

**WALDO COUNTY COMMISSIONERS COURT SESSION
JULY 12, 2005**

PRESENT: Commissioners John M. Hyk (Chairman), Charles G. Boetsch and Amy R. Fowler, and County Clerk Barbara L. Arseneau.

TECHNOLOGY REPORT:

Present for this report was Technology Consultant James Arseneau of J. & B. Diversified Associates, Inc.

1. **COMPUTERS:** J. Arseneau informed the Commissioners that the State has increasingly been mandating things that affect the technology budget. He explained that the Technology Reserve has not been funded in the amount that the Technology Task Force had recommended. Therefore, he suggested that the Commissioners extend the maintenance contracts for the existing computer equipment rather than updating the equipment. The contract would extend from September 1, 2005 through April 1, 2007 and would cost the County about \$8,000.00, which was, in his opinion, the most reasonable course to take at this point until more funding could be added to the Reserve. The Technology operating budget could not support this expenditure, so the \$8,000.00 would need to come from the Technology Reserve. When asked how much should have been funded in the reserve, J. Arseneau replied that \$60,000.00 to \$70,000.00 per year would have enabled the computers to be upgraded in the 3-4 year timeframe as originally planned. When asked what future expenditures could be foreseen in the near future, J. Arseneau recommended purchasing equipment to better network the departments together. This would run approximately \$30,000.00 to \$50,000.00.

****G. Boetsch moved, A. Fowler seconded expending \$8,000.00 from the Technology Reserve to cover the contract extension for the computers. Unanimous.**

When asked how the computers in general were doing, J. Arseneau stated that generally, they are fine although there were a few with issues, particularly the Deputy Treasurer's machine. He praised Deputy Treasurer Karen Ward for her outstanding patience while work was being done repeatedly to determine the problem and explained that, because it was still under the maintenance contract, CBE Valcom was trying a number of different parts to figure out the problem. J. Arseneau also reported that the Data Max system at the Communications Center was having issues. Waldo County is one of several sites hooked up, as mandated by the State. He has reported the issues to the State. Apparently other centers have had the same problems, but did not realize that it was related to Data Max and not their own P.C.'s. J. Arseneau said he is continuing to report the issues to the State.

2. **TELEPHONES:** J. Arseneau informed the Commissioners that AT & T had recently increased the cost of their in-state and out-of-state long distance rates. Even with the reduction recently obtained by the County Clerk, he had found that Verizon, which already has the County's lines and with whom the County holds a Centrex contract, could offer even better rates, which would save the County approximately 30% more than they are currently paying. He had researched this, performed an inventory of the phone lines and found that it

would only entail one computer switch to change to Verizon. The Commissioners authorized J. Arseneau to sign the County with Verizon for local and out-of-state long distance.

TREASURERS REPORT:

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

D. Parkman reviewed:

- The Appropriations report and went over Community Corrections and noted that Boarding was at 18% expended, which was remarkable. He further noted that the vehicle expenses in the Sheriff's Dept. were at 53% expended at this time.
- The D.A.'s budget, which was in excellent standing.
- The Reserve accounts and read expenditures from these accounts.

****A. Fowler moved, G. Boetsch seconded accepting the Treasurer's Report. Unanimous.**

MACO Member Replacement:

G. Boetsch asked D. Parkman to fill the vacancy left by Register of Probate Joanne Crowley on the MACo Public Relations Committee. D. Parkman stated that he would give it some thought and get back to the Commissioners.

CARPET ISSUE IN COMMISSIONERS/TREASURER'S OFFICE:

The Commissioners decided that it was not worth the aggravation to pull up the carpet that had been laid in June and ran in two different directions. They agreed to leave it as is and pay the invoice in full.

