

**WALDO COUNTY COMMISSIONERS COURT SESSION  
SEPTEMBER 6, 2017**

**PRESENT:** Commissioners William D. Shorey (Chairman), Amy R. Fowler, and Betty I. Johnson. Also present was County Clerk Barbara L. Arseneau and Assistant Clerk Lynn Patten 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:

The County Checkbook balance is \$96,532.69 after borrowing \$200,000.00 from the Capital Reserve, to be paid back when County taxes start coming in.

The Jail Checkbook balance is \$287,693.99.

**Tax Anticipation Note:**

- \$2,050,000.00 has been borrowed on the Jail side.
- \$2,450,000.00 has been borrowed on the County side.
- The total borrowed as of August 8, 2017 is \$4,500,000.00.

**County Appropriations:**

64% of the budget has been expended and it could be 67% at this time of year.

**County Revenue:**

72.98% of the 2017 County revenue has been received.

**Corrections Appropriations:**

69% of budget has been expended and should be 67% expended.

**Corrections Revenue:**

115.66% of the 2017 Corrections revenue has been received. (This is high because the CCA money received was \$94,546.14 more than anticipated).

W. Shorey explained that the Sheriff would like \$90,000.00 from CCA money for Garden upgrades for a storage building and a proper potato planter.

W. Shorey also found a second hand John Deere Tractor that could be rebuilt for between \$7,500.00 and \$10,000.00. For \$10,000 or less, it could plow deeper than the current one. After brief discussion the other Commissioners agreed to this purchase.

**\*\*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 General Fund Accounts Payable warrant and payroll in the amount of \$810,142.59. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the Capital Active & Restricted Reserve warrant in the amount of \$15,437.45. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the Reentry Accounts Payable warrant and payroll in the amount of \$288,684.46. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the MCRRC Restricted Reserve in the amount of \$6,102.28. Unanimous.**

#### **FACILITIES REPORT:**

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

1. The cleaners have improved some, the contract up at the end of the year, and he will continue to work with them on improvements until that time.
2. Heating oil is on the rise. The County is locked in at \$2.08 per gallon for oil and \$1.27 per gallon for propane.
3. Sun Dog Solar is installing panels for the hot water at MCRRC.
4. The next-door neighbor to MCRRC, Ms. Redkay, put a fence up on her property. K. Nealley noted that; it is going to make snow removal difficult.
5. Old Jail Brick: K. Nealley received a bid from local mason, Dan Ladd, at approximately \$26,000.00 to reface both of the worse-looking sides. A second bid from Rusty Bonin, came in between \$9,000.00 - \$12,000.00. There are some lose bricks. The rust would be removed from the surface of the bricks. Keith would also like to remove and repaint the bars on the windows so the rust would not continue.

W. Shorey informed K. Nealley that in recent discussions with Dale Rowley, the Brownfields Grant people have said the Grant funds will cover encapsulating. He recommended that K. Nealley talk to Dale re: Brownfields Grant funding for the brick work.

**\*\*B. Johnson moved, A. Fowler seconded to hire Bonin Mason to resurface the two sides of the Old Jail for the cost not to exceed \$12,000.00 with the funds to come from the Facilities All Other Reserve. Unanimous.**

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

Present with the Commissioners was Sheriff Jeffrey Trafton, who reported the following:

1. Officer Ryan Jackson is doing well at the Academy.
2. Two Bridges Inmate Boarding Contract: Waldo has received information that some of the programs have not been offered to Waldo County inmates. The Chief and Major have been down there and will get more involved. Once a new director for Two Bridges jail has been

chosen, the Sheriff will meet with that person and make sure Waldo's inmates are receiving the same treatment as all the other inmates from other counties etc.

3. Garth Cole had stepped into a temporary full-time position, however because of his college courses, he has gone back to part-time status. The Sheriff will keep him part-time.

**\*\*A. Fowler moved, B. Johnson seconded to go into Executive Session at 9:33 a.m. for discussion of information that is prohibited to the General Public as permitted by 1 M.R.S.A §405(6)(G). Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of executive session at 9:49 a.m. Unanimous.** No action was taken.

4. The leaking window at the Public Safety Building is under a 20-year warranty and will be replaced within a couple of weeks.

#### **EXECUTIVE SESSION:**

**\*\*B. Johnson moved, A. Fowler seconded to go into Executive Session at 9:53 a.m. to discuss health and scheduling issues 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 10:14 a.m. Unanimous.** No action was taken.

