

**WALDO COUNTY COMMISSIONERS COURT SESSION
NOVEMBER 08, 2005**

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

TREASURERS REPORT:

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

REVENUES:

D. Parkman reported that 101% had been received so far. Deeds transfer tax has been coming in on average of about \$10,000.00 for the past few months. The increase in Miscellaneous Income was due to reimbursement from Maine State Police for a certification and training for a County Deputy they recently hired.

APPROPRIATES/EXPENDITURES:

79% YTD has been paid. D. Parkman commented that Jail board expenditures were lower than anticipated so far, but the year was not over yet.

A. Fowler inquired about the fact that nothing had been expended from the generators line item in the E.M.A. department. J. Hyk expressed that the generators should be tested and serviced every fall.

D. Parkman commented that the Treasurer's office expenditures were a little high due to traveling for meetings and over-expenditure in training.

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 October 28, 2005 Active/Restricted reserve Warrant in the amount of \$10,334.41. Unanimous.**

****G. Boetsch moved A. Fowler seconded authorizing payment of the October 28, 2005 Regular warrant in the amount of \$698,442.34. Unanimous.**

****G. Boetsch moved, A. Fowler seconded authorizing payment of the November 8, 2005 Regular warrant in the amount of \$1,091,564.33. Unanimous.**

****G. Boetsch moved, A. Fowler seconded authorizing payment of the November 8, 2005 Active/Restricted reserve warrant in the amount of \$25,336.82. Unanimous.**

D. Parkman read new proposed State Valuations for 2006. There was much commentary over the size of the increases. As a result of these valuations, the County's mil rate should not be as high. There was discussion of L.D. #1 and submitting the request for the Property Growth Factor twice – the first document was wrong. Nine towns still had not submitted their figures.

TAX ANTICIPATION NOTE PAYMENT:

D. Parkman also reported that the Tax Anticipation Note is paid off.

PAYMENT OF JAIL FURNACE REPAIRS:

There was brief discussion of Thayer Corporation invoices for the Jail furnace amounting to \$6,106.58. D. Parkman recommended taking \$5,200.00 out of the Jail/Sheriff Reserve.

****G. Boetsch moved, A. Fowler seconded putting funding from the Jail/Reserve in the amount of \$5,200.00 toward the Jail furnace invoice as discussed back in April.**

COMMUNICATIONS CENTER REPORT:

Present with the Commissioners was Communications Director Owen Smith. O. Smith started the discussion by informing the Commissioners that the pit that holds the Communications pull-point junction box is not draining well and is not enclosed. The conduit runs through this and the person doing the conduit work had to “jump out to avoid drowning.” O. Smith stated that the County needed to install pipes, crushed stone, etc. Near the exercise yard between the Jail yard and the garden could be dug up, and crushed rock put down. If the Jail inmates performed the labor, and dug it 3’ deep and also dug a drain to the side of the road about 20’, this might work.

J. Hyk asked who was providing the specifications. O. Smith said he’d only spoken with Jim Arseneau, but had not otherwise received professional advice. J. Hyk felt that E.M.A., the Sheriff/Jail Reserve, etc. should be looked into and funding could be figured out later. There was brief discussion of excavator use being ill-advised. Hand-digging around the conduit would work well.

At the recommendation of O. Smith, an extension of leave of absence for Dispatcher Avis B. Davis has been requested to commence on October 5, 2005 and will run until she either returns to work or until it expires on October 4, 2006.

****A. Fowler moved, G. Boetsch seconded extending the leave of absence for Avis B. Davis with commencement on October 5, 2005 through October 4, 2006. Unanimous.**

FACILITIES MANAGEMENT REPORT:

Present with the Commissioners was James Conley, who reported the following:

1. Department of Labor Inspection: The work resulting from this inspection has been completed except for the four below:

- Fire extinguisher Safety Course
- Emergency Evacuation Plans
- Sheriff’s House Doors. Architect Robert Fenney has been consulted with and believes reversing the doors can be done.
- Blood-bourn pathogens training

The decision regarding waiving the penalty fee has not come back yet.

2. J. Conley has been cleaning the E.M.A. office out for Interim Director Jethro Pease. There is a violation now because the ceiling tiles have not been replaced. J. Hyk instructed J. Conley to install the ceiling tiles by the end of business today; immediately.

3. The valves in the Superior Courthouse heating system will be pursued by Architect Robert Fenney.

4. Four old paintings have been returned from the Belfast Historical Society. The Society felt that they should be hung in the County buildings. One painting is the first lawyer in Belfast, one if the Mayor of Belfast and two others are judges. They need to be cleaned. J. Hyk felt that these should be maintained. J. Conley said that these are currently sitting in the hallway and definitely need some work and attention. It was decided that these should be put in the Law Library until they can be handled.

6. J. Conley informed the Commissioners that he had tendered his resignation. The Commissioners accepted this with regret. (See Correspondence.)

