

**WALDO COUNTY COMMISSIONERS COURT SESSION
JULY 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 court session to order at 9:00 a.m.

TREASURER'S REPORT:

Present with the Commissioners were Treasurer David Parkman and Deputy Treasurer Karen Trussell. D. Parkman reported that the total 2016 budget was 38% expended.

County Checking Account Balance: \$19,269.78.

Corrections Checking Account Balance: \$48,571.74.

Tax Anticipation Note:

Borrowed to Date: \$2,900,000.00.

Unused: \$1,600,000.00.

County Appropriations:

The County budget is 52% expended. It could be 54%. The overtime line at the Communications Center is a little high. It was noted that there has been turnover in personnel and two new trainees have been hired, which may balance this out.

County Revenue:

County revenue received is 62.46%.

Corrections Appropriations:

The Jail budget is 62% expended, but would ordinarily be 54%. D. Parkman noted that there was a large installment paid to Two Bridges Jail to house Waldo County's inmates.

Corrections Revenue:

Corrections revenue received is 13.55%.

D. Parkman reported that the undesignated balance so far is looking good.

K. Trussell told the Commissioners that they had voted to spend \$1,500.00 on landscaping at the Public Safety building during the June 9, 2016 court session, but had not stated which fund this was to be paid from. After brief discussion, the Commissioners voted as follows:

****A. Fowler moved, B. Johnson seconded to fund \$1,500.00 for landscaping at the Public Safety Building from the Facilities, All Other reserve. Unanimous.**

K. Trussell informed the Commissioners that the new barn building at the County Garden site came in under \$40,000.00, which was below budget. The Commissioners commended Commissioner Shorey for heading up and completing this project.

K. Trussell reported that the law has changed and now unclaimed property must be handled twice per year to be compliant. The process involves sending letters to the last known address of people who have not cashed their checks received from the County. If still unclaimed, this moves on to the State level. The County's unclaimed funds are up-to-date and she will do this twice a year from this point on. There are companies that will help with tracking, etc. – some are free. K. Trussell took advantage of one of the free companies, but that free period has expired and to continue will be \$79.00 annually. She recommended continuing with this program and paying it from the Treasurer's Capital Outlay and budgeting for it each year. Other County departments can also use this service to track unclaimed funds.

****B. Johnson moved, A. Fowler seconded to authorize payment of the annual fee for this service to track and comply with unclaimed funds processing from the Treasurer's Capital Outlay budget line. 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 June 30, 2016 General Fund Accounts Payable warrant and June 16 and 30, 2016 payrolls in the amount of \$349,491.49. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the June 30, 2016 Capital, Active & Restricted Reserve warrant in the amount of \$31,135.10. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the June 30, 2016 Reentry Accounts Payable warrant and June 16 and 30, 2016 payrolls in the amount of \$435,548.95. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the June 30, 2016 MCRRC Restricted Reserve warrant in the amount of \$11,070.42. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the July 14, 2016 General Fund Accounts Payable warrant and July 14, 2016 payroll in the amount of \$223,813.59. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the July 14, 2016 Capital, Active & Restricted Reserve warrant in the amount of \$12,424.01. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the July 14, 2016 Reentry Accounts Payable warrant and July 14, 2016 payroll in the amount of \$92,818.19. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the July 14, 2016 MCRRC Restricted Reserve warrant in the amount of \$18,212.26. Unanimous.**

APPROVAL OF COUNTY EMERGENCY PLAN:

Present with the Commissioner was EMA Director Dale Rowley, along with his young son Jacob, to meet the Commissioners. D. Rowley was on vacation this week but came to meet with the Commissioners anyway. All expressed their pleasure at meeting Jacob.

