

WALDO COUNTY FY 2007 BUDGET COMMITTEE
2ND MEETING
OCTOBER 27, 2006

PRESENT: Budget Committee Members Bill Sneed, James Bennett, Dean Potter, Richard McLaughlin, Tim Biggs, Richard Desmarais and Richard Crossman; County Commissioners John Hyk, Charles G. Boetsch and Amy Fowler; Treasurer David Parkman, Sheriff Scott Story, Register of Deeds Deloris Page, H/R Payroll Director Michelle Wadsworth, Deeds Clerk Debbie Berry, County Clerk Barbara Arseneau and Deputy County Clerk Veronica Stover. Also present were members of the press.

B. Sneed opened the meeting at 6:00 p.m.

B. Sneed mentioned that Friday, November 10, 2006 was a federal holiday so he asked if everyone could meet on Wednesday, November 8, 2006. All could make it.

B. Sneed went back to last week regarding the Sheriff/Jail. He mentioned last week John Hyk had stated that when they did the study for the new jail a couple of years ago, the average length of stay was about 15 days. At the last meeting B. Tiner said now it is about 25, so in four years it had gone up 66%. B. Sneed asked where the “choke point” is. He went over the pre-trial case processing in Maine and how it needs to be fixed. He encouraged them to look into this. J. Hyk mentioned that Maine has the highest number of mentally ill in jail of any State. He wanted the Committee to put into their thinking that many people in the jail are mentally ill. B. Sneed brought out that the female population in the jail has gone up. He discussed more of the pre-trial. S. Story mentioned that 80% of the jail population has not been to court yet; they are sitting and waiting for their day in court. D. Desmarais passed out the article regarding the new York county regional jail. S. Story discussed the female population at the Jail. B. Sneed said there is no real simple answer to this. T. Biggs said the article mentioned a video arraignment capability, which reduces the number of prisoner transports to courts. He asked if it would be expensive. S. Story said that he would probably be going to the budget committee next year for that due to the courts not being ready. He explained that it would pay for itself in a very short period of time just for not having to transport people all over the place. B. Sneed asked for any other thoughts. There were none.

EMA (1010) BUDGET REVIEW:

Present for the review was EMA Director Dale Rowley.

D. Rowley submitted a spreadsheet of how he manages the accounts.

PERSONNEL SERVICES:

B. Sneed asked if there were any comments. J. Bennett asked about D. Rowley’s salary not showing \$40,000.00 on the budget. B. Arseneau pointed out the note at the bottom of the page, which she read. J. Hyk explained how the salary came to be and how the new E.M.A. Director was hired. J. Hyk mentioned that he did the best he could with the “hand that he was given.” J. Bennett asked D. Rowley which benefits he received. B.

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Sneed asked about the other half of the clerk's position. D. Rowley explained that there used to be two part time clerks that totaled 45 hours and he converted it to one full time clerk at 35 hours. B. Sneed returned to the September 26, 2006 Commissioners Meeting minutes, in which A. Fowler wanted to know how many people in other counties work 35 hours a week and how many are working 40 hours and if people are being compared correctly. T. Biggs asked where the Lord Abbott (Deferred Compensation) was budgeted. J. Hyk responded that it was in the 2025 Employee Benefits Budget. J. Bennett asked why money was in the Facilities Managers budget and he did not understand why it was not in the EMA budget so that the federal government would pay half. D. Rowley said that they still pay for half. B. Sneed asked if there were any more questions. There were none.

CAPITAL OUTLAY:

B. Sneed asked about the \$2,500.00 storage building. D. Rowley said explained that the County has a Communications Trailer, a generator trailer and a small cargo trailer that has instant equipment. They are looking to get some materials and build a storage facility to put the trailers inside. Because it's unprotected situation, one of the trailers has had sabotage. D. Rowley is hoping that the Air National Guard will build it for him so that labor would be free and the county would just have to come up with the materials. He gave the values of the trailers. B. Sneed asked where they were going to put the building. D. Rowley said he was looking to put it out behind the Sheriff's Office. This would be a place to keep everything secure. J. Hyk mentioned that last year a major Homeland Security Grant didn't get applied for and it turned into an emergency situation. He thinks the emergency management has come a long way and he thinks that the County is getting good value for the money that is being put into EMA compared to the last 10 years or so. D. Rowley submitted around the list of grants that he has received. He stated that this year the EMA program brought in about \$264,000.00 and next year he hoped to bring in about \$202,000.00 in grants. He listed the different things received from the grants. B. Sneed questioned the \$500.00 of travel between October 18th and October 26th. D. Rowley explained that he has been submitting his travel on a quarterly basis.