Architect Robert Fenney was reached by speaker phone and discussed the following with the Commissioners:

- **SHERIFF'S DOORS:** R. Fenney explained the concept of reversing the Sheriff's house doors to the Commissioners. Panic bars are not necessary. The idea is to meet the D.O.L. inspection and not spend unnecessary money.
- **CONDUIT PIT:** The conduit pit near the Communications Center was discussed. This was full of water and another cable needed to be pulled. Jim Conley drained it for several days. R. Fenney described the solution, including digging a gully. A ditch would need to be dug, lined with filter fabric and stone, the lay the pipe, more ¾" stone and then wrap with more filter fabric. This prevents silt from clogging over the next twenty years. The bottom piece wraps from the bottom up around, if a large enough one can be found.
- **RECORDS STORAGE:** Regarding the idea of putting any records in the Superior Courthouse Attic, R. Fenney said that the Fire Marshall has frowned on putting things in the attic in the past.
- R. Fenney will offer comments on the updated Facilities Manager Job Description later.

SICK LEAVE USE DISCUSSION:

Present for this discussion was District Attorney Geoffrey Rushlau. G. Rushlau explained that TWO County employees in the District Attorney's Office, Clerical Aide Carla Rogerson and Victim/Witness Advocate Deborah McAllian, had taken a vacation trip that ended in disaster during the recent hurricane. He explained that the additional time they were forced to stay and their overall miserable experience was the reason that he was requesting that both be allowed to use sick leave in order to cover this leave. He asked that both be treated equally in being allowed to use sick leave, even though D. McAllian had enough vacation and personal leave to cover the time. C. Rogerson had requested permission to use accumulated sick leave to cover the lost time, as her vacation leave was used up during the planned duration of the trip.

****A. Fowler moved, G. Boetsch seconded allowing the 32 vacation and 8 personal hours of leave used by Deborah McAllian to be restored and to allow her to use 40 hours of accumulated sick leave. Unanimous.**

****A. Fowler moved, G. Boetsch seconded entering Executive Session according to Title 405 D. for a legal matter regarding Collective Bargaining Unit negotiations. At 11:17 a.m. Unanimous.**

****A. Fowler moved, G. Boetsch seconded exiting Executive Session at 11:24 a.m. Unanimous.**

EMERGENCY MANAGEMENT AGENCY FY 2006 BUDGET ADJUSTMENT:

****G. Boetsch moved, A. Fowler seconded accepting the 1010 Emergency Management Agency budget as adjusted last week. Unanimous.**

REGISTRY OF DEEDS REPORT:

Present for this discussion was Register of Deeds Deloris Page and Treasurer David Parkman.

1. NEW HIRE: D. Page recommended hiring Amy Keller as Clerk II to fill the recent vacancy of Tracy Marshall, effective November 21, 2006 at \$11.18 for 35 hours per week.

****A. Fowler moved, G. Boetsch seconded accepting the hire of Amy Keller as full-time Deeds Clerk II at \$11.18 per hour for 35 hours, effective November 21, 2006. Unanimous.**

2. Deeds Surcharge: D. Page stated when reading the December 13, 2005 Commissioners Court Session minutes that interest from Deed Surcharge was being applied to the Technology Reserve and explained that this was not correct. She stated that it must be credited to the Deeds Surcharge account, as that is a restricted account. K. Ward stated that this interest goes to the General Fund. D. Parkman concurred that this had been placed in the General Fund, not the Technology Reserve. D. Parkman asked that the minutes from December 13, 2005 be amended to reflect that it had been realized that the Deeds Surcharge interest had been placed in the General Fund and that this would have to be handled correctly in 2006. D. Page asked for reimbursement of any earned Deeds Surcharge interest back to the Deeds Surcharge Reserve. J. Hyk asked D. Parkman to calculate to the best of his ability the interest that had been misapplied. D. Parkman suggested that it was about \$150.00 and D. Page accepted that amount be put back into the Deeds Surcharge Restricted Reserve.

CORRESPONDENCE:

Present for reviewing correspondence was County Clerk Barbara Arseneau to discuss correspondence and, later, Deputy County Clerk Veronica LaBreck, to assist in taking minutes.

1. B. Arseneau read the letter of resignation from Corrections Officer Robert Cartier, whose last day was November 4, 2005.

****A. Fowler moved, G. Boetsch seconded accepting the resignation of Corrections Officer Robert Cartier. Unanimous.**

2. B. Arseneau read the letter of resignation from Facilities Manager James Conley, effective November 15, 2005, but informed them that he had agreed to stay until he had trained his replacement, or through November 25, 2005.

****A. Fowler moved, G. Boetsch seconded reluctantly accepting the resignation of Facilities Manager James Conley. Unanimous.**

3. B. Arseneau asked the Commissioners if it was still their intention not to re-enroll with NACo (National Association of Counties). The Commissioners confirmed their wish not to re-enroll.

