

**WALDO COUNTY COMMISSIONERS COURT SESSION
APRIL 13, 2010**

PRESENT: Commissioners Amy R. Fowler, Donald P. Berry and William D. Shorey; also present was County Clerk Barbara L. Arseneau.

Commissioner Berry called the meeting to order at 9:00 a.m.

FUTURE DISPOSITION OF SHERIFF'S OFFICE BUILDING:

Present for this discussion were City of Belfast Planner Wayne Marshall and City of Belfast Code Enforcement Officer David Studer. Also present were Brooks Citizen Leslie Umans and Belfast Citizen Brenda Bonneville

W. Marshall explained that he decided attend this morning's court session along with CEO D. Studer. He noted that the County Commissioners had asked for discussion on the prospect of selling the current Sheriff's Office (formerly known as the Jail Keeper's House) at 45 Congress Street in Belfast. He understood that the Commissioners were thinking of making it a single-family house lot. He noted that the current requirements for this as part of Residential II Zoning District are as follows:

- 14,520 square feet minimum lot size
- 25 foot front setback
- 15 feet side and rear setback

He utilized the large design plan from WBRC in order to demonstrate where the Sheriff's House currently sits and the distance required for the setbacks, etc. He noted that between the Sheriff's House and the building, there would need to be at least 40 feet. The County has 155 feet of road frontage and would need 93' of depth minimum. The County would need to add about another 53-55 feet. W. Marshall explained that it might be "a little dicey to get from here to there, to make everything conform." He informed the Commissioners that if they are looking to sell the Sheriff's House as a single family house, it is going to be problematic according to the requirements.

D. Rowley asked for clarification. W. Marshall explained by sketching a small drawing. D. Studer assisted with the clarification. W. Marshall suggested it might be possible to cut off some of the addition that was added onto the Jail to achieve proper setback. D. Studer added that removing the Old Jail might assist. Both stated that this would need to be looked at very closely. W. Marshall submitted a document to the Commissioners listing the following options for their consideration in the process:

OPTIONS:

1. **Retain Use of the Building for the County.** This might be the simplest approach, provided the County has a use for it and it does not generate a high parking or additional traffic, which would need to be thought about.
2. **Potential Lot Split.** Create a lot that meets lot size requirement and all structures on the new lot and the existing lot can satisfy the setback requirements. Side and rear for the new single family house and the front setback for the old lot (existing building separation from the new single family house.) The Planning Board would need to review and approve as an amendment to this Plan. W. Marshall explained that if there

is a defined easement, that might have to be deducted from the lot size. He noted that the Planning Board would need to review all of this, but explained that this board cannot change the code.

3. **Create a Condominium Form of Ownership.** Establish a condominium for the property and declare the existing structure (the house) to be part of the condominium. This could be difficult with the type of uses involved. He noted that for the long term, the County would be a condominium relationship. This is a little different than most situations that have been seen. This is becoming more frequent – people buy duplexes or several unit apartments. It would not necessarily be office units – there may be two very different purposes – the County is a business type entity and someone else would be using the other piece as a living arrangement. This would require speaking with an attorney in order to structure, and the Board is required to review as an amendment to this Plan.

4. **Zoning Board of Appeals for a Variance.** A lot that does not meet requirements may go to Zoning Board of Appeals with the County requesting a variance regarding the deficiencies. The Board MAY reduce setbacks, but this is uncertain and the request would need to be reasonable. W. Marshall stated that the Zoning Board of Appeals has not met for nearly three years and added that in his limited experience, this Board follows the law. It may make a lot of sense for the board to give some “relief,” for standards that are in place. Subsequent to the Zoning Board of Appeal’s decision, it may require further Planning board review. This process would take about 1.5 months after the County filed the application. If the County was dissatisfied with the decision, the County could appeal to the Superior Court.