CONTRACTUAL SERVICES:

T. Biggs asked why some of the money is in the Facilities Budget and some in the E.M.A. budget and why everything is not in the E.M.A. budget. D. Rowley explained when the facilities budget was created the repair lines were removed from the other budgets. J. Hyk explained it further, saying that before some of the department heads were in charge of the building maintenance but it was not working and "stuff was not getting done." So now everything is in one department and it is easier to look at it all in one place. B. Sneed was confused about the clerk's rate of pay but then figured it out.

COMMODITIES:

D. Rowley brought out that Commodities dropped \$100.00 from last year. R. McLaughlin asked what last years figures were. B. Sneed read the figures from last year.

****J. Bennett moved, T. Biggs seconded to accept the E.M.A. Budget at \$90,043.00. Motion passed with 6 in favor and 1 opposed (B. Sneed).**

REGISTER OF DEEDS (1065) BUDGET REVIEW:

Present for the review was Register of Probate Deloris Page.

B. Sneed mentioned to the ones that are new budget committee members that he wanted to point out that this is one of the few profits made in this county and how Deloris and her people make money for the county. B. Sneed asked if there were any questions on personnel services. J. Bennett asked about the part time clerk that is in the budget for \$4,788.00. D. Page explained that was her summer help for when the other staff are on vacation, as a "fill in." J. Bennett mentioned that none of that money has been used for line item 3104. J. Bennett asked if they all work 35 hours per week. D. Page said yes. T. Biggs asked if they all get health insurance. D. Page said they do except for the part time.

****J. Bennett moved, T. Biggs seconded to take the amount of \$4,788.00 off the bottom line.**

Discussion:

H. Potter asked what the rate for part timers is. M. Wadsworth said it was \$11.40. R. Crossman asked Deloris why she had not hired a part time person for the past three years. D. Page said that she had not needed to because she did not have anyone out sick and things did slow down a little this year. T. Biggs questioned why there was \$68,400.00 in microfilming and if it was an ongoing expense. D. Page said it was an ongoing expense and the Registry does 15,000 instruments a year. It also includes the internet fee of \$750.00 a month. B. Sneed asked if the microfilming company is the same one that does the computer system and D. Page responded that it was. It includes scanning all of their deeds, printing their own books, where it is on computer and then transferred to the internet, which is everyday work. She also mentioned that is where they store all of their film. R. McLaughlin commented that Deeds does make money for the county and at some point she may need a part time person. J. Bennett asked how much D. Page made for the County. D. Page said she went through her computer and to date she has made \$324,000.00 in fees, not including interest. D. Potter asked if it would be safe to budget half of the amount. D. Page explained that she does not know how busy they are going to be and who is going to be out and when. It is only for 12 weeks. J. Bennett thought that with the 11% Budget increase, the Committee needed to start cutting somewhere and it is not taking anyone's job because no one has been hired.

Motion failed. 3 in favor, 4 opposed.

R. Desmarais pointed out that D. Page has not used any of the money in Binding and Rebinding, which is \$2,000.00. D. Page mentioned that she is using the surcharge money because she is rescanning some of her old books from the 1800's. She wanted to keep that money in there in case the surcharge money ever stops. R. Desmarais asked if \$1,000.00 would be ok. That was fine with D. Page.

****R. Desmarais moved, B. Sneed seconded to reduce line 4810 Binding and Rebinding to \$1,000.00. Unanimous.**

Commodities:

R. McLaughlin asked what Reproducing is. D. Page explained that this is when copies are made for the public and that is for toner, paper for printers in the office, etc. She said that is where the Registry makes a lot of their money. They make like \$70,000.00 a year in copies. B. Sneed said they reduced the overall budget by \$1,000.00.

