

**WALDO COUNTY COMMISSIONERS COURT SESSION  
JUNE 21, 2017**

**PRESENT:** Commissioners William D. Shorey (Chairman), Amy R. Fowler and Betty I. Johnson. Also present was County Clerk Barbara L. 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 Treasurer David Parkman Deputy Treasurer Karen Trussell, who reported the following:

The County Checkbook balance is \$66,726.89.

The Jail Checkbook balance is \$25,112.65.

Tax Anticipation Note:

\$1,350,000.00 has been borrowed on the County side.

\$1,450,000.00 has been borrowed on the Jail side.

**Total borrowed as of June 13, 2017 is \$2,800,000.00.**

County Appropriations:

The budget is 43% expended and could be 45.8%.

County Revenue for:

The County revenue received is 50.71%.

Corrections Appropriations:

The Corrections budget is 46% expended at this time of year.

Corrections Revenue:

The Corrections revenue received is 2.85%.

**\*\*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 8, 2017 General Fund Accounts Payable Warrant and June 1, 2017 payroll in the amount of \$132,858.52. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the June 8, 2017 Capital Active & Restricted Reserve warrant in the amount of \$10,108.64. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the June 8, 2017 Reentry Accounts Payable warrant and June 1, 2017 payroll in the amount of \$38,523.41. Unanimous.**

**\*\* B. Johnson moved, A. Fowler seconded to authorize payment of the June 8, 2017 MCRRC Restricted Reserve warrant in the amount of \$1,745.74. Unanimous.**

### **FACILITIES REPORT:**

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

1. K. Nealley received a call two weeks ago from the Propane Supplier about locking in on a price for propane. Maritime Energy had concerns about the prices increasing. K. Nealley said he spoke with Commissioner Shorey and K. Nealley called all around and could not get anyone else to commit to a year-long price. Maritime Energy agreed to lock in at a fixed price of \$1.299 per gallon.  
**\*\*B. Johnson moved, A. Fowler seconded to approve the year-long contract with Maritime Energy of \$1.299 per gallon effective June 9, 2017 through April 30, 2018. Unanimous.**
2. Cleaning report: K. Nealley reported that the cleaning of the buildings has been going badly. The primary cleaner had a serious car accident and is laid up for at least three months, the substitute cleaners did not do a good job, but he is hoping that most of the issues have been resolved.
3. The brick on sections of the Old Jail have eroded over the years due to water run-off. K. Nealley received estimates for this and it would be about \$25,000.00 to repoint and clean them up. It is really a little more than cosmetic at this point. W. Shorey suggested starting with the front side and then continue next year with another side. After reviewing the reserve accounts, K. Nealley said he would obtain competitive bidding for this work to present to the Commissioners. He also wanted to talk with Maine Historic Preservation to see if this work can be done. There was some discussion among the Commissioners of using reentry residents for some of the work, if they qualified. Both K. Nealley and W. Shorey stated that their experience has been that residents are not always as qualified as they purport themselves to be. Perhaps some interior work could be done by a few but not necessarily external historic brickwork.
4. The heat pumps at the jail are working tremendously well and everyone is very happy with the temperature and reduced humidity in the building.
5. The inspection of the Jail roof revealed that the roof was well-built in its day and can readily support the panels for the solar hot water system.

A. Fowler inquired about heating maintenance bills in the District Courthouse that have put that budget line in the "red" and inquired about whether or not this work is finished. K. Nealley said that the repair people came on a weekend for one problem and charged for training an employee, so he has tried to be careful since as to how many times he calls them. He felt that most of the issues were taken care of at this point.

