

**WALDO COUNTY COMMISSIONERS COURT SESSION
FEBRUARY 17, 2022**

PRESENT: Commissioners Amy R. Fowler (Chairman), William D. Shorey, and Betty I. Johnson (via teleconference). Also present was 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 \$114,727.51, and the Jail Checkbook balance is \$46,255.68.

TAX ANTICIPATION NOTE:

The total Tax Anticipation Note is \$5,500,000.00. \$300,000.00 has been borrowed; \$50,000.00 by the County and \$250,000.00 by Corrections. From here on out, money will be borrowed from the TAN until property taxes start to come in.

County Appropriations/Revenue:

11% of the County 2022 budget has been expended and it could be 13%. 20.45% of the County revenue has been received at this time.

Corrections Appropriations/Revenue:

9% of Corrections 2022 budget has been expended and could be 13%. 0.81% of the Corrections revenue has been received at this time.

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

WARRANTS

****B. Johnson moved, W. Shorey seconded to authorize payment of the February 10, 2022 General Fund Accounts Payable and Reserve warrant, and February 3, 2022 payroll in the amount of \$312,508.27. Unanimous.**

****W. Shorey moved, B. Johnson seconded to authorize payment of the February 10, 2022 MCRRC (Corrections) Accounts Payable and Reserve warrant, and February 3, 2022 payroll in the amount of \$95,810.84. Unanimous.**

Records Disposition:

K. Trussell reported disposal of Accounts Receivable Receipts (Supervisory Fees) for 2013 & 2014 because they are past the retention date.

HUMAN RESOURCES REPORT

County Clerk Barbara Arseneau filled in for H.R. Director KelLee Gray.

Sheriff Jeffrey Trafton sent letters regarding three new hires.

1. John D. Shirk has been chosen, pending confirmation of the County Commissioners, to fill a full-time Patrol Deputy position effective February 14, 2022 at the 2-year certified pay step of \$27.15 per hour, with the 2-year vacation step of 96 hours per year, and is eligible for the \$15,000.00 sign-on bonus with the first half paid after successful completion of field training. The second half will be paid after one year of employment.

****W. Shorey moved, B. Johnson seconded to hire John D. Shirk as full-time Patrol Deputy effective February 14, 2022 at the 2-year certified pay step of \$27.15 per hour, with the 2-year vacation step with 96 hours per year, and eligibility for the \$15,000.00 sign-on bonus. Unanimous.**

2. Kyle M. Masse has been chosen to fill a full-time Patrol Deputy position effective February 25, 2022 at the 2-year certified pay step of \$27.15 per hour, with the 2-year vacation step of 96 hours per year, and is eligible for the \$15,000.00 sign-on bonus with the first half paid after successful completion of field training. The second half will be paid after one year of employment.

****W. Shorey moved, B. Johnson seconded to hire Kyle Masse as full-time Patrol Deputy effective February 25, 2022 at the 2-year certified pay step of \$27.15 per hour, with the 2-year vacation step with 96 hours per year, and eligibility for the \$15,000.00 sign-on bonus. Unanimous.**

3. Samuel Violette has been chosen to fill a full-time Patrol Deputy position effective February 28, 2022 at the 2-year certified pay step of \$27.15 per hour, with the 2-year vacation step of 96 hours per year, and is eligible for the \$15,000.00 sign-on bonus with the first half paid after successful completion of field training. The second half will be paid after one year of employment.

****W. Shorey moved, B. Johnson seconded to hire Samuel Violette as full-time Patrol Deputy effective February 28, 2022 at the 2-year certified pay step of \$27.15 per hour, with the 2-year vacation step with 96 hours per year, and eligibility for the \$15,000.00 sign-on bonus. Unanimous.**

4. Prosecutorial Assistant Eric Harvey sent a letter stating that Victim Witness Advocate Kathleen Greeley completed ten (10) years of employment with the District Attorney's Office on February 1, 2022, which increases her vacation time to 160 hours per year. Noted by the Commissioners.