5. **Contract Rezoning Ordinance Amendment.** W. Marshall explained that the City Council, at times, amends zoning to allow contract rezoning for specific property with certain purposes in mind, such as a proposal to create a single family house on a lot that may not satisfy all requirements. This first requires Ordinance amendment, and then requires review by the Planning board and the City Council, with approximately several months to amend the Code and potentially three months of review process time. He illustrated this with examples of several properties. One property mentioned was the Stinson Property. This property was put into a contract rezoning agreement, but it did not go so favorably. There were about thirty exchanges between the Council and the property owner, and it was fairly complex. W. Marshall also illustrated with the Bradbury Manor. This large building could be an elderly housing project or care facility. This is an exception for that specific property. On other properties, there are a number of buildings in the City that were built pre-1934 when zoning started. Unique circumstances can be looked at. The National Theatre Workshop was another example. If this building were converted to another activity, how this historic, dignified building could be used would have to be examined. The Methodist Church was also used as an illustration of Contract Rezoning Ordinance Amendment. This building had dimensional issues – lot size, setback, etc. W. Marshall explained that Contract Rezoning Ordinance Amendment can be a “tool” put in place for a specific property. The amendment tries to put a little more definition to it, rather than be too broad. It is a clean option, backed up in current Belfast Comprehensive Plan, grants flexibility, etc. He informed the Commissioners that this process takes time and noted that he is currently involved in a number of cases. It would take two to three months just to have an amendment put in place, and then another three to four months to go through the discussion process. It would take six months or more to have an amendment in place. If Option 1 and 2 are not a viable, then Option 5 is a potential option to consider.

6. **Comprehensive Plan Changes.** W. Marshall noted that this step may make Option 2 easier. The Comp Plan adopted in October 2009 recommends reducing a lot size from the current 14,000 square feet requirement to 10,000 square feet for this area. W. Marshall noted that there is a reasonable likelihood that this might occur, but would also likely be at least one year away. If the County were not in a particular rush

to sell the Sheriff's House and could wait, the reduction in lot size requirement might make Option 2 more achievable.

W. Shorey said he really appreciated the time and the scenarios provided by W. Marshall. He believed time is on the County's side in this particular case. D. Berry said he thought that another piece to be concerned about is the historical aspect of these buildings. D. Rowley said the state has stipulated an historic easement on the Jailor's house only. They just don't want it abandoned and left to deteriorate and feel it is fine if it gets used for something else. D. Berry agreed that the County would have to satisfy the State, acknowledged that things would need to be done to the Sheriff's House before it could be sold and stated that part of the goal in so doing was to put this building back on the tax rolls.

W. Marshall said that when these discussions take place, the easement will have to be very clearly understood. D. Studer agreed that Option 2 might be more viable in the future and noted that it was of benefit that the Sheriff's House is not in the shore land zone – otherwise they would be “out of luck.”

L. Umans stated that she had recently engaged in a telephone conversation with Maine Historic Preservation Commissioner State Historian Earle G. Shettleworth, Jr. and Mr. Shettleworth is not interested in seeing the Sheriff's House get to a point where it has to be demolished because of lack of care. She and EMA Director D. Rowley had a brief discussion on the interpretation of a letter previously sent by Mr. Shettleworth and whether or not the Old Jail was listed on the National Register as part of the Belfast Historic District. After this brief discussion, D. Rowley suggested using the Sheriff's House a Facilities Manager's Office after being vacated by the Sheriff's staff. This led to further discussion between D. Studer and the Commissioners regarding current parking space at the Sheriff's House and possible future parking needs, should the use of the building change as a County building, or if it were sold, the space formerly used for parking would convey with the building.

The Commissioners thanked W. Marshall and D. Studer for meeting with them, noting that that would likely be speaking again in the near future.

TREASURER'S REPORT:

Present for this report were Treasurer David Parkman and Deputy Treasurer Karen Trussell.

D. Parkman reported the following:

REVENUE

Revenue has been received in the amount of 36 % of what is anticipated for the year. Generally, anticipated revenue would be about 28%, and D. Parkman felt this was looking very good. There was brief discussion on Deeds Fees and it was noted that even though these are coming in higher than anticipated for the year, they are still considerably lower than other years.

APPROPRIATIONS

The County budget has been about 27% expended. D. Parkman noted that the Sheriff's budget is 31% expended but that was because of capital outlay expenditures taking place early in the year, which is not uncommon. D. Parkman reported that there is no borrowing on the T.A.N as yet.

CORRECTIONS BUDGET:

A. Fowler said that she had notified the other Commissioners that it is her understanding that the approximately \$106,000 of County money used for the Jail Mission change will be returned to the County.

A. Fowler was told said she that the County Treasurer needed to speak with Scott Ferguson about this, and she respectfully requested that D. Parkman have his Deputy Treasurer speak to Mr. Ferguson to handle this financial matter. There was brief explanation, for the benefit of the citizens present, of the Corrections budget year being July through June, whereas the County's budget year is January to December.

