

**WALDO COUNTY COMMISSIONERS COURT SESSION  
FEBRUARY 25, 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.

**TREASURER'S REPORT:**

Present with the Commissioners was Deputy Treasurer Karen Trussell, who reported the following:

1. The CAP amount on the tax assessment sheet was incorrect. K. Trussell asked the Commissioners to re-sign the tax assessment with the correct CAP amount, which was actually lower.

2. The Chairman's signature is needed to complete the Jail Audit. The County accounting system matches the audit figures.

**\*\*B. Johnson moved, A. Fowler seconded to sign the 2015 Jail Audit. Unanimous.**

4. The Chairman's signature is required for Brantner & Thibodeau to start the County's (non-jail) 2015 Audit.

**\*\*B. Johnson moved, A. Fowler seconded to sign the documents authorizing the firm of Brantner and Thibodeau to start the County's 2015 Audit. Unanimous.**

5. The Chairman's signature is needed to complete the six months' Jail Audit from July 1 to December 31, 2015.

**\*\*B. Johnson moved, A. Fowler seconded to sign the Jail six months' audit for July 1 to December 31, 2015. Unanimous.**

K. Trussell reported on the undesignated funds that the Commissioners had discussed moving to various accounts.

**\*\*B. Johnson moved, A. Fowler seconded to file the Reserve account report as presented. Unanimous.**

**\*\*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 February 26, 2016 General Fund Accounts Payable warrant and February 25, 2016 payroll in the amount of \$245,320.11. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the February 26, 2016 Capital, Active and Restricted Reserve warrant in the amount of \$72,416.20. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the February 26, 2016 Reentry Accounts Payable warrant and February 25, 2016 payroll in the amount of \$236,281.30. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the February 26, 2016 MCRCC Restricted Reserve warrant in the amount of \$16,077.19. Unanimous.**

**FACILITIES MANAGEMENT REPORT:**

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

1. Communications Center: The main door at the Communications Center has been replaced with an ADA accessible door.
2. District Courthouse: There is a section of roof on the District Courthouse that needs to have the shingles replaced, and this project will start in May.
3. Superior Courthouse: The new elevator in the Superior Courthouse will be completed in March before the next Superior Court sessions begins.
4. Upcoming RFP for Propane: Regarding preparing for requesting bid proposals for propane, K. Nealley explained that propane is more volatile than fuel oil. The companies expect things to settle down in early May and the County will try to lock in then. It's slightly over \$2.20 per gallon at the present time. The County is locked in for fuel oil until the end of May at \$1.27. With the warm winter, not as much as usual has been used.
5. Jail Elevator: K. Nealley has been speaking with the original installers for the Stanley Elevator at the Jail, who suggested that the walls be demolished and a completely new one installed. This would be extremely expensive. Pine State says the elevator can be replaced in the current system, which would be ideal as it would be far less expensive.
6. A. Fowler submitted to K. Nealley and the Board a copy of the February 23, 2016 report from Chief Justice Leigh Saufley regarding future courthouse renovations and new building projects that was heard at a recent legislative hearing. Waldo County is slated along with York and Oxford Counties for the next round of projects. If the state funding request is accepted, the goal is to start Waldo County's new courthouse project in 2017. A. Fowler explained that the State has had a list of courthouse projects for over six years and they are planning well ahead. She also reported that Ted Glessner attested to the excellent working relationship between the County of Waldo and the State of Maine over the years in working together on projects and sharing the courthouse spaces, acknowledging Keith Nealley for his part in that good working relationship.

**EXECUTIVE SESSION:**

**\*\*B. Johnson moved, A. Fowler seconded to enter executive session at 9:34 a.m. to discuss protected information related to negotiating of services as permitted by M.R.S.A. 1 §405(6)(F). Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of executive session at 9:47 a.m. Unanimous. No action taken.**

**\*\*B. Johnson moved, A. Fowler seconded to go into executive session at 9:48 a.m. for discussion of a complaint as permitted by M.R.S.A. 1 §405(6)(A). Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of executive session at 9:58 a.m. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to send an individual the correct contact information to pursue their complaint. Unanimous.**

#### **COMMUNICATIONS CENTER REPORT:**

Present was Communications Director Owen Smith.

1. New Hire: O. Smith recommended hiring Wendy Wilkinson-Stearns as Dispatch Trainee  
**\*\*B. Johnson moved, A. Fowler seconded to hire Wendy Wilkinson-Stearns as Dispatch Trainee effective March 7, 2016.**

2. A. Fowler informed O. Smith that she had recently heard from several agencies that a female dispatcher had dispatched for multiple agencies during a recent fire and that they were very impressed with this dispatcher. A. Fowler said nobody could tell her who it was, but she wanted to share that with O. Smith

3. "I AM RESPONDING" contract: O. Smith informed the Commissioners that this most recent contract will include the remaining EMS and Fire Agencies in Waldo County as part of the "I Am Responding" Contract. It is actually less expensive to rewrite the contract to include all the agencies and it will be effective March 1, 2016. The Technology Consultant will have some work to do on this. O. Smith also noted that the agencies will need to cooperate in filling out the necessary information to be part of the system. The cost will be \$11,550.00 in 2017 and \$11,550.00 in 2018. He explained that for the current year it will cost a little over \$6,000.00 above what was budgeted and asked the Commissioners to consider where this funding might come from. After brief discussion, the Commissioners voted as follows:

**\*\*B. Johnson moved, A. Fowler seconded to expend \$6,107.35 from the Commissioners 2016 Professional Services budget line to add the remaining agencies to "I Am Responding" effective March 1, 2016 be funded from the Professional Services line for 2016. Unanimous.**

The Commissioners noted that for 2017 and 2018, the costs for this contract will be included in the Communications Center budget.

