

**WALDO COUNTY COMMISSIONERS COURT SESSION  
DECEMBER 19, 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 1:00 p.m.

**FINANCIAL REPORT:**

Finance Director/Deputy Treasurer Karen Trussell reported the following:

The County Checkbook balance is \$822,432.83.

The Jail Checkbook balance is \$307,459.03. K. Trussell explained that this will significantly drop in January once the Inmate Board payment is made.

**County Appropriations:**

90% of the 2019 budget has been expended and it could be 96% at this time.

**County Revenue:**

112.39% of the 2019 County revenue has been received.

**Corrections Appropriations:**

93% of 2019 budget has been expended and could be 96% expended.

**Corrections Revenue:**

118.41% of the 2019 Corrections revenue has been received.

K. Trussell reported that there will be one more payroll for the year end and possibly one more back-dated warrant.

**TAX ANTICIPATION NOTE BID PROPOSALS:**

K. Trussell opened and reported the following tax anticipation note bid proposals:

1. Camden National: Interest rate of 2.3%, as needed for \$5.5 million.
2. Bangor Savings: Interest rate of 1.93%, as needed for \$5.5 million.
3. Key Bank: Interest rate of 1.75%, as needed for \$5.5 million.

K. Trussell recommended Key Bank as it has the lowest interest rate. When asked, K. Trussell explained that the County currently has its T.A.N. with Camden National Bank.

**\*\*B. Johnson moved, A. Fowler seconded to award the bid to Key Bank at 1.75% interest on an as-needed basis for \$5.5 million.**

Discussion: The Commissioners reviewed the bids briefly to make sure that none of the institutions required deposits. None did. **Motion passed unanimously.**

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

**WARRANTS:**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 12, 2019 General Fund Accounts Payable warrant including the December 12, 2019 payroll in the amount of \$636,048.09. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 12, 2019 Capital, Active & Restricted Reserve warrant in the amount of \$54,533.43. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 12, 2019 Reentry Accounts Payable warrant including December 12, 2019 payroll in the amount of \$758,218.50. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 12, 2019 MCRRC Restricted Reserve in the amount of \$791.30. Unanimous.**

**CLOSING BOOKS – REGISTRY OF DEEDS:**

Present was Register of Deeds Stacy Grant to review the yearly totals from December 2018 through November 2019 with Finance Director Karen Trussell as follows:

Fees:	\$324,105.14
Surcharge:	\$22,983.00
Interest:	\$86.53
Transfer Tax:	\$98,141.56
Grand Total:	\$445,316.23

**\*\*B. Johnson moved, A. Fowler seconded to accept the year-end figures for the Registry of Deeds as matching the Finance Director’s figures. Unanimous.**

**CLOSING BOOKS – REGISTRY OF PROBATE:**

Present was Register of Probate Sharon Peavey to review the yearly totals from December 2018 through November 2019 with Finance Director Karen Trussell as follows:

Fees:	\$98,703.14
Surcharge:	\$2,650.00
Restitution:	\$2,970.53

**\*\*B. Johnson moved, A. Fowler seconded to accept the year-end figures for the Registry of Probate as matching the Finance Director’s figures.**

**CRUISER REPLACEMENT/BID OPENINGS:**

Present was Lt. Matthew Curtis. He asked the Commissioners to consider how they wished to handle replacing the new cruiser. He also was present to open vehicle bid proposals as follows:

1. Received from Newcastle - Bid for Ram truck = \$28,399.00 per truck (four trucks to trade in would be \$44,000.00 total in trade value.) With trade in value, it would be \$67,796.00 four new trucks.
2. Received from Darlings - Bid for Ram truck = \$28,318.00 per truck. Trade-in values totaled \$38,700.00 total.

**\*\*B. Johnson moved, A. Fowler seconded to award the bid to Newcastle for four Ram trucks. Unanimous.**

M. Curtis explained that he needs to issue a vehicle out to a new hire. This leaves two vehicles not in the main fleet. He explained to the Commissioners that he had been considering using a smaller truck or mid-sized truck. He spoke with the Sheriff and Chief and priced out a Toyota Tacoma for himself. It is the highest residual value vehicle there is. It also would save a substantial amount of money in gasoline. It could be in a patrol function for the new person going to the academy, since he cannot use it for patrol. It would be about \$34,700.00 for one that is on the lot. It is a 2020 4-door. To outfit it he will use recycled gear from another vehicle.