### **SHERIFF'S REPORT:**

Present with the Commissioners was Chief Deputy Jason Trundy, as the Sheriff was on vacation. He reported the following:

1. New Patrol Officer Mariza Gionfrido is doing very well in her training.

## **EXECUTIVE SESSION:**

**\*\*A. Fowler moved, B. Johnson seconded to go into executive session at 9:45 a.m. for discussion of a potential contract as permitted by 1 M.R.S.A. §405(6)(C). Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of executive session at 10:02 a.m. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to sign the Inmate Boarding Agreement between Lincoln & Sagadahoc Multicounty Jail and the County of Waldo for July 1, 2017 through June 30, 2019 as presented. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to create a new restricted reserve entitled “Inmate Reserve” for unanticipated overpopulation and other catastrophic costs such as medical expenditures related to inmates. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to make the \$300,000.00 quarterly payment to Two Bridges and to put \$50,000.00 of that into the newly created restricted Inmate Reserve. Unanimous.**

## **PUBLIC COMMENT:**

Present to speak with the County Commissioners was Dorothy O’Dell of Belfast. D. O’Dell explained that she volunteers with Restorative Justice and is very interested in the vacant Jailer’s House. She stated that her understanding is that the asbestos was just removed. The Commissioners confirmed this. She said she knows it belongs to the County and imagined it was difficult trying to figure out what to do with it. She hoped that some positive ideas could be shared. She felt one obvious use would be to expand the reentry program or a safe place for people with addiction problems. Working as volunteer with the men at the reentry center, she has come to understand that the greater part of the problems are related to drug and alcohol abuse. She is also aware that a deal was made with the neighbors that the Jailer’s House would not be reused for corrections-related programs. She felt that it was important for government to honor its promises. Restorative Justice has no deadlines and she understands the building will require fixing up. Restorative Justice thought it would be a great classroom for building construction courses. She noted there would be the obvious concern with high school students being in close proximity with people who had drug addictions. She suggested that perhaps it could have some sort of public community use. It was her understanding that Volunteers of America would love to have it, as well. She asked the Commissioners to create a commission, including all the stakeholders, and allow the community - who also has to take ownership of the problem - to be involved in finding a use for the building. She had also heard that it might be used for senior housing and remarked that her experience with the reentry residents is that “they respond very well to little old ladies.”

The Commissioners expressed their appreciation for Mrs. O’Dell’s interest and ideas. W. Shorey noted that Volunteers of America is no longer interested in the building as there wouldn’t be enough unit spaces. He confirmed that the Commissioners must keep their promise to the community and not use it for reentry purposes. A. Fowler explained that VOA had also suggested elderly housing or veteran’s housing but found that they couldn’t apply for grants because there wasn’t enough space to qualify. She noted that there was actually more interest in private use for it as a residence.

They briefly discussed the restoration that has to take place and the fact that the building has to retain its original look, which will be a very expensive process. The Commissioners will keep on cleaning up the buildings and will have an open house so all the neighbors can come in, see the buildings and share their ideas.

D. O'Dell shared an example in one community of a prominent artist who purchased property near a half-way house for kids and was not at all bothered by that. She suggested that if someone purchased this as a residence, it would make the reentry feel less institutionalized. She noted that Belfast and Waldo County are a very welcoming community.

W. Shorey described the Waldo County Garden Program, in which a number of reentry residents participate, and reported that the produce that is distributed free to local cupboards and food pantries is valued at about \$150,000.00.

D. O'Dell said that the men who work in that garden are so proud and allowing someone the opportunity to give back is extremely important.

When asked when the open house would be, W. Shorey thought it might be around Labor Day.

#### **TECHNOLOGY REPORT:**

Present with the Commissioners was Technology Consultant James Arseneau, who reported the following:

1. He briefly reviewed a previous discussion with the Commissioners in 2016 about the Sentryx upgrade for the Corrections facility and the overtime for staff that would be needed. He recently went to schedule the work and learned that the Sheriff had inadvertently forgotten to put the approximately \$26,496.00 in overtime wages in the Sheriff's Personnel line to do the training while another group of employees remains working. The Commissioners had authorized this work and the additional third week of training. The Spillman Training was originally going to cost \$8,500.00 but J. Arseneau explained that he was able to get it at about half that price. J. Arseneau asked if the Commissioners would allow this to be pushed off into January 2018 when the overtime amount would be in the Sheriff's 2018 budget. He has talked this over with the Sheriff and will assist him in including it in his 2018 budget. The Commissioners agreed.