There was some discussion of what should be done with the \$106,000.00 when it arrived, D. Parkman recommended continuing to borrow from the T.A.N. until that reimbursement arrived. A. Fowler expressed concern that the State is looking at the various county jails and their fund balance. She suggested that when the reimbursement was received, it be put back in the three reserves it was taken out of originally. K.T. explained that the salary portion of this reimbursement cannot go back into the operating budget and inquired where it should be placed. W. Shorey suggested putting this reimbursement into the undesignated funds account and D. Parkman agreed. Commissioners Berry and Shorey thanked Commissioner Fowler for her excellent and diligent work on obtaining this reimbursement.

ACADEMY TRAINING REIMBURSEMENT & DISCUSSION OF HIRING FULL-TIME DEPUTY:
There was discussion of the County recently receiving \$18,000.00 reimbursement for Academy Training of a Waldo County Deputy who recently left County employment to be hired by another agency. D. Parkman recommended putting that \$18,000.00 in the Severance Reserve Account, as this reserve has been drained due to recent resignations, retirements, etc. D. Parkman and Human Resources/Payroll Director Michelle Wadsworth explained that they had just learned the day before that a long-time Sheriff's Deputy has announced his retirement effective in two weeks. It was explained that said there are no Part-time Deputies to fill that vacancy, so it is likely that the Sheriff will have to hire from outside, with the possible scenario of having to reimburse another agency for this officer's Academy training. D. Parkman felt that the Sheriff should hire a Deputy from his Sheriff's budget and overdraw that line, if need be. The Commissioners agreed that this \$18,000.00 should be put in Severance Reserve.

K.T. noted that the BOC has requested an estimate of total FY2010 expenditure and said she simply could not predict what this would be.

RESERVE ACCOUNT EXENDITURES:

D. Parkman read expenditures from the Reserve Accounts to the County Commissioners from March 29th, which are included in the warrants below.

WARRANTS:

****D. Berry moved, A. Fowler seconded to authorize payment of the March 29, 2010 Corrections Accounts Payable warrant in the amount of \$25,604.64 and the March 18, 2010 Corrections Payroll warrant in the amount of \$23,240.05. Unanimous.**

****D. Berry moved, W. Shorey seconded to authorize payment of the March 29, 2010 County Accounts Payable warrant in the amount of \$117,289.76 and the March 18, 2010 County Payroll warrant in the amount of \$90,267.41. Unanimous.**

****D. Berry moved, A. Fowler seconded to authorize payment of the March 29, 2010 Active and Restricted Reserve Account warrants in the amount of \$33,553.70. Unanimous.**

****D. Berry moved, W. Shorey seconded to authorize payment of the April 13, 2010 Corrections Accounts Payable warrant in the amount of \$65,337.05 and the April 1, 2010 Corrections Payroll warrant in the amount of \$23,174.45. Unanimous.**

****D. Berry moved, A. Fowler seconded to authorize payment of the April 13, 2010 County Accounts Payable warrant in the amount of \$25,261.37 and the April 1, 2010 County Payroll warrant in the amount of \$89,767.40. Unanimous.**

****D. Berry moved, W. Shorey seconded to authorize payment of the April 13, 2010 Active and Restricted Reserve Account warrant in the amount of \$11,798.52. Unanimous.**

****A. Fowler moved, W. Shorey seconded to accept the Treasurer's Report. Unanimous.**

EMA REPORT & NEW EMA/SHERIFF'S OFFICE BUILDING PROJECT UPDATE:

Present for this presentation was EMA Director Dale Rowley, who reported the following:

1. Aborn Hill, for all intents and purposes, is done. The new building has a "real" air-conditioning and heating system, so the current generator is too small and needs to be "up-sized." Communications Director Owen Smith is pursuing purchase of one via grant money still available for this project. The 2007 grant came with a 5% training bonus, which amounts to \$12,000.00. Because the State could not figure out how to do Communications Center training money, they obtained a waiver from the federal government to use the money for other things. That 5 which was passed on to County. Equals \$12,000.00. State got a waiver from the Feds on this, and D. Rowley will be approaching the State to see if County can also get a waiver to use for something else. L. Umans and B. Bonneville asked for clarification of where the tower was, so D. Rowley explained the location and the reason the tower was replaced. The old tower was structurally unsound and the footings were crumbling. All Dispatching and Fire Communications go through that tower, so it had to be sound. D. Rowley showed pictures of the tower to all.

2. Ribbon-cutting ceremony: D. Rowley suggested that there be a ribbon-cutting ceremony for the new tower. L. Umans asked how much this would cost and D. Rowley said he believed it would cost nothing. The Commissioners suggested 2:00 p.m. and D. Rowley said he would notify the media.

