

**WALDO COUNTY COMMISSIONERS COURT SESSION
JUNE 6, 2019**

PRESENT: Commissioners William D. Shorey, 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.

FINANCIAL REPORT:

Present was Finance Director Karen Trussell. (Treasurer P. Sheff could not attend.) K. Trussell reported the following:

The County Checkbook balance is \$137,712.12.

The Jail Checkbook balance is \$43,738.83. K. Trussell explained that expenditures are a little higher due to paying the inmate board.

County Appropriations:

41% of the 2019 budget has been expended and it should be 42% at this time. K. Trussell reviewed expenditures in the various departments that were a little high for this time of year. Most were one-time expenditures.

County Revenue:

54.08% of the 2019 County revenue has been received.

Corrections Appropriations:

44% of the 2019 Corrections budget has been expended and should be 42% expended.

Corrections Revenue:

3.25% of the 2019 Corrections revenue has been received.

\$3,000,000.00 has been borrowed from the Tax Anticipation Note; \$1,600,000.00 for the County and \$1,400,000.00 for Corrections. The remaining balance is \$2.3 million.

K. Trussell reported that the Technology reserve is in the red by \$29,755.61, and recommended moving some undesignated funds into that account. She also reported that some of the Technology expenditures were related to Corrections, and recommended moving some of the funds for technology expenditures from the Corrections budget and add it to the Technology reserve. The Commissioners briefly discussed the Jail Technology Reserve and asked why that wasn't used. K. Trussell explained that it was easier to code expenditures to the Technology Reserve, and then use undesignated funds from the Jail operating budget Technology line to replenish the Jail's expenditures for technology after. ????

****B. Johnson moved, A. Fowler seconded to move undesignated funds in the amount of \$100,000.00 to Technology Reserve 0265. Unanimous.**

****B. Johnson moved, A. Fowler seconded to move \$22,753.63 from the Corrections budget to Technology Reserve 0265. Unanimous.**

****B. Johnson moved, A. Fowler seconded to pay the District Attorney's office space lease at the Waldo Judicial Center in the correct amount of \$2,853.28 instead of the \$2,496.62 that had been originally approved. Unanimous.**

****A. Fowler moved, B. Johnson seconded to eliminate the Jail Technology Reserve 0249 since it is not being used. Unanimous.**

****B. Johnson moved, A. Fowler seconded to file the Financial Report. Unanimous.**

WARRANTS:

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 31, 2019 General Fund Accounts Payable warrant including the May 16 and 30, 2019 payrolls in the amount of \$352,268.72. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 31, 2019 Capital, Active & Restricted Reserve warrant in the amount of \$95,016.85. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 31, 2019 Reentry Accounts Payable warrant including May 16 and 30, 2019 payrolls in the amount of \$102,178.51. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 31, 2019 MCRRC Restricted Reserve in the amount of \$6,455.80. Unanimous.**

FACILITIES REPORT:

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

1. He touched base with Eastern Maine Remediation and their schedule is still very full. As soon as they are able, they will send a few techs over to work on the wet boxes in the Old Jail.
2. State Facilities Engineer Curt J. Lefebvre asked K. Nealley who owns the painting of Judge David A. Nichols hanging in the Superior Courthouse. The Judge was from Lincolnville and served at Superior Court 1975-77 and Supreme Judicial Court 1977-88. Judge Patricia Worth is commissioning a portrait of herself for the Waldo Judicial Center and would like to have Judge Nichols' portrait hung in her office. Since it has been in the Superior Courthouse all these years, and because there is nothing on the back to indicate otherwise, it is believed that it belongs to the County. K. Nealley recommended ordering a tag that says, "On loan to the Waldo Judicial Center by the County of Waldo" as a disclaimer.

****B. Johnson moved, A. Fowler seconded to loan the painting of Judge David A. Nichols to the Waldo Judicial Center with a plate mounted on it indicating that it is on loan from the County of Waldo as a disclaimer. Unanimous.**

3. K. Nealley provided a brief summary of the work that has been done in the upstairs in preparation for the Probate Court and Registry, and the designated office spaces that will be rented.

