

**WALDO COUNTY COMMISSIONERS COURT SESSION
JANUARY 18, 2017**

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 was Deputy Treasurer Karen Trussell, who reported the following:

County Checking Account Balance as of December 30, 2016 was \$610,160.19.

Corrections Checking Account Balance as of December 30, 2016 was \$85,503.66.

County Appropriations:

The County 2016 budget is 96% expended. Total year-to-date-paid is \$4,873,902.23. Total unencumbered balance is \$207,728.02.

County Revenue for 2016:

The 2016 County revenue received is 14% more than anticipated and the YTD amount is \$728,280.89.

Corrections Appropriations:

The 2016 Corrections appropriations was \$3,179,612.90 and the unencumbered amount was \$26,098.10. A. Fowler asked why the Jail maintenance line was so far over and was told that there were more supplies needed than budgeted for.

Corrections Revenue for 2016:

The 2016 Corrections revenue received is 5.88% more than anticipated and the YTD amount is \$395,322.73.

Reserve Accounts:

Communications Equipment Reserve:

K. Trussell had communicated with the Chairman and reported that the Communications Equipment Reserve was overdrawn and recommended moving \$25,000.00 from undesignated funds to that reserve account.

****A. Fowler moved, B. Johnson seconded to move \$25,000.00 from undesignated funds to the Communications Equipment Reserve. Unanimous.**

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

****B. Johnson moved, A. Fowler seconded to accept the Treasurers' Report for year ending 2016. Unanimous.**

WARRANTS:

****B. Johnson moved, A. Fowler seconded to authorize payment of the December 30, 2016 final General Fund Accounts Payable warrant and payroll in the amount of \$63,730.61. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the December 30, 2016 final Reentry Accounts Payable warrant and payroll in the amount of \$13,779.84. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the January 12, 2017 General Fund Accounts Payable Warrant and January 12, 2017 Payroll in the amount of \$475,960.13. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the January 12, 2017 Capital, Active & Restricted Reserve warrant in the amount of \$51,295.44. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the January 12, 2017 Reentry Accounts Payable Warrant and January 12, 2017 payroll in the amount of \$352,840.61. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the January 12, 2017 MCRRC Restricted Reserve warrant in the amount of \$17,171.66. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the “Final-Final” December 30, 2016 General Fund Accounts Payable warrant in the amount of \$12,000.00. Unanimous.**

BRIEF PAYROLL DISCUSSION:

K. Trussell asked for a change in the order that payroll is processed. Marilyn is the primary processor, Karen is currently the second, and Michelle is the third. K. Trussell requested that Michelle be second, and she be third because she does not have time for it any more.

****A. Fowler moved, B. Johnson seconded to appoint Michelle Wadsworth second and Karen third on payroll processing. Unanimous.**

SPILLMAN PRESENTATION:

Communications Director Owen Smith, Searsport Police Chief Richard LaHaye, Technology Consultant James Arseneau were present to discuss Spillman Software the County Commissioners may wish to consider. J. Arseneau explained that the County had wanted to look at this back when the system was first purchased but the City of Belfast downplayed it and didn't want it as part of the package, so the County did not go with it.

Presently all have desktop usage. “Mobile” has a package customized to all data terminals with the ability to track vehicles, for an officer to take a driver's license, and scan instead of typing it in from a notebook. Some of the “bells and whistles” do make things simpler. In 2006, it was over \$200,000.00 for that feature. The unfortunate thing is that there are other things that have to be done – networking, software, etc. - in the background to make it work. They have more features now. Once you go to Mobile, you can't have the desktop version that you need for UCR, etc. back at the station.

A. Fowler asked if this means one or the other. J. Arseneau explained that if someone is on Mobile, they don't have the desktop. Right now it gets sent back to records people and they type it in. Smaller

agencies share a laptop and don't have the luxury that Waldo has with one laptop per vehicle. To do this, it would be about \$4,500.00 per vehicle, plus the mapping is from 2011 and it would need to be updated. In discussion with Owen, he had learned that there is grant funding likely out there but there hasn't always been support in the County to apply for grants for this type of thing.

A. Fowler asked how many devices there are in Waldo County and was told there would be 20. Belfast has 3, Searsport has 6, Stockton has 2 and Islesboro has 2. With Mobile, it isn't shareable. It has to be loaded on every device.

W. Shorey asked about the total. The base Mobile, which would include "query", etc. is about \$135,000.00. If license scanning and other record reporting were added, it would be about \$200,000.00. Maintenance for the base would be an additional \$13,000.00 per year and would go up 2% to 3% each year. For full Mobile, it would be another \$16,000.00 per year.

