

**WALDO COUNTY COMMISSIONERS COURT SESSION
MAY 14, 2015**

PRESENT: Commissioners William D. Shorey (Chairman) Amy R. Fowler and Betty I. Johnson. Also present was County Clerk Barbara Arseneau to take minutes.

Call to Order: Commissioner Shorey called the meeting to order at 8:45 a.m.

SHERIFF'S REPORT:

Present with the Commissioners was Lt. Jason Trundy, as the Sheriff had to attend and participate in an important Maine Sheriff's Association meeting and asked J. Trundy to meet with the Commissioners on his behalf. J. Trundy reported the following:

1. The Jail Administrators Association has been working for some time to have a statewide telephone contract and has narrowed the search down to a company called Securus. Many of the jails use this. Securus negotiated a packet for installation and equipment.

****A. Fowler moved, B. Johnson seconded to approve the telephone contract with Securus as presented. Unanimous.**

2. Sheriff Trafton and Commissioner Shorey will be meeting with the Two Bridges Regional Jail Administrator tomorrow morning.

3. Matthew Curtis will be replacing Jason Trundy as Lieutenant and J. Trundy will be the Chief Deputy when Scott Story retires. J. Trundy reported that he will continue to use the same office.

4. The Sheriff posted the soon-to-be-vacant Sergeant position. Three in-house applicants have applied and interviews will be conducted next Tuesday afternoon.

5. J. Trundy reported that Scott Story really appreciated the retirement party that was held Saturday, May 9th.

6. EVOC – Emergency Vehicle Operating Course: J. Trundy reported that this training program will be offered again this year. A. Fowler expressed her appreciation that the Waldo County Sheriff's Office would be participating.

7. The Sheriff's Office is using Facebook to post items and educate people about the canine program. The response has been very positive and it has served as excellent public relations, including a T.V. crew coming in to do some filming. He reported that about 3,200 people read Waldo Sheriff's Facebook page.

8. The Sheriff and other representatives from the Sheriff's Office have attended about two-thirds of the Waldo County Town Meetings so far this year. One selectman commented that he had never seen anyone from the Sheriff's Office do this and was very pleased. Eventually civic groups will also be visited and then they will cycle back through the municipalities again. Lt. Trundy has attended most of these town meetings and while some are surprised to see them, the comments are

overwhelmingly positive. There have been discussions about community issues that the Sheriff's Office can assist with, etc. The Commissioners offered their commendation and stated that as a Board of Commissioners, they are highly supportive of the Sheriff's Office.

B. Johnson reported that during a recent wellness meeting, the Sheriff had agreed to open up wellness-related trainings received by the law enforcement employees to include all other County employees. Trainings are offered every month and some would be appropriate for other employees.

9. The Maine Sheriff's Association has taken over the statewide Drug Take-back Program that used to be run by the Federal Drug Administrative. Waldo County collected 389 lbs. and the total collected statewide was 23,530 lbs.

10. There is a new sign for the Sheriff's Office.

11. One of the Sheriff's Trucks has now been moved to the Facilities Management department to replace the old, defunct Facilities caravan.

TREASURER'S REPORT:

Present with the Commissioners was Treasurer David Parkman and Deputy Treasurer Karen Trussell. D. Parkman reported the following:

GENERAL ACCOUNT BALANCE: \$26,217.73

JAIL GENERAL ACCOUNT BALANCE: \$11,038.01.

TAX ANTICIPATION NOTE:

\$2,300,000.00 has been borrowed from the Tax Anticipation Note so far this year. There was brief discussion of unknown situation of the Jail due to undecided legislation.

COUNTY REVENUE:

38% of anticipated revenue is customary for this time of year. 38.9% has been received so far. Probate has received 56% at this point. Deeds Transfer tax is over 49% and the Court Ordered Fees is over 120%.

COUNTY BUDGET:

K. Trussell explained that the Treasurer's budget is more expended than usual due to recent software licenses being purchased for the accounting system. Overall expenditures at this time of year could be 38% was 36% expended as of the end of March.