1. D. Rowley submitted for approval the 2016 County Emergency Plan, which the Commissioners signed.
2. D. Rowley submitted an application and budget for a Homeland Security Grant that included:
 - Planning Assistance - \$36,073.00
 - Verizon Service for iPads - \$4,300.00
 - Computer Software Subscriptions - \$9,500.00
 - Portable Radios - \$1,500.00
 - Transfer Switch at Waldo FD - \$1,340.00
 - Body Cameras - \$5,344.00
 - Road Signs - \$4,000.00
 - Search Dog - \$10,000.00
 - HazMat Team - \$3,000.00
 - Communications Team - \$4,500.00
 - Incident Management Team - \$500.00
 - Search & Rescue Team - \$500.00
 - Pet Shelter Team - \$500.00
3. Frankfort Tower Project: D. Rowley reported that the electrical work has been a little behind. The fencing has gone in, the microwave is being worked on, and once the electrical work is done, the radio work can be completed.
4. D. Rowley reported that from last year's money, there are 8 transfer stations going in. RFP's for the electrical only drew in one bid proposal. The other electrician companies are all very busy.

MODIFICATION OF MOU:

Present was Sheriff Jeffrey Trafton, who reported the following:

1. Maine Pretrial Contract Renewal: The contract renewal is due and has increased \$846.00 for a total annual renewal of \$62,716.00. J. Trafton stated that they have been very pleased with the work done and feel the increase is fair.
****A. Fowler moved, B. Johnson seconded to renew the Maine Pretrial Contract with the \$846.00 increase at an annual total of \$62,716.00. Unanimous.**
2. MOU with Islesboro Summer Coverage: The patrol deputies have asked for a four-hour minimum pay for traveling back from Islesboro after working overnight. Sheriff Trafton explained that he had enough funds to cover this in the current year budget. He explained that if the Commissioners are in agreement, the union has already looked at it and accepted it. It would just need to be inserted in the current contract.

****B. Johnson moved, A. Fowler seconded to accept the MOU for Islesboro Summer Coverage as proposed by the Deputies Association for the current Association contract. Unanimous.**

3. J. Trafton recommended rehiring Chris West, who worked briefly full-time at the Sheriff's Office a few years ago, but decided to take different employment at that time. He recently asked the Sheriff if he could come back to work on a part-time basis.

****A. Fowler moved, B. Johnson seconded to rehire Chris West as part-time Patrol Officer effective July 14, 2016 at \$16.03 per hour. Unanimous.**

4. New Patrol Corporal Position Job Description and Updated Job Description for Patrol Sergeants: J. Trafton explained that it is very difficult for the sergeants to supervise officers that work a different shift and whom they don't see. He told the Commissioners that he would like to split the shift, bring the Sergeants in a little earlier in the day and would like to create two new Patrol Corporal positions to cover the later shift. To do this right away, it would be a \$1.00 per-hour pay increase and would be \$1,300.00 total for the rest of this year. Funding is available in the current year budget. He explained that this would provide supervision well into the night hours. The total cost next year would be \$2,500.00. The union has already looked at the job descriptions and has approved it so if the Commissioners are in agreement, this can also be added to the current union contract.

****A. Fowler moved, B. Johnson seconded to approve the updated job descriptions for the Patrol Sergeants and to approve the job description for two new Patrol Corporal positions. Unanimous.**

5. Grant Application for Domestic Violence Detective: J. Trafton reported that he is applying for a grant for a Domestic Violence Detective. He noted that several years ago there was a detective that filled that role via a grant. He went on to explain that he wrote a grant application last year and it was complex and he wished he had a professional grant writer available to assist in writing it. This year, he is being assisted by an individual from New Hope for Women who has successfully written grants before, so he believed this submission will stand a better chance. If the grant is awarded, performs well and the proper paperwork is maintained, the County would also stand a better chance of receiving it again each year. There are nearly \$500,000.00 in funds available. It should be finished tomorrow and will be hand-delivered by the Sheriff. It is due next week. They should hear back relatively soon, because part of the grant criteria is that an agency must be ready to start implementing it in October. The Commissioners expressed their approval for this grant application and noted that the Domestic Violence Detective position was very much needed.

TECHNOLOGY UPDATE:

Present was Technology Consultant James Arseneau with the following update:

1. There had been a meeting in May with all the fire chiefs regarding questions and concerns related to the "IamResponding" program. After that meeting, there were no calls in Liberty to test. Chief Richards in Belfast offered his agency and so a list will go out with the changes that need to be made and should go into effect in August. It will do the mapping, latitude and longitude, among other things. The agencies will be responsible to do the parsing.