4. Lieutenant Gary Boynton submitted a list of vehicles that had been auctioned off on November 11, 2005 and that should be removed from the Risk Pool Liability Insurance list.
5. Corporal Robert Walker should receive a five-year pay step increase from \$14.75 to \$15.29 per hour effective November 19, 2005. The Commissioners noted this increase.
6. Agent Paul Barbera of Cross Insurance had called on October 25, 2005 to tell B. Arseneau that the renewal rates for AETNA Healthcare were still not available due to several insurance companies arguing the 4% surcharge the Governor was attaching to them to fund the Dirigo Health Plan. As soon as he knew any definite figures, he would call.
7. Elizabeth Hieronymus, Chairman of the "Belfast – An Olde Fashioned Christmas" organization had emailed an update to the Commissioners detailing what has been accomplished so far in preparation for the decorating of the tree on the Superior Courthouse property in December. B. Arseneau reported that electrical preparations were underway and that it would appear that all was being well-prepared with safety in mind.
8. Jail Research Committee Chairman Grayson Hartley had sent an Email to B. Arseneau asking when the Committee would be hearing from County Commissioners about the Corrections consultant services the Commissioners promised to fund in the County's 2006 Budget. He expressed his concern that if too much time went by, the Committee might lose interest. The Commissioners instructed B. Arseneau to remind G. Hartley that no direction can be given until the Budget Committee makes its final decision regarding approving those requests for funds.
9. B. Arseneau quickly reviewed a letter sent from the Waldo County Department Heads Association Chairman Owen Smith inviting one member from the Budget Committee and one County Commissioner to join the Department Heads in forming a group to work along with Winters Associates to recreate the pay scales and employment classifications. These would be non-voting positions but would provide invaluable insight into the planning process.
10. B. Arseneau informed the Commissioners that H.R./Payroll Director Michelle Adams and she had been working to update the Facilities Manager Position job description. The Commissioners had agreed that Architect Robert Fenney should review the job description and offer his input, if he was so inclined. On a similar note, advertisement was placed in local newspapers and one out-of-town paper requesting applications to fill the vacancy of E.M.A. Director Richard Farris, who resigned on September 29, 2005. The deadline for the applications to be brought or mailed to the County Commissioners Office was by 4:00 p.m. on November 16, 2005.
11. A letter was sent to the Commissioners from Peter Lindsay of Coast ACCESS informing them that the Commissioners' letter of support had assisted them in receiving a grant of \$919,346.00 to support their Early Learning Project.
12. Archivist Cheryl Coats sent word that the most recent grant she had applied for had been approved. If the State had the funds, they have voted to fund it. She would know in a couple of days.

MISCELLANEOUS COMMISSIONERS BUSINESS & REPORTS:

1. ROAD PETITION: A road petition had been received from citizens Albert and Debra Ludden of Jackson. Because it was complex in nature, the County Commissioners decided to research the matter for the next meeting in December.

2. MSRS RE-ENROLLMENT:

Human Resources/Payroll Director Michelle Adams submitted correspondence regarding MSRS re-enrollment, inquiring about decisions to be made. J. Hyk stated that, first of all, he wanted an attorney to draft the re-enrollment so that this would be "fool-proof." There were questions regarding whether to allow employees from 2001-forward to enroll and buy back service credits for the missed years on their own, whether or not to allow employees to buy back only up to a certain other year on their own, or whether or not the County would contribute to these buy backs.

There was some discussion of how to do this all in a manner that benefits the employees without incurring additional cost to the County than its mandatory contribution. B. Arseneau was instructed to send these questions to attorney Linda McGill stating that the County wished to reenroll PLUS allow employees to buyback years of service on their own, without the County contributing to those past years.

3. The Commissioners asked B. Arseneau to set up the Budget Committee meetings differently and to speak with Bill Sneed, Chairman of the Budget Committee.

4. OLD MAPS: By way of follow-up regarding the three old, deteriorating oilcloth maps in possession of the County, Archivist Cheryl Coats informed B. Arseneau that she had contacted the Osher Map Library in Portland regarding the wall maps stored at the Comm. Center. The Map Library does not have a restoration specialist on staff but said it's extremely expensive to restore wall maps and not worth it unless they are rare maps. They also offered to accept the large maps if the County was willing to donate them. C. Coats did not believe these to be rare maps and thought donating them to the Map Library was a good move. The Commissioners agreed and authorized these to be donated to the Osher Map Library.

MINUTES APPROVED:

****G. Boetsch moved, A. Fowler seconded approving the County Commissioners Court Session minutes from September 28, 2004, November 9, 2004, July 12, 2005, August 2, 2005 and September 13, 2005. Unanimous.**

The next Waldo County Commissioners Court Session will be December 13, 2005 at 9:00 a.m.

****G. Boetsch moved, A. Fowler seconded adjourning the meeting at 12:13 p.m. Unanimous.**

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