**\*\*B. Johnson moved, A. Fowler seconded to sign the contract with "I Am Responding", including all Waldo County Fire and EMS agencies, effective March 1, 2016. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize that a check be sent immediately to "I Am Responding". Unanimous.**

### **UPDATED COMMISSIONERS PAY SCALE:**

Present with the Commissioners was Human Resources/Payroll Director Michelle Wadsworth, who submitted to the Commissioners an updated County Commissioners' pay scale that included more longevity steps, as requested during the last Commissioners Court session. This scale now more closely resembles other Waldo County pay scales in the number of pay steps. After reviewing the revised pay scale and noting that only one Commissioner would need to be paid at a higher pay rate if it was implemented retroactive to January of 2016, the Commissioners voted as follows:

**\*\*B. Johnson moved, W. Shorey seconded to implement the updated County Commissioners Pay Scale retroactive to January 1, 2016, which will place Commissioner Fowler at the twelve year step according to her years of service. Passed by two; A. Fowler abstained.**

It was noted that even though the full-time personnel line will be overdrawn, there should be other funds in the budget to cover this.

### **CORRESPONDENCE:**

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

1. B. Arseneau reminded the Commissioners that they rescheduled their second March court session from March 24<sup>th</sup> to March 21<sup>st</sup>.
2. The Commissioners noted pay step increases for the following employees:
  - Deputy Jonathan Shaw will reach the six-month pay step on February 20, 2016 with a pay increase from \$19.93 to \$20.12 per hour effective that date.
  - Corrections Officer Laurel Kragh reached sixteen years of employment on February 13, 2016 with a pay step increase from \$20.10 to \$20.81 per hour effective that date.
  - Corporal Christopher Albert completed sixteen years of employment on February 13, 2016 with a pay increase from \$21.71 to \$22.09 per hour effective that date.
3. Waldo Communications Center Association union president Paul Haskell sent a memo informing the Commissioners that Dispatcher Matthew Varney stepped down as union steward at the end of 2015 and that Dispatcher Stephanie Lunt is now serving in that position.
4. Commissioner Shorey shared a commendation he wrote for Corporal Christopher Albert on February 19, 2016. In the memo, Corporal Albert received commendation for all of the work he has performed in the County Garden Project, including resolving a shortage of boxes for produce recently. Commissioner Shorey noted that Corporal Albert is "always energetic, thorough, follows up very well" and expressed his gratitude for Corporal Albert's dedicated assistance with the garden project.
5. National County Government Month 2016: B. Arseneau reported that this year's theme is "Safe and Secure Counties". One way to participate is to raise public awareness and understanding about the various services provided to the community. B. Arseneau said she would look through the information provided by the National Association of Counties and come back with some ideas for the Commissioners to review.

**APPROVAL OF MINUTES:**

B. Arseneau requested that the Commissioners approve the minutes from the February 11, 2016 Waldo County Commissioners Court Session as presented.

**\*\*A. Fowler moved, W. Shorey seconded to approve the minutes from the February 11, 2016 Waldo County Commissioners court Session as presented. Passed by two; B. Johnson abstained as she was absent for that court session.**

**COMMISSIONERS MISCELLANEOUS BUSINESS:**

1. A. Fowler reported that all went well with her testimony regarding the need for a new consolidated courthouse in Waldo County. The next legislative workshop is March 1, 2016. A. Fowler stated that she was “well armed” with written testimony and other written material but kept her verbal testimony short and to the point. It was well received and Waldo County is the prime priority of the three counties (Waldo, Oxford and York) that are on the current docket to be addressed.

2. A. Fowler reported on the resolve related to jail legislation. A “resolve” has been made to form another committee to work on this. She believed the \$2.4 million might be included in the resolve.

**EXECUTIVE SESSION:**

**\*\*B. Johnson moved, A. Fowler seconded to enter executive session at 10:14 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 10:30 a.m. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to pay the \$150.00 deposit from the Commissioners’ Professional Services budget line to Lake St. George State Park to secure it as the location for the upcoming Employee Appreciation Day sponsored by the Waldo County Commissioners and organized by the Wellness Committee. Unanimous.**

**NEXT COMMISSIONERS COURT SESSION:**

The next Commissioners Court Session is a regular session scheduled for March 10, 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 10:47 a.m. Unanimous.**

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