

**WALDO COUNTY COMMISSIONERS COURT SESSION
OCTOBER 7, 2021**

PRESENT: Commissioners Amy R. Fowler (Chairman), William D. Shorey. Betty I. Johnson was not able to attend. 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 \$1,237,228.57.

The Jail Checkbook balance is \$1,457,801.39.

County Appropriations:

68% of the 2020 budget has been expended and it could be 75% at this time.

County Revenue:

105.57% of the 2020 County revenue has been received.

Corrections Appropriations:

59% of 2020 budget has been expended and could be 75% expended.

Corrections Revenue:

103.50% of the 2020 Corrections revenue has been received.

TAX ANTICIPATION NOTE:

\$4,210,000.00 has been borrowed from the TAN; \$2,500,000.00 by the County and \$1,710,000.00 by Corrections. Property tax funds have started coming in, and borrowing has stopped on the T.A.N. Last year at this time, \$4,950,000.00 had been borrowed, so it was considerably less this year. The amount borrowed by the Corrections was lower due to reduced boarding costs this year. More revenue than expected has come in from the Registry of Deeds in both Transfer Tax and Fees.

The Commissioners asked if K. Trussell was still comfortable with what she budgeted for Interest at \$22,000.00 for the County and \$20,000.00 for the Jail, and she replied that she was.

****W. Shorey moved, A. Fowler seconded to file the Financial Report. Unanimous.**

A. Fowler said that Commissioner Johnson has given permission to sign the warrants with the signature stamp.

WARRANTS:

****W. Shorey moved, A. Fowler seconded to authorize payment of the September 30, 2021 General Fund Accounts Payable warrant including the September 30, 2021 payroll in the amount of \$257,986.53. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the September 30, 2021 Capital, Active & Restricted Reserve warrant in the amount of \$52,568.89. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the September 30, 2021 Reentry Accounts Payable warrant including the September 30, 2021 payroll in the amount of \$204,186.72. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the September 30, 2021 MCRRC Restricted Reserve in the amount of \$11,612.61. Unanimous.**

FACILITIES REPORT:

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

1. Update on Boilers in Commissioners/Probate Courthouse: The boilers will hopefully start running next week. It's been a long, difficult process, largely due to the supply chain issues. The electrician only has one person working, so things are behind. The Thayer Corp. project manager was here with his boss and K. Nealley discussed with them the upcoming Reentry boiler project. K. Nealley told them the building cannot be without heat during October and November, so Thayer will try to do it all in a one-week timeframe. They will bring in a supplemental water heater, and also the existing solar system can heat the water.
2. Propane tanks at the Commissioners/Probate Courthouse have been installed and propane was just delivered.
3. The Custodian is still out for an indefinite period. K. Nealley is asking a local person to help clean the buildings a few days a week, but is not sure if that will happen. Meanwhile, employees in the building have been very helpful with cleaning and trash removal. The Commissioners asked if they should hire someone Monday-Wednesday-Friday in the meantime. K. Nealley is aware of a few people who may be interested in temporary work. They would need to be vetted for security reasons. He will get back to the Commissioners.
4. He has received an invoice for \$1,929.00 for an ADA compliant chair for the Communications Center that was from awhile back. The Finance Office asked him where it should be paid, so he asked if it should be paid from Facilities, All Other. The Commissioners agreed. He also applied for an MMA ergonomic grant for a 24-hr. chair for the Reentry Center, and received funds in the amount of \$1,200.00. The Commissioners thanked him for writing the grant.
5. The concrete on the back steps of the Commissioners/Probate courthouse concrete is eroding and the metal railing is no longer attached because it's rusted off. To have new steps built would be about \$3,500.00, which would include a new rail, but he doubted he could hire anyone to do it this fall. If it can't be done until spring, he will secure the railing temporarily until the new stairs are built. The Commissioners said to pay this from the Courthouses Reserve.
6. Mike Larrivee ordered a wall mount air purifier system. He asked the Commissioners to consider one for each common area in the buildings, including courtrooms. The Commissioners agreed and all felt that these units could be paid with ARPA funds. With a two-year warranty, they are

about \$2,000.00 each, and can handle a room around 300-400 sq. feet. Some of the offices have the public coming in, so he would recommend installing them in those offices. The Commissioners asked K. Nealley to write a proposal for how many the County would need. He will try for a bulk discount.

7. The new metal Comm. Center roof is going well, and snow “frustraters” are being installed on the to prevent ice dripping.

