

**WALDO COUNTY COMMISSIONERS COURT SESSION
MARCH 21, 2006**

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

TREASURER'S REPORT:

Treasurer David Parkman reported the following:

REVENUE:

1. Reported revenue is down. It should be a least 25% but is at 21.62%
2. A new line has been created in the Revenue report for District Attorney Court Order Fees. This is unanticipated revenue and has already collected \$45.00. This will not be recorded as "miscellaneous" because there are supposed to be a lot of these are coming in. There are inmates in some cases that are being ordered to pay \$100.00 per day.

APPROPRIATIONS:

1. The County has expended 22% of the total budget for this year.
2. Keith Overlock, Facilities Manager was now present. He expressed concern that the County may go over the budget on the electricity cost because CMP has raised their rates by approximately 20%.
2. There was brief discussion about heating repair expenditures.
3. D. Parkman noted that the Probate Court Appointments are right on track.

RESERVES:

D. Parkman read the expenditures from the Reserve Accounts for March 21, 2006.

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

D. Parkman explained that the auditor has instructed that the County's match for the Deferred Compensation Plan contributions by employees must be separated out and the Commissioners must sign in order to authorize these match payments.

****G. Boetsch moved, A. Fowler seconded authorizing payment of Deferred Comp matches for the months of January and February 2006 in the amount of \$3,179.08. Unanimous.**

****G. Boetsch moved, A. Fowler seconded authorizing payment of invoices on the March 21, 2006 Active/Restricted Reserves in the amount of \$11,568.10. Unanimous.**

****G. Boetsch moved, A. Fowler seconded authorizing payment of the March 21, 2006 regular warrant in the amount of \$136,213.36. Unanimous.**

J. Hyk mentioned that the Reserves had not been set yet for 2006. He asked the Treasurer if there was any issue because this had not been done yet. D. Parkman responded that there was no real hurry, but these should be set by mid-year.

FACILITIES REPORT:

Present with the Commissioners was Facilities Manager Keith Overlock, who reported the following:

1. The afore-mentioned concern over electricity costs was reiterated. K. Overlock thought it might be possible to switch out some of the lights in the Superior Courthouse but he was having difficulty figuring out how to reduce the costs of the Jail.
2. K. Overlock notified the Commissioners that the dehumidifiers are hooked up at the Superior Courthouse but are not plumbed yet as court has been in session.
3. The handrail should be coming in next week when court will not be in session.
4. Recycling of paper waste is being done in a few of the departments. If this works well, K. Overlock hoped to expand it to the remaining departments.
5. It has been discovered that the dog fence from the house next door is on the County Jail property. K. Overlock has researched the deeds and cannot see that the County ever gave anyone permission to put this on the property. With the Commissioners permission, K. Overlock would like to remove this and continue running the stockade fence that separates the County property from the neighbor. The Commissioners agreed that this should be done.
6. Refrigeration specialist Dennis Kienow is working on the air conditioning repairs at the Jail.

PROBATE DOCKET MANAGEMENT SYSTEM DISCUSSION:

Present with the Commissioners were Register of Probate Joanne Crowley, Oxford County Register of Probate Tom Winsor and Technology Consultant James Arseneau.

T. Winsor has chaired the Association of Probate Registries. This is why he involved with the probate docket management system project. When all Probates were asked what they had for technology, it varied as to the types being used. He also discussed the process for handling Probate paperwork and the indexing system. It was realized that papers seemed to be handled multiple times, so they started researching a system that might benefit all of the registries. Anything over \$10,000.00 must be sent out for competitive bidding unless riding on a State contract. Proprietorship of information was important. Three members of the group went to Buford, South Carolina to view the software in operation. J. Crowley mentioned the importance of continuity and uniformity among all Registries of Probate.