The Commissioners noted that there is sufficient funds in the Vehicle Emergency Replacement Reserve to cover this.

**\*\*A. Fowler moved, B. Johnson seconded to take \$35,000.00 out of Emergency Vehicle Reserve to purchase the 2020 Toyota Tacoma. Unanimous.**

Regarding the vehicle that needs to be replaced, M. Curtis said he would speak to the Sheriff about possibly asking for a fifth vehicle to replace the other.

#### **SIGNING OF OFFICE LEASE AGREEMENT:**

Present were Timothy O'Donnell to sign the Lease Agreement Between the County of Waldo and Restorative Justice Project. The lease begins January 1, 2020 and runs through December 31, 2025

#### **SAFETY AWARD PRESENTATION:**

Present was Facilities Manager Keith Nealley, Director Owen Smith, Dispatch Supervisor Linda Wry-Remillard, and Supervisor Michael Larrivee. Both Dispatch Supervisors tied as winners of the annual safety suggestion for suggesting two different ways to deal with the continued ice issue in the doorway and parking lot entrance of the Communications Center. L. Wry-Remillard recommended a "melt mat" and M. Larrivee suggested, and Keith Nealley agreed, not putting the snow pile where it is.

#### **FACILITIES REPORT:**

Present was Facilities Manager Keith Nealley.

1. Facilities Manager Job Description Update: The Commissioners reviewed changes in Facilities Manager job description. K. Nealley looked it over and agreed with the changes.

**\*\*B. Johnson moved, A. Fowler seconded to approve the updated Facilities Manager job description as presented. Unanimous.**

2. Keith Nealley thanked the Commissioners for his current employment and said he looked forward to working here for years to come.

3. K. Nealley reported that he and some of the reentry residents have started painting the hallways and bathrooms on the lower level of the Commissioners/Probate building.

**COMMUNICATIONS SCHEDULE DISCUSSION:**

Present O. Smith, L. Wry-Remillard, and M. Larrivee. O. Smith submitted written documentation to the Commissioners regarding the concerns of going to 12-hours shifts. The Commissioners related that with the decision of the Budget Committee, the Commissioners were not planning on requesting that the Communications Center change to 12-hour shifts. O. Smith expressed his gratitude, asked that the Commissioners please take time to read the comments in the document. He also expressed that it is his goal not to create unhappy or disgruntled employees. He noted that this summer they were short-staffed and many were held after hours to continue to work, so they already had a taste of what longer shifts would be like.

All expressed appreciation for the decisions of the Budget Committee this year and for their support of necessary expenditures to keep the departments running properly. The Commissioners noted the importance of bringing the budget committee in every summer to bring them up to speed on the County budgets and how things are going. A. Fowler recommended that in 2020, each department head come in with a brief report before the budget caucus and luncheon.

**PRESENTATION:**

Present was W.B. Mason Representative Christina Stonier, who brought in several office chairs for the Commissioners to try out for the courtroom. The commissioners made a few selections.

**PUBLIC COMMENT:**

Nobody from the public came to speak.

**CORRESPONDENCE:**

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

1. The Maine County Commissioners Association Risk Pool and Board of Directors Representatives for each County must be chosen and submitted before the end of December.

**\*\*B. Johnson nominated Commissioner Amy Fowler to serve as Waldo County representative on the MCCA Board of Directors and the MCCA Risk Pool Board of Directors, as the primary contact the MCCA Risk Pool and MCCA Board of Directors, and both William Shorey and Betty Johnson will serve as proxy for both MCCA Risk Pool and MCCA Board of Directors. Unanimous.**

2. Malcolm Ulmer of the Risk Pool submitted to the Board of Commissioners via email the member pricing for 2020. Waldo County's, based on partial funding of the loss fund is \$92,629.02

which represents a 2.53% increase over the 2019 member assessment figure (based on partial funding of the loss fund). The Jail portion will be calculated and issued later this month or early next month.