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 June 30, 2005 Regular Warrant in the amount of \$124,517.05. Unanimous.**

****G. Boetsch moved A. Fowler seconded authorizing payment of the June 20, 2005 Restricted/Active Reserves in the amount of \$42,552.14. Unanimous.**

****G. Boetsch moved, A. Fowler seconded authorizing payment of the July 12, 2005 Restricted/Active Reserves in the amount of \$2,689.30. Unanimous.**

****G. Boetsch moved, A. Fowler seconded authorizing payment of the July 12, 2005 Regular Warrant in the amount of \$68,687.38. Unanimous.**

DISTRICT COURTHOUSE BOILER ISSUES:

Present with the Commissioners were Architect Robert Fenney and Facilities Manager James Conley.

R. Fenney reported that, shortly after reviewing the bid proposals for a new boiler system during the June Commissioners Court Session, R. Fenney had found that the County now had to look at other

things in order to meet code. He had contacted Paul Moody, one of two State oil burner inspectors. Most chimneys don't meet code. At first, he thought the chimney was O.K. because the lower half has a 12-foot line flue. The top has an unlined 10" brick flue. In order to look at what is in between, he would have to go through a closet on the first floor of the District Courthouse. At present, they are waiting for a crane to pull the cap off the chimney to look into it. The cap is about 300 pounds of granite. Once the cap is off, a camera can be sent down the chimney to see what is really there.

Another issue is that the boiler room does not have the proper ventilation. R. Fenney explained that they had to get rid of the excess heat and informed the Commissioners that a mechanical fan could be used. He had spoken with someone who does this type of work and who could provide an estimate for how to make this work.

According to Paul Moody, the boilers are supposed to be one-hour fire rated. He told the Commissioners that someone had put a grill in and broke the perimeter. He noted that this boiler at this point is grandfathered, but added, "The minute it gets pulled out, we have to bring everything up to code." He advocated taking care of the chimney first.

J. Hyk inquired about the age of the boiler. R. Fenney attested that the boiler was toward the end of its useful life, but guessed that it might make it through another winter season. J. Hyk affirmed that the County must meet code and commented that now the Commissioners realize that they need someone with some expertise to assist J. Conley in drafting a proper R.F.P.

R. Fenney pointed out that the systems should be logged in the computer so that these things can be kept track of. J. Hyk responded that this was part of the Facilities Manager's duties. J. Hyk then summed up the possible responses to the boiler situation as follows:

1. Replace the furnace and whatever extra money needed could be paid from the contingency allowance.
2. Stop all projects in the District Courthouse and focus money on furnace issues.
3. Do nothing and spend the winter with a faulty furnace.

G. Boetsch proposed trying to squeeze one more year out of the existing boiler. R. Fenney predicted that it would be impossible to get a mason right now. He recommended figuring out how to run a new chimney in, tearing out walls, ceilings and such before a mason came in and added that there would need to be a bid for the mason. He acknowledged the fact that the heating season was fast approaching and suggested taking care of the chimney and, if possible, the ventilation. He advised running the existing boiler one more year and indicated that the items most likely to break down would be the controls, burners and circulators, any of which could be fairly easily replaced. J. Hyk noted that contingency money could be used in such an event, if needed.

J. Hyk requested that R. Fenney coordinate the process for dealing with the District Courthouse chimney and the ventilation. R. Fenney responded that he was not comfortable doing that, but would engage the assistance of someone who was knowledgeable about these issues.

J. Conley reported that he had received a price from Thayer Corporation to replace the valves for \$8,000.00, and pulled out the contract for the Commissioners to review. There was more discussion of how this project might proceed. R. Fenney examined the contract and commented that it was a

standard maintenance agreement. He added that this could be bid out and then include Thayer Corporation as well. He recommended a specification sheet be drafted.

FACILITIES MANAGER REPORT:

J. Conley reported the following to the County Commissioners:

1. The old shelving unit that used to be in the Registry of Deeds is sitting in the Superior Courthouse main hallway and since it was impractical to use elsewhere, he requested that he be allowed to dispose of it. The Commissioners instructed J. Conley to run an ad in Uncle Henry's magazine listing it as free to whoever would haul it away.
2. At R. Fenney's request, J. Conley would pound a hole in the closet portion of the upstairs District Court area in order to determine how far the chimney was lined. R. Fenney offered to explore it by taking the chimney cap off and report back to the Commissioners.
3. **SUPERIOR COURTHOUSE VALVE ISSUE:**
The valve problem with the Superior Courthouse heating system was discussed. R. Fenney qualified that this was not a complicated job.