J. Arseneau said it might be prudent to purchase the server now to allow for future growth. He mentioned the figures for the cost: the first year plan on \$14,750.00 plus four scanners (\$1,000.00 each) and servers (\$10,000.00 each). The Budget Committee was told to plan on \$30,000.00 for 2006 and \$30,000.00 for 2007, now it will only be about \$10,000.00 or so next year. G. Boetsch inquired about possible issues if one or more counties did not want to be part of this. T. Winsor said there was a discount for "cluster" groups. Hancock and Penobscot have already committed and the group is waiting to hear back from Piscataquis and Aroostook this month. J. Hyk asked for guidance. J. Arseneau recommended resolving to do this and to utilize the "kitty" of funds at disposal.

****A. Fowler moved, G. Boetsch seconded to expend up to \$30,000.00 on the Probate Docket Management System Software. Unanimous.**

J. Arseneau reminded the Commissioners that they had already signed the bill for the Spillman Software. Right now the hardware is going through leasing. He said that there needed to be added \$11,000.00 per year for the lease. It had already been requested to dip \$40,000.00 into reserve and now an additional \$12,000.00 was needed. This locks in maintenance for 5 years with no 5% increase. This would add a total of \$55,000.00. J. Arseneau has reviewed the Technology plans and this will not impact the renewal of computers, etc. G. Boetsch asked if it was "raiding" the computer renewal. J. Arseneau said there would still be enough money. J. Hyk stated that the Commissioners could also put in more money into reserves in the future. J. Arseneau asked if the Commissioners were going to replenish the \$40,000.00. J. Hyk said yes. J. Arseneau said he did not realize that. J. Hyk explained that he was of the understanding that they were supposed to be funding the Technology Reserve and they have not been funding it correctly each year. He stated, "Technology is exploding and what we thought three years ago really has no meaning anymore." G. Boetsch asked how they were going to fund it. J. Hyk replied they were going to take it out of the reserve and then deal with it later. At the next meeting he would like to revisit Technology plans at the next Commissioners meeting.

SHERIFF'S REPORT:

Present with the Commissioners were Sheriff Scott Story and Jail Administrator Robert Tiner. The Sheriff asked to start by opening the bids for new cruisers. He explained that along with specifications for a Crown Victoria, he had also requested specs for a Dodge Charger, as some of the agencies in the State have found the Charger to have good gas mileage and therefore, it might pay for itself in the end.

CRUISER BIDS:

1. Kallis Ford - \$21,921.00 for the Dodge Charger and \$21,429.00 for Crown Victoria (Which includes doc fee and title)
2. Bodwell in Brunswick - \$21,580.00 for a 2006 Dodge Charger

There was discussion of a Dodge Charger being used by the Chief Deputy so that he could test the mileage. The Sheriff briefly contacted Kallis Ford to inquire about fuel mileage and learned that it was about a two miles per gallon difference. Usually a cruiser goes through 30,000 gallons of gas per year. Therefore, it would be a difference of 186 gallons a year for the Charger. It would make up the difference at the end of the cars life. It was noted it would be a \$341.00 difference to keep the cruiser purchase local.

****A. Fowler moved, G. Boetsch seconded to accept the bid from Kallis Ford for the Dodge Charger in the amount of \$21,921.00. 1 in favor, 1 opposed and 1 abstention. Motion failed.**

****G. Boetsch moved, A. Fowler seconded to accept the bid from Kallis Ford for the Crown Victoria in the amount of \$21,429.00. Vote was passed 2 in favor and 1 opposed.**

3. Federal Asset forfeiture money has come in, totaling \$13,035.00. \$5,990.00 is for body wire and \$5,045.00 is for laptops. The Sheriff would like to hold onto the rest for match money, but it is restricted.

****A. Fowler moved, G. Boetsch seconded to authorize the expenditure as requested. Unanimous.**

4. Restorative Justice Program: S. Story request the ability to committee \$15,000.00 for a Restorative Justice Program. There have been 7 participants and 4 have been released with no recidivism. They

all have jobs with the exception of one who is going to school. Of the juveniles, none have “re-offended.” S. Story described it as “an excellent use of corrections funds,” and stated that he would like to commit \$15,000.00 with authority to go up to \$20,000.00. S. Story said he would like to commit to \$15,000.00 with authority to go up to \$20,000.00 if the funds are available.