5. Updated 2022 Pay Scales: The 2022 Corrections Pay Scale, and the 2022 and 2023 Communications Association Pay Scales, which were adjusted December 29, 2021 were submitted to the Commissioners for signatures.

INFORMATION TECHNOLOGY REPORT

Present was J-sun Bailey who reported the following:

1. Windows licensing Quote: He submitted the updated, accurate quote as discussed from the last court session, with the option the Commissioners chose so that he can start building and replacing servers for the Communications Center and Citrix.

****B. Johnson moved, W. Shorey seconded to sign the quote from Green Pages, to be paid from Future Technology Upgrades. Unanimous.**

2. He is still working on new windows firewalls.

3. The new vehicle and body cameras came in. He took inventory to make sure all were there and one camera was missing, so they are sending it. They are still on schedule for installation on March 14 or 15th. He explained how the cameras synchronize together in different ways inside and outside the vehicle. There was brief explanation about other possible functions, potential issues, and researching he's doing. A certified installer will come do this, and this is built into the cost.
4. There is an issue with one of the security cameras at the Sheriff's Office that's offline. He'll reach out to Seacoast to see if they're still supporting it.
5. He's moved some test email boxes over to the new email server. He'll move his own over next week and will test it for a while. The Communications Director has volunteered to go next.
6. B. Johnson asked the status of the work cell phone that's been ordered. J. Bailey said it came in around the same time as the cameras, and he will email her to arrange time to set it up, and will order a protective case.

SHERIFF'S VEHICLE BIDS

Present was Lieutenant Matthew Curtis.

1. He has checked on the three (3) vehicles ordered last year, and was told it will still be the first quarter of this year. The dealership is honoring the trade amounts on the vehicles the County offered, as well as honoring the vehicle prices as they were last year. The dealer has put them on a priority list to be built as soon as possible.
2. A. Fowler mentioned that the I.T. Manager had just discussed the camera installation for when the new vehicles arrive. J. Bailey came back into the courtroom for additional discussion. He and M. Curtis will coordinate on this project, and Michael Larrivee is also certified to install the cameras if needed. M. Curtis mentioned that he isn't sure what they'll have for vehicles yet, or if it made sense to install cameras in vehicles just to change them out a few months later. He noted that installation was part of the contracted price and the County shouldn't have to pay to do it.
3. Bid proposals: He has requested up to five (5) new vehicles. There was no option to be able to order a hybrid. The only option for an SUV was the non-hybrid Ford. He asked for specs on the F150 Pursuit. He has received bid proposals for a RAM bid, an F150 Pursuit, and the Ford SUV. The reports he's heard on the F150 have all been positive. He hasn't offered trades yet because the County is still using them and his intention is to offer them when the new vehicles are delivered.

Newcastle: 2022 Special Service Crew Cab 4-wheel drive at \$36,446.00

Darlings: 2022 Ford Explorer at \$42,029.00

Darlings: 2022 Ford F150 Pursuit at \$34,182.00

M. Curtis said his preference was to go with the F150 Trucks at \$34,182.00 each. The Commissioners confirmed that undesignated funds left from the Sheriff's 2021 budget are in a reserve, so those funds are available.

****W. Shorey moved, B. Johnson seconded to award the bid to Darlings for five (5) Ford F150 trucks. Unanimous.**

2. M. Curtis reported that one employee is leaving tomorrow, and noted that the new union contract and signing bonuses, along with the great benefits package, have really helped with attracting high-quality candidates.

