

**WALDO COUNTY COMMISSIONERS COURT SESSION  
FEBRUARY 3, 2021**

**PRESENT:** Commissioners Amy R. Fowler (Chairman), William D. Shorey, and Betty I. Johnson. County Clerk Barbara Arseneau took the minutes. The court session was conducted via teleconference due to COVID-19 restrictions.

**Call to Order:** Commissioner Fowler called the court session to order at 9:00 a.m.

**FINANCIAL REPORT:**

Finance Director Karen Trussell reported the following:

The County Checkbook balance is \$319,378.89.

The Jail Checkbook balance is \$41,024.58.

**County Appropriations:**

7% of the 2021 budget has been expended and it could be 8% at this time.

**County Revenue:**

9.85% of the revenue has been received at this time.

**Corrections Appropriations:**

8% of 2021 budget has been expended and should be 8% expended.

**Corrections Revenue:**

0.98% of the revenue has been received at this time.

**TAX ANTICIPATION NOTE:**

K. Trussell reported that money was borrowed on the T.A.N. to cover payroll.

**\*\*B. Johnson moved, W. Shorey seconded to file the Financial Report. Unanimous.**

**WARRANTS:**

**\*\*B. Johnson moved, W. Shorey seconded to authorize payment of the January 29, 2021 General Fund Accounts Payable warrant and January 21, 2021 payroll in the amount of \$259,469.85. Unanimous.**

**\*\*B. Johnson moved, W. Shorey seconded to authorize payment of the January 29, 2021 Capital, Active, & Restrictive Reserve warrant in the amount of \$41,968.12. Unanimous.**

**\*\*W. Shorey moved, B. Johnson seconded to authorize payment of the January 29, 2021 MCRRC (Corrections) Accounts Payable warrant and January 21, 2021 payroll in the amount of \$107,209.03. Unanimous.**

**\*\*W. Shorey moved, B. Johnson seconded to authorize payment of the January 29, 2021 MCRRC (Corrections) Restricted Reserve in the amount of \$1,010.09. Unanimous.**

**MIL RATE:**

K. Trussell reviewed the 2021 Tax Assessment and requested approval to set the Mil Rate for 2021 at 0.001768846.

**\*\*W. Shorey moved, B. Johnson seconded to approve the mil rate at .001768846 as recommended by the Finance Director. Unanimous.**

**INFORMATION TECHNOLOGY REPORT**

Present was Informational Technology Manager J-sun Bailey, who reported the following:

1. The backup server is back up and running at the Communications Center.
2. Knox County IT Manager Mike Deane has requested “read-only access” to the Spillman Software so they can figure out where inmates are located. The Commissioners authorized this.
3. J. Bailey has completed Spillman training.
4. The Spillman upgrade is still scheduled for week of February 22<sup>nd</sup>. He is planning for just one day of down time, and will notify all appropriate departments in advance.
5. He is working on Microsoft Teams, and NDS Software for the Finance Dept. He plans to retire the server there and have a backup.

**HUMAN RESOURCES REPORT:**

Present was Human Resources Director KelLee Gray, who reviewed the following with the Commissioners:

1. EMA Volunteer Coordinator Job Description: K. Gray asked the Commissioners for official confirmation of the EMA Volunteer Coordinator Job Description.  
**\*\*B. Johnson moved, W. Shorey seconded to approve the EMA Volunteer Coordinator Job Description. Unanimous.**
2. Earned Paid Leave Law Policy Changes: K. Gray asked the Commissioners to approve the six pages in the Employee Handbook that have been updated to include the new Earned Paid Leave law.  
**\*\*B. Johnson moved, W. Shorey seconded to accept the updates to the Employee Handbook to include the new Earned Paid Leave law as presented. Unanimous.**
3. Deputy Wiley McVety has resigned effective January 29, 2021.  
**\*\*B. Johnson moved, W. Shorey seconded to accept the resignation of Deputy Wiley McVety effective January 29, 2021. Unanimous.**
4. Dispatcher Cody Curtis has resigned effective January 29, 2021.  
**\*\*W. Shorey moved, B. Johnson seconded to accept the resignation of Dispatcher Cody Curtis effective January 29, 2021. Unanimous.**