****A. Fowler moved, G. Boetsch seconded to authorize the above expenditure. Unanimous.**

5. Research for Rental Space for Sheriff’s Office: S. Story said he has been making calls regarding commercial space. Some places would be \$3,000.00 a month, but these were not good locations. He has been exploring a few different things, including the County’s property. J. Hyk explained that he had instructed the Sheriff to look into commercial property. J. Hyk wanted to look at all of the options that are available. He felt that the County should be trying to move forward with the purchased property. He has called Dennis Jud of S.M.R.T. to see what it would cost to run water, sewer, and electrical and to do site work. That would be about \$1.5 million for just the jail. Civil engineers would cost about 7 – 10% for that service. In order to be able to talk with the Budget Committee, citizens of the County need to start developing real numbers and need to figure out how to move forward.
6. G. Boetsch discussed the available space of the recently vacated Robertson School. He asked if the Commissioners wanted to present a question to MSAD #34. The Commissioners were asked to send a sketch of what is needed and then they would give a price. S. Story, who had also viewed the school, commented that the roof was leaking, partitions are needed and Technology costs needed to be considered. He remarked that he would rather have their own place, if they are going to be spending that kind of money. B. Arseneau was instructed to send a letter to MSAD #34 a letter.
7. Shared Space – Unity Fire Station and Sheriff’s Substation: It was noted that bad information had been given to the public. S. Story said he was glad that there was going to be a joint meeting of both groups today during the Commissioners Court Session. A letter he sent had never made it to the Unity Selectmen. S. Story did not think the Sheriff’s Office needed the amount of space being proposed; plus they would probably be able to do most of the work from their vehicles. He further remarked that cell phone coverage is getting better.

UNITY FIREHOUSE/SHERIFF’S SUBSTATION:

Present with the Commissioners were Unity Planning Board Member David Smith and Selectman Tess Woods, Miles Hopkins (a youth who was job shadowing), Architect Robert Fenney, Sheriff Scott Story and Jail Administrator Robert Tiner.

D. Smith explained that the concept of a substation in the Unity Firehouse actually started with former Sheriff Robert Jones, who also lived in Unity. One of the things R. Jones was interested in was space in the Unity Firehouse. D. Smith had heard there had been some controversy regarding this matter and if the County was not interested, this was not an issue.

T. Woods thanked Commissioner Fowler for coming to a recent meeting and apologized for any discomfort any statements or written words might have caused.

R. Fenney commented that this space makes sense in terms of location and cost – deputy travel, etc. There would need to be definitive space. The fee structure was briefly discussed and was accompanied by a

proposed cost list that was submitted. Voters in the Town of Unity would be coming together this weekend on this matter.

T. Wood explained that as a committee, they did not have a clear understanding of the level of commitment on the County's part. "Our fear is we may lose out on the \$903,000.00 project because of a \$30,000.00 issue."

S. Story stated that for a few years, it would be a good idea, but may not be necessary in three to four years. "Technology is changing. We should be able to do everything from our vehicles. But I would feel terrible if this impacted your project in a negative way if we don't come in."

J. Hyk agreed that this would have been an excellent idea fifteen years ago and would have been useful until about two to three years from now; however, it did not make a lot of sense now to start it now.

T. Wood asked about something being done short-term. A. Fowler responded that this should have been communicated on sooner.

S. Story stated, "My authority stops with writing a check. That stops with the Commissioners and also the Budget Committee. Making a long-term commitment just isn't possible."

J. Hyk stated that the Commissioners wished to apologize for any inconvenience, embarrassment and problems they may have caused for Unity.

T. Wood responded, "We take responsibility." J. Hyk insisted that the Commissioners shared that responsibility and realize they could have handled it better.

All parties left on amicable terms and the Commissioners wished the Town of Unity success with its project.

PERSONNEL POLICY:

The Commissioners briefly discussed necessary changes in the part of the policy that pertained to payment and scheduling the work weeks for law enforcement personnel.