W. Shorey asked Chief LaHaye to speak. R. LaHaye explained that he had hired two reserve patrol officers who had been with larger agencies. They were surprised at how little they could do with what was available at Searsport. He also spoke with WCRCC Dispatch Supervisor Mike Larrivee (who also works part time as a Searsport Patrol Officer) about it. Then meeting with Owen and Jim yesterday, he is also looking at it from a safety viewpoint. He just went to a meeting with the Administrative Courts and learned that every State Trooper will have the entire Spillman package. They will also, within a two-year process, be rolling out the "e-ticket" system. Warrants are now "e-warrants". He thought that all agencies could have access to that. J. Arseneau explained that the caveat is that all the agencies have to have the security authorization (ORI) in order to access that. He said the County employees have been logging in on the Waldo County system while working for Searsport and the rest of the Searsport Officers could not. J. Arseneau and O. Smith informed the Commissioners that this was illegal. Chief LaHaye said that there had been a meeting and that was dealt with.

Chief LaHaye said he believed he would have the ability to be at home and track where the cruisers are. Dispatch would know where the cruisers are. There is a lot of bad stuff going on in the world today. It hasn't reached here yet but it is only a matter of time. A. Fowler wondered if there is a way to do this GPS type of thing for less cost.

J. Arseneau said there are other solutions for strictly officer-tracking. It does the tracking much like large trucking companies. You can get something for about \$40.00 per vehicle per month. A. Fowler said she wants the officers to be safe.

Chief LaHaye said that he is trying to be forward thinking; that this will allow administrators and chiefs access for all crime statistics. The systems are being updated and if there is an opportunity now to piggyback the officer safety piece, etc. He said some officers might not like to be tracked, but the biggest concern is domestic violence in this area.

B. Johnson said it almost seems that agencies come to a point where they have to be up with the times and need to be able to do what other agencies are doing.

Chief LaHaye commented that the State going with Spillman is “huge”. Information sharing between the agencies is very important. He said he felt it was unfortunate that this couldn’t have been done four years ago as the price might have been better.

O. Smith said that after talking with J. Arseneau, there is a way to spread this out so that the County is “put into the pond” and build the rest out over time. Pretty soon, the State will start mandating things that they do, such as e-tickets.

A. Fowler expressed her concerns about technology becoming so necessary that if the system goes down, how dispatch and law enforcement continue to run.

O. Smith said that policy could deal with much of that. For example, an officer wouldn’t sign off via the computer.

Chief LaHaye said that in the meeting with the Administrative Court, he asked who would be paying for this. It was \$30,000.00 at that point. He said he knew that Searsport was not going to spend that much no matter how great it was and wondered how it would work for other small agencies in the State.

W. Shorey asked if there was a way for those present to put a proposal together to do this steps.

J. Arseneau said it would be \$135,000.00 to run base Mobile in 33 units, such as AVL, voiceless CAD tracking, state and national queries for those agencies authorized for it. It is a site license so as many units as needed can be added. The e-ticket would be a module that there isn’t even pricing on yet. Spillman is working on that with the State of Maine. The other advantage is that they’re importing the names and vehicle records with the State and it has appeared that the policy will be to make the data open and shared as much as possible.

He further explained that the other modules and pieces can be added later. Each piece is about \$15,000.00 to \$20,000.00 per piece. He suggested that grant funds be researched to see if there are any that could assist with these additional components.

Chief LaHaye said he thought by this time next year, they would know more about pricing of e-tickets. Also, with scanning of licenses, there would be less confusion with the driver’s licenses. For example, some people have multiple names for the same person, which prevents accuracy.

O. Smith asked if the Chief would be upset if the status screen would be missed, and the reason he was asking is because some law enforcement officers have made a habit of calling and asking Dispatch if they are going to change the status screen instead of just doing law enforcement. They are trying to tell the Dispatchers how and when to do their job. He is going to address this with the lieutenant regardless.

O. Smith said he had always wanted Mobile and when the City of Belfast “scuttled it”, it was upsetting because it costs more later.

Chief LaHaye said Waldo County Dispatch “is awesome and they care about what is going on out there.” When he’s up there, he sees the banner that says “38,000 people is where this all begins.”

Blood Drive: M. Larrivee asked about the blood drive, that is February 22, 2017. He asked if he could post posters around the county property about this drive and was told yes.

