

WALDO COUNTY FY 2005 BUDGET COMMITTEE
4th MEETING
DECEMBER 1, 2005

PRESENT: Budget Committee Members Bill Sneed (Chairman), Samuel Butler, James Bennett, Richard Desmarais, Rachel McDonald, Timothy Biggs and Bradford Payne; County Commissioners John Hyk, Charles G. Boetsch and Amy Fowler; Treasurer David Parkman, Deputy Treasurer Karen Ward, Waldo County Clerk Barbara L. Arseneau, Deputy County Clerk Veronica Spear, Register of Deeds Deloris Page, Deeds Clerk Debbie Berry and members of the press.

The meeting opened at 6:03p.m.

RECORDS PRESERVATION (2040) BUDGET REVIEW:

Present for the discussion was Cheryl and Jason Coats of DRG Specialty Services, LLC. C. Coats offered to do a presentation of what they have accomplished. B. Sneed suggested that either one of the proposed budgets be reviewed, the law library space or proposed new space. C. Coats explained that she would not go over both of simultaneously, but just one at a time.

C. Coats submitted to the Budget Committee “an undeterminable record,” which was an old, very dirty but readable document. She handed to the committee to get a close look. R. McDonald asked what it was. C. Coats replied, “Good question.” She mentioned how this was the state that she found many of the documents in that had been stored in the basement of the Superior Courthouse. She described the process of cleaning and cataloguing the documents. She then listed the County’s right to keep the records if they deem them to be important. The state just specifies what *cannot* be disposed and what *can* be. Just because something might be allowed to be disposed, if the County placed some sort of historical or informational value on it, it did not *have* to be disposed of.

C. Coats explained the process of microfilming and that Risk Pool insures, so could reproduce from the microfilms. She informed the Committee that the archives had been checked for A.D.A. requirements and she was told that the archive setup was not A.D.A. compliant.

C. Coats commended the Register of Probate for doing a wonderful job with keeping their records. There were only four books that were moldy and she is trying to keep those from contaminating the others.

C. Coats explained that the commissioners have microfilm but no microfilm reader and at Maine State archives they also have a copy of the microfilm.

J. Hyk started to explain that there is no room to store the county records. He mentioned how one of the walls in the basement of the Superior Court building are falling apart and how they had to move the records to better conditions. The Commissioners hired Cheryl Coats as a professional. She started to deal with Deeds records first and Deeds Surcharge

funded that. He detailed that Cheryl has moved from the Grand Jury Room, to the basement of Register of Deeds then finally the law library during this records management process.

C. Coats said that permanent records would continue to be generated. B. Sneed brought out that his town is below poverty level. R. McDonald stated that she thought, "The cost is in the people." C. Coats mentioned that her company was actually underpaid and when she figured out the salary, it was the same as a beginning janitor for the County. She further explained that the budget for Records Management has consistently gone down. She stated, "I have literally discarded thousands and thousands of records which should have been tossed. Employees don't know where things are and there is no paper trail to indicate what is there. With the roads records database, we found 65 maps that people didn't even know existed. It is a problem for title companies, surveyors, road crews, etc. There needs to be some type of statement put out that these are now available." C. Coats informed the Budget Committee that there are known to be missing records and she did an inventory for the known records and there is about 2,800 cubic feet of records. She also stated that the archives is permanent but that records management is to set up a system of cataloguing, which is the new project.

R. McDonald asked if there are any duplication between the towns and County. C. Coats said there were no duplications and went on to explain that marriage licenses and assessors records are only at the towns. R. McDonald asked if the department heads could be trained to do their own record keeping. C. Coats said that they could be trained. R. McDonald asked how long it would take. C. Coats and J. Coats responded that there was a one year plan for the Jail records and they would get the system set up so the County could "take the records and run with them."

S. Butler said, "The records management has already started, so we need to finish it." He also mentioned that they should try to cut it down as far as a new building and how they "need to bite the bullet."

J. Bennett asked if the archives and the Records Manager was the same person. C. Coats replied yes, it was for 40 hours. J. Bennett then asked her why she needed an assistant. C. Coats said she would need one in order to finish going through all of the records and to set up the computer system. She explained that two-thirds of the work consists of records management and that most of the archives have been dealt with. R. McDonald agreed with S. Butler but added that she would like to eliminate the assistant. J. Coats told them the reason for the assistant was in the interest of completing the work in one year. R. McDonald asked how long it would take to complete the project if they went back to the 2005 budget figures for the records preservation. C. Coats said it would take two years with one person and that was based on the work and how long it takes to complete it.

****B. Sneed moved, R. McDonald seconded to fund the Records Preservation (2040) budget at \$24,291.50 (same as 2005 budget). 6 in favor, 1 opposed.**

J. Hyk asked C. Coats if she would be able to work for the County with that budget, she told her she would have to get back to him.