****A. Fowler moved, G. Boetsch seconded to make the work schedule a two-week period and to remove the chart that was recently proposed in updating the Personnel Policy. Unanimous.**

Additional sections that may require amendments were listed as follows: 4.14, 4.17.3, 5.1.2, 5.9, 8.3.2, 8.4, 8.6, 8.7, 9.2 and 10.2.

The Commissioners noted that there might be two different standards between the Personnel Policy and the current Union Contract. For example, the Union Contract allows for certain personnel records to be purged at varying time periods whereas the updated Personnel Policy is being changed, at the direction of the attorney, to reflect that personnel records NOT be purged.

There was brief discussion of health insurance being offered to County Commissioners and support for this, just as with any other full-time employee.

MISCELLANEOUS REPORTS/BUSINESS:

1. PROXY VOTE FOR MAINE COUNTY COMMISSIONERS ASSOCIATION:

Because there may be occasions in which any of the Commissioners may be called on to vote during MCCA meetings when the usual Commissioner Representative is absent, MCCA asked for each county to pass the following motion:

****A. Fowler moved, G. Boetsch seconded that all three Waldo County Commissioners share equal voting rights at M.C.C.A. meetings. Unanimous.**

There was brief discussion of Knox County's request to receive Risk Pool coverage for continued illegal strip searches, which had now resulted in lawsuits.

****A. Fowler moved, G. Boetsch seconded no longer to support Knox County.** After brief thought on this vote,

****A. Fowler withdrew her motion and G. Boetsch withdrew his second.**

2. OTHER REPORTS:

G. Boetsch will be going to Bath Iron Works as CLEO with the Counties Workforce.

APPROVAL OF MINUTES:

****G. Boetsch moved, A. Fowler seconded approving the minutes from the February 16, 2006 County Commissioners Court Session. Unanimous.**

****A. Fowler moved, G. Boetsch seconded approving the minutes from the February 16, 2006 West Chase Road Tax Abatement Hearing after an amendment is made correctly inserting the Town as "Jackson." Unanimous.**

CORRESPONDENCE:

Present with the Commissioners (with the exception of J. Hyk, who had to leave) was County Clerk Barbara L. Arseneau who reported the following:

1. H.R./Payroll Director Michelle Adams submitted an updated Pay Scale Sheet for Classifications I through VI for the Commissioners to sign. The EMA Clerk position was now entitled "EMA Administrative Assistant. The Commissioners inquired as to whether it was "Assistant" or "Secretary." B. Arseneau stated that she would consult with M. Adams.

2. Archivist Cheryl Coats of DRG Specialty Services submitted a list of "discarded documents" that required the Commissioners' authority for disposal. These included Commissioner's/Treasurer's Records from 1901 through 1990. Commissioners' Memos and Vouchers from 1925 through 1936 were also to be destroyed.

****A. Fowler moved, G. Boetsch seconded permitting disposal of the records described above at the recommendation of the Archivist. Passed by two.**

3. Communications Center Director Owen Smith submitted his recommendation to hire Lacey Johnson as part-time Dispatcher. Upon successful completion, L. Johnson would be added to the "On-call" list.

****G. Boetsch moved, A. Fowler seconded hiring Lacey Johnson as part-time Dispatcher. Unanimous.**

4. The following pay step increases were noted:
- Victim/Witness Advocate Deborah McAllian will reach the one-year pay step on March 7, 2006, increasing her hour pay from \$13.46 per hour to \$13.81.
 - Deputy James Greeley reached the one-year pay step increase on March 13, 2006, increasing his hourly pay from \$14.91 per hour to \$15.13.
5. A letter from Cumberland County Commissioner Al Austin was sent to the Waldo County Commissioners inviting them to meet with their board and with Kevin Gildart, Vice President Human Resources of Bath Iron Works to receive an update of current construction activities and future projections.

****A. Fowler moved, G. Boetsch seconded adjourning the meeting at 2:57 p.m. Passed by two.**

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