

**WALDO COUNTY COMMISSIONERS COURT SESSION  
JUNE 14, 2005**

**PRESENT:** Commissioners John M. Hyk (Chairman), Charles G. Boetsch and Amy R. Fowler. Also present was Treasurer David Parkman, Deputy Treasurer Karen Ward, Sheriff Scott Story and County Clerk Barbara L. Arseneau.

**TREASURERS REPORT:**

Present for this discussion was Treasurer David A. Parkman and Deputy Treasurer Karen J. Ward.

**REVENUES:**

D. Parkman reported:

- That the Deeds fees so far are at 42-43% of the anticipated revenues have and expressed concern that this was a little low for this time of year.
- The Emergency Management Agency has only been reimbursed at 25%.
- Jail Boarding cost is at 16%. The Sheriff reported that the average number of inmates boarded out at any given time was 8 to 15.
- Nothing else was out of the ordinary. The regular budget was “just fine.”

**WARRANTS:**

D. Parkman read the expenses from the Restricted and Active Accounts and the Commissioners voted as follows:

**\*\*G. Boetsch moved, A. Fowler seconded authorizing payment of the May 27, 2005 Regular Warrant in the amount of \$47,367.09. Unanimous.**

**\*\*G. Boetsch moved A. Fowler seconded authorizing payment of the May 27, 2005 Restricted/Active Reserves in the amount of \$7,787.59. Unanimous.**

**\*\*G. Boetsch moved, A. Fowler seconded authorizing payment of the June 14, 2005 Restricted/Active Reserves in the amount of \$6,713.74. Unanimous.**

**\*\*G. Boetsch moved, A. Fowler seconded authorizing payment of the June 14, 2005 Regular Warrant in the amount of \$187,549.77. Unanimous.**

**\*\*A. Fowler moved, G. Boetsch seconded accepting the Treasurer’s report as presented. Unanimous.**

(Jail Research Committee member Kathy Littlefield called to say she would not be able to meet with the Commissioners that morning at 10:35 and would have to reschedule for another time.)

**SHERIFF’S REPORT:**

Present for discussion was Sheriff Scott Story, reported the following:

1. C. Glenn Graef will begin work as part time Deputy Sheriff effective June 15, 2005 with an unknown amount of hours per week.

**\*\*G. Boetsch moved, A. Fowler seconded approving the hire of C. Glenn Graef as part time Deputy Sheriff at the rate of \$10.66 per hour effective June 15, 2005. Unanimous.**

2. Richard Benedict II will begin work as part time Deputy Sheriff, with unknown hours, effective June 15, 2005.

**\*\*G. Boetsch moved, A. Fowler seconded approving the hire of Richard Benedict II part-time at the current part-time rate of \$10.66 per hour, effective June 15, 2005. Unanimous.**

3. Pamela J. Daniello has been hired as part-time cook for the jail facility effective June 26, 2005 at the established starting pay rate of \$10.66

**\*\*A. Fowler moved, G. Boetsch seconded approving the hire of Pamela J. Daniello as part-time cook effective June 26, 2005 at a rate of \$10.66 per hour.**

4. S. Story requested authorization for the sum of \$1,000.00 to be advanced to the Waldo County Jail from the Community Corrections account for supplies for the Public Works program.

**\*\*G. Boetsch moved, A. Fowler seconded approving the expenditure of up to \$1,000.00 from the Community Corrections account to the Waldo County Jail for Public Works supplies. Unanimous.**

5. S. Story briefly discussed the tax cut package at the State level and how this could impact counties because of certain reductions in funding. For example, the annual Corrections reimbursement will be reduced.

6. S. Story and the Commissioners briefly discussed the study the State will be performing. The counties have been told that they will be responsible for paying half of this study.

7. A. Fowler asked how many mental-health patients are typically in the Jail at any given time. S. Story broke it down into the following: The number of those truly severe cases was a very low percentage. The number who were problematic and required more attention than average was quite a few. He added that about 30% of the Jail population was medicated.

8. S. Story reported that the current call-sharing trial with the State Police was resulting in "definite working through some bugs." He mentioned that dispatching the calls has been the biggest problem. There was some concern that calls may be "stacked" at the State Police end. S. Story said they wouldn't really know how this would work out until the trial period had been assessed.

9. SERGEANT'S POSITION: S. Story reminded the Commissioners that about a year and one half ago, instead of filling the Sergeant's position in the jail, he had asked for a fourth corporal. This has been tried for about a year. S. Story said he would like to go back to a Sergeant's position and three corporals. The Jail Administrator position is even busier since the Jail staff has nearly doubled. This position would not be filled until the end of the summer and would not incur too much money. The Commissioners asked that

previous minutes be reviewed at the next Commissioners Court Session to refresh their memories regarding this arrangement.