Also appearing before the County Commissioners were Register of Probate Sharon Peavey and Deputy Register of Probate Judith Nealley. B. Arseneau informed the Commissioners that after a brief discussion with S. Peavey earlier this morning, she believed that this discussion should be in executive session for consideration of use of real property as permitted by M.R.S.A. Title 1§401(6)(c).

****B. Johnson moved, A. Fowler seconded to go into executive session at 9:24 a.m. as permitted by M.R.S.A. Title 1§401(6)(c) for discussion of use of real property. Unanimous.**

****B. Johnson moved, A. Fowler seconded to come out of executive Session at 9:33 a.m. Unanimous.** Further discussion was tabled until the end of the session later in the morning.

JOE STELLATO, SJ ROLLINS – TECHNOLOGY UPDATE:

Present was Joe Stellato of SJ Rollins, who discussed the following:

1. He believes SJ Rollins' current schedule of coming three times a month to perform work at the County buildings for a total of 50 hours per month is now probably more than it needs to be, now that a lot of the initial upgrades and work have been done. He suggested that twice a month will be enough and in the long term, they will be down to 25 to 30 hours per month. He has spoken with the techs and has scheduled it now for two full days each month. He explained that most of the calls for service had come from the Sheriff's Office. He acknowledged that SJ Rollins had misjudged the labor the first few months.

A. Fowler stated that work performed was already 8 hours above the 50 hours for this month and she appreciated that they have been made aware of that, but the Commissioners would like to know in advance of expending the block of hours.

2. The Commissioners also expressed that the invoices need to be clearer. They found it difficult to understand how, when invoices were being paid several times during the month, that there was an additional charge of \$32,000.00 that had no detail on what it was for. J. Stellato said he believed that detailed explanations are generated at the end of each month and he had passed on the request for invoices to be detailed as they came out. He asked if this was getting better and B. Arseneau explained that it had improved but it would be even more helpful if each invoice included the department the work was performed in for coding and accounts payable reasons.

3. W. Shorey also spoke a second time about the Commissioners' request for a Technology budget to be prepared by July for the year 2020 and explained that after the computers that were scheduled to be changed out this year, no other computers should be changed out until 2021. J. Stellato said he could prepare that budget, and when asked what other large projects there would be, he explained that an additional server would need to be installed in 2021.

4. J. Stellato informed the Commissioners that Lt. Matthew Curtis had approached him about the Sheriff's Toughbooks laptops that need to be done and the Lt. asked if SJ Rollins would be including this in the Technology annual budget. J. Stellato said he believed it had historically been included in

the Technology budget, but the work was performed by another party. He explained that it involves automotive mounts and automotive work. The Commissioners wondered if this should be in the Sheriff's budget. J. Stellato said he would check to find out which budget it has been in in the past.

5. Probate Phone System: J. Stellato said he would like to revisit the telephone project for the Probate move, as he had been notified by the Commissioners Office to stop work until they had spoken with Consolidated Communications. J. Stellato reminded the Commissioners that he had met with them at a prior courts session and they had approved SJ Rollins upgrading the Probate telephones to VoIP rented phones, and he said he had not been aware that the County had a contract with Consolidated Communications for phone service. He wanted to move ahead with the phones, and in an effort to reduce monthly charges, he recommended that the County purchase each telephone for \$100.00 each rather than rent them and stay with Consolidated Communications for the service. He explained that the D.A.'s new office in the Judicial Center has 3 new phones with a new phone system, which is not a hard drive. Currently there are three parties involved and he was trying to bring it down to two.

The Commissioners agreed to purchase the phones from SJ Rollins and to continue phone service with Consolidated Communications. B. Arseneau recommended that the County follow the usual bid process rather than allowing the companies to continue making offers of reduced prices back and forth, which had happened in this instance.

