

**WALDO COUNTY COMMISSIONERS COURT SESSION
AUGUST 19, 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-19 restrictions.

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

FINANCIAL REPORT:

Finance Assistant Nicole Hubbard reported the following, as Finance Director Karen Trussell was on vacation:

The County Checkbook balance is \$51,466.63.

The Jail Checkbook balance is \$227,770.16.

County Appropriations:

54% of the 2020 budget has been expended and it could be 63% at this time.

County Revenue:

62.86% of the 2020 County revenue has been received. Revenue is starting to pick up in both Deeds and Probate registries.

Corrections Appropriations:

57% of 2020 budget has been expended and could be 63% expended.

Corrections Revenue:

79.39% of the 2020 Corrections revenue has been received.

TAX ANTICIPATION NOTE:

The County has borrowed \$2,700,000.00 from the TAN, and Corrections/Jail has borrowed \$1,800,000.00. The balance is \$1,000,000.00.

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

WARRANTS:

****B. Johnson moved, A. Fowler seconded to authorize payment of the August 13, 2020 General Fund Accounts Payable warrant including the August 6, 2020 payroll in the amount of \$181,432.79. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the August 13, 2020 Capital, Active & Restricted Reserve warrant in the amount of \$8,470.75. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the August 13, 2020 Reentry Accounts Payable warrant including the August 6, 2020 payroll in the amount of \$77,574.08. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the August 13, 2020 MCRRC Restricted Reserve in the amount of \$2,604.68. Unanimous.**

INFORMATION TECHNOLOGY REPORT:

Information Technology Manager J-sun Bailey reported that he has been working on the following:

1. The 2021 Information Technology Budget, and also planning for future IT work that will need to be budgeted for long-term.
2. Testing new report software and help desk software
3. Building computers.
4. Putting together the desk in his office.
5. Putting out “day-to-day fires”.
6. J. Bailey also reported that he has reached to Spillman/Motorola group and appropriate County departments to look at the larger picture regarding modules, etc. He is trying to determine what’s necessary, and what the impact would be or not be. He has asked the company to clarify which is the one-time expense and which is an annual expense. W. Shorey said he thought that it would be good that the software would allow remote access, and could be put on County cell phones so that if someone lost their phone with sensitive information on it, it could be disabled and/or locked down as a safety precaution.

The Commissioners thanked J. Bailey for his good work.

FACILITIES REPORT:

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

1. Law Library Changes: The oak desks that were used by the former Human Resources Director will be moved out of the Law Library/Conference room and into the storage building out near the County garden until a use is found for them, along with the metal desk that is being replaced in the I.T. Office. A table that was used by Probate will be moved into the Law Library/Conference Room instead.
2. The Old Jail Archive dehumidifier was reading about 60% humidity and now it is about 50%. It seems to be working well. K. Nealley briefly explained the mold removal/cleaning process that was done. According to the County Clerk’s chart, the humidity should be between 43 to 47%, so there is a little way to go. He asked if the County Clerk could be allowed to go to the Old Jail to assist in planning the setup.
3. Discussion of Heat Pump for the Old Jail Archive: K. Nealley and the Commissioners talked about the upcoming installation of a heat pump. W. Shorey expressed concern about whether or not the heat pump will be enough heat during the months of December through February, as he has heard

from a person in that line of business that during those months, a heat pump can't keep up. K. Nealley said he would probably keep it on the cool side, anyway. B. Arseneau mentioned that, like the humidity levels, temperature levels need to be kept within a certain range for proper permanent records storage. K. Nealley said he has not received an invoice yet from Eastern Mold Remediation. He is aware that the dumpster alone was \$900.00. He will obtain cost figures so far and will get back to the Commissioners about that and the heat pump installation, and will research supplemental heat.

4. Storage of Remaining Moldy Records. There was brief discussion of sealing the remaining moldy records that have been put into designated space in the small storage unit at the Garden site. Only about 1/3 of the space is being used for those records. There was brief mention that there are records in the basement of the Reentry Center that will need to be moved and stored in the future.

BALLOTS FOR 2020 BUDGET COMMITTEE:

County Clerk Barbara Arseneau and H.R. Director Nicole Hubbard reported the following correspondence received for the open terms on the Waldo County Budget Committee:

District 1:

Two ballots were received for Selectman Gabriel Pendleton of Islesboro: one ballot from the Town of Northport, and the other from the Town of Islesboro.

