

**WALDO COUNTY COMMISSIONERS COURT SESSION  
DECEMBER 2, 2021**

**PRESENT:** Commissioners Amy R. Fowler (Chairman), William D. Shorey. (Commissioner Betty I. Johnson was present briefly during an executive session.) Also present was Freedom Selectman Elaine Higgins, and County Clerk Barbara Arseneau, who took minutes.

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

**FINANCIAL REPORT:**

Finance Karen Trussell reported the following:

The County Checkbook balance is \$1,702,074.84.

The Jail Checkbook balance is \$1,066,608.58.

There will be two more warrants and two more payrolls.

**County Appropriations:**

82% of the 2021 budget has been expended and it could be 92% at this time.

**County Revenue:**

117.30% of the 2021 County revenue has been received.

**Corrections Appropriations:**

70% of 2021 budget has been expended and could be 92% expended.

**Corrections Revenue:**

104.28% of the 2021 Corrections revenue has been received.

**TAX ANTICIPATION NOTE:**

The TAN bids for 2022 were mailed November 30, 2021, and will be opened at the December 16, 2022 court session. Bid requests were sent to Bangor Savings, Camden National, Key Bank, and First National Bank. It is currently with Key Bank. If a bank wins the bid and hasn't worked with the County before, a new account will be set up to move the funds through.

All the towns have paid their 2021 property taxes.

At the next court session, the books will be closed with the Registries of Deeds and Probate.

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

**WARRANTS:**

**\*\*W. Shorey moved, A. Fowler seconded to authorize payment of the November 30, 2021 General Fund Accounts Payable warrant including the November 24, 2021 payroll in the amount of \$1,165,556.44. Unanimous.**

**\*\*W. Shorey moved, A. Fowler seconded to authorize payment of the November 30, 2021 Capital, Active & Restricted Reserve warrant in the amount of \$42,193.00. Unanimous.**

**\*\*W. Shorey moved, A. Fowler seconded to authorize payment of the November 30, 2021 Reentry Accounts Payable warrant including October 28, 2021 payroll in the amount of \$286,536.54. Unanimous.**

**\*\*W. Shorey moved, A. Fowler seconded to authorize payment of the November 30, 2021 MCRRC Restricted Reserve in the amount of \$3,797.71. Unanimous.**

Declaration of Commissioners re: Garden Project:

A. Fowler explained that the County's ARPA attorney recommended that a declaration be adopted due to the extraordinary value of the Garden. K. Trussell presented the declaration.

**\*\*W. Shorey moved, A. Fowler seconded to adopt the declaration drafted by attorney Daniel Pittman regarding the County Garden. Unanimous.**

W. Shorey said that a while back they were looking to purchase another piece of land for the Garden, but decided not to. By vote on April 21, 2021, \$50,000.00 had been moved to Future Land and Buildings Reserve 0210 for that purpose, and he now requested that amount be moved to the Health Insurance Fund.

**\*\*W. Shorey moved, A. Fowler seconded to rescind the motion made April 21, 2021 to move \$50,000.00 to the Future Land and Buildings Reserve. Unanimous.**

**\*\*W. Shorey moved, A. Fowler seconded to move that \$50,000.00 from the Future Land and Buildings Reserve to the Health Insurance Fund. Unanimous.**

## **HUMAN RESOURCES REPORT**

In the absence of H. R. Director KelLee Gray, B. Arseneau was asked to present the following:

1. Sheriff Trafton sent a letter requesting that Deputy Casey Ashey be temporarily assigned to a vacant Detective position effective October 24, 2021 with a pay increase from \$24.03 per hour to \$26.44 for the duration of this assignment.

**\*\*W. Shorey moved, A. Fowler seconded to approve the temporary promotion of Deputy Casey Ashey effective October 24, 2021 with a pay increase from \$24.03 per hour to \$26.44 during this assignment. Unanimous.**

2. Register of Probate Sharon Peavey sent a letter to the Commissioners stating that Kristin K. Grover completed six-months of employment as Probate Administrative Assistant on September 29, 2021, so her rate of pay will increase to \$21.27 per hour retroactive to that date. S. Peavey also requested that K. Grover's probationary period be extended to January 3, 2022, to allow a little more time to ensure that this position is a good fit for K. Grover and the Registry. The Commissioners noted the pay step increase to \$21.27 per hour retroactive to September 29, 2021, as well as the request to extend the probationary period.

## **INFORMATION TECHNOLOGY REPORT**

Present was J-sun Bailey who reported the following:

1. Replacement firewalls are back in and were covered by the maintenance agreement, so there was no cost associated with that.
2. A Homeland Security Grant was received in the amount of \$20,000.00, so he is installing new antivirus software on computer, iPhones, and iPads, as well as getting a different type of firewall to replace the old ones in all the buildings. This will be a 3-year antivirus, at a discounted rate.
3. Apple I.D.s for iPads and iPhones are being updated.
4. He has been setting up a new computer for the new officer at the Sheriff's Office, and the new computers for EMA that were obtained by a grant.
5. The Spillman/Motorola Conference new date has been set for April. He took one of the Report Writing classes online, and yesterday he updated a piece of Spillman currently called "Rip and Run" to a new piece of software called "Rapid Notification" that sends out emails and text messages to the fire departments when they get a call. It is similar but has more features and is easier to update. A GIS project in Spillman for the call screen which has been approved and purchased will need to be put in place. This one will benefit EMA and the Communications Center because EMA can keep the address data updated, and it will go into Spillman without having to be added manually, and will standardize addresses. This will be more accurate and save time.