****R. Desmarais moved, B. Sneed seconded to accept the Register of Deeds budget at \$231,776.00. Motion passed 6 in favor and 1 opposed (J. Bennett).**

(The Committee took a 10 minute Break)

B. Sneed asked if anyone has a handle on what the L.D. 1 Tax Cap for this year is going to be. G. Boetsch said that they are working on it. B. Sneed stated that last year it was 4.81%. There was more discussion of the L.D. 1 Tax Cap. B. Sneed said that the Committee needed to cut \$368,000.00 off the proposed budget to stay under the L.D. 1.

FACILITIES MANAGEMENT (1030) BUDGET REVIEW:

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

Personnel Services: B. Arseneau passed out a new and updated budget request. B. Sneed questioned the part time facilities manager assistant and asked how many hours a week for how many weeks. K. Overlock said it was based on 52 weeks and, of course, some weeks when he was on vacation, the person will be working more and other weeks they will not be working at all. R. Desmarais asked if it was a new position, which it was, and he also asked if there were any benefits. K. Overlock said there were no benefits because it was part time. He further explained line 4633 would be removed from the budget, as it would not be needed if a part time person was hired. B. Sneed asked why not keep the part time person at the amount \$4,400.00 instead of \$12,000.00. K. Overlock explained that the new part time person would be doing a lot of the painting and the projects he cannot get to. B. Sneed said that he received the October 10, 2007 Commissioners Meeting minutes and there seemed to be a "considerable amount of unhappiness about the proposed pay increase for Facilities Managers position." He said there were pages of discussion about this. B. Arseneau explained the pay step increases and what a non exempt employee is. R. McLaughlin thought that the intentions are good in trying to put on a new employee but he felt that this was a bad time to ask for a new employee.

****R. McLaughlin moved, B. Sneed seconded to cut the bottom line of the Facilities Manager budget by \$7,000.00.**

Discussion:

T. Biggs said that, being a contractor, he knows how much he charges. He thought that it is wise for Keith to hire a part time person. J. Bennett thought that the Committee needed to start cutting somewhere and he also felt that it was bad timing because next year the Facilities Manager could come back to the Budget Committee and ask for a full time position, and then there would be benefits. K. Overlock explained that the position

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would be general labor, basically painting, and outside and inside care of the buildings. R. Crossman asked if the position would do away with the on call person. Keith said it would.

Motion passed with 6 in favor and 1 opposed (T. Biggs).

Capital Outlay:

R. Desmarais said he went over to the Communications Center and looked at the Air Conditioner in the equipment room and something needs to be done. He does not have a problem with the \$11,000.00 but he does have a problem with a new lobby door and the two new doors for \$8,000.00.

****R. Desmarais moved, B. Sneed seconded to take \$4,000.00 off line 7003 for the two new doors and take away \$1,700.00 from line 7400, for a total of \$5,500.00.**

Unanimous.

B. Sneed asked how old the Communications Center and why a new air conditioner needed to be installed. K. Overlock said it was 5 years old and then explained that when the Spillman program was installed immediately the building was hot, around 78° to 82°. B. Sneed stated his opinion that this was not too hot for a computer. K. Overlock stated that according to the technology person, it is way too hot and it should be close to 60°. He explained that he is going by what other people are telling him. B. Sneed could not see why a new air conditioner was being installed when it is a brand new building. He also suggested putting in an exhaust fan. K. Overlock said this had been reviewed and those are the facts as he had received them. B. Sneed argued that he had worked in computer rooms for years and none of them have run at 60°. He said that he wants to see facts and figures as to every piece of equipment in there and why it has to operate at 60°.

****B. Sneed moved, J. Bennett seconded to cut \$11,000.00 from the budget.**

Unanimous.

There was further discussion as to what the temperature should be in the Communications Center equipment room. B. Sneed commented that the total cut so far is \$16,500.00.

