

WALDO COUNTY COMMISSIONERS COURT SESSION
November 14, 2006

PRESENT: Commissioners John M. Hyk (Chairman), Charles G. Boetsch, and Amy R. Fowler. Also present was Treasurer David Parkman, Deputy Treasurer Karen Trussell, Deputy County Clerk Veronica Stover and County Clerk Barbara Arseneau. Also present during the Treasurer's Report was Commissioner-Elect Donald Berry.

J. Hyk convened the meeting at 9:00 a.m.

TREASURER'S REPORT: Present for this report was Treasurer David Parkman and Deputy Treasurer Karen Trussell.

REVENUE:

D. Parkman reported that miscellaneous revenue had been received so far this year in the amount of \$9,900.00, which means this account is ahead by \$3,444.06. The restitution funds brought in by the Judge of Probate thus far totals \$6,489.74.

APPROPRIATIONS:

D. Parkman and K. Trussell reported that the surplus amounts voted to fund specific reserves would not be moved to those accounts until the end of 2006. If there were enough funds in the General Fund, he would try to do this before the end of this week. It was reflected on the Appropriations Report, but was not physically moved yet. As Commissioner-Elect Donald Berry was present, J. Hyk gave a brief history of the Reserve accounts, their target amounts and explained how surplus could be used to fund these after the first of the year.

RESERVE ACCOUNTS:

D. Parkman read the list of expenditures out of the Reserve accounts for both the October 27, 2006 and November 14, 2006 warrants.

D. Parkman reported that the Department of Corrections annual reimbursement had been received earlier and recommended that the County Commissioners move \$175,000.00 from the savings account into the General Fund.

****A. Fowler moved, G. Boetsch seconded taking the Community Corrections money out of the Savings Account in the amount of \$175,000.00 and put it into the General Fund. Unanimous.**

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

WARRANTS:

****G. Boetsch moved, A. Fowler seconded authorizing payment of the October 27, 2006 Capital & Active Reserve Warrant in the amount of \$9,006.94. Unanimous.**

****G. Boetsch moved, A. Fowler seconded authorizing payment of the October 27, 2006 Regular Warrant in the amount of \$59,335.64. Unanimous.**

****G. Boetsch moved, A. Fowler seconded authorizing payment of the November 14, 2006 Capital & Restricted Reserve Warrant in the amount of \$13,405.63. Unanimous.**

****G. Boetsch moved, A. Fowler seconded authorizing payment of the November 14, 2006 Regular Warrant in the amount of \$1,904,004.97. Unanimous.** G. Boetsch noted that the reason for this large figure was because the Tax Anticipation Note was paid in this warrant.

INTEREST OVERDRAFT:

D. Parkman reminded the Commissioners that the Interest budget was overdrawn because interest was higher than anticipated. The Commissioners felt it should be paid from the Contingency funds at some point.

PROBATE RESTITUTION DISCUSSION:

Present for this discussion with the Commissioners were Probate Judge Susan Longley, Register of Probate Joanne Crowley, Treasurer David Parkman, Deputy Treasurer Karen Trussell.

J. Crowley asked the Commissioners if they recalled reviewing her request to allow representatives from the Genealogical Society of Utah to perform the service of imaging the Court's estate files and indices for the period of 1827 to 1915. The Commissioners recalled that they had reviewed it before, and had felt this agreement was fine. It was decided that a formal vote was in order.

****A. Fowler moved, G. Boetsch seconded recommending that the contract with the Genealogical Society of Utah be signed. Unanimous.**

PROBATE RESTITUTION:

D. Parkman credited Judge Longley with the reduction of expenditures from the Court Appointments line from the previous year's expenditures. S. Longley, in turn, commended the joint effort of all the Probate Office staff. There was brief discussion regarding the budget request for 2007 and Judge Longley explained that she did not wish to raise it above the requested \$8,000.00 even though it was over that this current year because she wanted to continue to "rise to the challenge" of keeping the costs down. D. Parkman expressed his view that it should be increased. J. Hyk agreed and explained that if the money in the departmental budgets is all spent by the end of the year, there is no surplus for the County to operate on in the beginning of the next fiscal year. He noted that a low surplus amount necessitated borrowing from the Tax Anticipation Note earlier in the year and the reserve accounts could not be funded, either.