2. The Internet was changed at the District Courthouse to make the connection faster. Probate has been using the video conferencing and it is working well.

3. For the 2016 budget, there were two projects to update the PROQA server, the remote connection Access Gateway and the Netmotion Server. This will cost approximately \$64,000.00. Funds were left over from 2015 so the PROQA was completed early. J. Arseneau requested that the Commissioners consider “shuffling” the projects and the Netmotion project, and instead do some of the things scheduled for 2017 and do those in the fall of 2016. \$66,000.00 is the amount anticipated for 2017 and this year (2016) it was \$62,000.00. The County would be paying labor and so it should be “a wash”. This schedule change is being requested so that so the firewalls can be done this year. It could be \$4,000.00 more but he believed what was originally budgeted would cover it. W. Shorey asked if this would make it go up \$60,000.00 in the next year. J. Arseneau responded that he believed it would be very close to the current year’s budget. There will need to be another \$30,000.00 for the known large projects that need to be completed.

W. Shorey said he would like to discuss moving some undesignated funds to reserve accounts, had been thinking about this, and had mentioned this to the Commissioners earlier this spring. All agreed that undesignated funds should be moved, including moving funds into the Technology Reserve. J. Arseneau mentioned that the technology funding wouldn’t be needed until closer to November.

****B. Johnson moved, A. Fowler seconded to reschedule the projects as recommended by the Technology Consultant, adding up to \$64,000.00 of undesignated funds to the Technology Reserve. Unanimous.**

3. J. Arseneau reported that the County received a letter from the Federal Government and State indicating that a different kind of law enforcement reporting will need to be done (NIBRs) starting 2020. The County bought the NIBRs module in 2006 with the original Spillman system. The other Law enforcement Chiefs, such as Belfast and the Sheriff, wanted to use the simpler reporting module. There are tables now that are a national standard. J. Arseneau said the proposal is that once the State goes online, Spillman can put those tables in the County system. What the County will be responsible for is training for this system. In 2018, funding will be needed for Spillman training for all the law enforcement personnel at the cost of \$8,500.00 per week.

4. J. Arseneau also submitted a memo outlining what would be needed for upgrading from Classic Jail to Sentyrx/Flex Jail. It includes the training, wages and the cost to have Spillman to come out here and do the work. If this could be done in 2017, it would be about \$20,000.00 and the Sheriff would put the over-time in his budget for the wages. He has spoken with the Sheriff about the overtime estimates and the Sheriff will firm up those numbers. Spillman would be here for about three weeks. J. Arseneau asked if this could be put in the budget for 2017 instead.

5. J. Arseneau said he will try to look for opportunities for training to be shared between agencies in the state. Some things are specific to each agency; other items can be done together.

6. The Commissioners asked how the scaling down of files and records on the servers was going. J. Arseneau reported that the Sheriff’s Office and EMA use the majority of the space out of necessity. There was a system purchased for the Sheriff’s Office to move video, etc. over to that and off the main server. Not all that can be moved has been, but it is in the process. Body cameras will

take up even more space. He has recommended that someone stay on top of how much has to be stored and for how long, and then move it to that box as soon as feasible to get it off the County servers.

HUMAN RESOURCES PAYROLL DIRECTOR DISCUSSION:

Present with the Commissioners was Human Resources/Payroll Director Michelle Wadsworth with the following to report:

1. Update on Employee Appreciation Day Attendees: M. Wadsworth informed the Commissioners that about 45 adults and 22 children will be attending. Food has also been calculated so that it can be brought back for those employees who have to work that day.
2. The rate for the annual Harassment Training that she requested during the June 23, 2016 court session is actually \$450.00 rather than \$350.00 annually. M. Wadsworth asked if the Commissioners would change the motion for \$350.00 to \$450.00.
****B. Johnson moved, A. Fowler seconded that the motion for \$350.00 approved for the annual Harassment Training course be increased to \$450.00. Unanimous.**
3. New Department of Labor Fair Labor Standards Law: M. Wadsworth explained that the minimum wage for FLSA-exempt employees has been raised, and that this effects the wage of the Deputy County Clerk. There are a few ways that the government allows this to be dealt with. She also noted that the starting salaries for the Facilities Manager and Human Resources/Payroll Director were below that new law. The Commissioners requested some pay scale options that would comply with the law and they would review this during a future court session.

