

**WALDO COUNTY COMMISSIONERS COURT SESSION
MAY 2, 2019**

PRESENT: Commissioners William D. Shorey, Amy R. Fowler, and Betty I. Johnson. Also present were Finance Director/Deputy Director Karen Trussell, Treasurer Peter Sheff, and 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 with the Commissioners was Treasurer Peter Sheff and Deputy Treasurer Karen Trussell, who reported the following:

The County Checkbook balance is \$46,199.64.

The Corrections Checkbook balance is \$48,708.75.

County Appropriations:

32% of the 2019 budget has been expended and it should be 33% at this time.

County Revenue:

37.31% of the 2019 County revenue has been received.

Corrections Appropriations:

38% of 2019 budget has been expended and should be 33% expended.

Corrections Revenue:

1.65% of the 2019 Corrections revenue has been received.

TAX ANTICIPATION NOTE:

\$2,500,000.00 has been borrowed from the TAN; \$1,250,000.00 by the County and \$1,250,000.00 by Corrections.

W. Shorey inquired about the spreadsheet for Technology expenditures and was told the total expended from the Technology for SJ Rollins to date, not including the work performed for the new D.A.'s space at the Waldo Judicial center, is \$46,086.09.

K. Trussell reported that Wednesday, May 1, 2019, Northern Data Systems updated the County's financial software and credit/debit cards should be able to be used to make payments in the Finance Department sometime next week.

The District Attorney's satellite office should be ready by the end of this week/beginning of next week.

The 2018 audit has begun and the auditor came Wednesday, May 1, 2019 to do field work. He had a good start on the financials as K. Trussell had emailed a number of reports to him.

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

WARRANTS:

****B. Johnson moved, A. Fowler seconded to authorize payment of the April 30, 2019 General Fund Accounts Payable warrant including the April 18, 2019 payroll in the amount of \$240,975.83. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the April 30, 2019 Capital, Active & Restricted Reserve warrant in the amount of \$21,147.82. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the April 30, 2019 Reentry Accounts Payable warrant including the April 18, 2019 payroll in the amount of \$96,921.14. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the April 30, 2019 MCRRC Restricted Reserve in the amount of \$3,561.01. Unanimous.**

FACILITIES REPORT:

K. Nealley had no news to report so he had cancelled.

VEHICLE BID OPENING:

Present with the Commissioners was Lt. Matthew Curtis to open bid proposals for a hybrid Ford Interceptor vehicle. His understanding is that the manufacturer will just make that type in 2021, without gas capability. He believed the one he requested bids for has more torque and is built around the law-enforcement concept. Ford offers up-fitting, so he asked them to include that in their bid proposals. The following bid proposals were submitted:

1. Augusta Quirk: No breakdown on the trade-ins. With the bid specs, including up-fitting, it is \$32,897.00 for the hybrid with the trades. The trade-in value for the green Dodge truck with the plow is \$13,021.00 and one of the Ram trucks. Matt thought it was likely \$3,000.00 for one and \$10,000.00 for the other.

2. Darlings Bangor: This is a state bid. The vehicle is \$40,812.00, and with the trade-ins, it would be \$26,836.00. It would cost about \$2,500.00 for a cage and radio. This vehicle was not in the Sheriff's budget, but the Budget Committee had recommended that the Sheriff's Office consider trying a hybrid vehicle. The whole project would be around \$30,000.00. It won't be available for 18 to 22 weeks.

****A. Fowler moved, B. Johnson seconded to award the bid to Darlings for a Ford Interceptor Hybrid in the amount of \$26,836.00. Unanimous.**

M. Curtis said that the Sheriff's Office has never had such a good trade-in and attributed this largely to the fact that the Budget Committee and the Commissioners have supported the Sheriff's Office in maintaining a fleet that is not so old. The Budget Committee had requested considering a hybrid, and the Sheriff's Office agreed that it would be good to try it out.

TECHNOLOGY REPORT/CONTRACT REVIEW:

Present were Joe Stellato and Jon McLeod of SJ Rollins Technologies. J. Stellato reported the following:

1. The approved server back-up is complete.
2. The County website has been revised so that assigned employees will be able to make changes and update information on the site.
3. The Spillman change needs to be discussed.
4. The new D.A.'s Office is deployed with the exception of one piece they are waiting on the State for.
5. The D.A.'s Office is using the new phones, as SJ Rollins opted not to wait on that. When Probate moves upstairs, the server will be moved upstairs and the new phones will be installed then. A. Fowler asked if the new phones will be tied together for the County and J. Stellato responded that they would be. B. Arseneau asked if the phone system will be upgraded in the Commissioners and Finance Offices. J. Stellato responded that it was not in the plan because it has not been discussed. The phones are \$30.00 per month and \$32.00 per line. The current phone lines in the Commissioners Office are run as analogue and that would be an expense to do that. He explained that it will be neither less nor more expensive to do that as a project separate from the Probate telephone upgrade.