2. The State is moving to IBR. The county sheriffs and other chiefs of police did not want it because they thought it was complicated. Thankfully, Waldo had not joined and has thus avoided having to change old software. The State has now gone with Spillman and will be the "flagship" so the "bugs" will be ironed out there first. The FBI now has made it mandatory to use IBR. He got a quote from Spillman for about \$8,500.00 for training. If it could be signed now, it could be done in 2018. In 2020, the server will need to be changed out. This will mean that only software will be changed in 2018 and hardware will be changed in 2020. This spreads out the big costs.

3. Phone System: The phone system at the law enforcement complex was installed in 1999. It is approaching 20 years. He will ask CTI, the phone vendor, to provide a quote for replacing the phone system. There may be some networking changes necessary to support this. The good thing is that

when the servers were put in, they can also do telephone networking as part of the computer connection. One computer will be voice and network. He asked that the Commissioners be thinking about this and he stated that he would obtain some firmer numbers for planning to replace the phones.

4. The Sheriff's Office has put in for some funding from the federal government because of some of the reporting that is submitted. Body cameras were purchase via another grant. If someone is arrested, which averages about 600 per year, that data has to be kept for seven years. It will be 24 terabytes of audio and video. It has increased about 10% per year. Because of that, there is a stop-gap measure that should help the County for about 5 years. But long-term, this storage needs to be incorporated. There needs to be the capacity in place up front for data storage. He has asked for some quotes. In 2014, the storage was 24 terabyte box for regular operations for \$40,000.00. Now it would be about 84 terabytes and will cost about \$160,000.00 just for the storage devices. This is three times as much as what was spent before. Even Dispatch is being forced into the direction of storing both audio and video with Next Gen. This was not anticipated and the cost increasing three-fold was also not anticipated. He will meet with different vendors and try to have that information ready for the Commissioners by August. It will be set up to automatically go into an archive after seven years. A person won't have to sit and go sorting through it.

W. Shorey asked when the money would need to be available for the new storage. J. Arseneau replied that it will be needed in 2020 to 2021. He figured that the technology will likely change between now and then. The gears that are in the chase are what cost the most.

He submitted an updated memo with the Spillman Upgrade (Jail and Geobase) to the County Commissioners.

**\*\*B. Johnson moved, A Fowler seconded to sign the memo permitting two contracts – one for IBR and the other is for the third week of training. Unanimous.**

5. J. Arseneau reported that he has been taking courses through EMA for cyber security. This requires a sponsoring organization to sign a form. The Commissioners agreed to serve as the sponsoring organization for this training.

#### **CORRESPONDENCE:**

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

1. Several department heads have asked if they are supposed to notify the County Commissioners in advance of termination of employment if the employee is still in the probationary period. The Commissioners stated that they believe, by statute, they must be notified in advance of ANY terminations of employment, whether there is an appeals process or not. A memo clarifying this will be sent out to the department heads.

2. Updated Human Resources Director Position: With recent changes to both the job description that was formerly the Deputy County Clerk position and now is an Assistant Clerk position, and recent changes also to the title and functions of the Human Resources Director, B. Arseneau submitted an updated job description for the Human Resources Director both in red outline and a finished copy for the Commissioners to review. The Commissioners said they wished to spend some time reading it and would discuss it further at a future court session.

3. During the May 17, 2017 Commissioners Court Session, Burnham Selectman George Robison met with the Commissioners during the Public Comment portion and had asked for a letter of support from the Waldo County Commissioners for an eventual interchange in Pittsfield, which would benefit Waldo County residents because of its close proximity to the three-county juncture of Waldo, Somerset and Kennebec Counties. B. Arseneau said she was not clear on whether or not the Commissioners wished for such a letter to be sent. The Commissioners instructed B. Arseneau to put a draft letter together in support of the interchange for their review.