CORRESPONDENCE:

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

1. B. Arseneau reported that during her recent absences for family medical leave, Deputy County Clerk Marilyn Saucier had done an excellent job running the office and keeping up with things. She expressed her gratitude for Marilyn's hard work.
2. Kimberly Callas of the Belfast Creative Coalition sent a thank you message to the Commissioners for the County's contribution of \$150.00 to support a transition to a new Executive Director. The new director is Emily Baer.
3. MCCA Executive Director Rosemary Kulow has sent a request for all County Commissioners to speak with their county department heads and sheriffs during the month of July to determine if there are any needs for county government-related legislation for the upcoming legislative session. The Commissioners instructed the County Clerk to send an email message to all the department heads with that inquiry.
4. The Sheriff's Office has sent a correction to the hourly rate to be paid to new Administrative Secretary Diana Story, as the first letter had the incorrect rate of \$21.70 per hour. It should be \$21.79 per hour.

****A. Fowler moved, B. Johnson seconded to rescind the motion to hire Diana Story at \$21.70 on May 26, 2016 and to change that hourly rate in those minutes to \$21.79. Unanimous.**

5. The Commissioners noted that Detective Gerald Lincoln had completed eight years of employment on July 8, 2016 with a pay increase from \$24.18 per hour to \$24.83.

6. The hourly rate for new Dispatcher Trainees Ann Dunkerley and Holden Doyon were not on the letters for hire during the June 23, 2016 court session. Director Owen Smith sent letters indicating that the hourly rate for both is \$16.49 per hour. The Commissioners agreed that this hourly rate could be included in the minutes for June 23, 2016, since those minutes have not been approved or sent out yet.

7. B. Arseneau told the Commissioners that no date has been set for the annual Spirit of America Awards Ceremony. The Commissioners scheduled it for Saturday, October 15, 2016 at 2:00 p.m. at the Searsport Lions Club.

8. Sergeant Jennifer Daniels of the Knox/Rockland Courts sent an email message to Facilities Manager Keith Nealley to say that the Judicial Branch is looking to expand their hours and wondered if it would impact the Belfast District Courthouse and Waldo County Superior Courthouse if the courthouses were open to the public until 4:30 p.m. instead of 4:00 p.m. K. Nealley asked B. Arseneau to discuss this with the Commissioners since he is on vacation this week. His opinion was that in the Belfast District Courthouse, the downstairs is used by the County, and so both the lower doors should continue to be locked at 4:00 p.m. Perhaps a sign could be made for each door indicating that they are locked at 4:00 p.m. each day. The District Court staff could lock the main door on Church Street at 4:30 p.m. when they are done for the day. As for the Waldo County Superior Courthouse, B. Arseneau spoke with the departments there and learned that the Deeds Clerks lock the Main Street door at 4:00 p.m. and the District Attorney's Office staff lock the front, Church Street door at 4:30 p.m. anyway. A similar arrangement with a sign could also be made for the door that locks at 4:00 p.m. The Commissioners stated that those arrangements would be fine with them.

9. B. Arseneau submitted to the Commissioners the 2016 Maine Counties Salary Survey as prepared and compiled by Human Resources/Payroll Director Michelle Wadsworth, who included for the Commissioners a column indicating the averages and which Waldo County positions were at, above or below those averages.

10. B. Arseneau submitted the annual Budget Planning schedule to the County Commissioners for their review and input. She also informed them that, to date, Bill Sneed will be serving again and will attend the caucus, and Gabriel Pendleton will be serving again but likely cannot attend the caucus. B. Arseneau also asked the Commissioners to let her know if there should be anything she should be aware of while preparing the Commissioners 1020 budget and the Employee Benefits 2025 budget. After brief discussion, the Commissioners decided that the new annual Harassment Training will be funded as part of the Commissioners Professional Services budget. B. Arseneau asked if the Commissioners were ready to discuss the health insurance premium for the budget and they stated they were not ready to make a decision at this point.