EASTERN MAINE DEVELOPMENT CORPORATION:

Present for this discussion was John Holden of E.M.D.C.

Mr. Holden stated that he was present to provide an update of the E.M.D.C.'s activities. This agency has been covering six counties for the past 37 years and was founded by the counties. The Mid-Coast Pine Tree Zone was organized by E.M.D.C. and includes Belfast, Belmont and Searsport. They offer advice and counsel to businesses. Through base county funding, these other programs can't be set up. He detailed projects in Searsport, working with Belfast to help expand some companies, including the railroad. E.M.D.C. helps communities draw on County funds at a lower rate than average consultants. They assist Midcoast Regional Planning Commission.

He expounded on the work being done with the Pine Tree Zones. E.M.D.C. administers and markets these zones. The marketing is internal – existing businesses can benefit from these. They try to set up business-to-business partnerships. E.M.D.C. will do what they can with the resources they have. J. Holden asked if the Commissioners had any questions.

J. Hyk expressed that there was a time when the county was very interested in E.M.D.C. In the past, Waldo County has been involved with E.M.D.C. The County does recognize the things they do. He attested that the Budget Committee members have had their own individual experiences, either good or bad, with E.M.D.C. J. Hyk concurred that Searsport has benefited greatly.

G. Boetsch inquired about E.M.D.C.'s working relationship with Kennebec Valley C.O.G. J. Holden explained that KVCOG contracted the E.M.D.C. staff for assistance. He disclosed that the other five counties provided funds whereas Waldo did not.

G. Boetsch conceded that he could see how E.M.D.C. could be a "good outfit." The Northern Maine Community Development Corp. put on a seminar that he attended. J. Hyk commented that there were complaints from the Budget Committee about E.M.D.C. every year when the budget cycle starts. A. Fowler agreed that E.M.D.C. does help people but added that "It's all about how people

perceive things.” G. Boetsch recalled that Islesboro had complained that the County wasn’t “forward thinking” and accused the County of being “lethargic.” J. Hyk denied that the Waldo County Commissioners were lethargic. He argued that the County Commissioners are “very proactive” and retorted that Islesboro might consider restraining their critical comments.

J. Holden invited the Commissioners to contact him if they had any questions or wished for him to speak to the Budget Committee.

CORRESPONDENCE

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

1. **PAY/SALARY INCREASES:** The Commissioners reviewed the Exempt Comparability Analysis submitted by Winters Associates. J. Hyk commented that B. Arseneau does the same job as a County Administrator but is paid 26% less than the average County Clerk. There was lengthy discussion of which percentage to bring employees to achieve some sort of equity. J. Hyk stated that the County Clerk has been waiting five years for the raises the Commissioners had been promising her in order to address the inequity of the compensation for this position when compared to other County Clerks. J. Hyk went on to discuss the proposed County Administrator position the Budget Committee was interested in, that the average salary is \$70,000.000 and made the observation that the current County Clerk “does the work of an Administrator for a lot less.”

G. Boetsch asked if the Commissioners were throwing out the “top of the bottom one-third of all Counties” standard. J. Hyk replied, not really. G. Boetsch argued that if the Commissioners followed the Winters Associates’ survey, they would “really have to throw out the ‘top of the bottom one-third of all counties’ standard.” The Commissioners then reviewed a request submitted by the Communications Director for a raise for Dispatch Supervisors. G. Boetsch noted that various percentages of increase have been suggested, particularly 3.2%. J. Hyk stated that ALL full-time would receive this, which would bring the salaries that are too low up to a more equitable level. The Commissioners approved the Communications Center to receive the cost-of-living (COLA) increase and the Dispatch Supervisors to receive a 7% increase. The COLA was to be applied first and then the increases would be additional.