4. The Board of Commissioners is invited to a Substance Abuse Leadership Forum co-hosted by the American Conservative Union Foundation and the Christian Civic League of Maine July 11, 2017 at Crosspoint Church, 1476 Broadway in Bangor, from 6:00 p.m. to 9:00 p.m. Commissioners Johnson and Fowler stated that they would attend and instructed B. Arseneau to respond on their behalf.

5. Spirit of America Foundation Tribute Ceremony 2018: B. Arseneau asked if the Commissioners wanted to continue to hold the annual Spirit of America Foundation Tribute on the second Saturday of October. Commissioner Shorey said he would speak to the Searsport Lion's Club and find out if that location was available on Saturday, October 14, 2017.

6. Commendation for Corporal Christopher Albert: Commissioner Shorey wrote a commendation for Corporal Christopher Albert on June 5, 2017 detailing his value in assisting Commissioner Shorey with the County Garden Project. He noted in the commendation Corporal Albert's ingenuity with the various types of farming equipment. In particular, Commissioner Shorey mentioned Corporal Albert resolving an ongoing tractor issue and figuring out how to make a difficult potato hiller work properly by making two trips and changing the width of the discs. Commissioner Shorey described the potato hills as "picture perfect." Corporal Albert was commended for his work performance, his dedication and his "I'm available any time you want me and we'll get the job done," attitude. The other Commissioners expressed their thanks for Corporal Albert's excellent work.

7. A potential series of interview panels and dates to interview were presented to the Commissioners to review related to interviewing and hiring an Assistant Clerk to fill the vacant position in the office. B. Arseneau outlined the process and the Commissioners agreed to conduct the closing interview with the finalists.

8. A letter was received by B. Arseneau from Dan Whittier, Loss Control Consultant with Maine Municipal Association Risk Management Services (Workers Compensation.) In that letter, Mr. Whittier stated that he had attended a recent Waldo County Safety/Department Heads meeting in order to review Accident Investigation and the three-year loss history for the County. He stated that he was very pleased with the County's safety efforts and that it was clear that in the past few years, they have improved and he felt that the reduction in claim frequency shows that it has been effective. The Commissioners expressed their pleasure with this report.

9. The County recently received an invoice from Health Affiliates Maine for seven Employee Assistance Program sessions for unnamed Waldo County employees, in keeping with confidentiality.

B. Arseneau stated that this means that employees are starting to use and benefit from the Employee Assistance Program.

10. The Planning Committee for the Maine County Commissioners Association Annual Convention has been made aware that there is a shortage of projectors and screens for trainers and speakers to use at the upcoming Convention in September. Counties have been asked if they would be willing to loan projectors and screens during the convention for that purpose. B. Arseneau asked if Waldo County would be allowed to loan its projector and screen from the County Commissioners Office and was told yes, as long as all of it returns at the end of the convention.

11. The County Commissioners have received information regarding the Penobscot River and Estuary becoming contaminated with mercury as a result of historical releases from sources in the area. A team of scientists are evaluating how best to reduce the levels of mercury in the Penobscot River system. The Study Team is developing a Community Involvement Program to inform and involve interested stakeholders about the investigation and potential remedial activities. The County Commissioners did not wish to offer input at this time.

12. Because the Commissioners are scheduled to hold final interviews for an Assistant Clerk at the end of their first court session in August, B. Arseneau recommended that the Budget Caucus and informational luncheon be held during the Commissioners' second August Court Session on August 16, 2017. The Commissioners agreed to schedule it then.

