

**WALDO COUNTY COMMISSIONERS COURT SESSION  
FEBRUARY 11, 2016**

**PRESENT:** Commissioners William D. Shorey (Chairman) and Amy R. Fowler. (Betty I. Johnson was absent.) 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 were Treasurer David A. Parkman and Deputy Treasurer Karen Trussell. D. Parkman reported the following:

Checking Account Balances:

The County side as of 02-11-2016 is \$137,283.90. The Jail side as of 02-11-2016 is \$15,231.90.

D. Parkman expressed concern that the County would be borrowing on the Tax Anticipation Note after the next payroll was paid. There was some discussion of the possibility of increasing the amount of the Tax Anticipation Note in subsequent years.

D. Parkman recommended opening a line of credit for the County as the County has undesignated funds and then pay it back when property taxes are received. It would help avoid interest costs. The Commissioners thought it would be good to look into.

K. Trussell explained that the financial software is still having an issue that is being worked on so she had to handwrite some figures on the Appropriations report.

Nine Towns' tax assessments will go down in for 2016: Burnham, Islesboro, Jackson, Lincolnville, Montville, Northport, Palermo, Searsmont, and Unity. D. Parkman recommended setting the mil rate for 2016 at 0.001687358.

**\*\*A. Fowler moved, W. Shorey seconded to set the Mil Rate at 0.001687358. Unanimous.**

K. Trussell reviewed undesignated funds that the Commissioners had discussed moving to various reserve accounts. A vote is required for her to move these funds.

**\*\*A. Fowler moved, W. Shorey seconded to move undesignated funds to the following reserve accounts: MCRRC Technology Reserve - \$32,720.00, MCRRC Improvement Reserve - \$47,500.00 and MCRRC Improvement Reserve for elevator repairs - \$10,000.00. Unanimous.**

The Corrections Major needs to reconfigure his desk to be a stand/sit arrangement. The unit had been ordered in 2015 but did not arrive until 2016, so the funds from the operating budget for 2015 have been moved to undesignated funds. After brief discussion, the Commissioners voted as follows.

**\*\*A. Fowler move, W. Shorey seconded to fund the desk configuration for the Major from the MCRRC Improvement Reserve. Unanimous.**

There was a brief report on the statewide County Jail issues that had been discussed at the previous day's Maine County Commissioners Association meeting.

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

**WARRANTS:**

**\*\*W. Shorey moved, A. Fowler seconded to authorize payment of the February 11, 2016 General Fund Accounts Payable warrant and February 11, 2016 payrolls in the amount of \$184,807.52. Unanimous.**

**\*\*W. Shorey moved, A. Fowler moved seconded to authorize payment of the February 11, 2016 Capital and Restricted Reserve warrant in the amount of \$31,641.71. Unanimous.**

**\*\*W. Shorey moved, A. Fowler seconded to authorize payment of the February 11, 2016 Reentry Accounts Payable warrant and February 11, 2016 payroll in the amount of \$56,734.41. Unanimous.**

**\*\*W. Shorey moved, A. Fowler seconded to authorize payment of the February 11, 2016 MCRCC Restricted Reserve warrant in the amount of \$3,748.40. Unanimous.**

