

**WALDO COUNTY COMMISSIONERS COURT SESSION
MAY 20, 2020**

PRESENT: Commissioners Betty I. Johnson (Chairman), Amy R. Fowler, and William D. Shorey. County Clerk Barbara Arseneau took minutes. The court session was conducted via teleconference due to COVID-10 restrictions.

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

FINANCIAL REPORT:

Deputy Treasurer Karen Trussell reported the following:

The County Checkbook balance is \$27,470.10.

The Jail Checkbook balance is \$5,537.76.

County Appropriations:

35% of the 2020 budget has been expended and it could be 38% at this time.

County Revenue:

36.85% of the 2020 County revenue has been received.

Corrections Appropriations:

38% of 2020 budget has been expended and should be 38% expended.

Corrections Revenue:

7.07% of the 2020 Corrections revenue has been received.

TAX ANTICIPATION NOTE:

\$1,650,000.00 has been borrowed by the County and \$1,250,000.00 by Corrections. The remaining balance on the T.A.N. is \$2,600,000.00.

****B. Johnson moved, A. Fowler seconded to file the Financial Report. Unanimous.**

WARRANTS:

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 14, 2020 General Fund Accounts Payable warrant including the May 14, 2020 payroll in the amount of \$226,305.00. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 14, 2020 Capital, Active & Restricted Reserve warrant in the amount of \$13,983.47. Unanimous.**

****A. Fowler moved, B. Johnson seconded to authorize payment of the May 14, 2020 Reentry Accounts Payable warrant including the May 14, 2020 payroll in the amount of \$114,762.76. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 14, 2020 MCRRC Restricted Reserve in the amount of \$1,377.63. Unanimous.**

****B. Johnson moved, A. Fowler seconded to change the original amount of the April 9, 2020 General Fund Accounts Payable warrant and April 2, 2020 payroll of \$197,650.37 to \$199,651.47. Unanimous.**

D. Rowley is setting up an account with Roundtree Medical to order supplies. The Commissioners approved this.

INFORMATION TECHNOLOGY REPORT:

Present was IT Manager J-sun Bailey who reported the following:

1. He is continuing to clean up in server room, rearranging it and is has started on budget items for next year. He has also been training for Spillman/Motorola, etc.

2. Ray Monreil has been cleaning up phone work at the DA's office for their move. J. Bailey is not sure when they'll be moving

3. J. Bailey recommended Barracuda as the Spam filter to replace Google filtering, and had sent quotes to the Commissioners for their review.

****A. Fowler moved, B. Johnson seconded to approve a 3-year contract with Barracuda for spam filtering. Unanimous.**

4. The telephone issue at the Commissioners Office is resolved.

5. J. Bailey has asked IT Tech Nicole Hubbard to coordinate with CTI for the upcoming office moves.

6. J. Bailey is continuing to look at ways to accomplish cost savings.

SHERIFF'S REPORT:

Present was Sheriff Jeffrey Trafton, who reported the following:

1. He has been working with Volunteers of America on Reentry for the past few days and asked them for a budget proposal now, rather than waiting until January 1st. He explained that the County needs to make some changes in the contract as soon as possible. Most of VOA employees are working from home. He hopes to accomplish this by July 1st. A Zoom meeting between VOA and the Sheriff's Office is scheduled at 1:00. He stated that he would like to reduce it \$200,000.00 to \$250,000.00 so will speak with them to see if there are ways to accomplish this. Currently the Reentry has nine (9) residents and this reduced number is a result of minimizing potential COVID-19.

A. Fowler noted that most counties are going with Maine Pretrial. J. Trafton said he was confident he could work with VOA to achieve a reduced contract. He explained that there is a lot of expertise with VOA – substance abuse counseling, work counseling – a lot of “moving parts” and areas of

knowledge beyond what corrections officers normal work would entail. He stated that he is optimistic.

2. Waldo County has a 3-year contract with Somerset. J. Trafton said he needs to speak with them and to see if there is a possibility of saving some money on the contract. The inmate average has been 22 inmates rather than the anticipated 35 inmates. W. Shorey said he appreciated the work being done by the Sheriff to reduce expenses.

3. J. Trafton explained the workload taken on by Jail Administrator Ray Porter is too heavy and he will be stepping back from being the Jail Administrator at Knox County effective July 1, 2020.