Contractual Services:

T. Biggs had a question regarding line 4611 for the Repairs and Maintenance for the Jail and he was also reviewing all of the other figures that had to deal with the jail, which totaled \$33,000.00. He asked if this was how much they were putting into the jail every year. J. Hyk explained that last year a lot of money went into the roof and there are plumbing issues. K. Overlock mentioned that right now they are going through the jail and replacing the cast iron pipes and it is expensive. B. Sneed questioned line 4305 Superior Court Electricity, and wondered why this was going to be doubled. K. Overlock mentioned that this was a “crapshoot” for the electricity and oil. He was not sure how much the electricity was going to go up. R. McLaughlin asked about line 4613, Repairs and Maintenance for the Communications Center at \$9,500.00. K. Overlock said that

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\$5,000.00 of that is dedicated to the Aborn Hill Tower. The concrete legs are crumbling and something has to be done. The other thing is there needs to be an access door. T. Biggs noted that only 64% of the entire budget has been used to date. K. Overlock explained that there were a number of items coming up such as the handicap ramp, oil and electricity bills, etc. B. Sneed asked if the County had a contract to repair the elevators. K. Overlock said the County has a contract with Thyssenkrupp which is paid every year. (There was brief discussion on the elevators). J. Bennett mentioned last year an inmate was doing the cleaning at E.M.A. and now there is \$4,000.00 back in the budget for cleaning. K. Overlock explained that this money was for outside contractors coming in and cleaning. He said that he has hired Community Cleaning to come in and do the rug in the central area in the Jail and the Sheriff's rugs, as the inmates cannot clean rugs.

R. Desmarais stated that he thought \$100,000.00 should come off the bottom line of the budget. S. Story discussed inmate labor issues and what inmates could do and not do for labor and why. R. Desmarais stated that when Jethro took over as E.M.A. Director, he did wonders. When he had asked for a couple of hands [inmate] to help him, they did a lot of work. R. McLaughlin asked if the inmates can still do work inside the jail even if they are pre-trial. S. Story said he cannot use them to work until they get convicted. He did not want to rely on inmates to get the projects done. B. Sneed said that "he has gone through this budget twice with a fine tooth comb" and he is somewhere in the same ballpark as Dick Desmarais with what he thought should be cut from the Budget.

****R. Desmarais moved, B. Sneed seconded to take \$100,000.00 off the bottom line of the Facilities Management budget.**

Discussion:

R. Desmarais detailed where he thought cuts should be made. He said he was comfortable with a \$100,000.00 reduction. B. Arseneau spoke up and mentioned that the County uses a work order system and the Departments would like to see things get done sooner then they are. She explained that currently the Facilities Department is a one man show and the manager is trying to do the best he can and he tries not to hire out unless he has too. She also mentioned a costly mistake with the Boiler system that occurred while the Facilities Manger was out on leave. Having someone fill in who is unfamiliar with the systems is not working well. B. Sneed said that he would withdraw his second if Dick would like to lower it by \$7,000.00. **MOTION WITHDRAWN.**

****R. Desmarais moved, B. Sneed seconded to make the bottom line of the Facilities Management Budget a total of \$300,000.00. Unanimous.**

The next Meeting November 3, 2006, the Budget Committee will be going over the following budgets:

- **1025 – Treasurer**
- **1080 – Advertising and Promotion**
- **1090 – Audit**
- **1095 – Debt Service**

- **2000 – Interest**
- **2005 – University of Maine Cooperative Extension**
- **2035 – Waldo County Soil & Water Conservation**
- **2040 – Records Preservation**
- **2050 – Grant Writing**

J. Hyk informed all present that the Interest budget will be overdrawn by a big amount due to the Budget Committee cutting it last year. D. Parkman stated that last year, Interest totaled about \$35,000.00. J. Hyk asked what the Budget Committees position was on that problem. B. Sneed responded that there was money in contingency. There was discussion of what constitutes contingency. D. Parkman said the Interest budget was cut by \$5,000.00. As of the first week of October, the Interest expenditure were at \$40,127.00. D. Parkman explained that interest rates are always going up and it was difficult to know how much the County was going to pay in interest. R. McLaughlin thought that contingency could be used for debt and if there is no contingency funds available, then it would come before the Budget Committee. D. Parkman discussed the Probate court appointment issue of them overdrawing the line item.

****R. Crossman moved, B. Sneed seconded to adjourn the meeting at 8:06P.M. Unanimous.**

Respectfully submitted by _____
Veronica Stover, Deputy County Clerk