3. EMA/SHERIFF PROJECT UPDATE:

The first City of Belfast Planning Board Meeting for this project is scheduled for 6:30 tomorrow p.m. (April 14, 2010) in the City Council Chambers.

The In-town Design Review Committee meeting, chaired by D. Studer, is scheduled for May 15, 2010 at 4:00 p.m. in the City council Chambers.

4. Proposed update to job description for EMA Director: D. Rowley submitted a proposed updated job description for the EMA Director position. The Commissioners had reviewed it earlier and approved as follows:

****W. Shorey moved, A. Fowler seconded to accept the revised EMA Director Job Description as presented. Unanimous.**

FACILITIES MANAGEMENT REPORT:

Present for this report was Facilities Manager Keith Nealley and Architect Robert Fenney who reported the following:

1. Mr. Bartlett of 10-4 Construction has been doing landscaping to fix concrete dumped on the District Courthouse lawn after constructing handicap ramp at front of District Courthouse.
2. ADA RENOVATIONS – DISTRICT COURT UPSTAIRS: Four construction companies looked at project and two sent bids back. Bids were received as follows:
 - Maine Coast Construction - \$22,640.00
 - Northeast Equipment - \$20,940.00

R. Fenney and K. Nealley recommended accepting Northeast Equipment’s proposal. R. Fenney noted that the deadline for submitting the invoices to the State for this project has changed from the middle of May because there has been a three-month extension. The invoices can be sent directly to State and the State will pay the contractor directly. There was brief discussion on replacing the 34” doors and K. Nealley and R. Fenney explained that a new handicap accessible entrance for clerks would be installed along with a “refuge” area in back hallway for a wheelchair.

****A. Fowler moved, W. Shorey seconded to accept the proposal from Northeast Equipment. Unanimous.**

3. ADA RENOVATIONS - SUPERIOR COURTHOUSE: R. Fenney informed the Commissioners that the front door design must go before the City of Belfast Design Review Committee this afternoon, since the current large Superior Court doors do not meet ADA codes. R. Fenney submitted a write-up along with the drawing. He noted that during their recent upgrade, City Hall had removed their big double doors and put in an ADA compliant door arrangement, so he did not anticipate any major issues. K. Neally reported that he brought Pine State in to look at chair lift situation. Elevators were discussed, but are prohibitively expensive, would require retro-fitting, and two office spaces would be lost. Pine State declared the chairlift unit to be fine and did not recommend spending money on an upgrade because it would be almost the same thing. Courtroom accessibility has been discussed with J. Henthorne. There is a step-up for jury members to get into seating area, so a ramp will be built. J. Henthorne said money is still available to do this project, as well. Tactile signage is also required wherever there are other public signs. A sign company will come through and list these areas.

K. Nealley commended the State for working hand-in-hand with the County. R. Fenney commented that all of this should have been addressed fifteen years ago and he was relieved that efforts were being made to deal with them. If the front door can be done, this could be done as a change order, or it could be a separate item. Because there other things that need to be done upstairs, the argument could be made that it could be tagged on. Now that the time constraints are not as quick, it could go out as a separate bid. The Commissioners discussed this and had no problem with it being added as a change order. K. Neally said that this would allow more flexibility with the court schedule, as well. R. Fenney noted that it really only had to be signed off on by the State Coordinator.

GLACIAL ENERGY – DISCUSSION OF PROGRAM, SERVICES & COST SAVINGS:

Present with the Commissioners were Scott Oliver and Joseph McErlain of Glacial Energy. D. Berry explained that the Commissioners had invited Glacial Energy to meet with them to hear what they offer.

S. Oliver said that Glacial Energy likes to bring information to the table, be as transparent as possible. He did not need to elaborate on the background on deregulated electricity because Commissioner Berry, in particular, was very familiar with it, as he was one of the authors on that legislative bill.

S. Oliver explained that Glacial Energy is a supplier, not a broker and the goal is to try and save customers 5 to 15 %. He provided brief history on the company and noted that they started out in Texas nine years ago are now in their second year with the states of Maine and New Hampshire. Because everything is outsourced, they are able to keep costs down, resulting in savings for clients. They also follow the “green” standard of using E-mail and doing bank-to-bank transactions. He noted that they buy “real-time.”

