

**WALDO COUNTY COMMISSIONERS COURT SESSION
APRIL 7, 2022**

PRESENT: Commissioners Amy R. Fowler (Chairman), William D. Shorey, and Betty I. Johnson via Zoom videoconference. Also present was Freedom Selectman Elaine Higgins, and County Clerk Barbara Arseneau took the 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 \$76,579.21, and the Jail Checkbook balance is \$39,390.09.

TAX ANTICIPATION NOTE:

The total Tax Anticipation Note is \$5,500,000.00. \$1,470,000.00 has been borrowed; \$700,000.00 by the County and \$770,000.00 by Corrections.

County Appropriations and Revenue:

25% of the County 2022 budget has been expended and could be 25%. 28.53% of the anticipated County Revenue has been received at this time.

Corrections Appropriations and Revenue:

25% of Corrections 2022 budget has been expended and could be 25% at this time. 1.35% of the anticipated Corrections Revenue has been received.

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

WARRANTS

****B. Johnson moved, W. Shorey seconded to authorize payment of the March 31, 2022 Final General Fund Accounts Payable warrant and March 17, 2022 and March 31, 2022 payrolls in the amount of \$493,914.17. Unanimous.**

****W. Shorey moved, B. Johnson seconded to authorize payment of the March 31, 2022 Capital, Active & Restricted Reserve warrant, and payrolls for March 17, 2022 and March 31, 2022 in the amount of \$243,519.22. Unanimous.**

CORRESPONDENCE

County Clerk Barbara Arseneau reported correspondence as follows:

1. LD 1513 An Act to Establish the Maine Abandoned and Discontinued Roads Commission: A. Fowler requested printouts of the amendments, etc. B. Johnson said it would likely be discussed at the next M.C.C.A. meeting.
2. Vote Regarding Sale of Property and Press Release: The Commissioners discussed accepting the proceeds from the sale of 68 Little River Drive property in Belfast, and a press release. A. Fowler

requested that all three Commissioners' names be on it. She noted that the County bought the property in 2004 for \$350,000.00 and sold it for \$375,000.00.

****W. Shorey moved, B. Johnson seconded to place the \$352,025.00 in proceeds from the sale of the 68 Little River Drive property into the following reserve accounts: \$150,000.00 in the Future Technology Reserve, \$100,000.00 in the Facilities All Other Reserve, \$50,000.00 in the Sheriff's Building Reserve, and the remainder to go into Undesignated Funds. Unanimous.**

****W. Shorey moved, B. Johnson seconded to accept and forward to the media the press release from all the Commissioners. Unanimous.**

3. B. Arseneau reported several calls regarding poor road conditions, but no petitions as yet. There has been an increase in calls for information not related to the County, such as property taxes, the judicial courts, etc. Recently title companies have sent vehicle registrations with checks, which had to be returned to the senders. H.R. Director K. Gray saw a notice on Kennebec County's web site front page indicating services NOT handled at the county, so B. Arseneau asked if she could put a similar notice on Waldo County's web site. The Commissioners agreed and told her to work with the I.T. Manager on this.

4. She's started her notary certificate renewal process, has been filing 2020-2022 and year-end records, handling daily correspondence, information requests, and 2021 inventory/fixed assets.

5. She notified the MCCA Risk Pool that the County no longer owns 68 Little River Drive.

6. She's been assisting a very nice gentleman, E.D. Bessey, with map and road records and has greatly enjoyed doing so. He sent a nice letter to the County Commissioners, and A. Fowler stated that it was a letter of commendation for B. Arseneau. B. Arseneau expressed her appreciation.

7. A citizen asked how much longer masks would be required when attending Commissioners' sessions in person. The Commissioners said it will continue until further notice.

APPROVAL OF MINUTES

Draft minutes from the November 4, 2021, November 18, 2021, March 3, 2022, and March 17, 2022 had been emailed to the Commissioners. W. Shorey had read them and said they were fine. A. Fowler and B. Johnson wished to wait so they would have more time to review them.

INFORMATION TECHNOLOGY REPORT

Present was J-sun Bailey who reported the following:

1. Cameras are installed in 11 vehicles, and the other 5 will be installed when the new vehicles arrive. Even with the software implementation person present, a number of issues took a lot more of J. Bailey's time than it should have; 34 hours so far. He contacted Motorola and Watch Guard last week to report his frustrations and concerns, told Motorola to be prepared to reimburse the County for his time, and that the Sheriff will decide whether or not the rest of the cameras will be installed by Motorola, or by someone else.

2. I.T. Equipment Recycling: The first pallet of computers and monitors is ready to go to the IT recycling company. He'll destroy the hard drives on computers from the evidence room and they'll be driven there by a patrol officer to be possession at all times until they are recycled.