SHERIFF'S REPORT:

Present with the Commissioners was Sheriff Scott Story and Chief Deputy Robert Keating. The following was discussed with the Commissioners:

1. S. Story requested that the Commissioners approve the hire of Deputy Charles Glenn Graef to fill the full-time vacancy left by the departure of Deputy Richard Benedict, effective November 18, 2006, at \$14.41 per hour.

****A. Fowler moved, G. Boetsch seconded approving the full-time hire of Deputy Charles Glenn Graef effective November 18, 2006 at \$14.41 per hour to fill the recent vacancy. Unanimous.**

****A. Fowler moved, G. Boetsch seconded accepting the resignation of full-time Deputy Richard Benedict, effective November 18, 2006, allowing him to remain on the part-time roster. Unanimous.**

2. S. Story reported that the inmate population, as anticipated due to the court schedule, had increased recently. When asked, R. Keating reported that there were seven inmates boarded at other counties today and nine were boarded yesterday. S. Story stated that Jail Administrator Robert Tiner felt that this line in the Jail budget would be “really close, and likely overdrawn,” but not as badly as originally thought.

3. S. Story shared the average daily inmate population as follows:

- 2003 – 32.3 inmates
- 2004 – 47.9 inmates
- 2005 – 41.6 inmates
- 2006 – 50.3 inmates.

S. Story stated that if court occurred more often, people would be sentenced sooner and would be leaving the jail sooner. J. Hyk quipped, “So the State doesn’t hold court as often as it could because it would cost them money, so we get to warehouse the people they send us longer and pay for it.”

4. One of the cruisers was damaged during a deer/car incident on Friday, November 10, 2006. R. Keating had sent the report down earlier and had also already reported it to the Risk Pool. The total cost to repair was a little over \$3,000.00.

5. S. Story informed the Commissioners that a number of employees would likely be present on December 1, 2006 for the Public Hearing to hear how the employee benefits, and in particular the health insurance, gets handled by the Budget Committee. The Commissioners referred to the November 8, 2006 Budget Committee meeting and noted that a number of employees had come and some had spoken. They commended S. Story and the other department heads who spoke up for the employee benefits. J. Hyk expressed some disappointment with those department heads who said nothing. S. Story expressed concern that changes might lead to other departments joining a union.

6. S. Story congratulated Commissioner-elect Donald Berry on his election and told Commissioner Greg Boetsch that the Sheriff’s Department would miss Greg very much and thanked him for his support of that department.

COMMUNICATIONS CENTER REPORT:

Present for this discussion was Communications Director Owen Smith, who reported the following:

1. O. Smith recommended that a site survey be performed on the tower site owned by the County on Aborn Hill in Knox. One had never been performed and he felt it was best for the County to establish the boundaries. Reynold’s Land Surveyors of Unity has provided a quote of \$1,800.00 and could perform this by the end of the year, or at least provide an invoice so that this could be paid from 2006 funds and hold the check until the work was done this winter. There was some discussion of how to pay for this service. It was agreed that it would come from the Commissioners Professional Services line (1020-4015.)
2. O. Smith drew the Commissioners’ attention to an error in the 2006 Capital Outlay budget in the amount of \$2,200.00 that was not tallied into the final bottom line after the Budget Committee had made its adjustments. He informed the Commissioners “it has already been spent.” When he saw the overdraft on the appropriations sheet, that was when he went back to his budget and took

a careful look and discovered that not all the numbers in the column had been calculated in the total.

3. The tower sites part of the budget will be overdrawn this year. O. Smith explained that the tower at the Jail had moved quite a bit during recent winds. O. Smith felt this needed to be guyed off as soon as possible before anything happened. He had researched this and it would cost about \$3,800.00 with assistance from some inmates. Originally, it would have been about \$4,700.00. J. Hyk thought that this made sense to do and recommended paying for this out of Contingency, which the Commissioners will vote on when it comes time to pay.
4. The Zetron Radio upgrade mentioned during a previous Commissioners meeting was brought up. O. Smith reported that the original quote had been a little over \$29,000.00. Now, it had been offered as a special deal for \$10,360.00 to \$11,000.00. O. Smith wondered if the reserve for Communications Equipment could be used and/or the Technology Reserve. He explained that there was “a fine line” between the radios being considered as part of the Communications Center budget or being in the Technology budget as the radios are computer-controlled. O. Smith briefly described the use of the Communications Center Reserve, which he had described in a previously sent letter.
5. O. Smith explained that what has saved his budget this year was the fact that two full-time people did not work much of the year and their salaries were used to cover the part-time and over-time hours.
6. O. Smith indicated that the reason money was not put in for training in the part-time coverage was because the Board of Directors has not wanted to request that funding when they saw how much it would have cost.