SHERIFF’S REPORT & VEHICLE BIDS:

Present with the Commissioners was Sheriff Jeffrey Trafton and Lt. Matthew Curtis.

VEHCILE BIDS:

Four vehicles are being requested. Bid proposals have been received as follows:

1. Darling’s Ford in Bangor: The base price is \$27,423.00 with \$5,250.00 for up-fitting for a total of \$32,673.00 for a Ford Explorer AWD Interceptor. M. Curtis explained that he didn’t specifically ask for the extended warranty. This is the first time the up-fitting has been bid together with the vehicles. The up-fit includes transferring the equipment, putting the lights in it, switching the lights, cameras and equipment minus the decals. Trade allowances: The 2006 Crown Vic is \$755.00, the 2010 Crown Vic is \$1765.00 and the Charger is \$1765.00.

2. Quirk submitted a bid but did not include the up-fitting. They just bid for the basic car. M. Curtis said he had to answer calls on Friday and also responded to email questions over the weekend. These were bid at \$27,697.00 each, however, M. Curtis noted that they did not bid it the way it was requested. The Commissioners declined to hear about the trade-ins.

3. MHQ (Massachusetts) Ford Utility SUV submitted a proposal at \$28,385.00 with \$131,402.60 for four (4) up-fitted, which is \$32,850.65 each. Hands-free was also requested. Lt. Curtis assured the Commissioners that local vendors could do simple maintenance.

Sheriff Trafton commented that Cumberland County uses MHQ and have had almost no problems with them. They also can get these vehicles much sooner. Right now, they end up waiting nearly six months to get the new vehicles.

The Commissioners asked if the Sheriff and Lt. needed time to compare the proposals and both agreed they needed some time to review each proposal.

4. The Sheriff informed the Commissioners that he had received a resignation from Patrol Deputy Christopher West. The night before last he worked one shift and then resigned yesterday.

****B. Johnson moved, A. Fowler seconded to accept the resignation of Christopher West.**

Unanimous.

5. There was brief discussion about video visits from family of inmates versus actual visits at the jails.

FACILITIES REPORT:

Present with the Commissioners was Keith Nealley who reported the following:

1. K. Nealley apologized to the Commissioners because while Michelle Wadsworth was putting together pay scales, he noticed the rate with Gary Daigle were different than what he budgeted. K. Nealley missed G. Daigle's 8-year pay step in 2015. On September 1, 2015 it should have increased from \$16.58 to \$17.08 per hour. On September 1, 2016, the pay should have increased from \$17.08 to \$17.59 per hour. Therefore, 2752 hour of pay at .50 cents per hour is owed, at a total of \$1,376.00.

****A. Fowler moved, B. Johnson seconded to pay Facilities Technician Gary Daigle the wages owed for his pay step increases. Unanimous.**

2. Sun Dog Solar did an assessment at the Jail and is looking at several different proposals. If a solar unit was put on the roof, it could be used for hot water in the summer months and the boiler could be shut down during that time. K. Nealley said he didn't think it would be beneficial to use for heating. B. Johnson asked if K. Nealley was aware of any grant funds. He has checked with Efficiency Maine but there is nothing for solar at this time.

Sun Dog Solar also suggested putting solar panels on the Public Safety Building, too. W. Shorey said he wasn't sure if they were interested in putting panels on any other buildings than the Jail. K. Nealley said that the Belfast Fire Station had an investor involved and that helped. B. Johnson suggested that he speak with Lincolnville as they are doing something similar. K. Nealley noted that they were still in the preliminary stages and the bid proposals will go out later.

3. Pine State hopes to get the parts and things working by the end of the month for the Jail elevator.

4. A dumpster has been placed at the Old Jailer's House to clean it up and make it "walkable". The former Sheriff kept old obsolete equipment and the current Sheriff agreed it needed to be disposed of.

5. Charlie Plourde of Northeast Equipment will be available later on to do some work on the Public Safety Building half-door office area.

6. There was brief discussion about how to handle the heating in the Old Jailer's building. Commissioner Shorey will look at it with K. Nealley. The Commissioners requested that the window that is out upstairs in the Old Jailer's House be fixed.

COMPUTER/RADIO UPGRADE:

Present for this discussion was Communications Director Owen Smith, who reported that the radios need to be upgraded. This was done about four to five years ago and is due again. He would like to move toward an IP system and the County could continue to build out an IP network, which is sharper and clearer. He mentioned Mac Electric, which is used by another County. There are other vendors. O. Smith submitted a list to the Commissioners.