S. Oliver submitted packets of information to the Commissioners and explained documents.) The first page is standard offer: Mediums. In looking at the current situation with the County’s electricity provider, on Feb 28th, the cost was 9 cents per kilowatt and will remain such until next year. The “HUD” (Historical Usage Data) was about 20,0000 kilowatts per year. If the County had been with Glacial, he predicted the savings would have been a little over \$2,000.00 in the course of a year, noting that there will be “some ups and downs.” April and June are good months and there are savings. There are some “shoulder” months – such as August, which can be high depending on the year. There is no contract arrangement; it is month-to-month. If the County was not satisfied, all that would need to be done is to call CMP and indicate the desire to go back with them, with the understanding that the County would have to go back to a twelve-month standard offer.

Additional information was shared regarding “mediums.” Prior to Glacial Energy coming into the State, everything has been at a fixed contract rate. The PUC goes out 6 months at a time. March pricing will be 7 cents, April will be 6.6. The standard offer used to not be good if the entity was at “mediums.” Suddenly, last March, it went below 7 and will remain such through August. This suggests that there is some stability on the Electricity market for three reasons. #1: Natural gas is a driving force. 40% of energy produced is by natural gas in New England. #2: Supply and demand and #3: Hurricane season came and went without much impact. The figures are in 6-month “swaths.” Now there is an eighteen-month average of below 7 cents. Glacial Energy has come in under that.

J. McErlain guessed that the County’s contract rate was likely over the standard rate. Compared to the standard offer, the savings would have been about \$3,000.00. This was estimating that the cost was 8.3 cents per kilowatt.

Enrollment involves obtaining the following: The County’s Tax ID number, the Sales Tax Exempt Certification, and an E-mail contact. If signed, these get sent to CMP saying Glacial Energy will be the provider. The bills would be in summary form with a second page as a detailed list. This would be in an Excel spreadsheet that would be E-mailed to the County. If the standard offer goes down, there will be even more savings. The goal is for customers to buy electricity for the lowest price possible with the least exposure. Even though this company started in Maine “at the absolute worst time,” they have already demonstrated savings and anticipate being able to show even more savings. When asked, it was explained that the company is based out of St. Thomas.

K. Nealley explained that the County is under contract until the end of 2011, so there is time to think about this.

D. Berry thanked Commissioner Shorey for contacting Glacial Energy. It was noted that Penobscot County contracted with Glacial Energy about two months ago and Piscataquis County has signed on as well.

(BREAK)

ALAN HINSEY: DISCUSSION OF EMDC MEMBERSHIP FEES:

Present for this discussion were Searsport Town Manager James Gillway, KWRED Executive Director Alan Hinsey and City of Belfast Manager Joseph Slocum.

A. Hinsey thanked the Commissioners for putting him on the agenda and introduced himself. He explained that J. Slocum is on his board, and James Gillway was at one time. The items to be discussed were:

1. EMDC membership fees
2. EMDC recovery bond
3. Update on where state and federal government are in terms of districts.

EMDC made a request for a budget in 2010. KWRED is now separate from EMDC. When asked why they had separated, A. Hinsey explained that they did not feel their region was being well represented and also it was a matter of being able to obtain funds. J. Slocum explained that for every dollar they paid to have someone come do work in Waldo County, there was a .60 cents overhead charge, which they had not realized at first. That was part of the reason – not paying overhead when they didn't have to.

A. Hinsey added that KWRED can still work with EMDC as needed, but can do other things on own without that overhead charge. Waldo County and Knox are still part of EMDC. EMDC requests funding from the counties. Both Waldo and Knox did not allocate funds for 2010. Waldo has been on and off for a few years. EMDC came to KWRED late last year and were trying to figure things out for themselves. The concern is that without full membership, Federal EDA funds cannot be applied for, nor will there be the ability to be part of discussions in the re-districting or realignment of districts in the state that is likely going to occur. These discussions will be happening later and the goal is to make sure they are covered. The goal is to make sure that both counties are funded and that there is no gap in membership, with KWRED paying both counties' "dues." EMDC originally requested \$10,000.00 from Waldo County. KWRED cannot pay the full amount, but felt that \$2,500.00 was doable. This arrangement was proposed to Knox; they accepted, and now the same offer is being made to Waldo County. There are two funders in Waldo County, but it would cover the whole county.

D. Berry said he is on Coastal Communities Workforce Board. This was a recent topic; reorganizing regions, etc. He explained that the Commissioners are aware that this realignment is taking place and asked if A. Hinsey was requesting that the County become a member. A. Hinsey responded that this was the case. KWRED would pay the County the \$2,500.00 and the County would then pay it to EMDC.