5. The Family COVID Leave Act was completed 12/31/2020. It has been extended by the Federal Government to March 31, 2021, but is not mandatory. A. Fowler said that most of the employees who could use it have done so. After brief discussion the Commissioners voted as follows:

**\*\*B. Johnson moved, W. Shorey seconded to accept the Family COVID Leave Act extension to March 31, 2021. Unanimous.**

6. Cyber Scout security service coverage that has been offered to County employees since the breach that occurred in 2018 will end February 14, 2021.

#### **ORTHIMGATERY PLANNING:**

Present was GIS Planner Rob Hoey.

A. Fowler stated that the Commissioners had not intentionally not included EMA Director Dale Rowley in this meeting and apologized.

R. Hoey reviewed what had been offered by the State to the County back in 2016 as compared with what the State is offering now. The current offer is for 18" resolution. When looking closely at a photograph, it gets pixilated. The resolution that exists now for the County is anywhere from 3" to 3'. 18" would be a better resolution than 3'. Any aerial photography is fixed in time. Right now the coverage is from 2015. Something done now would show some changes in the County. That information can be found elsewhere. Any of the mapping tools such as Google Maps have a function that allows looking at a particular area to see the latest imagery. There is also a function that allows looking back into the 1980's or 1990's so that the progression of changes can be seen. It would probably be worth having the information. Right now EMA is using the county-wide 2015 information, and can also use piecemeal information of Belfast that's more recent. Around the border of the County, there is access to newer photos from other bordering counties, but it's "patchwork". R. Hoey said that doing the whole County again might be worth the effort. It just needs to be understood that it is "fixed in time."

B. Johnson asked if municipalities would have access to this. R. Hoey explained that it will be stored in the Maine GeoLibrary and that Maine GIS manages that. People can look at it through a viewer that allows people to see the information. It can be downloaded and usually a GIS program is required in order to use it. He explained that a very high resolution was done over Belfast because it is the most densely populated town in the County. For smaller, more sparsely populated towns, it would be unaffordable. It's better to do it on a regional level, such as county-wide. The County could post the data on a County web page for viewing, or people could also go to the Maine GIS, look through the GeoLibrary, and zoom in on their town or neighborhood.

The Commissioners noted that the former contract from the State was more expensive than the current one. In the newer contract, the County would pay \$14,080 (1/3) and the State would pay the remaining \$28,151.00 (2/3) for the 18" imagery for a total cost of \$42,231.00.

R. Hoey said he believed part of the imaging would be done in spring 2021 and part in spring 2022. He offered to call Claire Kiedrowski at the State to ask a few more questions. The Commissioners asked R. Hoey to do that, and report back to them. R. Hoey asked the Commissioners

to email him any specific questions they may have so that he can include those. He will email the Commissioners the responses to the questions, and if they want to meet with him again at the next court session, he will be available.

### **REENTRY CENTER MEDICAL PROVIDER COST**

Present was Sheriff Jeffrey Trafton, who reported the following:

1. A request for a rate increase has been received from Chelsea Howard, who has provided medical services to the jail for the past several years. Her duties have increased, including COVID testing and medical-assisted treatment for both Waldo and Knox Counties. When Waldo's inmates were housed at Somerset County, their medical staff took care of them. Now that they are in Knox County, C. Howard performs this. Her current rate is \$1,500.00 per month and she has requested an increase to \$2,000.00 per month. He said both he and Major Raymond Porter believe her duties have significantly increased to justify that request.

