

**WALDO COUNTY COMMISSIONERS COURT SESSION
FEBRUARY 6, 2020**

PRESENT: Commissioners Betty I. Johnson (Chairman), Amy R. Fowler, and William D. Shorey. Also present was County Clerk Barbara Arseneau to take minutes.

Call to Order: Commissioner Johnson called the court session to order at 9:00 a.m. She noted that because there were more financial items to review than usual, the time on the agenda for the financial report would be extended.

FINANCIAL REPORT:

Present was Finance Director Karen Trussell who reported the following:

As of December 31, 2019:

The County Checkbook balance is \$361,916.10.

The Jail Checkbook balance is \$103,844.26.

County Appropriations:

96% of the 2019 budget has been expended and it should be 100% at this time.

County Revenue:

113.21% of the 2019 County revenue has been received.

Corrections Appropriations:

100% of 2019 budget has been expended and should be 100% expended.

Corrections Revenue:

120.64% of the 2019 Corrections revenue has been received.

As of February 5, 2020:

The County Checkbook balance is \$98,748.39.

The Jail Checkbook balance is \$39,336.22.

County Appropriations:

7% of the 2020 budget has been expended and it should be 8% at this time.

County Revenue:

9.33% of the 2020 County revenue has been received.

Corrections Appropriations:

10% of 2020 budget has been expended and should be 8% expended.

Corrections Revenue:

1.68% of the 2020 Corrections revenue has been received.

TAX ANTICIPATION NOTE:

\$550,000.00 has been borrowed from the TAN; \$200,000.00 by the County and \$350,000.00 by Corrections.

2020 TAX ASSESSMENT:

K. Trussell reviewed with the Commissioners the Year 2020 Waldo County Tax & Jail Tax Breakdown.

****W. Shorey moved, A. Fowler seconded to approve and sign the 2020 Waldo County Tax & Jail Tax Breakdown with a tax rate of 0.001898605. Unanimous.**

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

2019 AUDIT:

Karen Trussell requested to have the County's previous Auditor, Brantner, Thibodeau & Associates, do the County of Waldo's 2019 Audit. The Chair, Betty I. Johnson, needed to sign the engagement letter.

Funds remaining at the end of 2019 in the Jail Budget was \$125,489.86. Karen Trussell asked which reserve the Commissioners would like it to go in. The Commissioners discussed putting it into the Vehicle Reserve.

****A. Fowler moved, W. Shorey seconded to put the money from reserve account 0157 (Revenue) into 0264 (Expenditure) Vehicle Emergency Replacement reserve. Unanimous.**

WARRANTS:

****W. Shorey moved, A. Fowler seconded to authorize payment of the December 31, 2019 General Fund A/P and Payroll Final 2019 warrant in the amount of \$47,684.29. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the December 31, 2019 MCRRC Accounts Payable and Payroll Final 2019 warrant in the amount of \$128,879.29. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the January 9, 2020 General Fund Accounts Payable and Payroll warrant in the amount of \$253,151.20. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the January 9, 2020 Capital, Active & Restricted Reserve warrant in the amount of \$54,099.14. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the January 9, 2020 MCRRC Accounts Payable and Payroll warrant in the amount of \$337,185.51. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the January 9, 2020 MCRRC Restricted Reserve in the amount of \$1,050.05. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the January 31, 2020 General Fund Accounts Payable and January 23, 2020 Payroll warrant in the amount of \$226,447.37. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the January 31, 2020 Capital, Active & Restricted Reserve warrant in the amount of \$19,218.44. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the January 31, 2020 MCRRC Accounts Payable and January 23, 2020 Payroll warrant in the amount of \$259,061.83. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the January 31, 2020 MCRRC Restricted Reserve warrant in the amount of \$4,520.06. Unanimous.**

EXECUTIVE SESSION:

****A. Fowler moved, W. Shorey seconded to go into executive session at 9:20 a.m. for discussion of assignments and duties as permitted by M.R.S.A. 1§405(6)(c). Unanimous.**

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

DISCUSSION OF TOWER OPTIONS:

Present were Communication Director Owen Smith, Supervisor Mike Larrivee and Supervisor Linda Wry-Remillard.

Fred Porter, Islesboro Public Safety Director, will set up a time to meet with selectmen. He'd like to test to see if the tower height of 100' might work before meeting with the selectmen.

