

**WALDO COUNTY COMMISSIONERS COURT SESSION
JUNE 17, 2020**

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

Call to Order: Commissioner Shorey 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 \$57,790.64.

The Jail Checkbook balance is \$48,985.17.

County Appropriations:

41% of the 2020 budget has been expended and it should be 46% at this time.

County Revenue:

44.27% of the 2020 County revenue has been received.

Corrections Appropriations:

43% of 2020 budget has been expended and should be 46% expended.

Corrections Revenue:

8.73% of the 2020 Corrections revenue has been received.

TAX ANTICIPATION NOTE:

\$1,950,000.00 has been borrowed by the County and \$1,400,000.00 by Corrections. The balance is \$2,150,000.00.

K. Trussell reported that this time last year, the County had borrowed \$200,000.00 less than this year. The previous two years, the County ended with \$500,000.00 unused on the TAN. She expects it should be about the same at the end of this year.

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

WARRANTS:

****B. Johnson moved, A. Fowler seconded to authorize payment of the June 11, 2020 General Fund Accounts Payable warrant including the June 11, 2020 payroll in the amount of \$217,061.93. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the June 11, 2020 Capital, Active & Restricted Reserve warrant in the amount of \$7,304.19. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the June 11, 2020 Reentry Accounts Payable warrant including June 11, 2020 payroll in the amount of \$100,822.14. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the June 11, 2020 MCRRC Restricted Reserve in the amount of \$1,992.78. Unanimous.**

INFORMATION TECHNOLOGY REPORT:

IT Manager J-sun Bailey presented the IT report as follows:

1. Update on District Attorney's Office Move: J. Bailey has been working on moving the D.A.'s Offices. The employees are all in their new spaces, and the old space is where cleanup will be done next. The old office needs to be rewired so that the rented space will be separated. He said he wasn't sure if there would be any moves in the Prosecutorial Assistant and Victim/Witness Advocate space. D.A.'s Secretary Megan Duval, who was listening in by telephone, explained the configuration of the offices. When the Commissioners inquired, she also explained the current office schedule for the staff in terms of when they were working in the office or remotely.
2. The 2021 Technology budget is being prepared.
3. Update on Server Upgrades: J. Bailey provided a brief overview regarding upgrading servers at the Sheriff's Office and Communications Center. He is obtaining pricing and is continuing with performing inventory. He explained that the servers would be virtualized and there would be enough capacity so that if servers in one location went down, they would switch over to the other location and keep running.
4. He reported that, to his knowledge, he is finished with Commissioners Office move.

FACILITIES REPORT:

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

1. District Attorney's Office Move: This went smoothly, and everything has been moved over by the D.A.'s staff and Facilities Management. He did not use assistance from the Reentry residents due to the sensitive nature of the D.A.'s records.
2. A Plexiglas pass-through window has been ordered for the door. That will take care of isolating everyone from the public on that main floor, both Deeds and the D.A.'s Offices. Several of the D.A.'s Offices are connected by internal doors, further ensuring safe walking through as needed.
3. Law Library: K. Nealley and the Commissioners discussed moving the law library into the office space recently vacated by Human Resources on the upper/main level of the Commissioners and Probate Courthouse. The room can be used as both a law library and a conference room for Probate. The Commissioners agreed for the law library to move to the recently vacated HR office, and Commissioner Fowler volunteered to assist Facilities Management with shelving the law books.

4. W. Shorey briefly discussed with K. Nealley a water leak at the Waldo County Garden and the possibility of installing a hand-washing station.

CORRESPONDENCE:

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

1. Any further communication from the company who requested to meet with the Commissioners regarding quotes to service and maintain printers will go directly through the IT Manager from now on.

2. 2018 Annual Report: The Commissioners briefly reviewed the 2018 Annual Report letter drafted by the Clerk, discussed a few changes that needed to be made, and decided to dedicate it to retired Treasurer David A. Parkman. They decided to dedicate the 2019 Annual Report to former Sheriff John Ford.

3. Appeal of Decision of Board of Assessors: The Commissioners Office received an Appeal of Decision of Board of Assessors on Application of Abatement of Property Taxes Abatement via the legal firm of Pierce Atwood, LLP Peace Ridge Sanctuary in Brooks on May 22, 2020. The Commissioners briefly reviewed the application and decided that the County should seek legal counsel on this matter, since there were many things to consider, such as the taxes had not been paid, the 501(c)(3) status of the organization, and other questions. All agreed that the Clerk would forward this matter for legal counsel, and B. Johnson offered to research the organization's 501(c)(3) status.