The Commissioners explained the history with EMDC and why they were disgruntled; EMDC representative Chris Shrum had assured the Commissioners that he would find and obtain grant funds for the County to use for ADA compliance projects and then the County was notified by the grant people, not EMDC, that the County was not qualified to apply for that type of grant. The Commissioners noted that when they called C. Shrum and spoke with him, even he agreed that the "dues" money should not be paid to EMDC.

J. Gillway, in interest of full disclosure, stated that he is now a full member of EMDC Board of Directors. He said he had attended one meeting in which the motion was made to cut Waldo and Knox out of the

EMDC. He noted that it is hard to go back to ask for money if two counties don't pay. Through a lot of talk, that vote has been tabled for two months, but will eventually have to be voted on. Searsport participates with both EMDC and KWRED, has strong ties with Northern Maine. J. Gillway stated that it is important to keep good connection with EMDC and important to be associated with KWRED because this is our growth area, particularly in view of the lines being re-drawn. The Board, Directors, etc. at EMDC acknowledge that there have been "miss-steps." Someone should have been down talking with the County. He noted that Searsport has received grant money via EMDC for economic development projects.

W. Shorey asked what would happen if the Commissioners go into the budget planning for 2011 and are told by the Budget Committee that they should not have joined and should not be paying EMDC, since it was not funded in the 2010 budget. A. Hinsey replied that the EMDC would not be part of CEDS process and wouldn't be in line for possible grant funds. J. Gillway explained that this is available money and that the towns also can take advantage of money. A newsletter is being generated, and they do hope to be in this area more. A. Hinsey noted that this is an election year and has to be requested through the Governor's Office. A new governor, new people in EMDC, etc. should be considered. He anticipated that the re-districting will be done by late summer or early fall.

J. Slocum commented that it was understood that county lines are not crucial to districting and was not sure how this would work. The \$2,500.00 is more to "clear the air" until the next step as an interim measure.

A. Hinsey demonstrated on his computer screen a diagram of Maine's R&D/Business "triangle," which was formed in the early 1960's, noting that things have changed. One of the things shaping the thinking is the Route 1 Corridor. The State EMDC is contracting to do a study on where are the economic hubs and business patterns are. A. Hinsey showed the Gateway 1 Action Plan. He showed the KWRED district, the Lincoln County one and the Brunswick/Harpswell area, noting that this fits into the strategy KWRED has had all along. KWRED may eventually have to consider a name change if not all Knox and Waldo Counties are in the same unit. Other diagrams presented included the I95 Corridor, Rte 1, 3, & 17 and commuting patterns. If economic activity can be created, people will come.

A. Hinsey concluded by saying that KWRED wanted to be sure the Waldo County Commissioners knew what is occurring and had a clear understanding of the reasons of and importance of supporting EMDC. Once the region is determined, cost and overhead can be figured out. The first thing is for KWRED to send the County the \$2,500.00 and then for the County to send it to EMDC. In the end, the County, Towns, etc. will all need to sit down at same time so can all be on same page and have a discussion.

The Commissioners Fowler stated that if KWRED wished to generously give \$2,500.00 to County for EMDC membership dues, they would accept, but added that they would like to see something occur in the area as a result of these funds being contributed. The Commissioners stated that they believe counties are good vehicle to distribute funds and can take care of the towns.

****A. Fowler moved, W. Shorey seconded to accept the gracious offer of \$2,500.00 from KWRED to pay membership dues to Eastern Maine Development Corporation. Unanimous.**

J. Slocum thanked Commissioners for their time and told them not to hesitate to contact him with any questions. The Commissioners thanked J. Gillway, J. Slocum and A. Hinsey for meeting with them and thanked A. Hinsey for his hard work.

TECHNOLOGY REPORT:

Present with the Commissioners was Technology Consultant James Arseneau, who reviewed the following:

1. PROQA Software Update: The intent is that it should be online by the end of this month. He noted that a "patch" was required to implement this.
2. Spillman System Audit: The State of Maine recently performed an audit on the County and was first agency using Spillman software. The audit pertained to authentication, passwords, etc. He noted that the FBI "drives this" and requires a third piece of authentication, which he explained in greater detail to the Commissioners, noting that this change must be implemented within a two-year time period. J. Arseneau said he will likely be recommending the purchase of an appliance that is centrally located, and as for the individual security pieces; determine whether it will impact outside county users, who may need to purchase their own at about \$150.00 each. These cannot be shared between users, and he noted that the Jail ran into an issue due to shared logins. Logins must be separate for tracing purposes, etc. This could be fairly expensive: \$10,000 to \$25,000. Most Maine counties are missing that piece, and also do not change passwords every 90 days, which is required. He detailed the password process, and explained that anyone having access to the buildings, such as the Sheriff's Office, are technically supposed to be registered with the State - even the cleaning people. The Federal Government is going to audit the State, and will pick a few counties. Most counties are not in compliance. Even the process for destroying hard disks has changed. If counties do not comply, the next time the Federal Government comes out, counties may not be permitted certain access.