The radios are roughly \$15,000.00 per position so there would be about \$75,000.00 in cost there. The computer system in the back room would also need to be worked on, so this would involve J&B Diversified Associates to work on that. They will go look at the backrooms of various counties to compare. They will get a price from Mac's Electric in the future. He figured it would be roughly

\$120,000.00 to do this. They may be able to keep the present system into 2018 or 19, but if they lose one, they might not be able to replace it.

The Commissioners said they were not able to consider this until 2019. O. Smith added that it will be mouse-driven rather than touch screen. He will get firm prices and get back to the Commissioners for 2019.

A. Fowler stated for the record that of the 26 PSAPS in the State of Maine, Waldo County is rated third at 98.4%. This means that 98.4% the calls are answered in 10 seconds or less. The Commissioners stated their pride in such a rating and commended the staff at the Communications Center for their diligence in their jobs.

CORRESPONDENCE:

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

1. Pay Scales Updated: Human Resources/Payroll Director Michelle Wadsworth informed the Commissioner that she and K. Trussell had found a formula error in the Commissioners 2017 pay scale. The difference will be about \$860.00 and the budget would be able to handle it with the part-time line likely not being used, and the over-time line could also support that. The Commissioners signed the updated 2017 Commissioners Pay Scale.

M. Wadsworth also had an updated 2017 Part-time pay scale that now included the Emergency Management Agency Part-time Planner. The Commissioners signed this pay scale.

2. EMA Director Dale Rowley resubmitted the job description for the Emergency Management Planner. The changes included that this was a part-time, not regularly scheduled position up to 24 hours.

****B. Johnson moved, A Fowler seconded to approve the changes in the EMA Planner job description as presented. Unanimous.**

3. 2017 Certificate of Incumbency: B. Arseneau presented the 2017 Certificate of Incumbency to the Waldo County Commissioners to review to make sure their terms were correct. The Commissioners confirmed the term expiration dates as correct and instructed B. Arseneau to submit it to the State.

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

- Dispatcher Holden Doyon reached the six month pay step on January 11, 2017 with a pay increase from \$16.82 to \$17.39 per hour.
- Dispatch Supervisor Michael Larrivee will reach the sixteen year pay step on January 30, 2017 with a pay increase from \$26.43 to \$27.49 per hour.

5. B. Arseneau submitted a draft Commissioners' Annual Report Letter for 2015 for the Commissioners to review. The Commissioners approved the draft for the annual report.

6. 2017 Mileage Rate: B. Arseneau reported that the IRS 2017 Standard Mileage Rates for Business, Medical and Moving has been announced at 53.5 cents per mile for business miles driven. ****A. Fowler moved, B. Johnson seconded that Waldo County set the mileage reimbursement rate for 2017 at 53.5 cents per mile. Unanimous.**

7. 2017 COBRA Rate: Health Insurance Administrator Malcolm Ulmer has sent the 2017 COLA rates as recommended by Meritain Health. In his email message dated January 6, 2017, M. Ulmer noted that the Commissioners had continued to utilize the 2015 COBRA rates for 2016 and recommended that they remain the same for 2017.

****A. Fowler moved, B. Johnson seconded to approve the 2017 COBRA rates at the same level as 2016 which are as follows: Single - \$744.00, Participant and Child - \$1,191.00, Participant and Spouse - \$1,340.00 and Family - \$1,862.00. Unanimous.**

APPROVAL OF MINUTES:

B. Arseneau requested that the Commissioners approve the minutes from the December 8, 2016 and January 4, 2017 Waldo County Commissioners Court Session as presented.

****A. Fowler moved, B. Johnson seconded to approve the minutes for the December 8, 2016 and January 4, 2017 Waldo County Commissioners Court Session as. Unanimous.**

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. W. Shorey suggested pushing the Spillman Upgrade to 2021 and then use \$132,000.00 and take money from Technology now and do the Mobile Upgrade. A. Fowler recommended waiting until after the 2016 audit when undesignated funds were known. B. Johnson felt it would be good to bite the bullet now if possible. She also expressed appreciation that O. Smith let them know of the upcoming need for radio upgrades so that the Commissioners can plan ahead for that.

2. B. Johnson will be going to MCEDD and on Friday will be going to Coastal County Workforce and will be re-elected as Secretary/Treasurer.

NEXT COMMISSIONERS COURT SESSION:

The next regular Commissioners Court Session will be Wednesday, February 1, 2017.

****B. Johnson moved, A. Fowler seconded to adjourn the court session at 11:16 a.m. Unanimous.**

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