

**WALDO COUNTY COMMISSIONERS COURT SESSION  
FEBRUARY 8, 2005**

**PRESENT: Commissioners John M. Hyk (Chairman), C. Gregory Boetsch and Amy R. Fowler, Treasurer David A. Parkman, Deputy Treasurer Karen Ward and County Clerk Barbara L. Arseneau.**

**TREASURER'S REPORT:**

Present for the Treasurer's report was Treasurer David A. Parkman and Deputy Treasurer Karen Ward.

**REVENUES**

D. Parkman revealed that 9.83% of the anticipated revenue for 2005 has been received at this point in the year.

**RESERVES AND WARRANTS**

D. Parkman read the various bills being paid from the reserve accounts.

**\*\*G. Boetsch moved, A. Fowler seconded approving payment of various bills from the Restricted Reserves for the January 25, 2005 Warrant in the amount of \$5,325.47. Unanimous.**

**\*\*G. Boetsch moved, A. Fowler seconded approving payment of various bills from the Restricted Reserves for the February 8, 2005 Warrant in the amount of \$1,725.71. Unanimous.**

**\*\*G. Boetsch moved, A. Fowler seconded approving the payment of the Regular Warrant for January 25, 2005 in the amount of \$155,061.69. Unanimous.**

**\*\*G. Boetsch moved, A. Fowler seconded approving payment of the Regular Warrant for February 8, 2005 in the amount of \$147,795.00. Unanimous.**

**SURPLUS**

D. Parkman informed the Commissioners that the Auditor had stated that the surplus from 2003 was \$48,378.97 and the surplus carried over from 2004 is \$446,000.00 approximately. He stated that the County "basically broke even and there is no real surplus this year." \$50,000.00 has already been designated to increase the contingency to \$100,000.00.

K. Ward explained that contingency is shown, in the audit report, under "Active Reserve."

**TAX ASSESSMENT REVIEWS**

D. Parkman stated that several scenarios had been reviewed and recommended taking \$50,000.00 from Surplus and reducing taxation with it.

**\*\*G. Boetsch moved, A. Fowler seconded to take \$50,000.00 from Surplus to reduce taxation for the taxpayers as a tax levy. The Mil Rate will be .001732863. Unanimous.**

D. Parkman commented that the Mil Rate went down approximately 9 cents from 2004.

#### **FUNDING 2005 CAPITAL RESERVES**

**\*\*G. Boetsch moved, A. Fowler seconded funding the following reserves: Facilities All Other in the amount of \$10,000.00, Emergency Shelter in the amount of \$2,000.00, Vehicle Emergency in the amount of \$5,000.00, Severance in the amount of \$8,000.00 and Records Preservation in the amount of \$2,500.00. The total amount is \$27,500.00 to fund these reserve accounts. Unanimous.**

K. Ward briefly explained the grant-match funding for 2005.

**\*\*J. Hyk moved, A. Fowler seconded to add \$15,000.00 to the County Planning. Unanimous.**

**\*\*A. Fowler moved, J. Hyk seconded accepting the Treasurer's report. Unanimous.**

#### **BOILER MAINTENANCE DISCUSSION**

Present for this discussion was James Conley, Facilities Manager, Sheriff Scott Story and Architect Robert Fenney. J. Conley presented information regarding the boiler at the Jail and also in the Sheriff's Dept. There has been a problem with the boiler at the Jail, in particular, and Thompson's Oil has done as much work as they are able to do on this. Thompson's recommended that J. Conley look at another company to do further work on the boiler, as this is beyond their scope. J. Conley had Thayer Corporation take a look and one quote for just annual maintenance was approximately \$1,682.00 for both the Sheriff and Jail buildings. S. Story suggested that funding for this could come from the building maintenance lines from both the Jail and Sheriff's budgets. J. Conley explained that the current rate with Thayer, because the County is a "preferred customer," is \$58.00 per hour during normal business hours and \$60.00 per hour at night.

ENERGY EFFICIENCY – J. Conley, as requested by J. Hyk, has arranged for someone from Central Maine Power to come out and look at the County buildings to analyze energy efficiency. A report will be made after the review.