B. Johnson asked if there could be discussion about working with the current owner of Point Lookout. O. Smith replied the owner said he would try to work with the County if Islesboro wouldn't be able to do so. The owner has said road to site won't be plowed and will have several gates, so it may be difficult to get to. He discussed the repeater capability and Islesboro is a better site than Point Lookout. When asked, O. Smith said no lease arrangements have been discussed.

M. Larrivee said he believed that as long as the County allows Islesboro to put a stick on the tower for their own radio needs, he doubted that they would charge the County. O. Smith added that charging the County would just be reflected back to Islesboro in property taxes paid to the County, so that wouldn't make a lot of sense. The potential difficulties in serving the tower on an island was discussed. It was noted that it is a rare emergency to take care of a tower in the middle of the night. Usually it is a battery issue and someone on the island could take care of that, if arranged.

O. Smith said that there hasn't been any law enforcement money spent on simulcast since 2001. The owner, David Hirschfield, of Deep Creek Grazing Association has offered \$20,000.00 to assist in building it.

O. Smith said he, Secretary Amanda Wagner, and Sheriff Trafton met with Stone Garden about a grant. They don't normally do infrastructure the first year but one of them said they were really concerned about interoperability along the coast. This tower could enhance that. They may be willing to entertain grants for this type of purpose. O. Smith recommended planning this project, and moving forward knowing that there is at least \$20,000.00, and finding the rest of the money elsewhere. O. Smith said that if this assists Fred Porter in communicating, he would likely be very supportive of this. There was brief discussion about possible Homeland Security funds, but EMA Director Dale Rowley has said there isn't the funding there used to be.

O. Smith addressed the question regarding his request for an increase of \$.32 cents per hour to increase to \$15.61 per hour for the P/T Secretary at the Communications Center. He felt that the employee's grant research and abilities warranted an increase in compensation. He noted that it was in the budget. The Commissioners said that they would not entertain an increase at this time because they need to treat all employees fairly and look at compensation for County employees.

TECHNOLOGY DISCUSSION & UPDATES:

Present were Technology Consultant James Arseneau and new IT Manager J-sun Bailey.

J. Arseneau said that he and J-sun have worked on the five (5) machines that needed to be upgraded immediately. Since the County doesn't have the Enterprise version, they would be shut down by February 14th.

Windows 10 upgrades are being worked on. The machines will be good for another two to three years. W. Shorey asked how many upgrades are left. J. Arseneau will provide a list after he completes that this afternoon.

J. Arseneau wanted to discuss the process of hiring someone. Until B. Johnson called him, he didn't know that J-sun Bailey needed to be set up with a laptop, that he should have Visio, and tools. He will make a list of needed supplies.

B. Johnson asked about all the passwords. J. Arseneau said it is not simple, but J. Bailey has access to all of that. And if there are any questions, he is available by phone.

J. Arseneau just wants to make sure the information is transferred over to J. Bailey in a way that it makes it possible for him to move forward easily and make his own changes, etc. to take care of the County IT. J. Arseneau said he's not looking to stay on any longer than that or manage how it goes from there. The Commissioners said to go over this with J. Bailey.

(BREAK)

GRANT UPDATES / SHERIFF'S REPORT:

Present was Sheriff Jeffrey Trafton, who reported the following:

1. Corporal Darrin Moody submitted his resignation on February 3, 2020, effective February 17, 2020.

****A. Fowler moved, W. Shorey seconded to accept the resignation of Corporal Darrin Moody effective February 16, 2020. Unanimous.**

2. Part-time Corrections Officer Giovanni Sinclair submitted his resignation from employment at the Maine Coastal Regional Reentry Center effective January 7, 2020.

****A. Fowler moved, W. Shorey seconded to accept the resignation of Part-time Corrections Officer Giovanni Sinclair effective January 7, 2020. Unanimous.**

3. The Commissioners asked if the Subaward Agreement – PCHC and Sheriff’s Office amount stays the same, and the Sheriff said it would remain the same for three years. The person will be hired as a Volunteers of America (VOA) subcontractor. The person will fit in small space that was used as storage space at the Sheriff’s Office. He/she will need a vehicle as part of the in-kind match, which the Sheriff will check into, including liability insurance coverage.