GRANT WRITING (2050) BUDGET REVIEW:

Present for the discussion was Cheryl and Jason Coats of DRG Specialty Services, LLC. J. Bennett asked why the Commissioners cut the grant writing to \$15,000.00. J. Hyk spoke up and said he was against it. A. Fowler said that she voted that way because she didn't have any other figures to go by. C. Coats said that the amount the County received almost \$20,000.00 in grant money for archives and included the \$10,900.00 for the JAG grant. She also informed the group that the County was waiting to here if \$160,000.00 for the Homeland Security funds would be granted.

J. Bennett asked how many weeks in the year would be spent on grant research, etc. C. Coats said she budgeted by doing one grant a month and that includes research online, etc. She didn't know if she would write three grants or even one in a year. B. Sneed said that they could have gotten nothing but spent \$15,000.00. C. Coats mentioned that is the trouble with any grant. B. Sneed then suggested having a commission on the awarded grants. C. Coats said that she would have already done the work. J. Hyk argued that the E.M.A. director didn't submit a grant on time and explained how C. Coats picked it up and if the County got anything from the grant, it was because of Cheryl. He also brought out how the department heads are not trained, so the Commissioners put \$10,000.00 of surplus toward planning. He added that Cumberland County hires a grant writer for \$250.00 per hour. R. Desmarais argued that training for grant writing was the responsibility of Cheryl, not the County. C. Coats explained that only \$800.00 went toward training, that she paid half, and she had already written four grants.

****J. Bennett moved, S. Butler seconded to fund the Grant Writing (2050) budget at \$15,000.00. 5 in favor, 2 opposed.**

J. Hyk asked Cheryl if she could work for \$15,000.00 and she replied, "Yes."

RESERVES REVIEW:

The Commissioners reviewed the proposed Reserve budget with the Budget Committee as follows:

SEVERANCE RESERVE: J. Hyk explained that this reserve is now "in the hole" due to several resignations and retirements this year.

COURTHOUSES RESERVE: J. Hyk informed the Committee that the District Courthouse boiler needs to be replaced due to age and the recommendation is to go with two smaller boilers. He described the chimney issues that pushed work off until 2006. The chimney wasn't lined from the last 4' up. The plan is to take this expenditure from the Courthouses Capital Reserve account. The Commissioners were recommending \$8,000.00 to \$10,000.00 instead of \$2,000.00 to be added to this reserve. When asked by R. McDonald if the Probate/Deeds/DA Reserve could be used for the facility, J. Hyk replied that this was not advised. That would be spending on what should be in the

operating budget and the auditor had advised against doing this and adjusting accounts in that way.

HAZMAT RESERVE: There was brief discussion of the need for Waldo County to build its own “strike team,” which is a lower level of HAZMAT preparedness. G. Boetsch described this building of the funding and the HAZMAT team as being done “slowly.”

TECHNOLOGY RESERVE: J. Hyk stated that four to five years ago, when the Technology Task Force was formed, it had been determined that if a certain amount of funding was placed into this reserve each year, upgrades could be done with less of a strain on the County’s budget. He recalled that the amount each year was supposed to be \$60,000.00, but because of budget issues and constraints, that amount was not being put into the reserve each year as planned. This year, \$90,000.00 was being requested to add to that Reserve, which included \$30,000.00 to go toward Probate Technology that will link all the Probate Registries in the State of Maine within the next year or so. (Further discussion was delayed until Technology Consultant James Arseneau of J. & B. Diversified Associates could be present. Once he arrived, discussion continued.)

J. Arseneau briefly explained the request for \$90,000.00. \$30,000.00 was for Probate. Currently, the system used by the Maine County Registries of Probate is DOS-based. The State will be the purchasing agent to get a deal on another system and it has to be divided and shared by each County. Each County was to approach their Budget Committee and request \$30,000.00 for this purpose for the next two years. J. Arseneau explained that the remaining \$60,000.00 of the funding request for the rest of the County’s Technology planning. When asked if this was sufficient, J. Arseneau reminded the Commissioners of the amounts that were supposed to be funded in the reserve each year, but had not been. “We should have had this reserve up to \$180,000.00 *last* year, but \$60,000.00 will help,” he stated.

J. Hyk added, “We knew what we needed to put away each year. There are no surprises here.”

COUNTY PLANNING RESERVE: B. Sneed asked if the Commissioners would be willing to reduce some of the funding request for the County Planning and Land and Buildings Reserves. J. Hyk said he could not comment on that at this time. Both he and Commissioner Amy Fowler gave a brief history of the Jail Research Committee. This Committee had come to a similar conclusion as the one the Commissioners reached three years ago, but felt another study should be done. They were requesting that some of the County Planning money be allotted for that purpose. B. Sneed suggested that they write a grant for the money. J. Hyk informed B. Sneed that the Jail Committee had told the Commissioners they would not support another Jail referendum. The Committee had also asked that \$100,000.00 from the Land and Buildings Reserve be used to start actual work on the 100-acre property.