DISTRICT COURTHOUSE BOILER – J. Conley had received an estimate that the double-boiler system for the District Courthouse would be approximately \$17,000.00. R. Fenney commented that it would be good to put a five0year schedule together for repairs and maintenance and energy conservation projects for each budget time with approximate costs. He further suggested that, for FY 2006, the most cost efficient way to maintain things be determined.

SUPERIOR COURTHOUSE BOILER - J. Conley discussed the Superior Courthouse heating problems. He had learned that it would be about \$8,000.00 to put control valves on the radiators. Perhaps a grant could be found for this.

**SHERIFF'S REPORT:**

Present for this discussion was Sheriff Scott Story. He informed the Commissioners of the following:

1. The average inmate population in the Jail at this point has been 36. This is higher than last year at this time.
2. S. Story requested authority to accept a number of M-16 rifles from forfeiture. It would cost \$641.80 for the shipping only, because they would be receiving the rifles at no cost. He explained that these can be made semi-automatics and are urban rifles.

**\*\*G. Boetsch moved, A. Fowler seconded authorizing the shipping and receipt of the M-16 Rifles as forfeiture. Unanimous.**

3. The Sheriff's Office is budgeting for bulletproof vests. The cost has gone up. Match money from the Asset Forfeiture account will be necessary in order to obtain these. The exact match amount was unknown at this time.

**\*\*G. Boetsch moved, A. Fowler moved to allow up to \$1,000.00 in matching funds for bulletproof vests to be expended from the Asset Forfeiture account. Unanimous.**

4. \$5,970.00 has been received in Asset Forfeiture. Half will go to the City of Belfast.

**\*\*J. Hyk moved, G. Boetsch seconded accepting \$2,985.00 in Asset Forfeiture. Unanimous.**

5. Patrol Deputy Jonah O'Roak has resigned and the Sheriff's Office has received one in-house application for that position. S. Story is planning on interviewing that individual soon.
6. S. Story presented new Commissioner Amy Fowler with a complimentary badge from the Sheriff's Office for her position as County Commissioner. A. Fowler expressed her gratitude for this honorary badge.

7. S. Story requested an Executive Session for a Personnel Matter.

**\*\*G. Boetsch moved, A. Fowler seconded entering Executive Session for a Personnel Matter according to M.R.S.A. Title 1 § 405 – Executive Sessions at 10:03 a.m. Unanimous.**

**\*\*A. Fowler moved, G. Boetsch seconded exiting Executive Session at 10:09 a.m. Unanimous.**

## **VEHICLE BIDS**

Bids for two (2) marked cruisers and one (1) unmarked cruiser for the Sheriff's Office were received as follows from:

1. Darlings - Two marked cruisers at \$21,699.00 each and one unmarked cruiser at \$21,530.00 for a total of \$64,928.00.
2. Dave Gould Ford – Two marked cruisers at \$21,437.00 each plus a document fee and title fee of \$195.00 and \$20.00 respectively, and one unmarked vehicle at \$21,274.00 plus the same fees, for a total of \$64,793.00.
3. Kallis Ford – Three cruisers at a total of \$63,959.00.
4. Augusta Ford – Two marked cruisers at \$42,605.30 (\$21,302.65 each) and one unmarked cruiser at \$21,133.65 for a total of \$63,738.95.

After brief discussion about how much it would cost to send deputies to collect the vehicles, it was decided that the best value for the County was to accept the bid from Kallis Ford.

**\*\*G. Boetsch moved, A. Fowler seconded accepting the bid from Kallis Ford in the amount of \$63,959.00. Unanimous.**

S. Story would contact Kallis to notify them of the bid acceptance and to order the cruisers and B. Arseneau would send formal letters to all companies.

## **GRANT-WRITING RESEARCH AND PLANNING CONTRACT**

Archivist Cheryl Coats sent a proposal for grant writing research and planning.