#### **STRATEGIC ADMINISTRATIVE PLAN; PLANNER CONTRACT; NEW VEHICLE; & EOC EXERCISE:**

Present with the Commissioners was EMA Director Dale Rowley who reported the following:

1. State of Maine "Fire and Ice" Functional EOC Exercise: Includes the State, County, and Town response to a severe ice storm and then a solar storm that takes out electricity, GPS, and other signals. The Commissioners and EOC staff are invited to attend. He hopes to have a few Towns to participate in the evening. It will be providing input between the agencies. He recently met with the Fuel Supply Board (Sprague Energy, Maritime Fuels, RH Foster, and Irving Oil); discussed how such an event could impact them, and he is coordinating with them on their backup power capabilities, since many of them do not have it. The two most important commodities are manpower and fuel. All will be meeting again in December. He has been asked to see if CMP will also attend.
2. Tentative permission has been received from EPA to extend the Brownfields Grant to the end of December, and he has also learned that Brownfields Funds can be used to encapsulate the walls and ceiling. He drafted a formal letter to request this extension for the Commissioners to review. The Commissioners agreed to sign the request letter. The Commissioners asked if the floor could also be included and heat pumps. D. Rowley said that it was quite something that the EPA allowed the ceiling to be done. The Commissioners asked D. Rowley to inquire if heat pumps would be allowed as soft match after the walls & ceilings are completed. D. Rowley will meet with Peter Sherr and also other contractors for design for the ceilings and walls project. B. Arseneau inquired about any special planning that needed to be considered

for the future archive at the Old Jail before walls were built inside, to allow for wiring and planning of the controlled environment. Those present did not think there was any special consideration required at this point.

3. Local Assessment Establishment Class: D. Rowley asked for a signature so he could attend a Local Assessment Establishment Class. The Commissioners agreed and signed the application.
4. The first meeting of the Advisory Committee resulted in a reviewed draft of the Emergency Management Program. Members have representatives from the schools, hospital, fire, law enforcement, Red Cross, Chamber of Commerce present. The Emergency Management Advisory Committee's purpose is to supply feedback and advise EMA on action plans etc.  
**\*\*B. Johnson moved, A. Fowler seconded approving the Emergency Management Program Strategic Plan as presented. Unanimous.**
5. EMA Accreditation: D. Rowley is working toward accreditation. About ¼ of that program is addressed in the Emergency Management Program Strategic Plan. In addition, he had also drafted a 2017 Waldo County Emergency Management Program Administrative Plan.  
**\*\*B. Johnson moved, A. Fowler seconded to approve and sign the 2017 Waldo County Emergency Management Program Administrative Plan. Unanimous.**
6. The Homeland Security Grant requires a bid process for outside contractors. D. Rowley stated that he has been utilizing Brit Rothrock for past 8 years on various grants because B. Rothrock is trained. D. Rowley adapted the Sole Source form from the State of Maine and drafted a contract to continue to work with Brit Rothrock.  
**\*\*B. Johnson moved, A. Fowler seconded to approve and sign the Sole Source Form and Contract for Procurement Services as presented by D. Rowley. Unanimous.**
7. Bids for New Vehicle: The current EMA vehicle is six years old. According to the Kelley Blue Book it is worth about \$7,000.00. The numbers show that he would have about \$10,000.00 left over in funds. If he trades in the current jeep now, he can use the \$10,000.00. After all the grants and state funds, it would cost the County about \$10,000.00. Any money left over, D. Rowley has been able to put into a reserve. There is \$10,000.00 in the reserve.  
**\*\*A. Fowler moved, B. Johnson seconded to allow D. Rowley to order the vehicle through a bid process, with the bid opening on September 27, 2017. Unanimous.**

#### **CORRESPONDENCE:**

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

1. MCCA Convention: B. Arseneau told the Commissioners she realized their previous vote had been for five door prizes in the form of gift cards and she had purchased four. The Commissioners agreed that four was enough.  
**\*\*W. Shorey moved, B. Johnson seconded to bring four instead of five door prizes to the MCCA Convention. Unanimous.**  
J. Arseneau also donated two wireless keyboards and mice, so there will be six door prizes from Waldo County.

2. B. Arseneau confirmed all room reservations and reviewed them with the Commissioners. B. Johnson reduced her stay by one night.
3. B. Arseneau drafted two invoices and K. Trussell has supplied the two divisions of the Searsport Lions Club with two checks (\$200.00 and \$800.00) for the facility rental and catering for the Spirit of America Ceremony on October 14, 2027.
4. September 1, 2017 the County received John Ford's official letter of resignation as Civil Service Officer.  
**\*\*A. Fowler moved, B. Johnson seconded to accept with regret the resignation of John Ford as indicated by letter. Unanimous.**
5. A Commendation has been received for Deputy Cassie McDonald from a State of Maine Animal Welfare Program District Humane Agent, commending her ability to diffuse an escalating situation and for her professionalism while handling the situation.
6. An email has been received from Bruce Flaherty regarding this year's Spirit of America winners, asking the Commissioners to also choose two winners. There was discussion about the remaining nominees. It was decided to award a certificate to two young sisters, Isabella & Maren Kinney, for calling 9-1-1 and ultimately saving their father's life, and to award a certificate to Bill Sneed for his 15 years serving on the Waldo County Budget Committee. All three will receive wooden plaques. It was also decided that going forward the Commissioners will choose two winners a year for plaques.
7. All Department Heads and Agencies will be scheduled to meet during the September 27, 2017 Court Session to discuss the 2018 Budget requests. The Commissioners asked that EMDC be notified that Commissioner Shorey will represent them, and MCEDD and Belfast Creative Coalition be notified that they will be represented by Commissioner Johnson.