11. The 2017 Cost of Living (COLA) increase was briefly discussed and the Commissioners voted as follows:

****B. Johnson moved, A. Fowler seconded to give a 2% cost of living increase (COLA) to all non-union employees for 2017. Unanimous.**

12. The Deputy Treasurer submitted an updated job description for her position, which basically removed processes she no longer performs. The Commissioners accepted the job description and signed it.

APPROVAL OF MINUTES:

B. Arseneau requested that the Commissioners approve the minutes from the June 23, 2016 Waldo County Commissioners Court Session with the correction in hourly rates for the afore-mentioned as presented.

****B. Johnson moved, A. Fowler seconded to approve the minutes for the June 23, 2016 Waldo County Commissioners Court Session as presented with the hourly rates included. Unanimous.**

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. Commissioner Shorey reported that the Garden Luncheon was a huge success and thanked Joe Dubois for providing meats and rolls and for doing the cooking. He also thanked Deputy County Clerk Marilyn Saucier for all her work organizing and purchasing side dishes and desserts, and thanked both Marilyn and Barbara Arseneau for setting up the luncheon for the attendees. All the attendees took a tour by either walking or riding to see the garden. Commissioner Johnson reported that she heard many comments from participating food pantry members stating that they feel Waldo County is very special for the amount of produce they receive. W. Shorey said he is considering getting an old railroad car to bury in the ground to house potatoes in to preserve them longer after harvesting. W. Shorey said they have a hybrid potato digger that is for a smaller garden than the County now has developed. Going forward, there will need to be a more heavy-duty potato digger.

3. RESERVE ACCOUNTS:

****A. Fowler moved, B. Johnson seconded to move \$635,000.00 from undesignated funds to the following reserve accounts as follows: \$350,000.00 to the Technology Reserve, \$100,000.00 to the Facilities, All Other Reserve, \$20,000.00 to the Sheriff's Building, \$2,500.00 to the EMA Emergency Reserve, \$25,000.00 to the Employment Security Reserve, \$25,000.00 to the Severance/Assistance Reserve, and \$90,000.00 to the Technology Reserve and MCRRC Improvements Reserve. Unanimous.**

4. A. Fowler recommended Waldo County hosting the MCCA Convention in Northport in 2017. There have been a number of years that it has been difficult to find counties willing to host. It may come down to a three-year rotation between three counties to keep things simple.

****B. Johnson moved, A. Fowler seconded to add \$2,000.00 to the MCCA Convention Hosting line in the Commissioners 2017 budget. Unanimous.**

5. B. Johnson reported that the Belfast Soup Kitchen is changing locations and is hoping to purchase a building near the Superior Courthouse and museum in Belfast. The Soup Kitchen asked the City for some funding to assist with this move, but B. Johnson wasn't sure of the outcome of that

request. She said she felt that they do a great service for the City of Belfast, especially since they are open every day. She recommended the County contribute \$2,500.00 this year and recommended that this be an annual contribution. W. Shorey said the Garden ships food regularly to the Soup Kitchen and they serve people from other communities so they are feeding 60-70 people every day. They are also hoping to increase the size of the kitchen so that it isn't as cramped.

****A. Fowler moved, B. Johnson seconded to allocate \$2,500.00 to the Belfast Soup Kitchen from the Commissioners Professional Services line. Unanimous.**

EXECUTIVE SESSION:

****A. Fowler moved, B. Johnson seconded to go into executive session for discussion of potential property usage as permitted by M.R.S.A. Title 1 §405(6)(C) at 11:07 a.m. Unanimous.**

****B. Johnson moved, A. Fowler seconded to come out of executive session at 11:32 a.m. No action was taken.**

NEXT COMMISSIONERS COURT SESSION:

The next regular Commissioners Court Session is scheduled for Thursday, July 28, 2016 starting at 9:00 a.m. in the Waldo County Commissioners Conference Room.

****A. Fowler moved, B. Johnson seconded to adjourn the court session at 11:33 a.m. Unanimous.**

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