

**WALDO COUNTY COMMISSIONERS COURT SESSION
MAY 5, 2021**

PRESENT: Commissioners Amy R. Fowler (Chairman), William D. Shorey, and Betty I. Johnson. County Clerk Barbara Arseneau took minutes.

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 \$27,627.91.

The Jail Checkbook balance is \$10,649.36.

\$14,000.00 has been received from the Federal Government, and there has been some funds received for Deeds, so this will be higher.

County Appropriations:

32% of the 2021 budget has been expended and it could be 33% at this time.

County Revenue:

39.65% of the 2021 County revenue has been received.

Corrections Appropriations:

28% of 2021 budget has been expended and could be 33% expended.

Corrections Revenue:

2.44% of the 2021 Corrections revenue has been received.

K. Trussell noted that she had the wrong percentage that could be expended at the last court session. It said 38% but should have been 29%.

TAX ANTICIPATION NOTE:

\$1,950,000.00 has been borrowed from the TAN; \$1,000,000.00 by the County and \$950,000.00 by Corrections.

****B. Johnson move, W. Shorey seconded to file the Financial Report as presented. Unanimous.**

WARRANTS

****B. Johnson moved, W. Shorey seconded to authorize payment of the April 30, 2021 General Fund Accounts Payable warrant including the April 15 and 29, 2021 payrolls in the amount of \$440,207.42. Unanimous.**

****B. Johnson moved, W. Shorey seconded to authorize payment of the April 30, 2021 Capital, Active & Restricted Reserve warrant in the amount of \$66,539.77. Unanimous.**

****W. Shorey moved, B. Johnson seconded to authorize payment of the April 30, 2021 MCRRC Accounts Payable warrant including April 15 and 29, 2021 payrolls in the amount of \$148,489.92. Unanimous.**

****W. Shorey moved, B. Johnson seconded to authorize payment of the April 30, 2021 MCRRC Restricted Reserve in the amount of \$7,491.36. Unanimous.**

INFORMATION IT REPORT

Present was IT Director J-sun Bailey who reported the following:

1. A quote has been sent to the Commissioners for replacing the remaining computers in the County that are over 10 years old. The total is \$63,639.98, however EMA received a grant, and so J. Bailey purchased those yesterday. The total was \$14,887.71, so the total of the quote to replace existing computers will be \$48,752.27.

2. He had a meeting yesterday (05/04/2021) with Quality Communications to start looking at prices for replacing the phone system at the Sheriff's Office complex.

3. The email server will need to be replaced/updated by April of 2023. He is currently working on getting quotes for various options as well as a 10-year analysis for this. He will send it out to the Commissioners as soon as he has it, for review, discussion etc. W. Shorey said \$50,000.00 was originally going to be put into the Future Land and Buildings Reserve. He would like to reposition that money and put it in the Technology Reserve so that all the computers can be upgraded.

****W. Shorey moved, B. Johnson seconded to move \$50,000.00 from Future Land and Buildings Reserve to the Technology Reserve. Unanimous.**

4. The only computers that will not be replaced at this time would be those in the Deputies' patrol vehicles. J. Bailey said he would like to start researching options next year and explore whether they should continue with the Toughbooks or look at other options. Part of this process will be reaching out to area agencies to see what they have had success with, and anything that hasn't worked.

CORRESPONDENCE

Present was County Clerk Barbara Arseneau who reported that there was no new correspondence.

APPROVAL OF MINUTES

B. Arseneau requested that the Commissioners approve the minutes from the April 7 and 21, 2020 Waldo County Commissioners Court Sessions as presented.

****B. Johnson moved, W. Shorey seconded to approve the minutes from the April 7 and 21, 2021 Waldo County Commissioners Court Sessions as presented. Unanimous.**

HUMAN RESOURCES REPORT

Human Resources Director KelLee Gray reported the following:

1. Six (6) Health Reimbursements have been paid so far this year.

2. Approval of Probate Administrative Assistant Job Description:

****B. Johnson moved, W. Shorey seconded to approve the job description update for the Probate Administrative Assistant position. Unanimous.**

3. Approval of updated job description for Assistant to the Sheriff job description:
****B. Johnson moved, W. Shorey seconded to approve the job description update for the Assistant to the Sheriff. Unanimous.**

4. EMA Youth Intern position job description.
****B. Johnson moved, W. Shorey seconded to approve the job description for the EMA Youth Intern position. Unanimous.**

6. Dispatcher Elena Donovan will reach twelve (12) years of employment on May 17, 2021 with a pay increase to \$25.40 per hour. Noted by the County Commissioners.

7. Dispatcher trainee Tiffanie Bridges submitted her two-week notice of resignation effective April 28, 2021. Since it made no sense to continue to training her, O. Smith agreed to end employment early with the understanding that she left in good standing and would be paid the two weeks.

****B. Johnson moved, W. Shorey seconded to accept the resignation of Dispatcher trainee Tiffanie Bridges effective April 28, 2021. Unanimous.**

8. K. Gray has been collecting information about Communications Directors and who the other counties have been finding most qualified for the positions. MMA is an excellent resource for posting job vacancies at no charge.

9. When asked how trainings were going, K. Gray said she will set things up so that the annual trainings will be one year from the last time they tested. It will reset automatically. She noted that the annual trainings the County has signed up for with Maine Municipal Association are free.