3. Camera System in Sheriff's Office/Maintenance Agreement: J. Bailey addressed the one non-working camera with repurposed old hardware, \$100.00 software, and a \$77.00 replacement camera. The Security Company agreed to refund the maintenance agreement fee in the amount of \$4,794.40 to the County. J. Bailey requested that it be applied toward the new camera system in the Sheriff's interview room, reducing the total cost from \$18,259.79 to \$13,644.39. The Commissioners agreed. ****A. Fowler moved, W. Shorey seconded to expend \$13,644.00 for the Interview Room camera system from the 0162 Technology Reserve account. Unanimous.**

4. The Commissioners asked when the phones stopped being answered for each other by the Human Resources, Finance, and Commissioners Office staff, as the Commissioners do not recall authorizing that change and want a live person answering these calls. J. Bailey said he thought it happened at a least year and a half ago or so but didn't know how or why. He'll look into that and adding a second line for the H.R. and Finance phones because if someone calls while those phones are in use, there is just a busy signal and no way to leave a message

EXECUTIVE SESSION

****A. Fowler moved, W. Shorey seconded to go into executive session at 9:27 a.m. for content of an examination as permitted by MRSA Title 1§405(6)(G). Unanimous.**

****B. Johnson moved, W. Shorey seconded to come out of executive session at 9:41 a.m. Unanimous.**

****W. Shorey moved, B. Johnson seconded to authorize Facilities Manager Keith Nealley to proceed with work at the University of Maine Cooperative Extension for an amount not to exceed \$88,286.00.** Discussion: A. Fowler noted this is a County-owned building and property that houses the University of Maine Cooperative Extension, and the proposal put together by K. Nealley would be paid from the Facilities All Other Reserve account. **Unanimous.**

A. Fowler reported a water leak in the Commissioners chambers. K. Nealley said he wasn't aware of it and will address it right away.

COMMUNICATIONS REPORT

Present was Communications Director Michael Larrivee who reported the following:

1. The new hires are doing well with their training. James Porter has "fallen right back" into dispatching after working in Patrol for a number of years, and Noah Davis is "eager to move along."
2. The Point Lookout Tower date was set back a few weeks because another company had to be hired to move the shelter when the first company had to back out. He should know a new date soon.

3. The radio system was ordered and should be here by June. Alternatives are being researched for the two tower sites that failed inspection, including a tower in Unity, putting new steel up on Windy hill, and possibly putting equipment on the Mount Waldo Tower.

6. Next week is National Emergency Communicator week, and the Comm. Center has events planned all week. All are welcome to visit and thank the dispatchers for what they do. The Center has been short-handed, working a lot of overtime and doing an excellent job. B. Arseneau was asked to send a previous proclamation as a template.

7. W. Shorey asked if the radio/tower upgrade will be delayed by the two towers that failed inspection. M. Larrivee said the project can move on regardless and should be done by early winter.

8. Conference room renovations are nearly done. There was brief discussion of possibly applying for Angus King Congressionally Directed grant funds to update the Communications Center, which he was made aware of when the County Clerk forwarded the information to the department heads.

APPROVAL OF ARCHITECT SUPPLEMENTAL AGREEMENT

Present was EMA Director Dale Rowley, who reported the following:

1. He submitted to the Commissioners the Supplemental agreement 3 With Architect, which was discussed during a previous court session. Services will end once the design and permitting process is completed. A. Fowler signed as Chairman.

2. The Fire Marshall review of the proposed EMA building came back with minor issues, including installing a hood over the kitchen stove. A policy is also required that allows only EMA employees to use the stove, which he submitted for approval.

****W. Shorey moved, B. Johnson seconded to accept the EMA Kitchen Cook Stove Policy as presented. Unanimous.**

3. The Swanville project plans are 95% finished. D. Rowley has reviewed them for final updates and corrections and once stamped by the architect, will be 100% complete. Specs are 640 pages long and will be sent to him in a Word format so he can make deletions. Once the storm water permit is received and the Fire Marshall signs off on the items that were addressed, D. Rowley will obtain the septic design so he can submit that and the storm water permit to the Town of Swanville. He's applied for builder's risk insurance, spoken with several contractors for various aspects of the work, and will start ordering and purchasing electrical and other materials. He'll be concentrating on the EMA building first, and the warehouse will be done as they have workers. The current well will need to be capped, and the other well put in as quickly as possible. A hand-pump will be installed for the well, and a woodstove installed in the building so that the new EMA will be able to function in an "off-the-grid" situation.

The Commissioners commended and thanked D. Rowley for the communication and work he did at the recent McCrum plant fire.

DISCUSSION OF MAINE PRETRIAL CONTRACT RENEWAL

Present was Sheriff Jeffrey Trafton.