A. Fowler said she has spent some time talking with Angela Berube who performs websites functions for Cumberland County and who was recently sent to Washington for training. J. Arseneau noted that he also has had some informative discussion with her, including the topic of Facebook issues, among other things. Cumberland has been trying to get everyone up to speed on the security issues and it is likely that towns will be willing to pay for their pieces. Cumberland has tried to do most everything because they are trying to control installations and integrations. J. Arseneau recommended that Waldo County be compliant in 2011.

3. Insurance for Laptops: The cost for extending the maintenance for the PCs and laptops in the County would be about \$7,000.00 for one more year. J. Arseneau explained that it is better to buy the parts when they fail. There have not been a lot of failures but there have been a few screen and monitor issues. The physical PCs don't require that insurance.

4. INTERACTIVE PROBATE FORMS: Judge Longley has asked about implementing interactive web stuff, which J. Arseneau had forwarded to the Commissioners. He said he understands what the Judge wants, etc. and expressed concern about the potential legal ramifications with people using these forms. He received a voicemail message from the Judge recommending that he leave the legal matters to her. He called her back because he still needs to know what she's looking for so he can figure out the cost to do this. He noted that this project was not planned, nor budgeted for 2010. If it were only going to take a few hours, it would not be a problem but if it will entail twenty-to-thirty hours to set up, he believed it would need to be budgeted for 2011. He needed to determine the cost and notify the Commissioners before he can figure out how to proceed. He believed the goal is to ultimately file forms electronically. As far as he knows, nobody is doing this totally electronically in the state, but he wasn't sure. D. Berry commented that all candidates are now doing that and this is format is becoming more common. J. Arseneau explained that the forms would have to be created and it might be better to link to and use what is already available rather than "reinvent the wheel." The Commissioners thought that might be the best approach but at the least, they would prefer that the Judge present a proposal of how this would work so there would be no surprises. J.

Arseneau agreed, as he could not tell at this point how involved this might be or how much support it would take until he had more details. He added that the Judge has indicated that she will gather information for this.

5. J. Arseneau is working on converting the website that EMA Director Dale Rowley has on his personal site to the Waldo County's official web site.

6. **TECHNOLOGY ISSUES:**

- 10 County computers have been compromised by malware as a result of poor web surfing on the part of employees, the most recent being a virus caught by an employee who visited a celebrity gossip site. Machines are out of commission for a few days to restore them when viruses are caught. In Cumberland County's policy is to deny certain access to offending employees. Some departments are losing six to seven hours a week easily with employees surfing. The Commissioners stated that during work hours, employees should be working regardless of slow time, or down time or whether it's late at night; this is the job the employee chose to do. They believed more productive work could be done rather than wasting work time on non-work websites and intend to address it in the Technology Policy, with warnings, etc., noting that employees apparently did not understand how much the County Commissioners know about use of the computers via the Barracuda Reports. The Commissioners asked for the Barracuda Reports to continue to be sent to them. J. Arseneau said that, as requested by the Commissioners, he will talk with Department Heads about continuing issues and will explain the Barracuda Reports again. Consistency regarding rules for proper use needs to be implemented in all the departments.

- Some employees had been logging on Hulu to watch T.V. programs, which has been blocked. Facebook and MySpace have been blocked except for the Law Enforcement Departments that use those as part of their work.

- D. Berry brought up the recent problem that someone had tried unsuccessfully to log into one employees' computer on a Sunday night. J. Arseneau recommended video monitoring in all the buildings.

- J. Arseneau discussed bio-technics, such as a thumbprint, etc., as security measures in the future, particularly with timesheets and payroll.

- J. Arseneau will be recommending all County employees set their Internet home page to Google, as it does not have pop-ups, etc., which use a lot of bandwidth.

A. Fowler reported that the 2010 MCCA Convention will focus on Information Technology issues related to County departments. The Commissioners thanked J. Arseneau for meeting with them.

JAIL MISSION REIMBURSEMENT:

A. Fowler reported update information regarding her effort to get reimbursement for County funds used to renovate the Waldo County Jail into a re-entry center. She read E-mail correspondence from Scott Ferguson indicating that Sheriff Story had stated earlier in the process that he would not be asking for reimbursement to renovate the Jail. The Commissioners discussed this briefly, noting that it was County funds that were borrowed for this purpose and that they should be reimbursed by Corrections funds.