4. Discussion of Contaminated Records in Old Jail: After review and brief discussion of the two quotes received from Belfor Property Restoration, the Commissioners concluded that the County cannot and will not spend money on these records at this time of economic stress, and will have to wait until the future to work on them. The Commissioners decided the records needed to be moved to another location, and the Old Jail space will need to be properly decontaminated for reuse. The Commissioners voted as follows:

****A. Fowler moved, B. Johnson seconded to safely move the contaminated records from the Old Jail to a safe and secure place. Unanimous.**

5. Updated County Clerk Job Description: The Commissioners reviewed the updated County Clerk job description submitted by B. Arseneau.

****B. Johnson moved, A. Fowler seconded to strike out any reference to an Assistant County Clerk, and to accept the other changes to the job description. Unanimous.**

The Commissioners authorized using their signature stamps to sign the final version.

APPROVAL OF MINUTES:

The Commissioners discussed draft minutes from the May 20, 2020, June 4, 2020, June 8, 2020, and June 16, 2020 Waldo County Commissioners Court Sessions, and the following amendments were made:

1. May 20, 2020 Session: B. Johnson stated that the change to the May 20, 2020 court session minutes only needed to be one word, as discussed on June 4, 2020; otherwise the rest of the paragraph remained.

2. June 4, 2020 Session: W. Shorey noted that the discussion of moving funds to reserves should read as follows: Communication Equipment Reserve = \$100,000.00, \$25,000.00 to Severance and \$5,000.00 to EMA Disaster reserve.

****W. Shorey moved, A. Fowler to correct the minutes from June 4, 2020 to read that funds should be moved as follows: \$100,000.00 to the Communication Equipment Reserve, \$25,000.00 to the Severance Reserve, and \$5,000.00 to the EMA/Disaster Recovery Reserve, and to approve the minutes from the June 4, 2020 Waldo County Commissioners Court Session as amended. Unanimous.**

3. June 8, 2020 Special Session: The Commissioners amended the minutes to include MRSA Title 1§405(6)(a) as the statute reference for the executive session.

****B. Johnson moved, A. Fowler seconded to approve the minutes from the June 8, 2020 Waldo County Commissioners Court Session as amended. Unanimous.**

4. June 16, 2020 Special Session: The Commissioners noted the correction in the title of chairman and a spelling error.

****B. Johnson moved, A. Fowler seconded to approve the minutes from the June 16, 2020 Waldo County Commissioners Court Session as amended. Unanimous.**

NEW HIRE – F/ VWA POSITION AND JOB DESCRIPTIONS:

Present by telephone was Prosecutorial Assistant Eric Harvey.

1. Job Descriptions for Victim Witness Advocate and Secretary: E. Harvey referenced two job descriptions he had emailed the County Commissioners yesterday, noting that they were sent to the union for review some time ago and he had hoped he would have received that approval by this morning. He asked if the Commissioners need a letter of approval from the union before the Commissioners can approve the job descriptions and was told yes. Once they've received the Union's written approval, this matter will need to come before the Commissioners' again for their approval and signatures.

2. Photocopier Contract: E. Harvey and Legal Secretary Megan Duval briefly discussed the new photocopier contract, which should save the D.A.'s Office about \$1,000.00 per year, and asked who should sign it. The Commissioners stated that they believed it should be signed by the department head or a designated supervisor and recommended that someone check the previous contract to see who signed.

COMMISSIONERS MISCELLANEOUS BUSINESS:

Commissioner Shorey requested an executive session for discussion of a memo sent between the Commissioners.

EXECUTIVE SESSION:

****W. Shorey moved, A. Fowler seconded to go into executive session at 10:01 a.m. for discussion of a memo sent between the Commissioners as permitted by MRSA Title 1§(405)(6)(a). Unanimous.**

****B . Johnson moved, A. Fowler seconded to come out of executive session at 10:28 a.m. Unanimous.**

****A. Fowler moved, B. Johnson seconded that as of July 1, 2020, the Commissioners intend to firmly adhere and refer to the County personnel policies' time off and vacation requests. Unanimous.**

The commissioners stated that they will be pushing forward with getting the personnel policies up-to-date. One issue mentioned is that employees are coming and going and it needs to be organized.

****B. Johnson moved, A. Fowler seconded to adjourn the court session at 10:30 a.m. Unanimous.**

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