4. The Governor's Order expires June 1, 2020, so the Sheriff is planning ahead. He, Chief Deputy Trundy and Lieutenant Curtis have been rotating time in the office, and the two secretaries have also been rotating. He asked the Commissioners for guidance on social distancing while bringing employees back to work in the offices. The Commissioners asked the Sheriff for his thoughts. He said he'd like to bring some of his staff back. He also mentioned that New Hope for Women would like to start coming back into the office. He hasn't spoken with his staff about their comfort level.

W. Shorey said he would support how the Sheriff would like to do things. A. Fowler said 6' apart should be fine for the secretaries, common sense should be used, employees could wear a mask if they were comfortable, and not wear one if they weren't comfortable. She noted that the rules are changing every day, and care needed to be taken in certain areas. J. Trafton said that he would like to do this as a gradual phasing in process. He knew that they should wait to see what the Governor does and whether or not the current status would be extended.

5. The new hybrid vehicle is now out on patrol. The Sheriff's Office will collect some data on that and see how it works out.

CIVIL EMERGENCY UPDATES:

Present was EMA Director Dale Rowley who reported the following:

1. Personal Protective Equipment has been provided to the County departments, town offices, and emergency personnel. EMA has provided disposable masks, cloth masks, a few N95 masks, hand sanitizer, and surgical masks. Gloves and masks were donated by the hospital. The County bought the disposable masks. The rest was from FEMA. He explained that there are two different kinds of N95 masks – one is rated for blood spatter and hospitals must use those. W. Shorey asked if all were at no cost and was told yes – all the FEMA and Hospital PPE were donated. The Commissioners was asked if D. Rowley felt the County had enough. D. Rowley replied that he hasn't had to order anything additional yet but is trying to keep things well stocked.

2. D. Rowley reported that the County has incurred \$10,970.00 at this point with COVID expenses.

3. EMA is working with food pantries and "County Bounty".

4. EMA is dealing with day-to-day items that come up.

5. Appreciation was expressed to Officer Carlene Thornton and the Reentry residents who have made 1200-plus cloth masks for the community.

FACILITIES REPORT:

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

1. K. Nealley met with Andy from Thayer Corporation at the Superior Courthouse building because he's had a request from Elaine Belenburg who is writing a grant for the Midcoast Actors, who are renting upstairs space in the Courthouse. Andy from Thayer is their boiler person. Andy went through the building with them. \$100,000.00 would be a low number to replace the current boiler system. Andy said there could be some mini splits and heat pumps to heat and cool the acting rental space. The grant is for \$20,000.00 and K. Nealley noted that this is "kind of a drop in the bucket" for that old building. Efficiency Maine has a great rebate on mini splits and heat pumps right now. K. Nealley said it might be possible to do some kind of prescriptive plan and submit it to Efficiency Maine. He told Andy he didn't know what the County would have in funds to put toward this grant/project. Commissioner Johnson and K. Nealley sat down together to look at the questions for this grant. He thought they would figure out how much the County could assist, figure out how much efficiency and savings the County would recover, and look at all that combined. W. Shorey said that he believed there would need to be a number of discussions about this. B. Johnson explained that she is working with Midcoast Actors and believes there may be more money available in the grant, but she needs to find out more. B. Johnson said that K. Trussell has downloaded the link so that B. Johnson can look at the grant. It is quite detailed and deep and it isn't clear whether or not it should be pursued. She believed there was any unrealistic hope for a new boiler, but it is worth looking into. June 1st is the deadline for the grant and awards won't be decided for at least three months. This means any awarded grant funds wouldn't be available until October. Usually at least one year is allowed to have the work completed. B. Johnson said she still needs to do a lot of research on this with K. Nealley as there are many questions. Midcoast Actors have never applied for this grant before, either. It's all new territory.

2. District Attorney Space Restructure: K. Nealley reported that the Reentry residents painted there and the floor is about 70% down. Spoke with Eric and Megan and they will sort out how to move people around over there and in the new space that is being utilized. It would make sense to move things before people come back.

3. The Registry of Deeds is operating by appointment only. K. Nealley reported that he installed a pass-through window in the Registry door to separate them from the public.

4. The Registry of Probate is open by appointment only, as well. People are wearing face masks and practicing social distancing.

5. Facilities Technician Gary Daigle has been cleaning and doing what needs to be done and K. Nealley is also cleaning things as much as possible in the Commissioners and Probate building.

