

**WALDO COUNTY COMMISSIONERS COURT SESSION
JANUARY 20, 2022**

PRESENT: Commissioners Amy R. Fowler (Chairman), William D. Shorey, and Betty I. Johnson. Also present was Freedom Selectman Elaine Higgins, and County Clerk Barbara Arseneau, to take 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 \$660,335.58.

The Jail Checkbook balance is \$82,259.75.

TAX ANTICIPATION NOTE:

The total Tax Anticipation Note is \$5,500,000.00. \$100,000.00 has been borrowed; \$0.00 by the County and \$100,000.00 by Corrections. This is much less than what was borrowed at this time last year.

County Appropriations:

3% of the County 2022 budget has been expended and it could be 4% at this time.

County Revenue:

9.03% of the County revenue has been received at this time.

Corrections Appropriations:

4% of Corrections 2022 budget has been expended and could be 4% at this time.

Corrections Revenue:

0.00% of the Corrections revenue has been received at this time.

FY 2021 Final:

County expenditures for 2021 were 97% and revenue was 127.75%.

Corrections expenditures for 2021 were 97% and revenue was 104.28%.

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

WARRANTS

****B. Johnson moved, W. Shorey seconded to authorize payment of the December 30, 2021 Final General Fund Accounts Payable warrant in the amount of \$334,238.11. Unanimous.**

****B. Johnson moved, W. Shorey seconded to authorize payment of the December 29, 2021 Capital, Active & Restricted Reserve warrant, revised by \$14.69, in the amount of \$71,931.75. Unanimous. (The change was related to interest.)**

**** W. Shorey moved, B. Johnson seconded to authorize payment of the December 30, 2021 Final MCRRC (Corrections) Accounts Payable warrant in the amount of \$492,061.20. Unanimous.**

****W. Shorey moved, B. Johnson seconded to authorize payment of the January 13, 2022 General Accounts Payable and January 6, 2022 payroll in the amount of \$268,936.51. Unanimous.**

****B. Johnson moved, W. Shorey seconded to authorize payment of the January 13, 2022 Capital, Active & Restricted Reserve warrant in the amount of \$44,353.44. Unanimous.**

****W. Shorey moved, B. Johnson seconded to authorize payment of the January 13, 2022 MCRRC (Corrections) Accounts Payable and January 6, 2022 payroll warrant in the amount of \$162,972.20. Unanimous.**

****B. Johnson moved, W. Shorey seconded to authorize payment of the January 13, 2022 MCRRC (Corrections) Restricted Reserve in the amount of \$472.46. Unanimous.**

EXECUTIVE SESSION

****W. Shorey moved, B. Johnson seconded to go into executive session at 9:11 a.m. for discussion of real property as permitted by M.R.S.A. Title 1§405(6)(C). Unanimous.**

****B. Johnson moved, W. Shorey seconded to come out of executive session at 9:30 a.m. Unanimous. No action was taken.**

EMA REPORT (Not on agenda)

EMA Director Dale Rowley that two thank you notes were sent by email; one from the Town of Morrill thanking GIS Rob Hoey for mapping work he did for them, and one from Liz Caswell of the legislature thanking Rob for a map he enlarged of the islands between Knox and Waldo County for the Legislative Committee. The Commissioners thanked Rob Hoey for doing that.

HUMAN RESOURCES REPORT

H. R. Director KellLee Gray reported the following:

1. Maine MMA has changed to a different training platform, and because of the new payroll system, she hadn't instituted it. Two employees are in the middle of training, so she will initiate those two into the new system, and get the rest of the employees set up later, likely in March.
2. She received notification of an audit for Workers Compensation for the insurance, and will be working on that.
3. Maine Department of Labor has requested a survey of occupational illnesses and injuries specific to just the Communications Center department. All the reports are done and everything is in line so she just needs to send that information.
3. The second payroll on the new system went well. Even with a 100% "audit" for checking each one, it only took her 6 hours which is far less than the first payroll and should ultimately only take

about 1.5 hours. She can pull any reports the Commissioners would like to see. She is meeting this week with CGI to correct the few small things she has to manually go in and adjust. She will train each department individually to make sure they all understand how to use the system and answer any questions. It is going much better than she thought it would, especially considering the County went from paper to digital payroll.