HUMAN RESOURCES REPORT

Present was KelLee Gray.

1. Corrections Officer Jesse Damron moved from full-time status to part-time on August 22, 2021 with a pay change to \$19.00 per hour.

****W. Shorey moved, A. Fowler seconded to approve Corrections Officer Jesse Damron changing from full-time to part-time effective August 22, 2021 with a pay change to \$19.00 per hour. Unanimous.**

2. Patrol Officer Casey Ashe completed 5 years of employment September 30, 2021 with a pay increase to \$24.03 per hour. This was noted by the Commissioners.

3. Current training for general federal and state training is through MMA and they are changing their database to NEO GOV. She’s coordinating with them to transfer the County’s data so the history won’t be lost. When asked how training is going, she replied that prodding is still necessary. When this was set up in the system, it wasn’t set up for a one-year rotation and notices were not being sent. She’s setting it up so it will send a notice to both the employee and her. She starts with the employee first, and usually it gets done without having to notify the department head.

5. Health Affiliates of Maine contacted her to say they are discontinuing their EAP program at the end of this year because it wasn’t a full program but counseling only and they don’t have the staff to offer it. They’ve referred her to another company, so she’ll meet with them by Zoom. It has been \$350.00 base rate annually and \$85.00 per session per employee. The total average paid for this the last two years was \$562.00. The County is not mandated to offer an EAP program and it hasn’t been utilized much. The County’s health insurance plan offers mental health counseling, but not financial counseling, and K. Gray said she can provide information for free resources that employees might need. The Commissioners said that would be fine if she has time, but it’s not expected of her.

INFORMATION TECHNOLOGY REPORT

Present was J-sun Bailey who reported the following:

1. The microphones in the courtroom are so discussion can be heard on Zoom. He is working on ceiling speakers and trying to balance things so that people can be heard without feedback.

2. He has set up the H.R. Director’s new iPad.

3. He’s been setting up PC’s and laptops for EMA. The Sheriff’s Office has been shuffling staff to different positions, so he’s been reallocating laptops.

4. iPhones have been arriving, so he's been setting them up for the patrol officers.
5. He's been cleaning and organizing his office for the new window installation. While the window is installed, he'll work out of the conference room at the Sheriff's Office when not in use.
6. He's been working on updating the Technology Policy.
7. He moved the recording device into the server room. They will be replacing it sometime this month and all the wiring for that will go into that room as part of the contract.
8. The Motorola/Spillman Conference may be held in April, but it's not finalized yet. Everything was refunded to the maintenance contract for his use when the conference is rescheduled.

UPDATE ON SOUTHWESTERN WALDO COUNTY BROADBAND COALITION.

E. Higgins was present and asked J. Bailey if any of any responses had come back for the RFP for the feasibility study sent out by the Southwestern Waldo County Broadband Coalition. J. Bailey said he hasn't seen anything come back.

A. Fowler received a letter in her box from a Searsmont Selectman inviting her to attend a broadband meeting, but she didn't get it until the day after the meeting, so she needs his email address to send her apologies. J. Bailey reported what was discussed during that meeting, including the pros and cons of Star Link. Fiber is reported to be good for 40-50 years, and is future proof. A. Fowler asked for either E. Higgins or J. Bailey to contact her by phone call or text when there is another S.W.C.B.C. meeting.

COMMUNICATIONS REPORT

None.

CORRESPONDENCE

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

1. A citizen came in right before the last court session and requested to meet with the Commissioners. She explained it had to be scheduled in advance on the agenda. It turned out to be a municipal matter, so she redirected the citizen.
2. There are a lot of duplicate law books, so she contacted the Waldo County Bar Association president to see if they were interested in the spares being donated. The president said he would contact all the Bar officers, and if B. Arseneau didn't hear anything in 7 days, the County could do as it saw fit with the books. She asked if they should be offered to a citizen who frequently comes in to use the law library. A. Fowler asked B. Arseneau to reach out to all the Towns with a deadline to pick them up, and if there is no interest, then reach out to the citizen.
3. She recently completed a lot of work for the 2020 audit and sent it to the auditor.
4. She has updated the Town Office phone numbers and addresses list because a few more had changed.

5. A man has corresponded with her via email to obtain information on the Waldo County Meridian line markers because he is researching this statewide. He told her Waldo County has the most complete set of records he's seen yet. She recalled doing that research for another person back in 2009, and it came in handy. He offered to send her all the information he gathers, and since this is historical and informational in nature, she waived the fee for the few copies she made for him.