RCM RADIO SERVICE CONTRACT:

Present was Communications Director Owen Smith and Dispatch Supervisor Michael Larrivee. O. Smith reported the following:

1. Microwave Radio Issue: The microwave radio system at Aborn experienced a failure on May 19, 2020. The problem was unknown, one pair of the radios died and cannot be fixed. There may be other problems associated with the failure. Microwave radio tech is coming back up today with another radio that may or may not be able to talk to the remaining one. It may also be a problem with the MUX. He will check out the system and hopefully can repair whatever is wrong. In the meantime LE1 is back to straight talk repeater. Microwave radios come in pairs and they have to “talk to each other”. The worst case scenario is that they would have to be replaced at around \$40,000.00 per pair.

2. The service contract with RCM is \$1,100 per month. There is a \$3,500.00 one-time charge to analyze the system and create an internet connection into the Zetron radio system. This is not in his budget. O. Smith asked if he could seek a second quote with another company before signing anything. The Commissioners agreed, and after brief discussion of whether funding should come from the 0265 Technology Reserve or the 0266 Future Technology Reserve for the remainder of this year, the Commissioners voted as follows:

****A. Fowler moved, B. Johnson seconded for Communications Director Owen Smith to seek out the best price and coverage for the radio system and to sign up for that service with funding from the 0266 Future Technology Reserve. Unanimous.**

O. Smith called back a few moments later and asked if this should be added in as budget line item for 2021 or add into the Technology operating budget. He noted that this would be a large increase in the Communications 2021 budget. B. Johnson said she believed it should be put in the Communications budget, and that it is easy to explain as an essential cost. The other commissioners agreed.

O. Smith asked the Commissioners when the County would be back to “face-to-face” meetings. W. Shorey said he thought it would be a while.

CORRESPONDENCE:

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

NACo Live Healthy Program: The County, as a member of the National Association of Counties, has been enrolled in the Prescription Discount Program for County Citizens for a number of years. There is now an opportunity to offer discount dental and health insurance to citizens, as well. She had sent the Commissioners information about that and links to the NACo web site. B. Johnson expressed concern that there may be unknowns in terms of work for County staff, and possible unknown expenses. Her recommendation was to stay with the current Prescription Discount Program. B. Arseneau said she understood and would bring it back up next year when the Commissioners weren't dealing with so many unexpected concerns and costs related to the current pandemic.

APPROVAL OF MINUTES:

B. Arseneau requested that the Commissioners approve the minutes from the April 15, April 20, April 22, April 27, May 1, and May, 2020 Waldo County Commissioners Court Sessions as presented.

****B. Johnson moved, A. Fowler seconded to approve the minutes from the April 15, April 20, April 22, April 27, May 1, and May, 2020 Waldo County Commissioners Court Sessions as presented. Unanimous.**

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. Updated Job Description for Nicole Hubbard: B. Johnson stated that she has reviewed the updated job description for Nicole Hubbard and N. Hubbard has agreed with it.

****B. Johnson moved, A. Fowler seconded to approve the updated job description for the part-time Human Resources/IT Technician/Finance Assistant as presented. Unanimous.**

2. Commissioners/Human Resources/Finance Office Move Recommendation: A. Fowler reported that Nicole Hubbard has to run upstairs frequently to get items from the former H.R. office in order to function in her current office downstairs. N. Hubbard and K. Trussell also have to walk back and forth multiple times a day to each other's offices to work. A. Fowler recommended moving the offices sooner instead of waiting.

****A. Fowler moved, B. Johnson seconded to move forward with moving the offices as discussed during the May 6, 2020 Court Session.** Discussion: A. Fowler said she didn't mind if the staff repainted as long as it was done with their own money. W. Shorey said he thought it would be a mistake to make this move too soon with the COVID-19 situation and moving people too close together at this point. A. Fowler said they already sit together to do payroll now and have been working closely together all along. **Motion passed with W. Shorey opposed.**

B. Arseneau requested that if she is not permitted back in the office for this move, that she be allowed to work with Facilities Manager Keith Nealley to figure out where her office items should be moved so he would hopefully only have to move these things once. The Commissioners agreed.

3. B. Johnson reported that Belfast Creative Coalition, Waldo County Bounty, and Keep the Faith will be doing a recorded show Monday, Memorial Day. She expressed special thanks to Sara Trunzo for the input and information that was sent related to Waldo County Bounty, and added that Sara will be helpful to Commissioner Shorey as he works with this program.

****A. Fowler moved, B. Johnson seconded to adjourn the court session at 10:20 a.m. Unanimous.**

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