R. McDonald suggested funding \$7,000.00 in the County Planning, instead. J. Hyk commented, "I'm not going to drag it down." R. McDonald insisted that the target be changed, then. G. Boetsch mentioned that he had wanted to reduce it \$25,000.00.

****R. McDonald moved, B. Sneed seconded to award \$7,000.00 to the County Planning Reserve. 3 in favor, 3 opposed, 1 abstention. The motion failed.**

****R. McDonald moved, B. Sneed seconded awarding \$10,000.00 to the County Planning Reserve. 3 in favor, 3 opposed, 1 abstention. The motion failed.**

****J. Bennett moved, B. Sneed seconded putting NOTHING in the County Planning Reserve. 4 in favor, 3 opposed. Motion passed.**

LAND & BUILDINGS RESERVE: There was brief discussion of "nursing" off the reserves. It was the general opinion of the Budget Committee that this "drains" them unnecessarily.

J. Hyk mentioned that this particular account hadn't been touched in two years. The 100-acres of land had been purchased. The planning all had come out of the referendum costs. B. Arseneau listed the referendum costs when asked, from the 1020 Commissioners budget. These had been separated out so that if no referendum would be held, those line items could be reduced accordingly.

COMMUNICATIONS CENTER EQUIPMENT: The Commissioners explained that a \$40,000.00 match was required for the anticipated Homeland Security Grant of \$160,000.00. This reserve was for that purpose. S. Butler remarked that funding had been put aside before and wasn't spent and said they'd been hearing about this for 3 to 4 years. B. Arseneau reminded the group that the Waldo County Regional Building Committee had insisted that Communications Center Director Owen Smith have a study performed by a consultant for this build-out.

(The Budget Committee asked B. Arseneau to call Communications Director Owen Smith to ask him some clarifying questions.)

****B. Sneed moved, R. McDonald seconded making the Communications Center Build-out Reserve \$0.00 until hearing back on the Homeland Security Grant**

****B. Sneed moved, R. McDonald seconded \$221,000.00 total be used to fund the Reserve accounts. Unanimous.**

(Communications Director Owen Smith called in and was put on speaker telephone.)

When asked, O. Smith explained the details regarding the North Tower and the simulcast system. He explained that \$40,000.00 was needed to finish the microwave build-out for the North Tower. "As it appears, we may not get a grant in 2005 to do the microwave South build-out. We need to raise \$40,000.00 and put it in reserve to build out the South

microwave. At \$40,000 per year, it will take four years, at today's prices, to finish the South Tower microwave build-out," he explained. He expressed concern about the late Homeland Security Grant and wondered if the County would receive the grant funding.

S. Butler commented that last year, the County budgeted the \$40,000.00 but had no bids. O. Smith explained that it was for the simulcast repeaters and it was spent in the 2004 budget. O. Smith related the circumstances that happened in the 2003 budget, why the money was not spent, and that the Commissioners voted not to put it in a reserve, which "put the County behind \$40,000." S. Butler said he wasn't sure he was getting his answer, but decided he was all set.

O. Smith said he anticipated only half of what was available this year in the Homeland Security Grant to be available this time. He also mentioned that Cheryl Coats was in the process of looking for any available grants and that she searches for any that that the departments of the County might be able to use.

FACILITIES MANAGEMENT (1030) BUDGET REVIEW:

Present for the discussion was Facilities Manager, Keith Overlock and Architect Robert Fenney.

J. Hyk explained the history with former facilities manager James Conley and that J. Conley had put this budget together. R. Fenney explained that he had not been involved in the day-to-day work. B. Sneed felt that the budget did not make any sense. R. Fenney agreed that the budget was "spread around" because it encompassed other departments it had not in prior years and also felt it was hard to get questions answered. He said that there were five areas:

- Personnel & Costs (such as the cell phone)
- Operational (Ongoing end of year)
- Maintenance (Varies from year to year)
- Upgrades and maintenance
- Code – Related

Problems with several buildings and A.D.A non-compliance were mentioned. R. Fenney related that A.D.A. laws have been around since 1992 and the studies of A.D.A. needs in both the Superior and District Courthouses were performed and the reports released in 2002.

Brief mention was made of the cuts to the E.M.A. portions of this budget by Interim E.M.A. Director Jethro Pease as presented during the November 17th Budget Committee meeting.

R. Fenney submitted charts of the breakdowns, which included but are not limited to:

- The jail roof has major leaks, even though half of the jail roof has been replaced. The 2nd half needs to be replaced so it should stop all of the leaks. There are cans

currently all over the building to collect the water. Some leaks are due to the “slumped” grades of land around the buildings.