Knox is doing the same thing, basically mirroring this position. Each County will have their own person. Correctional Administrator Raymond Porter has assisted both counties in this process. VOA is likely going to be the subcontractor for Knox County, too.

****A. Fowler moved, W. Shorey seconded to go into executive session for discussion of a personnel matter as permitted by M.R.S.A. 1§405(6)(a) at 10:54 a.m. Unanimous.**

****A. Fowler moved, W. Shorey seconded to come out of executive session at 11:12 a.m. Unanimous.**

****A. Fowler moved, W. Shorey seconded for the requested training for the Sheriff’s Office to be approved and paid from the County’s Professional Services line. Unanimous.**

COUNTY BOUNDARY DISCUSSION:

Present was EMA Director Dale Rowley and GIS Planner Robert Hoey. He reviewed a combined picture of maps that showed the former Waldo and Knox County boundaries, the most recent USGS marking of the boundary between the counties, and a blue line of the actual reality of how the taxation is handled, which is that Little Bermuda and Lasell Islands are considered part of Waldo County. He said his research has revealed little about how these changes came about. Lime Island was part of Islesboro, and Little Bermuda is even closer to Islesboro. There is nothing in the legislative record. They have had someone look in the law library, and there is no information. They need to look for solid evidence. All the records for Lasell Island is in Waldo County, and the other islands are recorded in Knox County. R. Hoey’s determination is that the current USGS boundary is NOT correct. R. Hoey recommended sending back the form to the Census indicating that it is NOT correct. R. Hoey and D. Rowley indicated that this is a political decision that can easily be made by the Waldo and Knox County Commissioners. R. Hoey has spoken with the GIS person and EMA Director in Knox County. Land Use Planning Commission, which is the State agency for managing the Unorganized Territories, is also in the process of looking at boundary lines and is very interested in what Waldo and Knox Counties come up with.

The Commissioners asked what would happen next. R. Hoey explained that likely there will be more paperwork requested from the US Census. Prior to that, the Commissioners may want to contact the Knox County Commissioners to let them know they are planning to mark this incorrect. Ideally, the counties would have a coordinated statement of the incorrect boundary. The only problem would be if the boundary is disputed. Otherwise, it would be easy to establish this political boundary, because there is nothing at the legislature that they changed this boundary.

D. Rowley said that they are wondering at what point Islesboro gave up these islands that used to belong to it.

The Commissioners asked for a digital version of the 1859 map showing these islands.

****A. Fowler moved, W. Shorey seconded for Commissioner Johnson to check off box indicating that the boundaries are incorrect and send it to US Census Bureau.** There was brief discussion of how to notify Knox's EMA Director and GIS person. **Unanimous.**

PAY SCALES, JOB DESCRIPTIONS, AND UNION UPDATE:

Present was Human Resources Director Lynn Patten, reporting the following:

1. EMA Director Dale Rowley and Register of Deeds Stacy Grant have gone over their department's job descriptions and made some updates. They have sent them to L. Patten to be reviewed and proofed, and are now ready for the Commissioners final review and signatures. The Commissioners would like L. Patten to try to get the rest of the departments' job descriptions updated and they will plan to review them for signatures at the February 20, 2020 court session.

2. L. Patten asked if the Commissioners would be willing to allow employees to receive the Wellness Fitness Reimbursement of \$50.00 again for 2020.

****A. Fowler moved, W. Shorey seconded to continue to offer the \$50.00 Fitness Reimbursement to employees. Unanimous.**

3. Pay Scales: The 2020 Reentry Center Corrections staff pay scale needed to be updated to include the 2% COLA. Previously the County left that pay scale alone while waiting to start union negotiations, however L. Patten received clarification that until a contract was in place, Corrections staff was to receive any COLA increase per the normal practice of the rest of the County. Also an Assistant Clerk/Part-time Technology Assistant line has been added to the Commissioners Administration Staff pay scale, because this position is now shared with the current Assistant Clerk. The Assistant Clerk line has been left as a separate line on the pay scale for the possibility of separating these positions in the future. A new IT pay scale has been created with the IT Manager and it also includes a Part-time Technology Assistant.

The Commissioners noted a correction that needed to be made to the IT pay scale and agreed to revisit the pay scales along with the job descriptions on February 20, 2020. The Commissioners also asked L. Patten to bring the former pay scales so they can compare.