**FACILITIES MANAGEMENT REPORT:**

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

1. The Jail elevator was inspected recently and is still having issues even after \$10,000.00 in repairs. The inspector has given an operating certificate for only 30 days. The elevator is worn out. This had been previously discussed and the Commissioners voted to try repairing it first. Pine State Elevator recommends replacing it. It can be cleaned out once a month but the shaft is worn out and it is leaking by it. Since 2005 almost \$43,000.00 has been spent on repairs on this elevator. These were major repairs, not including the regular maintenance. K. Nealley recommended obtaining at least three bid proposals for a new elevator. Commissioner Shorey suggested moving \$100,000.00 to Facilities, All Other reserve in order to fund the new elevator come from that account. K. Nealley explained that he always tries to be a good steward of the County's money and does whatever stop-gap measures he can to keep costs down. He felt that this was now beyond the stop-gap point and appreciated the Commissioners working with him on replacing it. He also recommended considering a maintenance contract for regular service and to negotiate for a warranty beyond the standard one-year warranty.
2. Superior Court Elevator: Approval has been obtained from the Fire Marshall's Office and the plans are now at the City Code Enforcement Office. K. Nealley was asked if the State was paying any part of this. He responded that the initial estimate was about \$60,000.00 and the State had agreed to \$30,000.00. K. Nealley said he is trying to keep it at that price.
3. K. Nealley reported, as a point of interest, that the Town of Monroe has a 10 megawatt solar array going in. It will be going on a 50 acre site as part of grant that was obtained by a citizen. This facility should be online before the end of 2016.

**SHERIFF'S REPORT:**

Present was Sheriff Jeffrey Trafton who reported the following:

## VEHICLE BIDS:

J. Trafton informed the Commissioners that once he put the bids out, he and the staff have come to realize that the Dodge Chargers don't last well. Two engines have died at just a little over 100,000 miles. He was, therefore, recommending trying Ford Explorers as the reports he has been hearing have been very good. The State has run them for a few years and has given a favorable review.

Initially, the intent was to trade in six (6) Crown Victoria's but one will need to be retained for a while to keep the fleet up. The bids are for three (3) new vehicles. At least one of the new vehicles would be a Ford Explorer, if that is agreeable with the Commissioners. The Commissioners agreed it would be fine to try a Ford Explorer.

Bid proposals were received as follows:

1. Newcastle: \$28,883.00 for each 2016 Dodge Pickup, including warranty. Trade-ins on (5) Crown Victoria's – with one less to trade in, it will be somewhere under \$6,200.00.
2. Bessey Motors, South Paris: \$29,492.00 per 2016 Dodge Pickup, and only \$2,650.00 for the trade-ins.
3. Darlings, Bangor: \$26,824.00.00 for a 2016 Ford Explorer. \$5,134.00 for all trade-ins.
4. Quirk Ford, Augusta: \$27,286.00 for a 2016 Ford Explorer. \$5,000.00 for all trade-ins.
5. Wiscasset Ford: \$25,731.00 for a 2016. It would be \$26,461.00. \$8,810.00 for trade-ins. Add \$2,190.00 for the Crown Vic that will not be traded in.
6. Central Maine Chrysler: \$28,770.00 for each 2016 Dodge Pickup. \$4,500.00 for trade-ins.

Regarding outfitting the interiors, the chief is looking into cages. Currently, there haven't been cages put in the truck. There are pros and cons and they have flexibility to put some in as needed.

**\*\*A. Fowler moved, W. Shorey seconded to award the bid proposal to Wiscasset Ford. Unanimous.**

There was discussion about the newer lights and the reduced visibility. J. Trafton noted the changes over the years. He will be looking into this more.

## **PETS IN WORKPLACE POLICY RECOMMENDATION:**

Present was Department Heads/Safety Association Chairman Owen Smith. O. Smith shared the recommendation of the Department Heads/Safety Committee as follows regarding pets in the work place. The Commissioners decided they did not wish to establish a policy on this matter at this time.

I Am Responding: O. Smith also reported that they are looking to expand the I Am Responding feature to all the fire/ambulance and rescue departments. The vendor will reduce the cost since there will be so many. O. Smith said that there will be reminders that the information that will come across these phones is subject to HIPPA laws. There will also be clear direction for how to get this set up.

**EXECUTIVE SESSION:**

**\*\*A. Fowler moved, W. Shorey seconded to enter executive session at 10:37 a.m. to discuss protected information related to negotiating of services as permitted by M.R.S.A. 1 §405(6)(F). Unanimous.**

**\*\*A. Fowler moved, W. Shorey seconded to come out of executive session at 10:56 a.m. Unanimous.** No actions were taken.