**\*\*W. Shorey moved, B. Johnson seconded to fund the increase in the contract for the Jail Medical Provider from the Inmate Reserve 0246. Unanimous.**

2. Gasoline Cost: W. Shorey asked the Sheriff if the rising cost of gasoline was effecting the budget. The Sheriff responded that it's creeping up steadily but has not unduly effected the budget at this time.

3. The Sheriff reported that the new snow day policy of working remotely that was implemented yesterday worked very well. The Sheriff's secretaries worked from home and the office was able to operate with no problems.

### **CORRESPONDENCE:**

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

1. Tabled Decision Regarding Application for Appeal of Property Taxes: After brief discussion, the Commissioners instructed the county clerk to schedule a hearing on March 3, 2021 as requested on the Application of Appeal of Property Taxes by Tina Maccarone on her property in Thorndike.

2. Tabled Discussion on List of Committees Served on by the Commissioners: The Commissioners asked that the list be sent to them again and tabled further discussion until the next regular court session.

3. Tabled Discussion of National Association of Counties Enrollment for 2021: B. Arseneau referenced an email with information she sent to the Commissioners for review regarding the Live Healthy Discount prescription, health, and dental program that has replaced the previous Rx Discount program. She noted that she has still not been able to obtain an answer for why there has been no way to access the monthly data for how many citizens are using the program. A. Fowler and J. Johnson said they had some contacts in other counties and would follow up with them. Further discussion was tabled until the next regular court session.

4. Vendor Request to Meet with Commissioners re: Solar Energy: A vendor had sent an email to all the Commissioners and County Clerk requesting to meet with the County Commissioners. The Commissioners instructed B. Arseneau to forward the information to Facilities Manager Keith Nealley as he is the one who reviews and recommends to the Commissioners energy efficiency related ideas.

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

B. Arseneau requested that the Commissioners approve the minutes from the January 20, 2021 and January 27, 2021 Waldo County Commissioners Court Sessions as presented.

**\*\*B. Johnson moved, W. Shorey seconded to approve the minutes from the January 20, 2021 Waldo County Commissioners Court Session as presented. Unanimous.**

**\*\*W. Shorey moved, B. Johnson seconded to approve the minutes from the January 27, 2021 Waldo County Commissioners Court Session as presented. Unanimous.**

#### **DEEDS REPORT OF SNOW DAY:**

The Commissioners invited Register of Deeds Stacy Grant to give a report on working remotely during the most recent snow storm. S. Grant reported that she will continue to look at ways to work remotely better. Without computer access from home, this is extremely difficult. She explained that eRecordings can only legally be done if the office is also open for all other recordings, so she will look at other work that can be done remotely. She mentioned that working remotely could also be helpful in the summer when they are short-staffed and also when someone has to quarantine or isn't feeling well, as an employee could access the system to index items that had been scanned.

The Commissioners expressed that they were glad that it is working for employees to be able to work remotely, and glad to hear that the departments were finding ways to do so more effectively. If departments can remain as efficient as possible and keep trying to improve what can be done remotely, that will be more productive than a paid snow day with no work accomplished. Even 50% efficiency is an improvement.

A. Fowler recommended checking with IT Manager J-sun Bailey to see if there were any used laptops available that could be set up for employees to use without an extreme expense that might occur with purchasing new laptops. S. Grant said she will speak with J. Bailey.

#### **COMMUNITY GARDEN FUND**

Present was Cherie Merrill of the Belfast Soup Kitchen to discuss her goal of writing a federal community food project grant. This would be a four-year project for up to \$400,000.00 and the purpose is to support existing projects with an infusion of funds to keep them sustainable. A grant match is required but can include "in-kind" matches. She asked if the Reentry Garden can continue to provide the produce, and she'd like to see if there is anything the garden project needs for equipment, etc. to keep that going. She is working with several partners on food storage. She mentioned two trailers being used at the Waldo County Tech Center; one refrigerated, one frozen. Certain people would have keys and in instances where there is excess food, pantries could store it in these trailers. With the onset of COVID, all kinds of food has been offered, but there has been no place to store it. She wondered if there was a need for storage at the County Garden, such as refrigerated trucks to transport food safely, and wants to look at distribution models. She is letting the County know what's in her thoughts, asked if the County would be in support, and would be able to assist with "in-kind

matching”. She mentioned that job training at the Reentry in the culinary arts could be supported by this grant.