****G. Boetsch moved, A. Fowler seconded setting the overall cost-of-living increase at 3% across the board for the County pay scales. Unanimous.**

****G. Boetsch moved, A. Fowler seconded setting the Non-Exempt Comparability Analysis as agreed upon with the following increases:**

- **Deputy County Clerk - 16% increase (currently 36.63% below avg.)**
- **Deputy Treasurer – 13% increase (currently 13.13% below avg.)**
- **Probate Clerk – 5% increase (currently 6.63% below avg.)**
- **Communications Supervisor – 7% increase (currently 11.93% below avg.)**
- **EMA Clerk – 13% increase (currently 25.23% below avg.)**
- **Victim/Witness Advocate, D.A. – 16% increase (currently 33.81 below avg.)**
- **Lieutenant – 9% increase (currently at 8.03% below avg.)**
- **Patrol Sergeant & Detective- 6% increase (currently 6.89% below avg.)**

- **Corrections Corporal – 5% increase (currently 6.89% below avg.)
Passed Unanimously.**

****G. Boetsch moved, A. Fowler seconded setting the salaries of Exhibit A pertaining to Exempt Employees as follows:**

- **County Clerk, Facilities Manager, and Jail Administrator positions be brought up to – 4.73% below average, with the E.M.A. Director, Communications Director and Chief Deputy receiving the 3% COLA increase only. Unanimous.**

2. **MINUTES APPROVED:**

****G. Boetsch moved, A. Fowler seconded approving the June 14, 2005 and Paul Andrews vs. Northport Viewing Minutes as well as the October 5, 2004 Commissioners Minutes. Unanimous.**

3. **MAINE STATE RETIREMENT SYSTEM ENROLLMENT:** There was discussion of the Commissioners proposal for the County to re-enroll in Maine State Retirement System, thus allowing all eligible employees to enroll in a retirement program, if they desired.

4. There was some discussion about the Patrol Deputies receiving a raise, and then a study needed to be done. The comment was made that “these numbers aren’t just an academic exercise.”

5. The Commissioners noted that the Registry of Deeds is now accessible on the Internet.

6. B. Arseneau submitted Grayson Hartley’s inquiry about what the Commissioners intended to do with the information he and B. Arseneau had put together regarding a County Administrator. The Commissioners instructed B. Arseneau to draft a letter responding that the Commissioners feel it is a great idea, the County could benefit from one, but isn’t prepared for it at this time because there is no parking, no office space and the salary is a big consideration. The Commissioners expressed that they did not wish to introduce a \$75,000.00 position when other employees are grossly underpaid. The Department Heads had expressed their view that this was not a position they felt was necessary at this time. Therefore, the Commissioners concluded that they look forward to a time when there is a new Jail/Sheriff Facility and it would likely be more appropriate to bring on an Administrator then. They did not anticipate bringing an Administrator on this year, but hopefully soon. A. Fowler commented that the Commissioners work together well with all the Departments and “are doing well as we are.” J. Hyk added that grant writing, lobbying at the legislative level, records preservation and archiving and structural issues such as the District Courthouse chimney were extremely important at this time.

8. Register of Probate Joanne Crowley advised the Commissioners that she has hired Wanda Pinkham as Class II Clerk/Microfilm Clerk at \$11.18 per hour effective June 20, 2005.

****J. Hyk moved, A. Fowler seconded approving the hire of Wanda Pinkham as Class II Clerk/Microfilm Clerk at \$11.18 per hour effective June 20, 2005. Unanimous.**

9. Sheriff Scott Story sent a letter informing the Commissioners that part time deputy Lawrence Bartlett has resigned effective June 21, 2005.

