

**WALDO COUNTY COMMISSIONERS COURT SESSION
NOVEMBER 14, 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 were Treasurer David Parkman and Deputy Treasurer Karen Trussell, who reported the following:

K. Trussell reported the remaining towns who have not yet paid taxes in full.

W. Shorey commended the Treasurer and Deputy Treasurer for the new cover sheet on their bi-monthly report.

The County Checkbook balance is \$740,771.01.

The Jail Checkbook balance is \$584,503.91.

Tax Anticipation Note: The balance owed on the T.A.N. is \$1,850,000.00.

County Appropriations:

84% of the budget has been expended and it could be 86% at this time of year.

County Revenue:

102.53% of the 2017 County revenue has been received.

Corrections Appropriations:

91% of budget has been expended and should be 86% expended.

Corrections Revenue:

117.80% of the 2017 Corrections revenue has been received.

D. Parkman reported that there is legislation out there regarding Deeds Transfer Tax. The State would like to increase the percentage that they now take by another 5%. He remarked that if all the money brought in by Deeds was kept in the County, the County wouldn't have to borrow money at the beginning of the year.

It was noted that the Communications Center budget is high due to medical issues among the staff and continued turnover in the floater positions. This has resulted in the overtime line being over-expended.

It was noted that the Jail will likely be over-budget due to high staples supply, i.e. toilet paper, paper towels, laundry detergent, etc. The Commissioners discussed the importance of keeping the bottom

line of the entire budget in the black and reaching out to the Sheriff or Captain Walker regarding their paper goods supplier and whether or not there can be better pricing found.

****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 November 9, 2017 General Fund Accounts Payable warrant and November 2, 2017 payroll in the amount of \$1,161,814.33. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the November 9, 2017 Capital, Active & Restricted Reserve warrant in the amount of \$12,313.96. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the November 9, 2017 Reentry Accounts Payable warrant and November 2, 2017 payroll in the amount of \$687,836.29. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the November 9, 2017 MCRRC Restricted Reserve in the amount of \$27,399.74. Unanimous.**

FACILITIES REPORT:

Present with the Commissioners was Facilities Manager Keith Nealley, who requested an executive session for discussion of real property.

****B. Johnson moved, A. Fowler seconded to go into executive session as permitted by M.R.S.A. Title 1§405(6)(C) for discussion of real property at 9:20 a.m. Unanimous.**

****B. Johnson moved, A. Fowler seconded to come out of executive session at 9:43. Unanimous no action was taken.**

SIGNING UNION CONTRACTS:

****A. Fowler moved, B. Johnson seconded to ratify the 2018-2020 contract for the Council 93, American Federation of State, County, & Municipal Employees, AFL-CIO General Government Unit. Unanimous.**

****B. Johnson moved, A. Fowler seconded to ratify the 2018-2020 contract for the Waldo County Communications Association. Unanimous.**

EMA REPORT:

Present was EMA Director Dale Rowley, who reported the following:

1. D. Rowley shared a draft of a thank you letter to Dr. Paul Austin, Superintendent, RSU3, for volunteering Mt. View School Complex as a warming center. The Commissioners expressed their pleasure in signing the letter for D. Rowley to send.

2. Review of Windstorm of October 30, 2017: D. Rowley stated that they have had tabletop exercises but the “real world event” on October 30, 2017 revealed that the EMA cannot operate alone during such a storm. He created a Waldo County Emergency Operations Center (EOC) document that details staffing and modified training to apply more to Waldo County. He has done something similar for the Towns individually and it has worked out very well. A program called D4H Live will need to be used. He reviewed the schedule of training. His recommendation is that all Waldo County employees be assigned a disaster role and he would ask each of the employees what skills they are strong in and interested in doing for the EOC. He used the example of Facebook and Twitter notifications, which would be assigned to someone strong in social media skills. If these employees are reassigned from normal duties to disaster/storm duties and there is a state declaration of disaster, a large percentage of the employee wages would be reimbursed by the federal and state government. He showed a flow chart of the three levels of EOC activation.

Once the assignments have been figured out, position-related training can start. Patrol, Dispatch and Corrections employees cannot be assigned other roles because they will be very active in their current occupations during such an event. He submitted lists of employees with current assigned roles on the EOC, a list of all county employees in general, and statutes related to the Commissioners’ ability to reassign employees. Because the County doesn’t have a budget for reassigned employees, that would need to be reimbursed by the Federal Government.

D. Rowley discussed a Department Expenditure Policy. This policy is required for the Federal Government to reimburse salaries, electricity, heat, supplies, materials, emergency shelters and warming centers, etc. It also could be a County policy rather than a Department Policy. He will inquire from FEMA whether it needs to be County or Department. He suggested referencing it in the EOC policy that’s in the Employee Handbook.

D. Rowley mentioned that there is legislation being drafted with MEMA to authorize local declarations of disaster related to individual counties and towns.

SHERIFF’S REPORT:

Present was Sheriff Jeffrey Trafton, with the following report:

1. Deputy Daniel Thompson has resigned. The official letter has been included in with the County Clerk’s Correspondence.
2. One of the deputies will be away for a long period of time for military service training. This could result in filling the vacancy with a temporary full-time deputy position.

CORRESPONDENCE:

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

1. Deputy Daniel Thompson has submitted his resignation, effective November 18, 2017.
****A. Fowler moved, B. Johnson seconded to accept the resignation of Deputy Daniel Thompson effective November 18, 2017. Unanimous.**

2. Corporal Gregory Jones returned to Deputy status effective November 1, 2017 at the rate of \$21.17 per hour.

****A. Fowler moved, B. Johnson seconded to accept Corporal Gregory Jones' return to Deputy status effective November 1, 2017. Unanimous.**

3 The open enrollment period for health insurance will start November 15, 2017 and will end December 15, 2017.

4. B. Arseneau explained that H.R. Director Michelle Wadsworth's chair needs to be replaced, as it is over 11 years old, and Assistant Clerk's chair that was previously used by the former Deputy County Clerk is uncomfortable because it is not a good fit. The Commissioners authorized purchasing chairs for both employees up to \$500.00 each.

APPROVAL OF MINUTES:

****B. Johnson moved, A. Fowler seconded to approve the November 2, 2017 Waldo County Commissioners Court Session minutes as presented. Unanimous.**

(Commissioner Betty Johnson had to leave for a previous appointment.)

MISCELLANEOUS COMMISSIONERS BUSINESS:

None was reported.

NEXT COMMISSIONERS COURT SESSION:

The next Commissioners Court Session will be held December 7, 2017 in the Commissioners Conference Room, 39B Spring Street, Belfast.

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

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