TECHNOLOGY BUDGET UPDATE: - 1020-7000:

Present for this review was James Arseneau. J. Arseneau reminded the Commissioners that he was there to provide an update for the Technology Budget.

1. **SPILLMAN CAD SYSTEM ADDITION:** J. Arseneau explained that he had been unaware of a feature in the old CSH CAD system that was utilized by law enforcement for “fleet tracking.” This had not been explained to him, and he didn’t know that Spillman’s counterpart for this tracking was a separate item. Law enforcement requires this software and therefore he was requesting that it be added to the Spillman Lease at \$12,500.00 over seven years. A. Fowler asked if the County would be adding approximately \$2,000.00 each year to the CAD Lease and J. Arseneau summarized that the total lease going to Spillman will now be \$121,200.00 each year.

****A. Fowler moved, G. Boetsch seconded adding the fleet tracking software module at \$12,815.00 to the CAD lease. Unanimous.**

2. A. Fowler asked if J. Arseneau had received quotes for the new phone system at the University of Maine Cooperative Extension. J. Arseneau had estimated \$6,000.00 for the system rather than the estimate of \$4,000.00 received by the Extension office. He explained that it will be harder to connect the phone system in Waldo than it was in Aroostook County. It was cost roughly \$5,700.00 and CISCO will support it, which is the same for all of the University of Maine telephone systems.

CORRESPONDENCE:

Present for this report with the Commissioners was County Clerk Barbara Arseneau and Deputy County Clerk Veronica Stover.

1. B. Arseneau reported that Sheriff Scott Story had respectfully declined the nomination to serve on the vacant MACo Legislative subcommittee position (which had mistakenly been thought to be a Steering Committee vacancy.) No replacement had been found yet. The Commissioners instructed her to continue searching for someone, including checking with D. Rowley. B. Arseneau said she had already sent notice to all the Departments and had received no positive response yet.
2. The following employees will receive pay step increases as follows:
 - Deputy Jason Bosco will receive a five-year pay step increase from \$15.35 to \$15.94 per hour effective November 18, 2006.
 - Corrections Officer Frank Grillo will reach his two-year step from \$13.78 to \$13.97 per hour effective December 5, 2006.
 - Corrections Officer Paul Sweetland will reach his one-year step from \$13.26 to \$13.40 per hour effective November 30, 2006.
 - Corrections Officer Kyle Lucas will receive a one-year step pay step increase from \$13.59 to \$13.78 per hour effective November 30, 2006.
 - Corrections Officer Joshua Bowles will receive a one-year step increase from \$13.59 to \$13.78 per hour effective November 30, 2006.
3. The Maine Department of Transportation has invited the Commissioners to participate in a series of discussions about transit services, needs, resources and opportunities in this area. The Commissioners were not interested in this at this time.
4. EMA Director Dale Rowley sent a letter to the Commissioners explaining that the EMA Deputy Director has historically been filled by volunteers. D. Rowley himself served in this capacity prior to becoming EMA Director. He wondered about the legality of this procedure and if a non-employee could make policy and financial decisions during an emergency if the Director is absent. He was asking the Commissioners opinion and if a legal opinion should be obtained. The Commissioners thought the State EMA Director should be consulted first.
5. Material Safety Data sheets for the new cleaning company were put before the Commissioners to sign, which they did.
6. The Commissioners had received a few responses to the letter about the Jail Variance issue. One was from Grayson Hartley of Islesboro, who had served on the Jail Research Committee. Another was from Damaris Diffen, Islesboro Town Manager, on behalf of the Islesboro Selectmen indicating that they wished for the Commissioners to follow the Waldo County Jail Committee's alternatives that were listed on pages 2 & 3 of their report, find space for low risk inmates elsewhere, which they claimed another county had just succeeded in doing and look to abutting counties to build a joint facility. The Commissioners wondered which County had been successful. A response had also been received from Waldo Selectman Kathy Littlefield, who had told B. Arseneau that she did not think highly of the letter from the Commissioners.
7. Dennis Jud of S.M.R.T. provided firm figures of \$150,000.00 to \$200,000.00 to update the study and would include travel expenses, plus printing. He felt that \$180,000.00 was a safe figure.