**\*\*A. Fowler moved, G. Boetsch seconded accepting the proposal for grant-writing research and planning not to exceed \$10,000.000 for FY 2005. Unanimous.**

## **MINUTES AMENDMENT**

**\*\*G. Boetsch moved, A. Fowler seconded accepting the January 11, 2005 Commissioners Court Session minutes with the amendment on page one that the Committees G. Boetsch is serving on includes that he also serves as Waldo County's CLEO (Chief Local Elected Official) on the Coastal Communities Workforce Board. Unanimous.**

## **CLEO ALTERNATE**

**\*\*G. Boetsch moved, A. Fowler seconded appointing John Hyk as CLEO alternate. Unanimous.**

G. Boetsch requested copies of Legislative Bulletins as they applied to Waldo County.

The Commissioners requested that auditor Charemon Willey-Staples attend the next Commissioners meeting on March 8, 2005 to answer some questions regarding Contingency and Surplus, among others.

**CORRESPONDENCE:**

B. Arseneau reviewed the following correspondence to the commissioners:

1. The District Attorney's office sent a memo requesting permission to lease a new copier, since the current lease is up. The lease being requested is still with the same company (IKON) and will be for more images at less cost. The commissioners approved this expenditure and contract.

2. District Attorney Geoffrey Rushlau informed the commissioners by memo that the Child Advocate line will be overdrawn this year because the VWA will be adding a spouse to the health insurance and half of this cost is shared by Waldo County. G. Rushlau also explained that there were quarterly invoices related to the Child Advocate that were never sent to Waldo County in 2004. Since these are too late for inclusion in the 2004 budget, they will have to be paid from the 2005 D.A. budget, which will likely result in an overdraft of that line.

3. B. Arseneau reported that during the most recent Department Heads/Safety Committee meeting the following was discussed:

- Facilities Manager Jim Conley requested a list of things each department felt should be done for maintenance in their portion of the building, to be returned to him at the February Dept./Safety meeting.
- A citizen fell down the spiral inside stairs at Superior Courthouse and J. Conley is putting up signs to use railings and cautions that stairs are slippery when wet.
- HR Director Michelle Adams sent a revised Employee Evaluation form around to all department heads for review and discussion during the February meeting.
- Archivist Cheryl Coats requested suggestions from each department for possible grants for the individual departments that she could research, to be discussed during the February meeting.
- B. Arseneau requested input from all department heads on the research of a County Administrator position in Waldo County. All said they would comment on what they thought the role should be and should not be.

4. B. Arseneau informed the Commissioners that, as agreed to by Richard Philbrook of Knox, the tax abatement hearing he requested would be held on May 10, 2005.

5. Archivist Cheryl Coats sent a detailed plan for grant writing indicating that included a contract to perform this work for no more than \$10,000.00 during 2005.  
**\*\*A. Fowler moved, G. Boetsch seconded accepting C. Coats proposal for grant writing, not to exceed \$10,000.00 during 2005. Unanimous.**

6. B. Arseneau verified that the County Commissioners wished to continue with the contract with Eastern Sprinkler System Testing.

7. **BOY SCOUT'S PROCLAMATION:** B. Arseneau showed the Commissioners the proclamation of Recognizing February 6-12, 2005 as National Scout Week. G. Boetsch said he attended the Boy Scout Breakfast at Belfast Area High School on February 5<sup>th</sup> and had a wonderful time. As a former Boy Scout, he was able to share many things with the boys and show some of his badges.

8. B. Arseneau briefly reviewed a letter that Commissioner Boetsch sent to Knox, Lincoln and Sagadahoc Counties explaining that Waldo County would no longer be sending a representative to serve at the Multi-County meetings because the Waldo County Commissioners felt that those efforts at regionalization should be via MACO.

9. B. Arseneau informed the Commissioners that Deferred Comp Broker/Representative Jan Laux of Edward Jones has left that company and will now be working at Bangor Savings Bank doing similar work. The Commissioners stated that the County will remain with Edward Jones and will wait for a new representative to be assigned.

10. B. Arseneau informed the Commissioners that Labor Attorney Linda McGill has left the firm of Moon, Moss and McGill and will now be a shareholder with Bernstein, Shur, Sawyer and Nelson, P.A. B. Arseneau said that she had already requested that the County's information be forwarded to Linda's new firm.

11. Communications Director Owen Smith sent a memo requesting that Dispatcher Christopher Shedyak be allowed to carry unused 2004 vacation time until he comes back from military service.