1. Maine Pretrial Contract Renewal: The annual contract is due for renewal, and will increase by \$24,000.00 due to administrative, mileage, and personnel costs, etc. An increase has not been requested in quite long time, 192 people are supervised very well by two caseworkers who are both attorneys and well-educated. Existing budgeted funds can cover the half-year increase of \$12,150.00, and he will budget the additional \$24,000.00 in the 2023 budget.
2. Some of Waldo's inmates are still in Two Bridges Jail. 12 new corrections officers have been hired in Knox County and all of Waldo's inmates should be back in Knox soon.
3. Corrections has had two vacant positions. Two certified officers have applied and are nearly finished with the hiring process.
4. Patrol still has three positions to fill. Two applicants are having background checks and, he anticipates hiring them within the next month, and there are certified applicants for the third position.
5. Midcoast Jail Collaboration. The meeting last month went really well. J. Trafton drafted a press release and sent it out to all four counties along with Commissioner Fowler's questions. He's not heard back from anyone other than Chief Deputy Patrick Polky, so he has re-sent the documents and he and Correctional Administrator Raymond Porter will follow up with phone calls.
6. He reported that he signed a grant application yesterday that was written by Robyn Goff at the Reentry, who is an excellent grant writer. If awarded, it will put more caseworkers at Knox, and will fund Waldo's Community Liaison program for a few more years.
7. Rob Porter, Waldo County's first Community Liaison, has accepted a position with the State of Maine effective April 30, 2022, and VOA already has some applicants for that vacancy. This is a good opportunity to make some changes to the program, so he's met with the Deputies for their input. A. Fowler requested copies of the VOA Contract and the Maine Pretrial Contract from the Sheriff.

HUMAN RESOURCES REPORT

H. R. Director KelLee Gray reported the following:

1. It already occurred in February, but for the record, she presented that Kevin Littlefield resigned as full-time Patrol Deputy and became part-time effective February 19, 2022, with a change in pay to \$22.24 per hour.
****A. Fowler moved, W. Shorey seconded to accept the resignation of Kevin Littlefield as full-time Patrol Deputy and became part-time Patrol Deputy effective February 19, 2022, with a change in pay to \$22.24 per hour. Unanimous.**
2. District Attorney's Office Legal Secretary Felicia Gray completed 10 years of employment April 9, 2022 and will receive additional vacation leave. Noted by the County Commissioners.
3. The County completed its Workers Compensation Audit and received a refund of \$6,259.00.

4. The County is coming up on its annual mandatory Ergonomic and Harassment training for employees. MMA has changed its platform to NEOGOV, and she'll move the employees through this database change and training process, hopefully within in the next 60 days.

5. She has spoken with the I.T. Manager about a "property" module in iSolved that tracks property/equipment assigned to employees and can send notices when an employee is leaving employment to identify what needs to be returned.

6. The Commissioners asked about possible duplication with employee scheduling systems, since the Communications Center is still using Schedule Express. K. Gray said that the Comm. Center is set up on iSolved scheduling and she's worked with those employees, but Director Larrivee said he wants to continue with Schedule Express because it notifies all employees when someone calls out sick. She believes iSolved has that capability, and already planned to discuss this with iSolved. Scheduling is 95% set up for Corrections, and she'll train the staff. W. Shorey asked if the County would have been better staying with the old payroll system and should go back. K. Gray explained that the new payroll system is saving a great deal of time, has revealed some things that were not being handled correctly, the pay is more accurate, and it is saving the County money in other areas. Management is more aware of their employees' schedules. The County cannot go back to the old payroll system because at the end of 2022 Bangor Savings is changing to a system similar to iSolved. The differences are that it will be stored in the Cloud, is designed for multi-million-dollar accounts, and the County would have to fit its payroll to that company. iSolved is on a more secure physical hard drive, and customizes to fit the County's payroll, which is nearly unheard of. iSolved has saved H.R. and Finance a lot of time, it's not a problem with other departments, and while it was a "bumpy start," it has been for the best.

7. K. Gray inquired about the IT Manager's evaluation, and A. Fowler said she will do it.

8. W. Shorey said in recent discussion with K. Gray, she had some good ideas regarding updating the personnel policies and he requested that she present this at the next court session.

EXECUTIVE SESSION

****W. Shorey moved, B. Johnson seconded to go into executive session at 10:39 a.m. for discussion of compensation as permitted by M.R.S.A. Title 1§405(6)(A). Unanimous.**

****W. Shorey moved, B. Johnson seconded to come out of executive session at 11:29 a.m. Unanimous.** No action was taken.

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. W. Shorey said expressed concern that the \$400,000.00-plus balance in the Technology Reserve is too high and recommended moving some of the funds to the Future Technology Reserve so that it can't be spent without the Commissioners' approval.

****A. Fowler moved, B. Johnson seconded to move \$300,000.00 out of Technology Reserve 0162 and move it to Future Technology Reserve 0166. Unanimous.**

****B. Johnson moved, W. Shorey seconded to adjourn at 11:32 a.m. Unanimous.**

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