**SUMMER BUDGET SESSION AND CAUCUS:**

The Commissioners instructed B. Arseneau to arrange for the annual summer session of the Budget Committee with a luncheon simultaneously with the 2006 Budget Caucus, during the August 2, 2005 Commissioners Court Session.

**2005 MINUTES APPROVED:**

**\*\*G. Boetsch moved, J. Hyk seconded to accept minutes from the January 11, 2005 Northup vs. Town of Frankfort Tax Abatement Hearing, the May 10, 2005 Commissioners Court Session minutes and the May 10, 2005 Tax Abatement Hearing minutes for R. Philbrook vs. Town of Knox. Unanimous.**

**FACILITIES MANAGER J. CONLEY:**

**1. District Courthouse Boiler bids:**

Present for the opening of the proposals was Joseph Mishou of Mishou Brothers Heating Company and Facilities Manager James Conley. Bid proposals were received from the following companies:

- Irving Oil - \$22,908.00
- Rick's Plumbing and Heating - \$29,440.00
- Maine Energy - \$24,850.00
- LCS Mechanical, LLC - \$24,912.00 (total of \$29,000.00-plus, with options)
- Mishou Brothers Heating Company, Inc. - \$26,200.00
- Precision Tanks, Inc. - \$43,280.00
- Johnson Controls - \$37,199.00

After some discussion, J. Hyk made the following motion:

**\*\*J. Hyk moved, A. Fowler seconded conditionally accepting Irving Oil's bid proposal in the first position and Mishou Brothers' bid proposal in the second position, pending review by the County Architect.**

Discussion:

The Commissioners asked J. Conley if he and Architect R. Fenney had worked on the specs for the bid proposals, to which he replied yes. The Commissioners then asked J. Conley to contact R. Fenney to review the bids and to make a decision after this was done. J. Mishou also explained that \$4,000.00 of his company's proposal was for concrete floor work. He thought that this was part of the expected bid proposal.

**\*\*J. Hyk withdrew his motion.**

**\*\*J. Hyk moved, A. Fowler seconded conditionally accepting Mishou Brothers proposal in the first position with Irving Oil in the second position, pending review by the County Architect. Unanimous.**

2. J. Conley reviewed projects that he had completed in the buildings and submitted a list of these for the Commissioners. He informed the Commissioners that using inmate labor for painting had saved money.
3. Since Whitecap Builders has not shown up to do the A.D.A. work they agreed to do, nor have they responded to any telephone calls, another contractor will perform this work. The checks that had been cut for them at the end of 2004 will have to be disposed of and figured back into the 2004 budget. The auditor will be consulted for how to handle this.
4. J. Conley told the Commissioners he had received authorization from the City of Belfast to bore two holes in the sidewalk on the Church St. side of the Superior Courthouse for the reserved parking signs. J. Hyk asked if these would be capped over during the winter months and J. Conley confirmed that they would.
5. J. Conley and the Commissioners discussed the heating issues in the Superior Courthouse, valve work that could be done on the individual radiators, and where the funding would come from.
6. J. Conley informed the Commissioners that he had not been successful in finding an oval table suitable for the Grand Jury Room upstairs in the Superior Courthouse. The Commissioners requested that this be budgeted in the 2006 budget.
7. J. Conley requested that the bench in the Commissioners conference room be put in the lobby hallway near the back door of the District Courthouse lower level so that people waiting for Probate Court hearings would have a place to sit and not block the hallway corridor. He suggested putting chairs in the Commissioners Conference room instead. J. Hyk said he would like the bench to remain where it is and chairs be put in the lobby hallway.
8. J. Conley told the Commissioners that the District Court upstairs was using a metal detector and that the handicap door and back entrance were both locked so that people could only come in the front entrance. J. Hyk insisted that the handicap entrance be unlocked, as this was the law. It had to be unlocked and working.

#### **RECORDS AND GRANTS UPDATE:**

Present with the County Commissioners was Archivist and Grant Writer Cheryl Coats.

C. Coats submitted a written Grant and Archive Report and further reported:

- There are no grants to assist with the County's current heating/cooling issues.
- She learned a great deal at the recent Grant Course she attended in Nashville, Tenn.
- Only 21% of the operating budget for archival work has been used to date. This is because C. Coats has spent so much time recently on grant work, particularly for the Commissioners/Treasurer's office and, most recently, for the Sheriff's Office. It looked promising that this grant would go through successfully. The Commissioners agreed that C. Coats should make up the unused time at her convenience and expressed their support for her hard work. B. Arseneau was instructed to notify Deloris Page, as ¼ of the invoices for records work is paid by the Deeds Surcharge, so that D. Page would not be wondering if this was going over budget.