M. Larrivee was now present and explained the lengthy process former consultant J. Arseneau used to have to do. With the new software, now addresses and mapping will be consistent and current, and response plans can also be created. E. Higgins asked if the mapping technology could be accessed by other organizations that it would be helpful to. J. Bailey said that information could probably be shared in different formats such as Excel with a list of addresses, or a map. She asked that when it's up and running, they let her know.

W. Shorey inquired about the status of updates. J. Bailey said the Spillman hardware was updated last year, and this past November, a minor version update was done. He'll do those minor updates about once a year to keep them current. He is also still working on the agreement with the outside agencies between taking care of urgent technology work. W. Shorey said that he hears from many department heads that J. Bailey is doing an excellent job.

## **COMMUNICATIONS REPORT**

Present was Director Michael Larrivee who reported the following:

1. On November 19, 2021, Dispatcher Paige Morgridge completed teletype training and will receive a pay increase from \$18.73 per hour to \$20.08. On December 8, 2021, she will complete one year of employment and will go from Dispatcher Class I at \$20.08 per hour to Dispatcher Class II at \$20.77 per hour.

One dispatcher had recently been able to train in person, but in January training will be going back to remote. He's not sure why, but said that remote training has worked well regardless.

A. Fowler requested an executive session for discussion of non-public information as permitted by MRSA Title 1§405(6)(f) at 9:28 a.m. Unanimous.

**\*\*W. Shorey moved, B. Johnson (who was present by Zoom teleconference for this executive session only) seconded to come out of executive session at 9:38 a.m. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded for Communications Director Michael Larrivee to continue to move forward with the Technology Consultant and the contract currently proposed by Radio Communications Management. Unanimous.**

### **SHERIFF'S REPORT**

Present was Sheriff Jeffrey Trafton, who reported the following:

1. Invoices have been received from Knox County for Waldo County inmates numbering over 25, which is the contracted maximum. September's invoice was \$8,100.00 and October's was \$13,905.00. As of today, there are 36 in custody at Knox and Two Bridges. Waldo is paying \$22.00 per bed day for those over 25. Sheriff Carroll didn't want to charge Waldo County but the air system upgrades in Knox is taking longer than anticipated.
2. He thanked the Commissioners for the nice letter sent to department heads commending them on presenting their 2022 budget requests well.
3. The Sheriff's Office has hired two deputies who are doing very well. However, due to another deputy applying to the State Police and an additional deputy possibly retiring, they may be back down to 3 vacancies because there was one slot still unfilled. The new union contract has helped to at least attract people. A few resumes came from the recent job fair, so he's inviting the senders to submit applications.
5. The hybrid has arrived at the dealership and will be picked up soon. Dodge and Ford will no longer offer fleet programs, so now those vehicles will be more expensive.

### **CORRESPONDENCE**

County Clerk Barbara Arseneau reported correspondence as follows:

1. Register of Deeds Stacy Grant sent a letter this morning requesting permission for the Registry of Deeds to close their office from 11:30 a.m. to 1:00 p.m. on Tuesday, December 21, 2021 for their annual Christmas luncheon. The Commissioners approved this request.
1. The approved 2022 Budget has been mailed to the State Auditor, and the final budget has been printed out for each of the Commissioners, Finance Director and County Clerk's binders.
2. There have been several responses of gratitude from Department Heads for the letter of thanks sent to them by the Commissioners for presenting their 2022 budgets well.

3. The postage meter shared by Finance and Commissioners Offices leased from Pitney Bowes is discontinued, so a new one will be delivered, and will be about \$5.00 more per month. A. Fowler signed it.

4. Former Budget Committee member Herb Harnden sent an email to B. Arseneau asking her to tell the Commissioners that working with the Budget Committee and the Commissioners was one of his most favorite tasks he had during his 10 years as second selectman in the Town of Waldo. The Commissioners were very pleased to hear this.

5. The Commissioners have received a request for donation from United Midcoast Charities. They will review this request and decide later on what to do. They discussed the recent budget process, and invited Freedom Selectman Elaine Higgins to join in. The Commissioners said it will not be the responsibility of the County Clerk to send reminders to those who have submitted requests in the past. It was decided that up until the first budget meeting, budget funds can be requested. After that, it will be too late for that year. The Commissioners have already gone through the budget, vetted it, and have decided what to present to the Budget Committee. E. Higgins suggested putting the funding request deadline on the County web site each year.

#### **APPROVAL OF MINUTES**

The August 18, 2021 minutes were sent to the County Commissioners.

**\*\*W. Shorey moved, seconded to approve the minutes from the August 18, 2021 Court session. Unanimous.**

Also present was former Communications Center Director Owen Smith. The Commissioners greeted him and thanked him for being present today and at the Public Hearing the Saturday before.

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

W. Shorey reported the following:

1. The Sheriff, Captain Robert Walker, and Dale Cross, who delivers produce from the garden, has been looking to purchase an enclosed trailer to deliver the food. This may be a purchase request in the future.

2. The County Garden Project needs a new planter, so an invoice will be coming soon.

3. There was brief discussion regarding whether or not a plow should be purchased so the County can do its own snowplowing. No decision was made.

**\*\*A. Fowler moved, W. Shorey seconded to adjourn the court session at 10:08 a.m. Unanimous.**

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