CORRESPONDENCE:

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

1. B. Arseneau reminded the Commissioners that they had signed a contract with Consolidated Communications for renting each telephone in addition to telephone service, and she wasn't sure what else the contract included. After brief discussion, the Commissioners voted as follows:

****B. Johnson moved, A. Fowler seconded to approve the contract but not to include renting the telephones. Unanimous.**

2. B. Arseneau gave a brief summary of the City Council meeting she attended Tuesday night regarding stop signs and possible one-way streets that are near County property. On behalf of the Commissioners and at Commissioner Johnson's request, she had expressed concern over possible diagonal parking as it is already very difficult to turn left onto Spring St. out of the parking lot used by the County Commissioners, Finance and Probate employees Spring street update. She stated that the City Council had not decided to discuss diagonal parking and would likely leave parking on the right side of the street as it currently is. Traffic will go one-way in the opposite direction on Miller Street. She commented that the City had done a lot of research and had looked at the flow of traffic and it appeared that this would work out well. Parking on that street will remain the same for now, as well.

4. Deputy Joshua Staples completed 1-year of employment on May 24, 2019 and will receive a pay increase to \$22.16 per hour. The Commissioners noted this pay increase.

5. The Coastal Counties Workforce Board will hold a Public Comment Period to consider written comments pertaining to the revision of the 2016 Local Plan developed for the six counties of Knox,

Waldo, Lincoln, Sagadahoc, Cumberland, and York. The Local Plan addresses Employment and Training services funded by the Workforce Innovation ^ Opportunities Act and delivered primarily through the Coast Counties On-Stop System. This Local Plan revision addresses changes in labor market information and economic conditions in the local area since the initial plan was developed in 2016. All comments should be submitted in writing and are due no later than July 16, 2019.

WELLNESS COMMITTEE REVIEW:

Present: L. Patten. B. Johnson reviewed the barbeque for employee appreciation day, wellness bags will continue twice a year. Bags will be reusable. L.P. will contact City Parks and Recreation to reserve last week in July or first of August. Sheriff has already spoken with Randy Fox at MCRRC center. One of the employees will cook the burgers. A sheet will go out reminding employees about Teledoc and Telenurse services. A \$50.00 fitness reimbursement will also be offered again this summer.

EXECUTIVE SESSION:

****B. Johnson moved, A. Fowler seconded to go into executive session to discuss compensation as permitted by M.R.S.A. Title 1§405(6)(a) at 10:23 a.m. Unanimous.**

****A. Fowler moved, B. Johnson seconded to come out of executive session at 10:31 a.m. Unanimous.**

****B. Johnson moved, A. Fowler seconded to approve the updated 2019 Elected Officials Pay Scale as recommended. Unanimous.**

HEALTH INSURANCE PREMIUM PAYMENTS:

Finance Director Karen Trussell reported that she and H.R. Director Lynn have reviewed the payments of the health insurance. It makes sense to change the payments from 26 payments a year to 24, the way they do with the dental insurance. This would allow the payment to be collected for the month that an employee has coverage. It would make it so that there is no catch up and also so that December will be payment-free.

K. Trussell and L. Patten provided the following deduction information:

	<u>2019 (26 Pay Periods)</u>	<u>2020 (24 Pay Periods)</u>	<u>Difference Per Pay Period</u>
EE Only	\$43.32	\$46.93	\$3.61
EE/Child(ren)	\$80.53	\$87.24	\$6.71
EE/Spouse	\$85.00	\$92.09	\$7.09
EE/Family	\$121.78	\$131.93	\$10.15

****B. Johnson moved, A. Fowler seconded to approve the implementation of the new health insurance employee premium payments at 24 per year instead of 26 per year effective January 1, 2020. Unanimous.**

NEXT COURT SESSION:

The Commissioners next regular court session is scheduled June 18, 2019.

APPROVAL OF MINUTES:

None available at this time due to an increase in court sessions recently and being behind in transcribing.

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. Discussion of health insurance plan and current use of strips for diabetes and the current strips are not accurate. The old strips are being phased out. Now available is a digital Bluetooth reader that requires no pricking fingers for blood tests. Would like to see this added to the County's plan.

Unanimous. No action taken.

****B. Johnson moved, A. Fowler seconded to adjourn the court session at 11:08 a.m. Unanimous.**

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