- The Commissioners and C. Coats briefly discussed the use of the maps in the Archive. Some of these are the original road maps and should not be handled. C. Coats suggested making copies of the originals and keeping one set in the Archive and continuing to keep a set of copies in the Commissioners office, as people come to do research in both locations. The Commissioners asked C. Coats to find out how much it would cost to copy the mylars from the Registry of Deeds.

**(The Commissioners convened a tax abatement hearing between Paul Andrews and the Town of Northport Assessors' Agent Roger Peppard at 11:00 a.m. These minutes follow this Court Session minutes.)**

### **CORRESPONDENCE**

Present for reviewing correspondence was County Clerk Barbara Arseneau to discuss correspondence and Deputy County Clerk Veronica LaBreck, to take minutes.

1. B. Arseneau read the following pay step increases, which were noted by the County Commissioners:
  - District Attorney's Clerical Aide Karen Knox reached her one-year anniversary on May 24, 2005. Her pay increase, retroactively, should be at \$11.76 per hour.
  - Deeds Clerk Debbie Berry will have completed her six months probationary period on July 2, 2005 with a pay increase to \$11.46 per hour.
  - Corrections Officer Hillary Szteliga completed her certification at the Maine Criminal Justice Academy on April 8, 2005 and should retroactively receive a pay increase to \$13.38 per hour.
  - Corrections Officer Shane Hughes completed his certification at the Maine Criminal Justice Academy on April 8, 2005 and should received retroactively a pay increase to \$13.38 per hour.
  - Corrections Officer Darren Nadeau completed his certification at the Maine Criminal justice Academy on April 8, 2005 and should received retroactively a pay increase to \$13.38 per hour.
  - Administrative Assistant Brenda Dakin reached her two-year anniversary on June 1, 2005 and should receive a pay increase from \$13.41 to \$13.78 per hour.
  - Corrections Officer Frank Grillo reached his six months step on June 5, 2005 and should receive a pay increase from \$13.00 to \$13.19 per hour.
2. Register of Probate Joanne Crowley sent a copy of the advertisement for the vacant Microfilm Clerk's position, which would run in the May 19<sup>th</sup> edition of the local newspapers.
3. Dick Robbins, Director of "Time For Change", sent minutes from the May 19, 2005 Waldo County Domestic Violence Task Force and inquired if those currently listed as serving on the board actually reflected interested participants. J. Hyk instructed B. Arseneau to inform the Task Force that he would no longer be serving on the Task Force.
4. B. Arseneau informed the Commissioners that while researching something unrelated, she had found the suggestion that a task force be created to look into site-specific space needs, including the needs at the Superior Courthouse in the August 17, 2004 minutes

and asked the Commissioners if this was something that needed to be established. The Commissioners replied that this was not necessary at this time.

5. G. Boetsch instructed B. Arseneau to change the Commissioners Court Sessions Schedule for 2005 to reflect that a tentative meeting will be held August 30, 2005 for any business that may need to be dealt with.
6. Kenneth Winters of Winters Associates send a written addendum to the agreement between the County and Winters Associates, Ltd., allowing the services of Clarissa B. Edelston, Esq. of Eaton Peabody to study various retirement options, interface with MSRS and present options and recommendations for the County's consideration that will be included in Phase IV, the final report. The fee for such services will not exceed \$2,500.00.

**\*\*G. Boetsch moved, A. Fowler seconded accepting this addendum with the fees as explained. Unanimous.**

7. Patsy Crockett of the M.C.C.A. sent a notice that the M.C.C.A. will not be supplying retirement plaques except to retired commissioners during the M.C.C.A. annual convention in 2005.
8. Grayson Hartley of the Jail Research Committee sent written request for the Committee to meet with the Commissioners during the September Court Session to review their findings and recommendations for alternatives to the existing jail facility and sheriff's office. The Committee also recommended that the Commissioners allocate \$50,000.00 to \$75,000.00 to hire professionals to assist the Jail Research Committee in preparing recommended options to the County. The Commissioners agreed to meet with the Jail Research Committee in September and would consider putting the requested funds in the 2006 County Budget.
9. B. Arseneau informed the Commissioners that Cheryl Coats, while researching possible grants for the jail situation, had forwarded the webpage that contains a lot of information about jails to her and she had forwarded it to Grayson Hartley.
10. B. Arseneau told the Commissioners that none of the County departments had needed the photocopier that once belonged to the Commissioners and requested that she be allowed to offer it to the University of Maine Cooperative Extension, the Waldo County Action Partners or the Waldo County Soil and Water Conservation District, as the County funds these. The Commissioners suggested starting with the U. of M. Cooperative Extension.
11. B. Arseneau read a notice from Communications Director Owen Smith that Dispatcher Misty Lewis had given birth to a girl on June 7, 2005. The Commissioners offered their congratulations.
12. B. Arseneau informed the Commissioners that K. Ward had learned that it would take approximately 5 business days to increase the current County credit card limits, should that ever need to take place.