8. The Commissioners have heard back from Penobscot County regarding shared funding of a proposed study of a Waldo/Knox/Penobscot Jail. Penobscot Commissioners were not interested in funding a study, as they believe it is premature to engage the services of a consultant before all three counties meet and discuss each others needs and mutual areas of benefits a regional venture could provide. Knox County Administrator Bill Post had responded that Knox County is currently involved with its own Jail Study Committee that has been meeting a minimum of once monthly for over a year to study the issue of overcrowding at the Knox County Jail. Regionalization was being discussed, as well. The Waldo County Commissioners were invited to attend a meeting on November 13, 2006 at 4:30 p.m. Commissioner G. Boetsch had agreed to attend that meeting.

9. B. Arseneau shared the minutes from the October 26, 2006 Safety/Department Head Meeting in which grant writing was discussed with the Department Heads. Most stated that they had not thought C. Coats would still be doing grant writing. B. Arseneau had sent a memo at the Commissioners request asking the Department Heads to consider any upcoming projects and/or training they were planning on doing and forward this to C. Coats at DRG Specialty Services.

10. Elizabeth Hieronymus had sent an email informing the Commissioners that the wiring for the Christmas lights on the tree at Superior Courthouse will come from City Hall.

11. A. Fowler will be attending the Waldo County Soil & Water Conservation District 2006 Annual Fall Banquet tonight at 6:30 p.m.

12. The Commissioners signed the Resolution for the Endangered Species Act, upholding it so that it "may continue to protect our plants and animals and the special places they live, from the finality of extinction."

13. Alan Hinsey sent an email informing the Commissioners that the next KWRED meeting will be in Belfast on November 15, 2006 from 3:00 to 5:00 p.m. None of the Commissioners would be able to attend.

14. Ken Winters of Winters Associates had called to say he was sorry to hear that the salary compensation study had been "shelved" and was willing to assist later if needed.

15. B. Arseneau explained the need for the Commissioners and Treasurer's Office to close to the public for partial days in January to close out the previous year and set up for the new year. The Commissioners asked for a schedule to be drafted for their review and then they would consider it.

MISCELLANEOUS COMMISSIONERS' REPORTS:

J. Hyk and A. Fowler stated that they did not have anything to report. G. Boetsch reminded the group that he had been serving as CLEO for the Coastal Communities Workforce and stated that Donald Berry would be inheriting this.

G. Boetsch excused himself because he needed to leave to get back to work.

POSITION TITLES:

Present for this discussion was Human Resource/Payroll Director Michelle Wadsworth, County Clerk Barbara Arseneau, Deputy County Clerk Veronica Stover (and later, Register of Deeds Deloris Page,

Deputy Register of Deeds Stacy Grant, Register of Probate Joanne Crowley, Victim Witness Advocate Deborah McAllian and Legal Secretary Carla Rogerson.)

M. Wadsworth explained that when the Deeds, District Attorney and Probate offices had requested reclassification, it had included title changes to some of the positions. She asked for clarification of the Commissioners decision on this matter. J. Hyk stated that the Commissioners had voted not to reclassify, and that included the title changes. Whatever had been on the pay scale for descriptions needed to remain the same. When asked by those present, J. Hyk replied that he hoped this change would be accomplished sometime.

GEOLOGICAL SOCIETY CONTRACT:

J. Crowley asked the Commissioners if they had any questions regarding the digital imaging agreement for work to be performed by the Genealogical Society of Utah. The Commissioners had no questions and authorized this service to be performed.

HEALTH INSURANCE PLAN DECISION:

There was brief discussion of AETNA coming back with a reduced offer of 16.9% increase over 2006 premiums rather than the 19.9%. M. Wadsworth recommended that this be presented to the Budget Committee and would work up the figures and fax them to J. Hyk and email them to A. Fowler. This would bring the reduction to the \$50,000.00 requested by the Budget Committee.

NEXT MEETING:

The next Commissioners Court Session is scheduled for December 12, 2006.

****A. Fowler moved, J. Hyk seconded adjourning the meeting at 12:15 p.m. Unanimous.**

Respectfully submitted by Barbara L. Arseneau
Waldo County Clerk