PUBLIC COMMENT

Present was Elaine Higgins, who said she had a question. At the Town of Freedom Budget Committee Meeting, the question came up, is the County going to put up a new Jail? The Commissioners responded with an emphatic “No.”

FACILITIES REPORT

Present was Facilities Manager Keith Nealley who reported the following:

1. B. Arseneau received a call from Belfast City Manager Erin Herbig about the sidewalks near the former Superior Courthouse being icy and snowy at times, and a couple of people have fallen. She said the City crew at times has salted it, and they may start charging the County for that. K. Nealley He explained that the County is responsible for what’s in front of and on its property, but doesn’t have a 24-custodial/facilities manager, whereas the City does. The last thing he wants is for anyone to fall and get hurt. He asked E. Herbig to have the City give him a call if they notice it’s icy, etc. On business days when there are storms or icy conditions, he and the Facilities Technician try hard to keep up with all the walkways. A. Fowler said she thought that the County was only responsible to keep the walkways clear during normal business hours.

2. K. Nealley has ordered gas detectors for the buildings that now have propane-fired boilers. The public areas need to have propane protectors, which are close to \$40.00 each. Now that there are tanks at the Reentry, and the Extension Office, he will need to put them there, too.

3. Sadee Mahuren at the University Cooperative Extension Waldo County Office is taking over for Rick Kersbergin, who is semi-retired. She’s requested that the County perform an air quality check in the downstairs of that building because they’ve had some complaints from employees about the air quality, and there is some question about whether or not there are mold issues. That space is also used for the public at times. He has a meeting with her tomorrow to see what’s going on. There was some mold on walls in the past and he performed an abatement on it and painted with a specific product. He mentioned he believed part of the problem is they have a rodent issue out there. He put bait traps outside but there is still an issue and he said the ceiling tiles will need to be replaced there. He spoke with Eastern Mold Remediation and they can’t be out until the end of February so they provided a name and phone number for another company.

4. S. Mahern has also asked that the County paint some of the offices there. He normally would have help from the Reentry Residents, but they are not available now during COVID. He noted that the Extension has been a very good tenant and there hasn’t been a lot of maintenance done out there. He’ll find out how urgently they need the painting done, because if it can wait until COVID has abated more, he’d prefer not to have to pay for painters.

5. Communications Director Michael Larrivee would like to make some changes in the training room, and obtained some pricing. He would like to wall off a section and soundproof the walls so

people can work and the existing kitchenette will be separate from that. K. Nealley submitted a floor plan for the Commissioners to review. The estimate is \$6,400.00, including the electrical and carpeting of the hallway and training section, but K. Nealley thought to be on the safe side, he would round the estimate up to \$7,500.00. The County would do the painting.

****W. Shorey moved, B. Johnson seconded to do the aforementioned renovations at the Communications Center, not to exceed \$7,500.00, and funded from Facilities, All Other. Unanimous.**

5. Thayer offered a maintenance agreement for the new boilers. K. Nealley didn't think it needed to be started just yet, and would like to have the boilers serviced and then consider doing a maintenance agreement starting next January. The Commissioners agreed with starting the agreement next year.

INFORMATION TECHNOLOGY REPORT

Present was J-sun Bailey who reported the following:

1. He is working with employees at the Sheriff's Office to set up what will become a detective's office, and another small new office that was a storage closet, and has ordered necessary computer equipment, etc.

2. An update has been received, notifying him that the vehicle cameras have been scheduled for installation March 14 through the 16th. The installer thought it was odd to schedule an installation date when there is no ship date yet for the cameras.

3. Following up to an email sent by both B. Arseneau and A. Fowler regarding NACo's Cyber Security, J. Bailey asked if the County was enrolled with NACo. B. Arseneau responded that the Commissioners didn't want to enroll, so it was not included in the 2022 budget. J. Bailey said he will reach out to M. Ulmer to see if the County has to be enrolled in NACo or not, and to determine whether or not the cyber security offered would be of any benefit to Waldo County.

4. Regarding MMA's new training platform, he'll work with K. Gray to push that out to employees to take this training. The MCCA cyber security insurance wants the County employees to take this training each year.