6. The Spirit of America Ceremony was cancelled right after the invitations were sent so she immediately sent a letter notifying them all. Several came back as undeliverable, so she contacted the organizations who awarded them for help with addresses and/or to notify those people.

7. A citizen saw the recording of the August 10, 2021 Commissioners Court Session on the County website and asked B. Arseneau if the rest of the recorded sessions would be posted. The Commissioners said yes, and for her to talk with J. Bailey to put these on the web site.

APPROVAL OF MINUTES

B. Arseneau requested that the Commissioners approve the minutes from the September 16, 2021 Waldo County Commissioners Court Sessions as presented.

****W. Shorey moved, A. Fowler seconded to approve the minutes from the September 16, 2021 Waldo County Commissioners Court Sessions as presented. Unanimous.**

SHERIFF'S REPORT

Present were Sheriff Jeffrey Trafton, Chief Deputy Jason Trundy, and Lieutenant Matthew Curtis.

1. The Sheriff has made three (3) conditional offers of employment. He requested to hire certified patrol officer Travis Spencer at \$26.44 per hour, effective October 24, 2021.

2. He also requested to hire certified patrol officer Chad Foley effective October 17, 2021 at \$26.39 per hour. He has another offer out there, but is still waiting. The Sheriff stated that the new Deputies Association contract has opened the door for people to apply for vacant patrol positions.

2. Deputy Anthony Nucolo resigned effective October 16, 2021. This position needs to be filled.

****W. Shorey moved, A. Fowler seconded to accept the new hires of Travis Spencer effective October 16, 2021 and Chad Foley October 24, 2021, and to accept the resignation of Anthony Nucolo effective October 16, 2021. Unanimous.**

****W. Shorey moved, A. Fowler seconded to go into executive session at 10:06 a.m. to discuss the Deputies Association labor contract negotiations as permitted by MRSA Title 1§405(6)(D). Unanimous.**

****W. Shorey moved, A. Fowler seconded to come out executive session at 10:29 a.m. Unanimous.**

****A. Fowler moved, W. Shorey seconded to accept the 2022-2024 Deputies Association Contract as presented. Unanimous.**

****A. Fowler moved, W. Shorey seconded to go into executive session for discussion of real property as permitted by MRSA Title 1§405(6)(C) at 10:31 a.m. Unanimous.**

****A. Fowler moved, W. Shorey seconded to come out of executive session at 10:36 a.m. Unanimous. No action was taken.**

****A. Fowler moved, W. Shorey seconded to go into executive session for discussion of duties as permitted by Title 1§405(6)(A) at 10:36 a.m. Unanimous.**

****W. Shorey moved, A. Fowler seconded to come out of executive session at 11:16 a.m. Unanimous.**

****A. Fowler moved, W. Shorey seconded to go with the recommendation of Director Larrivee to create a Supervisor QA position. Unanimous.**

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. Commissioner Shorey requested an executive session for discussion.

****W. Shorey moved, A. Fowler seconded to go into executive session for discussion as permitted by Title 1§405(6)(A) at 11:17 a.m. Unanimous.**

****W. Shorey moved, A. Fowler seconded to come out of executive session at 11:44 a.m. Unanimous.**

1. The Commissioners received the 2022 budget changes they made on September 16, 2021 and asked the Clerk to have them ready to be handed out at the first Budget Meeting on October 29, 2021. The Commissioners will go over the budgets again on October 21, 2021 and vote on any changes made.

3. The Commissioners stated that the Facilities Manager must notify the Commissioners and all the department heads if he is out, and if both the Manager and Technician will be out, he must notify all departments that there will be no interoffice mail run so they will deliver their own mail.

4. The former District Courthouse needs to be renamed and the Commissioners decided it will be called "Commissioners Courthouse." This will need to be changed throughout the budget, as well.

****A. Fowler moved, W. Shorey seconded to rename the District Courthouse "Commissioners Courthouse". Unanimous.**

5. A. Fowler reported that she asked for 20 COVID tests to be ordered in case employees needed them, but what was received turned out to be a scam. She recently learned that one of the Corrections Officers is certified to perform those tests, so she'll ask if he can administer tests to other employees.

****W. Shorey moved, A. Fowler seconded to adjourn the court session at 11:57 a.m. Unanimous.**

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