3. COBRA Rates 2020: M. Ulmer also provided the actuary's report with the recommended COBRA rates for 2020 as follows:

1. Single: \$1,062.00 Medical / RX and \$5.00 Vision for Combined Total of \$1,067.00.
2. Participant and Child: \$1,699.00 Medical / RX and \$9.00 Vision for Combined Total of \$1,708.00.
3. Participant and Spouse: \$1,911.00 Medical / RX and \$10.00 Vision for Combined Total of \$1,921.00.
4. Family: \$2,654.00 Medical / RX and \$14.00 Vision for Combined Total of \$2,668.00.

**\*\*W. Shorey moved, A. Fowler seconded to accept the recommended COBRA rates for 2020 as presented. Unanimous.**

5. B. Arseneau confirmed that the Commissioners wished to renew the annual subscription to the Republican Journal and VillageSoup.

6. Corrections Sergeant Elmer Sweetland submitted his resignation from working at the Waldo County Corrections effective immediately, which was Sunday September 8, 2019.

**\*\*B. Johnson moved, A. Fowler seconded to accept the resignation of Corrections Sergeant Elmer Sweetland effective September 8, 2019. Unanimous.**

7. The Commissioners noted the following pay steps:

- Assistant Clerk Nicole Hubbard completed the six-month Probationary Period on December 3, 2019. She was hired on June 3, 2019 at the 8-year level of \$19.65 per hour.
- Dispatcher Kelly Lewicki earned the Certified Terminal Operator certification on November 22, 2019 with a pay increase from \$17.50 to \$18.77 per hour. On November 28, K. Lewicki reached the six months' pay rate from \$18.77 to \$19.39.
- Detective Sergeant Merl Reed reached the 20-year step on December 5, 2019, with a pay increase to \$31.38 per hour.
- Register of Deeds Stacy Grant will complete 5 years of employment as Register on January 1, 2020 and is eligible to be paid at the 4-year step at \$54,806.27 annually.
- Deeds Clerk Amy Keller will complete five years of employment as full-time clerk on January 1, 2020 with an increase in vacation leave to 105 hours per year.
- Deputy Anthony Nucolo reached the 1-year pay non-certified step of \$21.86 per hour on October 18, 2019. He then reached the 1-year certified pay step on November 27, 2019 with a pay increase to \$22.16 per hour.

8. The Registry of Probate will be closed for Christmas lunch from 12:00 to 1:30 p.m. December 20, 2019. The Commissioners approved this.

9. The Registry of Deeds will be closed on December 17, 2019 for the annual Christmas luncheon. The Commissioners approved this.

**APPROVAL OF MINUTES:**

B. Arseneau requested that the Commissioners approve the minutes from the November 21, 2019 Waldo County Commissioners Court Session as presented.

Both B. Johnson and A. Fowler said they had not had time to read the minutes. The Commissioners will discuss it at their next court session.

**COMMISSIONERS MISCELLANEOUS BUSINESS:**

1. A. Fowler reported that Liberty Fire Chief Bill Gillespie, who serves on a number of community committees in addition to the fire department, has inquired to see if he could have one of the County's spare vehicles to use. After speaking with the Sheriff's office, A. Fowler reported that there are no spare vehicles. The County trades in vehicles in order to update the fleet and there are only enough older vehicles kept to keep the fleet running when vehicles are being serviced or repaired. The Commissioners discussed that the County cannot not loan vehicles to non-county employees due to liability issues.

**\*\*B. Johnson moved, A. Fowler seconded that the County of Waldo cannot loan county vehicles to outside entities due to liability and risk. Unanimous.**

2. Treasurer's Updated Job Description:

**\*\*B. Johnson moved, A. Fowler seconded to approve the December 19, 2019 updates to the Treasurer's job description. Unanimous.**

**\*\*W. Shorey moved, B. Johnson seconded to adjourn the court session at 3:33 p.m. Unanimous.**

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