Labor Time:

The agreement between SJ Rollins and the Commissioners was that they would get together and review how much actual labor time there has been in the past 6 months. The contract had been set at 25 hours a month. There has been more time spent than 25 hours. Much of it was preventative maintenance from Emergency services departments. It has, in the last two months, gone down some. Following were the number of hours SJ Rollins has worked for the County each month:

December - 100 hours
January - 123
February - 105
March - 68
April - 40.5

Departmental Breakdown:

Emergency - 144.75
Probate/District Court - 24.75
DA's Office - 89
All Departments - 388.75

When asked why there was so much more work, J. Stellato and J. McLeod said it was mostly small outstanding issues that were handed to them, and there were a lot of those which they tried to take care

of. J. Stellato recommended going up from 25 hours per month to 50 hours per month. He reported that Rollins is “in the negative on hours”, so the County owes \$32,800.00 to S.J. Rollins for unpaid time. The Commissioners expressed their surprise over this and were astonished that this time had added up to that amount. They had been of the understanding that invoices were being paid as they came in, so this extra unpaid time was very unexpected.

J. Stellato reported that in January 2020, Windows 7 expires. It has never been upgraded other than on 4 or 5 computers. There are currently 86 computers running Windows 7. J. Stellato said everyone knew that it was the plan to upgrade the computers soon. There is no cost to purchase Windows 10, but there is a cost to install it on each computer. Right now it is an upgrade that is given out. The County can avoid the cost of the software, and avoid purchasing new computers. B. Johnson said her personal experience with upgrading to Windows 10 was that there were a lot of problems. J. Stellato explained that if the County deals with it now, they could avoid a SEGIS compliance issue in January. It would be about \$36,000.00 to purchase the 20 computers. There are about 86 computers in the county facilities. It takes about 2 to 3 hours to perform the upgrade, so it would be about \$1,000.00 per computer, with a total of \$16,400.00 being the written estimate.

J. Stellato recommended changing out 20 of the slowest computers each year, and budget this as an ongoing planned expense. New computers would have Windows 10 already in them. The Commissioners asked J. Stellato to figure out which 20 should be replaced first in 2019, which ones to install Windows 10, and to provide an estimate. They also requested budget preparation for 2020 by the end of July.

Spillman:

Joe Stellato reported that things with the Spillman system are going well but it is due for an upgrade, along with making it so that it can be backed-up and have a recovery mode. It is a physical box and this would convert it to virtual. It is the only piece that he doesn't have a plan for if there is a disaster, and having virtual capability is imperative. He will be removing the contract with the hardware folks and will get back to the Commissioners with the Spillman costs. Jim had done a quote on this upgrade, so it was expected. SJ Rollins highly recommends doing this project. The written quote for the conversion to a Linux Server is \$23,960.00.

\$20,000.00 for computer upgrades needs to be planned every year. There will also be a server upgrade to plan for next year. When asked how many servers there are, J. Stellato said that there are about 8 to 10 physical servers and double that amount in virtual servers.

The Probate server will go from a physical server to a virtual server as they go along.

****A. Fowler moved, B. Johnson seconded to do the recommended projects of ordering 20 new computers at SJ Rollins' discretion, and upgrading the remaining computers to Windows 10, in the amount of \$93,160.00. Unanimous.**

SHERIFF'S PROPOSAL:

1. Knox County needs a new Jail Administrator. They have been very impressed with how Waldo County has handled things with the Reentry and inmate housing. He asked if the County would be willing to share a Jail Administrator. Waldo County Correctional Administrator Ray Porter

has worked with Knox on occasion before and is very excited to work as Correctional Administrator shared between Knox and Waldo Counties, if the Commissioners are in favor of it.

****A. Fowler moved, B. Johnson seconded to support the proposal of a shared Jail Administrator with Knox County effective July 1, 2019. Unanimous.**

2. J. Trafton reported that he met yesterday with the judges and Clerk of Courts Brook Otis regarding video arraignments. One of the judges requires that the Sheriff re-hook-up the video equipment in the Reentry Center because Friday is the only day there is a judge available in Belfast to do video arraignments. There is an issue with having inmates represented by D.A's from another prosecutorial district. The Sheriff will do his best to make it work, and will get back to the Commissioners with an estimate to hook it back up.