HUMAN RESOURCES/PAYROL DIRECTOR'S REPORT:

Present with the Commissioners was Human Resources/Payroll Director Michelle Wadsworth, who reported the following:

1. **MAINEPERS:** At the end of June a law goes into effect (90 days from yesterday) that employees will have a one-time opportunity to enroll with MainePERS. Whatever status an employee has chosen at that point, whether enrolled or not, that is what the status will be while employed with the County. M. Wadsworth reported that she has met with most of the employees to make sure they understand this change and will continue until she has been through all the departments. Responses by employees are needed by May 14, 2010.
2. **HEALTH INSURANCE ISSUES:** M. Wadsworth has had E-mail correspondence with Malcolm Ulmer about recent issues and questions related to the health insurance program and extended the Commissioners' invitation for M. Ulmer to meet with them during their regularly scheduled Court Session in May. The main issue is related to employees using the hospital emergency room because this area has no walk-in clinics and some employees' ER visits have not been covered by Meritain. M. Wadsworth said it appears that something may have changed with the implementation of the Great West network, but it would be best for the Commissioners to speak with M. Ulmer directly during their court session.

CORRESPONDENCE:

Reporting correspondence to the Commissioners was County Clerk Barbara L. Arseneau, with Veronica Spear taking the minutes as follows:

1. Telecommunicators Week is April 13, 2010. Communications Director Owen Smith submitted a proclamation to that effect, which the Commissioners all signed.
2. The Commissioners agreed that after review of the new S.O.P. updates they would like to approve it. ****W. Shorey moved, A. Fowler seconded to accept the Sheriff's updated Standard Operating Procedures as presented. Unanimous.**
3. Waldo County Patrol Deputy Eugene Rega has resigned effective April 24, 2010. He has served with the Waldo County Sheriff's Office since June 14, 1978. ****A. Fowler moved, W. Shorey moved to regretfully accept the resignation of Eugene Rega. Unanimous.**
4. Communications Director Owen Smith sent correspondence with an attached letter from Dispatcher Jennifer White requesting a Leave of Absence for six weeks starting May 1, 2010. An additional six weeks may be required, but O. Smith said he would come back before the Commissioners if that were the case. ****W. Shorey moved, A. Fowler seconded to approve a six-week Leave of Absence for Dispatcher Jennifer White starting May 1, 2010. Unanimous.**
5. The Commissioners noted pay step increases the following employees:
 - Dispatcher Paul Haskell received a pay increase from \$15.99 to \$16.54 per hour on February 24, 2010. O. Smith apologized for the delay in submitting this to the Commissioners.
 - Deputy Treasurer Karen Trussell will receive a seven-year pay step from \$36,856.28 to \$37,584.28 effective April 14, 2010.

6. Knox County Commissioner Anne Beebe Center is continuing to send information on Homeless citizens in Knox and Waldo Counties, as requested. She sent notes from the last Waldo Homeless Task Force Meeting.
7. B. Arseneau reminded the Commissioners that the Maine Department of Transportation sent notice of a public meeting to discuss the Winterport-Frankfort Tibbetts Bridge April 13, 2010 at 6:00 p.m. at the Winterport Town Hall on 20 School Street in Winterport.
8. The latest NACo Prescription Drug Cards statistics were submitted to the Commissioners.
9. Discussion of minutes: The Commissioners instructed the County Clerk to condense and summarize County Commissioners Court Session Minutes, reducing them by half if possible.

MINUTES APPROVED:

****A. Fowler moved, W. Shorey seconded to approve the following Commissioners Session Minutes: March 29, 2010, January 23, 2008, February 12, 2008, and March 11, 2008. Unanimous.**

COMMISSIONERS' BUSINESS:

W. Shorey requested a Commissioners Workshop, to be scheduled after D. Berry returns from vacation.

EXECUTIVE SESSION:

****A. Fowler moved, W. Shorey seconded to enter Executive Session at 12:44 p.m. for a legal matter. Unanimous.**

****A. Fowler moved, W. Shorey seconded to exit Executive Session at 12:48 p.m. Unanimous.**

NEXT COURT SESSION:

The next Commissioners Court Session will be May 11, 2010, unless any special sessions need to be called prior to that date.

****A. Fowler moved, W. Shorey seconded adjourning the Commissioners Court Session at 12:50 p.m. Unanimous.**

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