

**WALDO COUNTY COMMISSIONERS COURT SESSION
MARCH 10, 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.

Commissioner Johnson requested an executive session be added to the agenda as early in the court session as possible.

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 balance is \$44,126.57 and \$150,000.00 has been borrowed on the tax anticipation note (TAN). The Jail balance \$37,392.01 and \$100,000.00 has been borrowed on the TAN.

There was brief discussion on previous history regarding when borrowing has started on the TAN in each year. D. Parkman reported that it has been at many different times of the year, but recommended that the ideal situation would be not to start borrowing until the sixth month of the budget.

County Appropriations:

D. Parkman noted that the overall budget is 19% expended. The Commissioners' budget is 31% expended, which is typical because so many things are paid in full at the beginning of the year.

Treasurer's Financial Software Issue: K. Trussell reported that Northern Data Systems is still working to try and resolve the software programming issue for the County side. K. Trussell is still doing some of the work by hand.

County Revenue: 21.09% received.

Jail Revenue: 3.24% received.

There was brief discussion regarding the inmate boarding contract with Lincoln & Sagadahoc Multi-County Jail Authority.

****B. Johnson moved, A. Fowler seconded to file the Treasurer's Report. Unanimous.**

WARRANTS:

****W. Shorey moved, A. Fowler seconded to authorize payment of the March 10, 2016 General Fund Accounts Payable warrant and March 10, 2016 payroll in the amount of \$177,083.87. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the March 10, 2016 Capital and Restricted Reserve warrant in the amount of \$27,481.93. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the March 10, 2016 Reentry Accounts Payable warrant and March 10, 2016 payroll in the amount of \$95,677.88. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the March 10, 2016 MCRCC Restricted Reserve warrant in the amount of \$4,570.76. Unanimous.**

EXECUTIVE SESSION:

****B. Johnson moved, A. Fowler seconded to go into executive session at 9:17 a.m. for discussion of a complaint as permitted by M.R.S.A. Title 1 §405 (6)(A). Unanimous.**

****B. Johnson moved, A. Fowler seconded to come out of executive session at 9:35 a.m. Unanimous.**

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

FACILITIES MANAGEMENT REPORT:

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

1. Superior Court Elevator Construction: K. Nealley reported that work to start building the new elevator revealed that the floor stringers were 4"x4" and layered with concrete. At one time the floors were all brick, two layers thick and are very solid. He stated that the alignment looks good and the courtroom shouldn't have to be disturbed too much. W. Shorey asked if funds had been moved to the appropriate reserve account to cover the cost of this. The Deputy Treasurer was asked to research this.
2. State Elevator Inspector Stan Quinn came as a courtesy visit to offer suggestions and guidance related to the new elevator construction. K. Nealley expressed appreciation for the good working relationship with the State Elevator Inspector.
3. District Courthouse Maintenance: K. Nealley suggested that it might make sense to hold off replacing the carpeting up in the District Court space since it was just for aesthetics and the State will be moving out of that space within the next two years. The Commissioners agreed and thanked K. Nealley for thinking ahead about this. The Commissioners had moved about \$46,000.00 into the Courthouses Reserve. The roof needs to be done regardless. So about \$33,000.00 could be redirected for other needs.
4. Courthouse Needs Assessment: K. Nealley submitted copies of the drawings done by Winton Scott in late 2015 for the District Courthouse space. He suggested that now was the time to meet with all department heads who will be impacted by the space change and get their input for proper planning of the space. He noted that this needed to start right away as the courthouse planning at the state level is already underway. He also submitted the District Court Building Review portion of the Waldo/Belfast Courts Study. The Commissioners discussed the concept of writing a letter expressing

interest in the space that will be planned for the District Attorney's space, as it seemed to be small compared to what they currently use. The Commissioners were very interested in working along with the State on this new courthouse planning.