**\*\*G. Boetsch moved, A. Fowler seconded extending the 2004 vacation time for Dispatcher Christopher Shedyak. Unanimous.**

12. B. Arseneau read the following pay step increases for notation by the Commissioners:

- Dispatcher Michael Larrivee received a five-year increase from \$14.91 per hour to \$16.14 per hour, effective January 30, 2005. His vacation time will also increase from 96 hours to 120 hours.
- Corrections Officer Christopher Albert will receive a five-year increase from \$13.56 to \$14.08 per hour, effective February 13, 2005.
- Corrections Officer Carlene Thornton will receive a six-month increase from \$12.71 to \$12.87 per hour, effective February 22, 2005.
- Corrections Officer Laurel Kragh will receive a five-year increase from \$13.56 to \$14.08 per hour, effective February 13, 2005.
- Corrections Officer Elmer Sweetland will receive a one-year increase from \$13.19 to \$13.38 per hour, effective February 22, 2005.

- Corrections Officer Shane Hughes will receive a one-year increase from \$12.87 to \$13.01 per hour, effective February 8, 2005.
- Corrections Officer Hillary Szteliga will receive a one-year step increase from \$12.87 to \$13.01 per hour, effective February 8, 2005.
- Corrections Officer Darren Nadeau will receive a one-year increase from \$12.87 to \$13.01 per hour, effective February 8, 2005.

13. Technology Consultant James Arseneau sent a memo that two telephone upgrades would take place; one on February 8, 2005 and one on February 15, 2005, both during off-hours so that there will be minimal disruption. Handling calls for the Communications Center, Sheriff and E.M.A. departments has already been planned, including back-up telephones, if necessary, so operations will be smooth.

14. B. Arseneau informed the Commissioners that Belfast City Mayor Michael Hurley had contacted her to see if the Commissioners would be interested in receiving fill from the upcoming bridge demolition, since they now have property that might need it. B. Arseneau had forwarded this information to Architect Robert Fenney at the request of Commissioner Hyk. R. Fenney will continue to look into this matter and report back to the Commissioners at a later time.

15. The fax machine shared by the Commissioners and Treasurers Offices has been malfunctioning and a repairman recommended purchasing a new one, because even if the old one could be repaired, which was doubtful, it could cost more than purchasing a new one. B. Arseneau requested permission to dispose of the old one, since a new one was ordered. The Commissioners authorized this disposal.

16. The County recently received \$1,540.00 from the Risk Pool for damages from the most recent flooding incident in the Emergency Management Agency office. The carpeting has been replaced with tile, the walls are being painted, and the office will soon be back together.

17. The Risk Pool recently received reimbursement in the amount of \$2,500.00 for an accident involving a horse running out in front of a deputy's vehicle about two years earlier. The money was to be turned over to the Risk Pool because they had reimbursed the County for the damage.

18. Islesboro Selectmen/Budget Committee Member Grayson Hartley sent copies of the documents regarding regionalization he referred to during the January 11, 2005 Commissioners meeting.

19. The Waldo County Employee Evaluation form is being revamped in order to be easier and clearer to use.

20. When asked if the Commissioners wished to continue receiving free copies of *Governing Magazine*, the answer was no.

21. B. Arseneau requested that she be allowed to take some vacation time from February 22-28, 2005, which was granted by the Commissioners.
22. Winters' Associates sent a proposal to perform a compensation study for a fee of \$4,800.00.  
**\*\*G. Boetsch moved, A. Fowler seconded accepting Winters Associates proposal for a compensation study for the County of Waldo in the amount of \$4,800.00. Unanimous.**
23. B. Arseneau informed the Commissioners that a possible Technology Policy is being worked on with the assistance of Jim Arseneau.
24. With the assistance of Deputy County Clerk Veronica LaBreck, the office now has a binder of statutes pertaining to the County Commissioners and other County offices so that frequently used information can be readily found.

**POVERTY ABATEMENT HEARING**

**\*\*A. Fowler moved, G. Boetsch seconded entering Executive Session for a Poverty Abatement Hearing, as allowed by Title 1 § 405, at 11:04 a.m. Unanimous.**

**\*\*G. Boetsch moved, A. Fowler seconded exiting Executive Session at 11:51 a.m.**

**\*\*G. Boetsch moved, A. Fowler seconded to deny the poverty abatement. Unanimous.**

The Commissioners Court Session was adjourned at 12:00 p.m.

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