W. Shorey explained that cold storage could be available until about the middle of July, as the County uses it throughout the harvest season. The Belfast Soup Kitchen has always been a high priority for delivery. If an existing building was to be renovated for cold storage, it would take a fair amount of work. He said the County is open to working with the Belfast Soup Kitchen. They have trouble distributing just what they produce in a timely manner during the harvest season. The Reentry Center is an opportunity for residents to learn how to grow things and also to give back to the community. There has been a means to fund that so far, and it works well for the County.

C. Merrill expressed appreciation for the produce delivered to the Soup Kitchen, and for the ability to use the buildings in the offseason months for food storage. She said she’d like the grant to support the County Garden and to keep that sustained, and would like to see grant funds used to assist the County Garden Program. W. Shorey suggested more discussion on this, and recommended including Captain Robert Walker, who is highly involved with the program. He said he wasn’t sure the County Garden was equipped to take on more food distribution at this point, noting that the program has been running about 10 years, he’s had a lot of experience with it, and that growing 175,000 lbs. of produce is one thing; packing and transporting it is another. With the cold storage, it has made it easier. He would like to meet with C. Merrill and R. Walker to see what could be done.

When asked about in-kind matches, C. Merrill listed several, including Waldo County Bounty, EMA, the Tech Center, Cooperative Extension, and others. They have been excellent partners and in-kind matches involve time, and donations that are given to feeding people. She isn’t looking for cash from the County and is looking to help in having a good community food project countywide, maybe expand it a little, and to have as many partners as possible work together. Collaboration makes the grant application much stronger and makes the project stronger. The County’s time spent doing other things that are along the same lines could also possibly be counted toward the match. The grant application is due in May so she is putting the pieces together now and will need to have meaningful conversations.

A. Fowler asked if the “man hours” in the garden could be used as an in-kind match. C. Merrill said yes, and anything other than federal dollars the county is spending on the garden can be counted. She said they cannot do what they do at the Soup Kitchen, or at Waldo CAP, without the produce that is grown and distributed. Since COVID, the numbers have gone from 90 to 280 meals a day now.

W. Shorey said there is nothing in the County budget for the Garden. Everything for that comes from a special account. It takes about \$25,000.00 in startup costs every year. It’s complex and all of the produce is distributed free of charge.

C. Merrill, W. Shorey, and Captain Walker will meet in the future. The Commissioners thanked C. Merrill for meeting with them.

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

##### **1. JOB DESCRIPTION – P/T LEGAL SECRETARY:**

B. Johnson noted that she asked that job description for the Part-time Legal Secretary be changed from “Associates” to “Commissioners” on the signature page. That change has been made.

**\*\*B. Johnson moved, W. Shorey seconded to approve the Part-time Legal Secretary job description as changed. Unanimous.**

2. B. Johnson said that there are some things in the works for Coastal County Workforce as a grant has been awarded and received. MCEDD also received a good-sized grant award. She’ll discuss more details in the future. These groups are working hard and there are a number of good grants out there. Aging Well in Waldo County had received some grants and there had been deadlines for spending the funds, but those deadlines have been extended due to the pandemic so that people can continue to work with the funds and not lose them. There is still a lot going on behind the scenes through Zoom meetings.

3. Regarding the Belfast Soup Kitchen grant application, W. Shorey said the potato house at the County garden was designed to be about 44 degrees and not colder. He would really like to assist with the grant and will have to have some discussions about how the garden project works so that it continues to function well.

**\*\*B. Johnson moved, W. Shorey seconded to adjourn the court session at 10:29 a.m. Unanimous.**

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