13. The County received notice in May that the current telephone rates for local and out-of-state long distance would increase. B. Arseneau called Verizon for their rates, and then contacted AT & T, and asked for a considerable reduction, as pricing with Verizon was much cheaper. AT & T dropped the rates as follows:
- The County's Toll-free number was \$20.00 per month and will now be \$15.00 per month.
  - The local long distance was 15 cents per minute and will now be 7 cents per minute.
  - The out-of-state long distance was 9 cents per minute until May, went up to 16 cents per minute and will now be reduced to 5 cents per minute.
- B. Arseneau explained that this should greatly reduce the telephone expenditures from now on.

**The Commissioners convened a tax abatement hearing between Paul Andrews and the Town of Northport Assessors' Agent Roger Peppard at 11:00 a.m. These minutes follow this Court Session minutes.**

**The Commissioners adjourned the morning court session for lunch at 12:10 p.m.**

**(LUNCH BREAK)**

**The Commissioners met for the afternoon session at the Communications Center Training Room at 1:00 p.m.**

**\*\*Commissioner Hyk moved, A. Fowler seconded entering Executive Session at 1:00 p.m. to meet with Winters Associates and Department Heads to discuss Personnel Matters, in accordance with M.R.S.A. Title 1 § 405, Executive Sessions. Unanimous.**

**\*\*G. Boetsch moved, A. Fowler seconded exiting Executive Session at 2:20 p.m. and adjourned to continue the meeting at the County Commissioners Conference Room.**

**MISCELLANEOUS BUSINESS & COMMISSIONERS REPORTS:**

B. Arseneau was instructed to add the following to the next Commissioners session:

- Schedule E.M.D.C. for the July 12, 2005 Commissioners Court Session as requested by them in order to update the Commissioners regarding Waldo County activities.
- Schedule David Gebhart vs. Town of Northport, as requested.
- B. Arseneau told the Commissioners that jail and Sheriff records currently stored in the E.M.A. storage room must be moved out at the request of E.M.A. Director Rick Farris. She had consulted with Archivist Cheryl Coats, who felt that putting these in the Superior Courthouse basement would be tolerable, since most of those records are to be disposed of. B. Arseneau informed the Commissioners, however, that C. Coats' contract had not included going through the Sheriff's and Jail records and that the Commissioners would need to decide, at some point, whether they wished for her to go through those records or not. J. Hyk expressed his concern that records had just been moved from the basement and "now we are putting more down there." B. Arseneau explained that these are records that only have to be held for a period of time, not permanently. J. Hyk commented, "We hear about the Jail and Sheriff's building, but record storage was a problem and still is. There are other space needs that are not being addressed. They keep getting pushed

aside. We're not going to keep letting the records situation go unattended." He further suggested renting proper records storage place for the remaining records in 2006.

**COUNTY ADMINISTRATOR POSITION:**

B. Arseneau had submitted the job description she and Grayson Hartley had put together for a County Administrator prior to the meeting. She asked for input. The Commissioners agreed that it should include something about grant writing, and that it should state that this position would serve as a lobbyist for the County Commissioners at the Legislature. B. Arseneau showed the Commissioners the salary range for the currently advertised position for a County administrator, which was between \$65,000.00 and \$72,000.00. The Commissioners instructed B. Arseneau to send this salary range to Grayson Hartley.

**The Commissioners would meet at the Blue Goose in Northport on June 27, 2005 at 9:00 a.m. to view properties pertaining to the P. Andrews vs. Town of Northport Tax Abatement Hearing.** B. Arseneau was to look up statutes pertaining viewing properties.

**The next regularly scheduled Waldo County Commissioners Court Session will be July 12, 2005 at 9:00 a.m.**

**\*\*G. Boetsch moved, A. Fowler seconded adjourning the meeting at 3:42 a.m. Unanimous.**

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