****B. Johnson moved, A. Fowler seconded to go into executive session at 10:37 a.m. for a personnel matter as by M.R.S.A. Title 1 406(6)(a). Unanimous.**

****B. Johnson moved, Fowler seconded to come out of executive session at 11:00 a.m. Unanimous.**

****A. Fowler moved, B. Johnson seconded that the Commissioners accept with regret the Judicial Retirement of Judge of Probate Susan Longley effective June 1, 2019. Unanimous.**

DISTRICT ATTORNEY SPACE LEASE: ADMINISTRATIVE OFFICE OF THE COURTS OF MAINE AND COUNTY OF WALDO:

****A. Fowler moved, B. Johnson seconded to approve and sign the Lease for District Attorney Office space at the Waldo Judicial Center, effective May 1, 2019. Unanimous.**

APPROVAL OF MINUTES:

B. Arseneau requested that the Commissioners approve the minutes from the April 4, 2019 Waldo County Commissioners Court Sessions as presented.

**** B. Johnson moved, A. Fowler seconded to approve the minutes from the April 4, 2019 Waldo County Commissioners Court Sessions as presented. Unanimous.**

EXECUTIVE SESSION – PERSONNEL UPDATE;

****A. Fowler moved, B. Johnson seconded to go into Executive Session at 11:15 a.m. for a personnel matter regarding assignments and duties as permitted by M.R.S.A. Title 1 406(6)(a). Unanimous.**

****B. Johnson moved, A. Fowler seconded to come out of Executive Session at 11:21 a.m. Unanimous.**

****A. Fowler moved, B. Johnson seconded to accept the resignation of Dispatcher Brooke Casey effective two weeks from April 26, 2019, which would be May 10, 2019. Unanimous.**

O. Smith requested approval to hire Kelly Lewicki as Dispatcher Trainee at \$17.50 per hour starting May 28, 2019.

****A. Fowler moved, B. Johnson seconded to hire Kelly Lewicki as Dispatcher Trainee at \$17.50 per hour starting May 28, 2019. Unanimous.**

CORRESPONDENCE:

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

1. Maine DOT Project Manager Mark Parlin sent notification of a preliminary public meeting to discuss the Jackson Great Farm Bridge (#3128) on May 7, 2019 at 6:30 p.m. at the Jackson Town Office.
2. There was brief discussion of Commissioner Fowler's request to have a speaker for the upcoming Maine County Commissioners Court Session on the topic of employment rights for counties as employers regarding marijuana.
3. The Commissioners requested that B. Arseneau use a template and send a letter from the County of Waldo Commissioners to the Waldo County Legislative Delegation regarding LD 1177: An Act to Improve Public Sector Labor Relations, to express the Commissioners' strong opposition to this legislation.
4. B. Arseneau reported that some of the District Court furniture had been left behind for the County to use, and she has marked several items that the Commissioners may want to look at for use in the future after the Commissioners and Finance/Treasurer's offices spread out in the near future.

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. The Commissioners briefly discussed updates they had received regarding the Technology budget for 2019 and 2020. They commented on the good planning for the future that former consultant Jim Arseneau did, and that he always made himself available to answer questions. A. Fowler said she had recently received a number of calls from firefighters because they were experiencing problems with IamResponding. J. Arseneau had set it up so A. Fowler reached out to him. She was kept in the loop of email correspondence between the firefighters and J. Arseneau so she could see things were being resolved. The most recent email received was from one of the firefighters thanking J. Arseneau for fixing that issue.
2. B. Johnson reported that Coastal County Workforce met with the new commissioner and assistant commissioner and all are committed to working together and make advancements under the new governor's administration. There are three groups, eastern/northern, western, and coastal. Regional groups are working better than the small groups. There was brief discussion about potential scholarships for specialist jobs that require specific programs of schooling. Many of the federal grants are gone, resulting in hardship.
3. A. Fowler reported on LD 1177, noting that it removes any and all collective bargaining rights for Commissioners and puts it into the hands of a private company. A. Fowler testified against it. P. Hile drafted an argument against and shared it with all the counties for use. The Commissioners requested that this letter be utilized for Waldo County and sent to the legislative delegation.

NEXT COMMISSIONERS COURT SESSION:

The Commissioners discussed upcoming court sessions and added a special session on May 13, 2019 at 9:00 a.m. The Commissioners also moved the May 16, 2019 session to May 14, 2019 at 9:00 a.m.

**** B. Johnson moved, A. Fowler seconded to adjourn the court session at 12:34 a.m.
Unanimous.**

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