4. L. Patten has reached her one-year step in the Human Resources position on February 4, 2020. This comes with a pay increase from \$1,834.73 per pay period to \$1,853.07 per pay period. After a brief review of the pay scale, it was noted.

5. There is still some confusion regarding the sick time policy change in September. The Sheriff's Secretary was instructed that she should NOT keep track of any hours accrued above the 720 hours despite the wording in the Deputies Association contract stating that those hours should be tracked within the department.

****B. Johnson moved, W. Shorey seconded to clarify any and all hours accrued over the 720 hour maximum, per the County's Sick Leave Policy, will not be reflected on the employees pay stub, however those hours will continue to be recorded and tracked at the department level per the union contracts. Unanimous.**

FACILITIES REPORT: (moved further down on agenda)

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

1. A review of security features to be considered at the Probate Registry and Court. K. Nealley said he would work with the new IT Director to get cameras up in strategic places. K. Nealley noted that he performs a walk-through each day.

2. K. Nealley requested an executive session.

****A. Fowler moved, W. Shorey Executive Session at 12:27 p.m. for discussion of building space as permitted by M.R.S.A 1§405(6)(c). Unanimous.**

****A. Fowler moved, W. Shorey seconded to come out of Executive Session at 12:39 p.m. Unanimous.** No action was taken.

EXECUTIVE SESSION:

****A. Fowler moved, W. Shorey seconded to go into executive session at 12:41 p.m. for discussion of assignments and duties as permitted by M.R.S.A. 1§405(6)(a). Unanimous.**

****A. Fowler moved, W. Shorey seconded to come out of executive session at 1:11 p.m. Unanimous.**

The Commissioners stated that the Human Resources Director's Office will move upstairs and the vacant office space will be used for a secondary office for the IT Manager where he can meet with the Technology Assistant to go over work to be done. This will occur sometime within the next week.

CORRESPONDENCE:

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

1. The following pay steps were noted:

- Corrections Corporal Christopher Albert will reach the 20-year pay step February 13, 2020 with a pay increase to \$25.68 per hour.
- Corrections Officer Laurel Kragh will reach the 20-year pay step with pay increase to \$23.38 per hour.

- Correctional Administrator Raymond Porter will reach the 8-year pay step on February 27, 2020 with a pay increase to \$4,364.03 bi-weekly.
- Deputy Joshua Staples will reach the two-year step February 2, 2020 with a pay increase to \$22.69 per hour.
- Corrections Officer Mathew Hopkins will reach a 12-year pay step increase effective January 20, 2020 with a pay increase to \$21.83 per hour.
- Corrections Corporal Timothy Parker will reach the 5-year step increase effective January 5, 2020 with a pay increase to \$22.83 per hour.
- Dispatch Supervisor Michael Larrivee reached the 20-year step January 30, 2020. His pay rate will increase from \$29.17 to \$30.00 per hour.
- Dispatcher Paul Haskell reached the 12-year step effective February 3, 2020 with a pay increase from \$24.01 to \$25.02 per hour.

2. A brief updated was provided regarding the Maine 200 Years Parade occurring this year in Auburn.

3. B. Arseneau has drafted an updated informational sheet for local pharmacies and doctor's offices regarding the County's Prescription Discount Card program and will be ordering new updated cards.

APPROVAL OF MINUTES:

B. Arseneau requested that the Commissioners approve the minutes from the December 19, 2019 and January 9, 2020 Waldo County Commissioners Court Sessions as presented.

**** B. Johnson moved, A. Fowler seconded to approve the minutes from the December 19, 2019 and January 9, 2020 Waldo County Commissioners Court Sessions as presented. Unanimous.**

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. Commissioner Johnson reported that an employee had recently experienced some security problems with an outside person who was causing some issues. The employee wished to thank the Commissioners' Office for acting quickly to assist with security measures, and also the Sheriff's office for meeting with them and making some security recommendations. Gratitude was also expressed by the employee to the District Attorney's Office for their assistance.

2. Information Technology Manager:

****B. Johnson moved, A. Fowler seconded to hire J-Sun Bailey as Information Technology Manager effective February 5, 2020 at \$75,000.00. Unanimous.**

****W. Shorey moved, A. Fowler seconded to adjourn the court session at 1:20 p.m. Unanimous.**
No action was taken.

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