorize the project to replace the front door at the Communications Center with an automatic Handicap door in the amount of \$4,068.00 with funds from Facilities, All Other Reserve.**

3. K. Nealley reported that 2015 Facilities Management budget was under by about \$28,990.00. The Commissioners commended K. Nealley for keeping the expenditures down.

4. New County Tower: The Commissioners reviewed with K. Nealley a spreadsheet developed by EMA Director Dale Rowley showing the costs to build a new repeater tower in Frankfort estimated at \$50,500.00 to build and with an annual lease of \$3,600.00.

**\*\*A. Fowler moved, B. Johnson seconded to move \$51,000.00 from undesignated funds to Communications Equipment Reserve. Unanimous.**

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

Present with the Commissioners was Jeffrey Trafton and Jason Trundy.

#### NEW HIRES:

1. New Hire: J. Trafton recommended hiring Greg Jones as full-time Patrol Officer to fill the vacancy left by Benjamin Seekins. G. Jones has been working for the City of Belfast agency.

**\*\*A. Fowler moved, B. Johnson seconded to authorize the hire of Gregory Jones as full-time Patrol Deputy at \$21.17 per hour effective January 14, 2016. Unanimous.**

2. While receiving applications for the full-time patrol officer, an application was received from Cassandra McDonald, who has a two-year degree in Law Enforcement. J. Trafton recommended hiring her as part-time Patrol Officer.

**\*\*A. Fowler moved, B. Johnson seconded to hire Cassandra McDonald as part-time Patrol Deputy at 19.93 per hour (without certification) effective January 14, 2016. Unanimous.**

3. Civil Servant Wendall Story has submitted his resignation. J. Trafton explained that Patrol Officers and the other Civil Servants have been handling the additional work so they will leave it that way for now. J. Trafton mentioned that in other counties, a full-time officer serves papers. Another option is to start with a part-time officer.

**\*\*A. Fowler moved, B. Johnson seconded to accept with regret the resignation of Civil Servant Wendall Story effective January 7, 2016. Unanimous.**

4. Tia Poulin, a Volunteers of America counselor who works at the Reentry Center, is leaving to work for another agency. The Sheriff and Chief wished her well in her future endeavors.

#### UPDATE ON AFFORDABLE CARE ACT REPORTING:

Present with the Commissioners was Human Resources/Payroll Director Michelle Wadsworth reported as follows:

1. The three (3) 2016 Pay scales for the Reentry facility have been changed back to a calendar year. The Commissioners signed them.

2. OSHA Form 300A needs to be signed by one of the Commissioners as an official. After brief discussion, W. Shorey signed the form.

3. The pepper spray that was ordered after being the winning 2016 Safety Suggestion has arrived and will be distributed for each desk in the clerical offices after instruction has been provided by Deputy Cody Laite.

#### CORRESPONDENCE:

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

1. The Commissioners approved a renewal application for the internet service at the Superior Courthouse for one year with GWI.

2. Communications Director Owen Smith sent a memo explaining that during the shift rebid in November, Supervisor Melissa Bisson gave up her Supervisor position to bid for one of the day shifts; resulting in an opening for a Supervisor to fill the slot. This took effect December 27, 2016, changing her pay from \$23.90 to \$22.19 per hour. After posting the open position and holding interviews, the supervisor position was awarded to Dispatcher Linea Wry-Remillard effective December 27, 2015 with a pay increase from \$21.25 to \$23.90 per hour.

**\*\* B. Johnson moved, A. Fowler seconded to approve the promotion of Linda Wry-Remillard to Dispatch Supervisor effective December 27, 2015 with a pay increase from \$21.25 per hour to \$23.90 per hour. Unanimous.**

3. Certificate of Incumbency: B. Arseneau submitted for review and approval the 2016 certificate of incumbency for the Commissioners, Treasurer's and County Clerk. It was approved by the Commissioners.

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

- Corrections Officer Matthew Hopkins will complete eight years of employment on January 20, 2016 with a pay crease from \$18.93 per hour to \$19.48.
- Dispatcher Brooke Casey has completed all three certifications, changing her status to Dispatcher with Certification and increasing her pay frim \$16.49 per hour to \$17.69 effective January 1, 2016.
- Probate Clerk Elaine Russell completed five years of employment on January 13, 2016 with a pay increase to \$18.23 per hour.

5. The Maine Sheriff's Association Meeting and Legislative Breakfast will be held at the Senator Inn in Augusta January 21, 2016 from 7:30 a.m. to 11:30 a.m. None of the Commissioners would be able to attend.

6. The Maine County Commissioners Association meetings were postponed until January 20, 2016. A. Fowler and W. Shorey will attend as there will be discussion regarding the by-laws.

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

**\*\*A. Fowler moved, B. Johnson seconded to approve the minutes from the December 16, 2015 Waldo County Commissioners Court Session. Unanimous.**

#### **COMMISSIONERS MISCELLANEOUS BUSINESS:**

1. W. Shorey reported on the Brownfields Grant and that they are nearing the time to go out to bid for the remediation work. He recommended that the status remain the same for the remediation project at the Congress Street Hill Property, LLC with the goal of the project to be apartments/condominiums.

**\*\*A. Fowler moved, B. Johnson seconded to continue with the Brownfield Remediation status of apartments/condominiums for the Old Jailers House and Barn. Unanimous.**

**\*\*A. Fowler moved, W. Shorey seconded to obtain legal counsel for guidance regarding an upcoming hearing. Passed by two; B. Johnson opposed.**

**\*\*B. Johnson moved, A. Fowler seconded to have an attorney present for a hearing scheduled on April 14, 2016. Unanimous.**

2. There was brief discussion regarding the potential undesignated funds. A. Fowler felt very strongly that money should be sent back to the Towns if the County is able. She recommended \$75,000.00 be returned to the Towns and while this is not a lot when divided between the 26 municipalities, the Commissioners greatly appreciate the working relationship with the municipal officers, including excellent Waldo County Budget Committee members.

**\*\*A. Fowler moved, B. Johnson seconded to send \$75,000.00 from undesignated funds to the municipalities in Waldo County based on the percentage of taxes paid by each. Unanimous.**

3. Second Monthly Court Session: After some discussion, the Commissioners decided that they will now hold a second Commissioners Court Session on the fourth Thursday of each month, starting January 28, 2016.

**NEXT COMMISSIONERS COURT SESSION:**

The next Commissioners Court Session is regular session scheduled for January 28, 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 11:56 a.m. Unanimous.**

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