****G. Boetsch moved, A. Fowler seconded regretfully accepting the resignation of Lawrence Bartlett, effective June 21, 2005. Unanimous.**

10. Sheriff Story sent a letter informing the Commissioners that the commission of Darren Nadeau has been suspended immediately and he will no longer be serving as Deputy Sheriff, although he will remain an employee of the Waldo County Correctional Center. The Commissioners noted this.
11. The Commissioners noted the following pay step increases:
 - Corporal Robert Cartier will receive a pay increase from \$14.75 to \$15.29 per hour for his five-year step on August 13, 2005.
 - Corrections Officer Joseph Travis will receive a pay increase from \$15.09 to \$15.54 per hour for his twenty-year step on July 22, 2005. The Commissioners commended J. Travis for serving the County for twenty years.
 - There was an error in the pay increase for Corrections Officer Frank Grillo. He is not certified, so the pay should be \$12.87 per hour, which was effective June 5, 2005.
 - Dispatcher Monique Brown will receive a pay increase from \$13.19 to \$13.66 per hour for her one-year step on July 11, 2005.
12. B. Arseneau informed the Commissioners that there were some issues regarding the use of inmate labor at the recent County Commissioners/Treasurer's office renovations in June. S. Story sent a letter detailing how the detail program works and what inmates should and should not be expected to perform for work. Specialized labor that would normally require a professional tradesperson should not be expected of inmates. He set forth further regulations for the safety and well being of both the inmates and the County employees. B. Arseneau acknowledged that while there were some issues encountered, the inmates were very helpful, worked very hard and conducted themselves in a professional and polite manner while working with the staff and Facilities Manager Jim Conley. She commended them and also the officers who came with them. Several of the officers worked right along with the inmates and had an excellent rapport with the inmates. B. Arseneau stated that she was impressed with how well this program works. She had sent a letter of appreciation to the Sheriff, the officers and the inmates.
13. Communications Director Owen Smith sent notice that the part time line is severely overdrawn at 73.9% for the end of June due to health issues among his staff.
14. The Maine GeoLibrary Board is conducting a study of current and potential use of geographic information systems (GIS) by Maine counties. The MCCA voted to support this study and the first forum to discuss this will be July 28, 2005 from 8:45 a.m. to 2:00 p.m. at the Black Bear Inn in Orono. It was open to county staff, administrators, elected officials, municipal people, etc. J. Hyk instructed B. Arseneau to send notice of this to all the towns, to Waldo County Soil & Water and to ask Budget Committee member Bill Sneed if he would be willing to attend as a representative for the County.
15. The PVOG Executive Committee invited the Commissioners to attend their next board meeting on July 19, 2005 at 2:00 p.m. to discuss how to collectively work together to lower county budgets. None of the Commissioners would be attending.

16. Judge of Probate Susan Longley requested that a recent parking ticket she received for \$5.00 because she had to park on the street due to lack of parking spaces at the District Courthouse. It was also requested that she be allowed to use one of the Commissioners parking spaces on Wednesday's when they were not in session. The Commissioners felt that it would not set a good precedent to pay for the ticket, as other county employees have received tickets near the Superior Courthouse due to lack of parking, but did agree to provide one of their parking spaces on Wednesday's when they were not in session.
17. C. Coats sent a packet of information related to Community Planning and Investment Programs that had been released earlier in the year and wondered if this was something she should look into for 2006. The Commissioners asked that B. Arseneau contact C. Coats and request that she put together a grant writing budget request in addition to the records preservation budget she put together the previous year.
18. B. Arseneau informed the Commissioners that the spare county photocopier was received by the Waldo County University of Maine Cooperative Extension on July 1st and was much appreciated.
19. Cheryl Coats sent a list of tax exemption petitions that dated prior to 1985 and requested that she be allowed to dispose of them according to the rules and regulations.
****G. Boetsch moved, A. Fowler seconded authorizing the disposal of the pre-1985 tax exemption petitions. Unanimous.**
20. Commissioner Hyk instructed B. Arseneau to request the minutes from the Domestic Violence Task Force meetings since he cannot attend them anymore.
21. May Lou Gallup sent correspondence indicating that there would be a delay in putting the trigger contracts together for electrical service until the third week in July.

The next Waldo County Commissioners Court Session will be July 27, 2005 at 9:00 a.m. Other meetings will be held on August 2, 2005 and tentatively on August 30, 2005.

****G. Boetsch moved, A. Fowler seconded adjourning the meeting at 1:25 p.m. Unanimous.**

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