SHERIFF'S REPORT:

Present was Sheriff Jeffrey Trafton who reported the following:

1. New Hire: The open position left by Kyle Wasiela will be filled with a gentleman with a 4-year college degree and some background experience, who has passed the polygraph and background checks. J. Trafton recommended the hire of Andrew Mulligan effective March 21, 2016.

****A. Fowler moved, B. Johnson seconded to authorize the hire of Andrew Mulligan as full-time Patrol Deputy at \$21.17 per hour effective March 21, 2016. Unanimous.**

2. The Commissioners authorized J. Trafton's signature on the contract renewal for Stericycle, a bio-waste disposal company.

HUMAN RESOURCES REPORT:

1. Human Resources/Payroll Director Michelle Wadsworth submitted updated Job Descriptions for Sheriff's Secretary and Administrative Secretary to the Sheriff, which were drafted with input from the Sheriff's current secretaries, himself and M. Wadsworth.

****A. Fowler moved, B. Johnson seconded to approve and sign the updated job descriptions for the Sheriff's Administrative Secretary and Administrative Secretary to the Sheriff. Unanimous.**

2. B. Johnson and M. Wadsworth briefly updated the Commissioners on planning related to Employee Appreciation Day. There was discussion on what activities are being researched, food planning and a "Save the Date" to be sent. Funding will be from the Health Insurance Fund since it is being planned by the Wellness Committee.

CORRESPONDENCE:

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

1. Maine County Day is April 27, 2016 from 9:00 a.m. to 1:00 p.m. in the Hall of Flags at the State House. The Commissioners instructed the Clerk to send this information to all the department heads to see if any of them wish to set up a table and participate.

2. The Commissioners were reminded that the Belfast City Manager and OnProcess H.R. Director will meet with the Commissioners on April 29, 2016, which is Friday, rather than a Thursday.

3. A proclamation regarding National County Government month's theme "Safe and Secure Counties" was submitted for the Commissioners' approval. The Commissioners approved and signed it.

4. The Commissioners noted that the Reentry Center Kitchen Program Manager, Carlene Thornton, will reach the 12-year pay step on March 22, 2016.

5. Deputy Kevin Littlefield and Deputy Cody Laite were both highly commended by Lt. Matthew Curtis for exemplary and compassionate response to a recent series of calls for the same family, which included a letter of gratitude from one of the involved parties. The Commissioners also commended the officers for their fine conduct in handling these calls for service.

APPROVAL OF MINUTES:

B. Arseneau spoke with the Commissioners about two amendments needed to the draft minutes from the February 25, 2016 Waldo County Commissioners Court Session.

****A. Fowler moved, B. Johnson seconded to approve the minutes from the February 25, 2016 Waldo County Commissioners Court Session as amended. Unanimous.**

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. A. Fowler briefly reported on a recent meeting with Chief Justice Saughley and planning for a new consolidated courthouse. Waldo County is still first on the list and A. Fowler reported that the discussions have been very positive.

2. An expert is coming to meet with Commissioner Shorey and others who work in the County Garden on March 18, 2016 to prune the fruit trees and offer instruction on this.

3. B. Johnson reported that she recently attended a Food Pantry meeting and said she believed that the Commissioners should work with WCAP to look for grant funds for transportation, devices to assist people in carrying food in, etc. The next meeting will be in May. This most recent meeting was well attended. She also told that group that they need to provide clear and accurate contact information to Commissioner Shorey in order to receive deliveries from the Waldo County Garden.

4. B. Johnson reported that Healthy Waldo County will be coming to the Food Pantries to demonstrate good recipes and uses for produce and other foods that are donated. W. Shorey noted that the County was a major player in providing produce for many of these places.

NEXT COMMISSIONERS COURT SESSION:

The next Commissioners Court Session is regular session scheduled for MONDAY, March 21, 2016 starting at 1:00 P.M. in the Waldo County Commissioners Conference Room.

****W. Shorey moved, A. Fowler seconded to adjourn the court session at 10:55 a.m. Unanimous.**

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