**CORRESPONDENCE:**

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

1. Correction to County Commissioners Office Administrative Staff 2016 Pay Scale: Human Resources/Payroll Director Michelle Wadsworth informed the Commissioners that an error had been made on the County Clerk's section of the 2016 pay scale. Instead of \$54,113.00, the annual salary for 2016 should be \$55,735.91, which is a difference of \$1,622.91. The amount budgeted was based on the erroneous pay scale so that line will be overdrawn by that amount. It is quite likely that the part-time line will not be completely used, so the bottom line of the budget should be fine.
2. Workers Compensation came in \$2,000.00 higher than the estimated budget. The Commissioners understood and instructed the staff to let them know if the budget line will be overdrawn and they will reevaluate how to handle payment at that time.
3. As part of the renewal process for the County's health insurance Plan with Meritain Health, the following needed to be signed by the Chairman:
  - 2016 Renewal Amendment to Administrative Services Agreement
  - Monthly Aggregate Accommodation Agreement for 2016.

Commissioner Shorey signed both documents on behalf of the Board of County Commissioners.

4. The COBRA monthly rates for 2016 were recommended by Insurance Administrator Malcolm to remain the same as 2015, as follows:

Single – Total of \$744.00  
Participant and Child: Total of \$1,191.00  
Participant and Spouse: Total of \$1,340.00  
Family: Total of \$1,862.00

5. Dispatcher Sulian Shay tendered her letter of resignation effective February 2, 2016.

**\*\*A. Fowler moved, W. Shorey seconded to accept the resignation of Dispatcher Sulian Shay effective February 2, 2016. Unanimous.**

6. The Commissioners noted pay step increases for the following employees:
  - Dispatcher Brooke Casey will complete six months of employment on February 18, 2016 with an hourly pay increase from \$17.69 to \$18.27 per hour.

- Dispatcher Kathy Foley completed two years of employment on February 11, 2016 with a pay increase from \$18.90 to \$19.56 per hour.
- Dispatcher Paul Haskell completed eight years of employment on February 3, 2016 with a pay increase from \$21.25 to \$22.19 per hour.

7. Mid-Coast Regional Planning Commission has invited the County Commissioners to attend their annual meeting and dinner on April 27, 2016 at the Union Town Office from 6:00 p.m. to 8:30 p.m.

**APPROVAL OF MINUTES:**

B. Arseneau requested that the Commissioners approve the minutes from the January 28, 2016 Waldo County Commissioners Court Session as presented.

**\*\*A. Fowler moved, W. Shorey seconded to approve the minutes from the January 28, 2016 Waldo County Commissioners court Session as presented. Unanimous.**

**COMMISSIONERS MISCELLANEOUS BUSINESS:**

1. A. Fowler recommended a policy that the employees in the Commissioners Office be allowed to wear jeans occasionally as long as they pay \$5.00 per time. The staff will collect it and twice a year will present to the Commissioners with a recommended charity to receive it.

**\*\*A. Fowler moved, W. Shorey seconded for the Commissioners staff to have the option of wearing respectable jeans up to once per week and to pay \$5.00 each time to be collected and sent to a charity to be determined every six months. Unanimous.**

2. W. Shorey reported planning for the Waldo County Garden Project. He also reported that there will be a meeting of the Food Cupboards at the County Garden site in June with a luncheon.

3. Commissioner Shorey recommended that the Commissioners pay scale be reworked so that there are pay steps beyond 8 years. A. Fowler agreed and the County Clerk was instructed to work with the Human Resources/Payroll Director to rework the pay scale.

**EXECUTIVE SESSION:**

**\*\*W. Shorey moved, A. Fowler seconded to go into executive session at 11:46 a.m. as permitted by M.R.S.A. Title 1 405(6)(A) to discuss duties and compensation. Unanimous.**

**\*\*W. Shorey moved, A. Fowler seconded to come out of executive session at 11:55 a.m. Unanimous.** No action was taken.

**NEXT COMMISSIONERS COURT SESSION:**

The next Commissioners Court Session is regular session scheduled for February 25, 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**