5. He has requested a date for Central Maine Communications to do a site-walk through and provide thoughts on a new phone system for the County. There is no room to expand on the current system at the Sheriff's Office. He thought it would make sense to start at the lower level of the Commissioners/Probate Courthouse, since there are only a few employees so he can see what bugs may need to be ironed out. Since Probate is still on the VOIP hosted phone system for at least another year, he will have Probate included in the estimate so that they can be moved to the same system when their current contract runs out.

6. He signed the Statement of Work to order Office 365 for his department, which should be sometime in February. He'll start the process, test it, and then push it out a little at a time to the other departments.

7. There is still a problem at the Communications Center on the 2040 line that doesn't ring but goes straight through to a voicemail box. They think they know the scenario in which it's occurring, and he's called Ray at Quality Communications to come test it with him to see if they can resolve that.
8. At the next court session he will have quotes for renewal of the BM software that's used for all the servers, as well as a quote for the Windows Server Licenses that need to be renewed this year because the current version is no longer supported.
9. He's working on laptops at the Reentry Center with Zoom capability for residents to have scheduled visits. He needs to figure out that process to see if it's locked down enough, etc. at the Reentry. He will figure out all the details with the Sheriff's Office.
10. The Motorola Conference is still on for April in Florida. He has heard that some attendees are scheduling flights a few days before and after in case travel is an issue with COVID. He may look into that to see what the price difference would be.
11. Commissioner Johnson's iPhone 12 has shipped and should be here next week.

SHERIFF'S NEW HIRES

Present was Matthew Curtis, who reported the following:

1. The Sheriff's Office recommends hiring Jennifer Stilkey to fill the Full-time Corrections position at the 12-year certified pay step of \$23.05 per hour effective January 24, 2022, and the 5-year vacation step with 120 hours per year. She will also be eligible for the \$15,000 sign-on bonus; the first half paid after successfully completing field training and the second half paid after completion of one year of employment. Field training is on the job, and she is already familiar with the facility.
****B. Johnson move, W. Shorey seconded to hire Jennifer Stilkey as Full-time Corrections Officer at the 12-year certified pay step of \$23.05 per hour, the five-year vacation step with 120 hours per year, and eligibility for the \$15,000 sign-on bonus. Unanimous.**

2. When asked, M. Curtis reported that there are few cases of COVID among the staff and Reentry residents, but the cases have not been extreme. COVID tests are offered through the medical provider. They are in compliance with all DOC and CDC isolation plans. On the patrol side, they really scrutinize anyone they bring into the facility now, because there is no space. It is necessary and mandatory cases only. Knox County Jail is full and they can't take anymore there. The Commissioners acknowledged that the Patrol and Reentry staff has been very conscientious.

CORRESPONDENCE

County Clerk Barbara Arseneau reported correspondence as follows:

1. Commissioners Committees and Responsibilities List for 2022: The Commissioners reviewed the draft list sent to them earlier in the week. There were no changes made, so the Clerk will finalize and send it to each Commissioner.
2. The Certificate of Incumbency for 2022 was completed and sent to same State of Maine agency that former Assistant Clerk and Commissioner Johnson were told to send it to in 2020. B. Arseneau said she sent it with a letter requesting notification if this was not the correct agency.

3. She recently checked with the real estate agent listing the County property that's for sale. The agent reported that it's not unusual that activity has been slow during the winter months. The spring market is considered to start around Valentine's Day. That being said, there are unique features and challenges with this property where it's next to the airport.

4. The Final ARPA Treasury Rule has come out and she provided a copy of all the Commissioners.

APPROVAL OF MINUTES

None at this time.

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. W. Shorey said he is wondering how badly the County may be hit cost-wise with COVID testing being charged to insurance companies. A. Fowler thanked him for bringing that up. She will ask the Human Resources Director to send out a message to all employees that they can go to covidtests.gov for four (4) free COVID tests per household. This way employees would have them and it will hopefully be a smaller burden on the insurance company. B. Johnson asked if anyone had spoken with M. Ulmer to see if the County's health insurance company will start charging more because they have to reimburse people. A. Fowler said they already know the insurance company has to reimburse, and she knows several people who have been asked for insurance information when they had vaccines, so she will check in with Malcolm Ulmer about this. The Commissioners asked I.T. Manager J. Bailey to put this information on the County's web site.

****B. Johnson moved, W. Shorey seconded to adjourn at 10:30 a.m. Unanimous.**

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