EXECUTIVE SESSION

****B. Johnson moved, W. Shorey seconded to go into executive session at 9:36 a.m. for discussion of examination of real property as permitted by MRSA Title 1§405(6)(C). Unanimous.**

****W. Shorey moved, B. Johnson seconded to come out of executive session at 9:45 a.m. Unanimous.**

****A. Fowler moved, W. Shorey seconded to use \$3,700.00 from Reserve 0269; \$2,700.00 of which will be used for duct cleaning at the University of Maine Cooperative Extension, and \$1,000.00 will be put back into the Facilities budget that was expended. Unanimous.**

FACILITIES REPORT (Not on agenda)

Facilities Manager Keith Nealley reported that a few unexpected things had come up:

1. He reported that electricity costs have increased about 40% since the first of the year. A. Fowler asked about tracking the cost, and K. Nealley said he has tracked this for years, so he can show the changes. This increase will make the electricity portions of the Facilities Budget run in the red.
2. He will be on vacation for a week in March to celebrate his mother's 90th birthday.

CORRESPONDENCE

County Clerk Barbara Arseneau reported correspondence as follows:

1. A letter of thanks was received from Waldo Community Action Partners for 2022 allocation paid in the amount of \$5,000.00. B. Arseneau generated invoices for all the outside agencies so that the payments could be made in January and all be accounted for.
2. Waldo County Soil and Water Conservation District sent their *Journal 2021-2022* report.
3. The Kiplinger Letter subscription runs out the end of this month. The 1-year renewal has gone up about \$23.00 dollars to \$130.82. The 2-year and 3-year renewal rates were reviewed. The Commissioners opted for the 2-year renewal at \$209.95, as it would save close to \$50.00.
4. She has completed and mailed all of the Spirit of America Foundation Tribute certificates to all of the winners and nominating organizations for years 2020 and 2021.
5. She has requested 2021 Inventory and Fixed Assets from the department heads, and asked the Commissioners to give some thought as to who they would like to dedicate the 2020 and 2021 annual reports to.

APPROVAL OF MINUTES

****W. Shorey moved, B. Johnson seconded to approve the minutes from October 21, 2021, January 6, 2022 with changes, and February 3, 2022. Unanimous.**

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. A. Fowler requested an executive session at 9:57 a.m. for discussion of non-public information.

****A. Fowler moved, W. Shorey seconded to go into executive session at 9:57 for discussion of non-public information as permitted by MRSA Title 1§401(6)(F). Unanimous.**

****W. Shorey moved, B. Johnson seconded to come out of executive session at 10:04 a.m. Unanimous.**

****W. Shorey moved, B. Johnson seconded to use \$75,000.00 from the ARPA 1.7 category to purchase traffic cameras. Unanimous.**

2. A. Fowler is waiting to hear back regarding when there will be a meeting of the Lincoln, Knox, Sagadahoc, and Waldo County Sheriffs, Commissioners, and Administrators/Managers regarding ideas for potential Jail regionalization measures. She's made a list of questions to ask.

3. A. Fowler has also been working with the Sheriff, Communications Center, EMA, and others regarding traffic cameras, how they work, and how they can be used.

4. A. Fowler reported that there is a meeting the beginning of March regarding the boundaries between Waldo and Knox Counties.

SIGNING SERVICE CONTRACT

D. Rowley asked for signatures to renew the contract with outside contractor Brit Rothrock for another year to perform work at the EMA. The Commissioners approved and signed the renewal. D. Rowley commented that B. Rothrock had been doing outside contract work for the County for many years. He also noted that most of the EMA staff has also been there a long time. He and Deputy Director Olga Hussey have been there 16 years, and in September he will be the longest serving EMA Director in Waldo County.

EXECUTIVE SESSION

****A. Fowler moved, W. Shorey seconded to go into executive session at 10:14 a.m. for discussion of compensation as permitted by M.R.S.A. Title 1§405(6)(A). Unanimous.**

****A. Fowler moved, W. Shorey seconded to come out of executive session at 10:19 a.m. Unanimous.**

****W. Shorey moved, B. Johnson seconded to increase the hourly pay for Prosecutorial Assistant Eric Harvey to \$18.50 retroactive to January 1, 2022. Unanimous.**

****B. Johnson moved, W. Shorey moved seconded to adjourn at 10:20 a.m. Unanimous.**

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

Barbara L. Arseneau