District 2:

A telephone call was received from Freedom Selectman Ronald Price stating that Freedom Selectman Elaine Higgins is interested in serving as the replacement for Brian Jones, who is no longer selectman and had one year left on his term.

District 3:

Two ballots were received from the Town of Palermo for Selectman Bob Kurek of Palermo: one ballot from the Town of Palermo, and the other from the Town of Searsmont.

****A. Fowler moved, B. Johnson seconded to accept the ballots and submission for budget committee membership and accept the selectpersons filling the vacancies in the municipalities with vacancies. Unanimous.**

CORRESPONDENCE:

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

1. Law Library Hours: In communications between B. Arseneau and Register of Probate Sharon Peavey about how handle public access to the Law Library, S. Peavey recommended hours be by appointment only by calling the Probate Registry. This will avoid conflicts in using the room, since the Library is located in a conference room regularly used for Probate Court matters. The Commissioners approve this arrangement.

2. The Commissioners noted that Dispatch Supervisor Elizabeth Kolko will reach the 12th year of employment as full-time dispatcher on August 19, 2020 with a pay increase from \$26.95 to \$28.05 per hour.

3. Dispatcher Kathy Foley has resigned as full-time dispatcher, with her last day being August 19, 2020. She has requested to be kept on as a part-time employee. O. Smith requested that this be at her current rate of pay of \$23.00 per hour. He noted that that this has been done in the past with full-time dispatchers who have decided to work part-time.

****A. Fowler moved, B. Johnson seconded to accept the resignation of Dispatcher Kathy Foley as full time dispatcher, and to accept that she stay on as part-time on-call-as-needed at the current rate of pay at \$23.00 per hour. Unanimous.**

4. Job Description and Policies: B. Arseneau discussed with the Commissioners recent questions that have come up regarding updating policies, sending them out, etc. She explained that the County Clerk job description reads: "Personnel: Assists with maintenance of and formulation of policies." The Human Resources Director job description reads: "Review benefits with employees and completes all necessary paperwork and reviews County policies." Human Resources Director Nicole Hubbard was also present for the discussion and explained that it was difficult to figure out which policies need to be updated, when they were last updated, etc. B. Arseneau explained that in 2017 and early 2018, the department heads had reviewed a number of the policies, some had been sent to an attorney for review, and several had been presented to the Commissioners. Some of the policies were tabled several times. The Human Resources Director who had been working on them left in 2019, and the next H.R. Director tried to pick the policy review up where it left off, but the project hadn't moved forward because some of the policies were still tabled. At this point, many of the policies may need to be updated again, and a few should be reviewed by an attorney again because laws keep changing. The Commissioners discussed this briefly and decided that they needed to have a workshop or executive session in order to look through all the policies, and figure out how they should proceed from here.

APPROVAL OF MINUTES:

B. Arseneau asked if the Commissioners had received draft minutes taken by H.R. Director Nicole Hubbard during their special session on July 28, 2020. The Commissioners confirmed receipt of the draft.

****B. Johnson moved, A. Fowler seconded to approve the minutes from the July 28, 2020 court session as read. Unanimous.**

B. Arseneau asked the Commissioners to approve the second draft minutes of the August 5, 2020 court session that she sent yesterday with corrections that had been found on the first draft. B. Johnson questioned the legality of sending draft minutes, making corrections, and then resending them. After brief discussion, the Commissioners agreed that one draft should be sent to the Commissioners and any corrections or changes will continue to be addressed during public court sessions.

PUBLIC COMMENT:

No one from the public was present to speak.

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. A. Fowler reported that she has a tentative meeting next week with some higher officials regarding whether or not the some items will be discussed with legislation.

2. W. Shorey reported that Randy Liberty has offered to send the potato harvester from Bolduc to assist with the Waldo County Garden. The Commissioners expressed their appreciation for this.
3. B. Johnson reported that most of her committee meetings are via Zoom, but does some treasurer work in person. She gave a brief report of some of the activities planned by the committees.
4. Commissioners Johnson and Shorey briefly discussed changes in areas being served by Eastern Maine Development Corp. or Coastal County Workforce, and noted that it is obvious that it's very important for economic workforce to be involved with communities.

****B. Johnson moved, A. Fowler seconded to adjourn at 10:08 a.m. Unanimous.**

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