UPDATE ON ARCHITECTS/ENGINEERS PROCESS & YOUTH INTERN POSITION BRIEFING

Present was EMA Director Dale Rowley who discussed the following:

1. He reported a quick overview of personal protective equipment he has in storage at EMA, including masks, goggles, etc., most of which was received free from the State.
2. Youth Intern Position: D. Rowley thanked Commissioners for allowing this position to be created. He has someone in mind for that, who is currently in high school. He hasn't had success with filling the volunteer intern position, most likely related to COVID.
3. He briefed the Commissioners on the architectural/engineering firms he had reached out to for upcoming projects related to the anticipated American Rescue Plan Act funds. Of those he had reached out to, two were interested; Haley Ward and Lewis and Malm. Lewis and Malm have visited all the County sites, and Haley Ward is scheduled tomorrow for a site visit. The two groups will come and give presentations. Both parties will likely send a person, and other members of their group may be attending by Zoom. There will be about 10 minutes between evaluations so scoring can be

done. Whoever is selected will be approved at the next court session. At a following Commissioner's court session, financial matters related to hiring them can be negotiated. Regarding building, lead-time for materials is atrocious. It is also going to be harder to get building contractors involved, and the Commissioners may need to consider giving them a longer time to finish projects. Start the planning now, and then start actual work next year. He also noted that the work on Congress Street will have to be reviewed by the City of Belfast, so time for that should be factored in. He noted both Haley Ward and Lewis and Malm have experience with the City of Belfast Planning Board. Regarding the property in Swanville, the town requires plumbing and electrical permits but not a lot of other requirements. There was discussion about possible ways to put a pond in at the garden site, etc. There was brief discussion about the driveway needing to be built up and a larger gate entrance, possibly with security locks. The location may also be good for solar energy.

According to the law, the Federal Government is supposed to submit the American Rescue Plan Act funds to the counties, likely by May 12th. It may be later, since the law allows them to send it by the dates specified "to the greatest extent possible."

EXECUTIVE SESSION

****B. Johnson moved, W. Shorey seconded to go into executive session at 9:48 a.m. for discussion of duties as permitted by MRSA Title 1§405(6)(a). Unanimous.**

****W. Shorey moved, B. Johnson seconded to come out of executive session at 10:01 a.m.**

****W. Shorey moved, B. Johnson seconded to allow a part-time Deeds Clerk to be hired as soon as possible. Unanimous.**

NEW HIRE

Present were Chief Deputy Jason Trundy and Corrections Administrator Raymond Porter.

J. Trundy and R. Porter recommended Brandon Mosher as new part-time Corrections Officer. B. Mosher worked at the Knox County Jail and R. Porter knew him there. He finished at Knox in January. R. Porter requested to hire him at the five (5) year pay step of \$20.72 per hour because he has six (6) years of experience.

****W. Shorey moved, B. Johnson seconded to approve hiring Brandon Mosher effective May 5, 2021 to fill the vacant part-time Corrections Officer position at the five-year rate of \$20.72 per hour in consideration of his six years' experience. Unanimous.**

2. All the residents at M.C.R.R.C. have been given tablets. With these, they can take courses, and because it goes through the County's secure phone system, so they can call their family. They can also purchase movies. The Reentry has been using Zoom to keep family visits going since March of 2020. They started in-person visits two weeks ago, outdoors in the recreation yards, with all wearing masks and sitting socially distanced. There are 20 residents currently. Across the State there is a high pretrial population. Every other Tuesday they review the list of inmates and screen anyone who might be eligible for the Reentry Center. This helps Knox. Those who meet the qualifications are quarantined and then integrated with the rest at the Reentry.

3. Corrections Corporal Tim Parker offered to stay on part-time if the County would like for him to do that. The Commissioners said that was fine.

EXECUTIVE SESSION (not on agenda):

****B. Johnson moved, W. Shorey seconded to go into executive session at 10:24 a.m. for discussion of non-public information as permitted by MRSA Title 1§405(6)(f). Unanimous.**

****B. Johnson moved, W. Shorey seconded to come out of executive session at 10:33 a.m.**

****B. Johnson moved, W. Shorey seconded to accept the resignation of Corrections Officer Chad Corbin effective January 8, 2021.**

EXECUTIVE SESSION (not on agenda):

B. Arseneau asked for a brief executive session for non-public information.

****B. Johnson moved, W. Shorey seconded going into executive session at 10:44 a.m. for brief discussion of non-public information as permitted by MRSA Title 405(6)(f). Unanimous.**

****B. Johnson moved, W. Shorey seconded coming out of executive session at 10:48 a.m. Unanimous.** No action was taken.

COMMISSIONERS MISCELLANEOUS BUSINESS

1. W. Shorey reported that the new 100 horsepower tractor for the County Garden is working extremely well. It plows 14" deep. He mentioned on how important it is to have the machinery hooked up during this time period. This leaves the other tractor free for harrowing. There was brief discussion about the need for a new well to be drilled.

2. B. Johnson submitted the report "Livability and Strategic Plan for Aging Well in Waldo County 2021-2023", along with a flyer entitled "Gift of a Lift Goal" flyer to hang up.

3. Case settlement:

*****B. Johnson moved, A. Fowler seconded to agree to the settlement of Case No. 21-BAC-21 and that \$4,250.00 be paid from the Severance Reserve Account. Unanimous.**

****B. Johnson, moved, A. Fowler seconded to adjourn the court session at 10:51 a.m. Unanimous.**

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