- The air conditioner in the Jail and E.M.A. has issues because the current compressors do not work and they will need to be replaced.
- The upper ramp at the District court building needs to be done, as the lower one was done this year. The upper one was just patched but it does not meet code for safety and disability. The boiler in the District Court building could not be replaced this year because the chimney and the ventilation were non-compliant.
- Grading outside the Jail had resulted in water damage, particularly to the E.M.A. office.

Some of the items scheduled for 2005 were not able to be accomplished, due either to funding or time constraints.

- The Superior Courthouse inside wooden hand railing is historical and requires an appropriate design for that building.

R. McDonald commented that that it “bugged her” that they had to dump \$100,000.00 into the Jail. R. Fenney listed items that were deferred. He mentioned the Sheriff’s office has so many problems that there was no sense to put major money into it. J. Bennett asked why they wanted to replace the roof at the Jail. R. Fenney explained that even if they decided to build a new jail this year, it would not be built until three years from now. D.O.C. standards must be met in the meantime. He further explained that the Jail roof has been “patched, patched and re-patched and you cannot tell where the leaks are anymore. They have buckets everywhere.” B. Sneed said that there were lots of problems with that building.

It was further explained that the Facilities budget does not include personnel budgeting for the other departments, just contractual and commodities.

There was brief comment on reduced budgeting for E.M.A. and Superior Courthouse, but an increase for the District Courthouse, Jail, Sheriff’s building, etc.

TRUCK REQUEST: B. Fenney suggested using the Sheriff’s truck for a few times. S. Butler did not have a problem with the mileage stipend

****S. Butler moved, R. McDonald seconded to put the mileage stipend in the budget and to remove the line item for the truck. Unanimous.**

B. Sneed then asked about line item 4200 regarding the \$2,500.00.

****B. Sneed moved, S. Butler seconded to reduce line item 4200 to zero. Unanimous.**

J. Hyk mentioned that the District Court roof would need to be replaced. B. Fenney mentioned that the heat valves needed to be replaced. K. Overlock explained that the Grand Jury room temperature could get to be 90° and he manually has to turn them off during the day. B. Fenney said they had budgeted for the valves to regulate the radiators. He mentioned the initial estimates were unbelievably high and the other estimates came in lower but later, so he wanted to add \$3,000.00 to deal with the budgets. J. Hyk said they could take the money out of Reserves or they could write a check and pay someone later. B. Fenney mentioned the Superior Court has a 40-year-old boiler and that should be planned and paid for from the Reserve.

R. Desmarais inquired about the necessity of air conditioning, especially in the E.M.A. office. J. Hyk replied that this was for ventilation, as well. There was further discussion of how to tell what had been expended on the heating and air conditioning repairs.

****B. Sneed moved, R. McDonald seconded removing all picnic tables from the budget. Unanimous.**

****B. Sneed moved, R. Desmarais seconded slashing to 0.00 the funding for woodworking in the Superior Courthouse. Unanimous.**

****B. Sneed moved, S. Butler seconded funding the entire Facilities budget at \$413,614.00.**

****S. Butler withdrew his second.**

****R. Desmarais moved, R. McDonald seconded to approve the Facilities budget at \$380,000.00. Unanimous.**

****B. Sneed moved, R. Desmarais seconded to adjourn the meeting. Unanimous.**

(The group then realized that they could finish the other budgets if they stayed a little longer.)

****S. Butler moved, B. Sneed seconded reconsidering the last motion. Unanimous.**

JAIL BUDGET – 1050:

****S. Butler moved, R. McDonald seconded approving the Jail budget at \$1,701,147.00. Unanimous.**

COMMISSIONERS BUDGET - 1020:

****J. Bennett moved, B. Sneed seconded accepting the Commissioners budget with the changes noted. Unanimous.**

ADVERTISING AND PROMOTION BUDGET – 1080:

****R. McDonald moved, R. Desmarais seconded awarding the 1080-4716 (Eastern Maine Development Corp.) \$2,000.00.**

Discussion: B. Sneed said that when the Budget Committee has asked, they've been told that E.M.D.C. is floating loans. Some felt that they had been helpful in Belfast and Searsport. R. Fenney noted that Brooks built its firehouse with the aid of E.M.D.C. J. Hyk reminded all that the Waldo County Commissioner had started E.M.D.C.

Motion failed, 3 opposed, two in favor, one abstention.

****S. Butler moved, B. Sneed seconded to reconsider the last motion. Unanimous.**

****S. Butler moved, R. McDonald seconded to accept the Jail budget (1050) in the amount of \$1,701,147.00. Unanimous.**

****R. McDonald moved, S. Butler seconded adjourning the meeting. Unanimous.**

Respectfully submitted by _____
Veronica Spear, Deputy County Clerk