13. B. Arseneau reported that Human Resources Director Michelle Wadsworth has been helping her tremendously while the office is short-staffed. M. Wadsworth helped change and update all the passwords, drafted the job application, advertisement and pay scale for the Assistant Clerk position, made changes and suggestions to the wording for the Human Resources Director position in collaboration with B. Arseneau, has taken over ordering all supplies, is in the process of completely overhauling and updating the Employee Handbook, set up interview testing for Assistant Clerk candidates and helped in figuring out the interview panels and schedule for interviewing. B. Arseneau noted that it would be good to hire someone to fill the position fairly soon, as M. Wadsworth cannot keep doing these additional functions for much longer or her own work will start falling behind. B. Arseneau has taken on other functions that used to be carried out by the Deputy Clerk, including all Commissioners Court agenda scheduling, all correspondence, coding invoices, maintaining the Sheriff's Bond Book, and other things in addition to her function as the County Clerk. Michelle has taken on answering phones with Barbara as the second and Karen as the third. B. Arseneau has been working some extra hours to keep up and stated that she looked forward to training someone soon so she can get back to working on things that are taking a back seat, such as the upcoming budget, filing and working on records at the County Archive.

#### **APPROVAL OF MINUTES:**

B. Arseneau requested that the Commissioners approve the minutes from the June 6, 2017 Waldo County Commissioners Court Session as presented.

**\*\*B. Johnson moved, W. Shorey seconded to approve the minutes from the June 6, 2017 Waldo County Commissioners Court Session. Unanimous.**

**EXECUTIVE SESSION:**

**\*\*A. Fowler moved, B. Johnson seconded to enter Executive Session at 11:03 a.m. for discussion of duties as permitted by 1 M.R.S.A. §405(6)(F). Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of executive session at 11:50 a.m. Unanimous.**

No action was taken.

**COMMISSIONERS MISCELLANEOUS BUSINESS:**

1. None.

**EXECUTIVE SESSION:**

**\*\*B. Johnson moved, A. Fowler seconded to enter Executive Session at 11:57 a.m. for discussion of duties as permitted by 1 M.R.S.A. §405(6)(A). Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of Executive Session at 12:19 a.m. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to sign the application for the County to be a member of the AARP Network for Age Friendly Communities and to write a summary in support of Waldo County being an Age Friendly Community.** Discussion: Commissioners Fowler and Shorey discussed concerns regarding the potential workload on the County staff, potential liability on the County in the future, and the need for more information before making this a county government initiative.

B. Johnson stated that she didn't believe that there would be any work for the County or any liability because it was an informational committee, not a services-oriented committee. Having a County membership in the AARP Network of Age Friendly Communities would allow for more grant funding opportunities for the committee and the County would be labeled as "Age Friendly".

A. Fowler stated that she wished to support distributing any information that this group needed to have shared but also expressed concern over the potential workload that may come on the County staff and possible liability down the road.

B. Johnson asked for clarification about whether or not she would still be on the committee. There was discussion about how many meetings B. Johnson was expected to attend and how much mileage the County would need to be paying. B. Johnson explained that the group meets once a month but she has been doing some more driving than usual because she has been examining the data. Discussion continued about how involved the Commissioner Representative should be.

W. Shorey and A. Fowler suggested adding a line in the budget under Advertising and Promotion and budgeting some funds for Aging Well in Waldo County.

A. Fowler expressed concern that the Commissioners had possibly put too much work on B. Johnson by having her serve as the Commissioner Representative, since she was doing more than meeting monthly. W. Shorey and A. Fowler said that they did not object to having a representative serving on

the monthly committee but any additional involvement would not be considered a Waldo County function. Both A. Fowler and W. Shorey thanked B. Johnson for her hard work and commended her if she ultimately decided to volunteer on her own time and own mileage to support this group beyond the monthly meeting.

**Motion failed, with Commissioners Fowler and Shorey not in favor and Commissioner Johnson in favor.**

**NEXT COMMISSIONERS COURT SESSION:**

The next Waldo County Commissioners Court Session will be July 5, 2017 starting at 9:00 a.m.

**\*\*B. Johnson moved, A. Fowler seconded to adjourn the court session at 12:33 p.m. Unanimous.**

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