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

B. Arseneau requested that the Commissioners approve the minutes from the August 16, 2017 Waldo County Commissioners Court Session as presented.

**\*\*B. Johnson moved, W. Shorey seconded to approve the minutes from the August 16, 2017 Waldo County Commissioners Court Session as presented. Unanimous.**

#### **TECHNOLOGY DISCUSSION:**

Present with the Commissioners was Technology Consultant James Arseneau. He reported that to do the wireless access point and to put two points in the Superior Courthouse, as well, would be about \$18,000.00. That will also cover whatever is done upstairs. The Commissioners had talked about having it done in 2016; however time to complete it ran out, so this project had been put off from 2016 to 2017. GreenPages will do the installation of the wireless access points, if the Commissioners are in agreement, a signature is needed on labor contract.

**\*\*B. Johnson moved, A. Fowler seconded to approve and sign the access point labor contract with GreenPages in the amount of \$18,000.00. Unanimous.**

W. Shorey asked how many more bills will need to be paid in 2017. J. Arseneau said that originally the Jail Conversion project was included, however it has not done. W. Shorey asked how much more than \$250,000.00 for usual annual work and \$100,000.00 for long-term technology planning was needed. J. Arseneau asked K. Trussell to check on the status of the Reserve that technology expenditures have been paid from. W. Shorey wanted to know much money was left for building up the long-term technology funding. J. Arseneau said that along with the normal annual expenses, the Commissioners did some additional work. The Commissioners asked K. Trussell to look at what had been put in from Undesignated Funds. She brought in a report as follows: 2014 - \$115,000 was added, 2015 - \$250,000 added, and in 2016 - \$414,000.00 was added. It was acknowledged that it has been over budget some of the years and that \$120,000.00 goal for setting aside funds was not earmarked in the reserve. In 2014 and 2015 undesignated funds were used for the large project of changing the servers. K. Trussell said she has not separated this out because it isn't possible. J. Arseneau explained that he was trying to expend only what was budgeted each year. The Commissioners discussed that using the Reserve for both annual budgets and long-term large technology upgrades was confusing and not necessarily putting aside money for the long-term upgrades.

The Commissioners have been trying to move over more money than just the annual expenditures so that upgrades can be planned for. They looked at the previous year's budget. It was costing about \$250,000.00 minimum each year for annual budget costs.

When asked, J. Arseneau thought that the upgrades could be spread over 2020-2022. The Commissioners agreed to put in \$125,000.00 each year specifically for the future upgrades.

J. Arseneau explained that mandates are making it so that electronic records have to be kept for 7 years and it will get to a point when an officer, for example, will be need to be assigned just to manage the electronic records.

There was discussion about how much should be planned for upgrades for the Jail. Since it is impossible to know if the jail will ever be absorbed by the State again, funds for computer upgrades need to be set aside for this, as well. There was discussion of how to earmark part of the upgrade for the Jail. The Commissioners decided that they needed to create a separate Reserve account for long-term projects and use another Reserve for annual expenditures.

**\*\*A. Fowler moved, B. Johnson approved the creation of a new Technology Reserve entitled Future Technology Upgrades. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to deactivate the Future Sheriff's Building and Aborn Hill Reserves. Unanimous.**

#### **COMMISSIONERS MISCELLANEOUS BUSINESS:**

1. The Commissioners will be changing their first monthly court sessions to the first Thursday of each month. The second monthly court sessions will continue to be the third Wednesday of the month. This change will start in October: October 5<sup>th</sup> and October 18<sup>th</sup>; November 2<sup>nd</sup> and November 15<sup>th</sup>; December 7<sup>th</sup> and December 20<sup>th</sup>.

**\*\*B. Johnson moved, A. Fowler seconded to move the Commissioners first monthly Court Sessions to the 1<sup>st</sup> Thursday and continue to hold the second monthly court sessions on the 3<sup>rd</sup> Wednesday of the month starting in October. Unanimous.**

**2. EXECUTIVE SESSION:**

**\*\*B. Johnson moved, A. Fowler seconded to go into executive session at 11:05 for non-public information 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 11:14 a.m. Unanimous.**

**\*\*A. Fowler moved, W. Shorey seconded to absorb some medical bills that have been brought before them, through the health insurance plan. Unanimous.**

**NEXT COMMISSIONERS COURT SESSION:**

The next Commissioners Court Session will be held on the FOURTH Wednesday, September 27, 2017 due to the absence of the County Clerk. The Commissioners plan to meet in the Probate Courtroom, 39A Spring Street, Belfast.

**\*\*B. Johnson moved, W. Shorey seconded to adjourn the court session at 12:27 a.m. Unanimous.**

Respectfully submitted by



**Waldo County Assistant Clerk**