CORRECTIONS:

The Corrections budget is 87% expended and could be 88% at this point in the year. The Commissioners and Treasurer talked about the many discussions and lack of movement on the Jail legislation regarding the future of the County Jails.

RESERVES: Not discussed.

****B. Johnson moved, A. Fowler seconded to file the Treasurer's Report. Unanimous.**

WARRANTS:

****B. Johnson moved, A. Fowler seconded to authorize payment of the April 30, 2015 General Fund Accounts Payable warrant and April 23, 2015 payroll in the amount of \$240,291.81. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the April 30, 2015 Capital and Restricted Reserve in the amount of \$48,618.28. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the April 30, 2015 Reentry Accounts Payable warrant and April 23, 2015 payroll in the amount of \$116,629.59. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 14, 2015 General Fund Accounts Payable warrant and May 7, 2015 payroll in the amount of \$140,491.19. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 14, 2015 Capital, Active & Restricted Reserve warrant in the amount of \$97,684.12. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 14, 2015 Reentry Accounts Payable warrant and May 7, 2015 payroll in the amount of \$80,856.82. Unanimous.**

COURTHOUSE PLANNING:

Present with the Commissioners was Regional Court Administrator James T. Glessner and Waldo County Facilities Manager Keith Nealley. J. Glessner reported the following about court facilities and the things that are going on:

The judicial branch, for a number of years, has had an ongoing plan to deal with facilities around the state. Typically the buildings are old, historical courthouses. These buildings are beautiful but some have issues. He and the State Facilities Director have been working with the legislature and governor to work on facilities issues.

In Machias, an addition has been built onto the current courthouse, the historic courthouse is being renovated and some of the space that has been utilized by the courts will revert back to the County for use.

In Augusta they moved into a new building in March. Court was being held prior to that in three separate locations. Now they are working on renovating the old County Courthouse. People can now go through the new building and an enclosed walkway will attach it to the new building.

In Dover-Foxcroft, in the old County Courthouse they renovated the second floor, which added another courtroom and some space was traded with the County. Because this displaced some county offices, the State had to create new space. Modest additions were made to the building for this purpose.

In Houlton, in the old County Courthouse there was a library which was converted to a second courtroom and the downstairs clerk office reverted to the county. District Attorney operations are now in that building.

Historically, it is best to speak to the legislature for multiple locations simultaneously. It is better received and more successful. J. Glessner reported that they went to the legislature this year and presented feasibility studies and requested money to figure out what might be able to be done in three locations, including Waldo County, in the next several years. There was great support for this and funding should be going through. Unanimous support with each of the committees and the Appropriations Committee moved the money into that part of the budget. The goal is to go before the legislature in a year and propose work for the three projects. They would ask for funding for those projects. It must go to the legislature and the legislature authorizes them to issue bonds for the projects. J. Glessner cited an example of an upcoming case management system for which they are preparing to issue an RFP to hire someone to handle and issue the bonds for them.

It is best to go with a description of each project and the estimated funding for each. The estimates need to be fairly firm. With the Machias project, the estimate was \$12 million. Originally a portion of the building would be knocked down and an addition put up. Instead they found they could utilize the building, so they went back to the legislature with a figure of \$7 million. For Waldo, they would go with general concept and ask for authority to issue bonds for the project. Homework must be done, and they have to be prepared and not “over-reach.”

A project like this will not cost the County any money. J. Glessner noted that commissioners often want to “tag onto” the project and combine the use of the architect, etc. This added work doesn’t usually occur, as the Counties generally don’t have the money but like to weigh in on the project. For example, in one county, the County weighed in on the design for a new entrance and parking while the State paid for the work to be done.

There is restricted space in Waldo County, the buildings were built in the 1800’s and don’t flow the way they should; nor are they compatible with technology needs. Additional court space allows for more work to get done. Judges can manage more than one courtroom in these settings.

J. Glessner said he likes to explain to Boards of Commissioners what they went before the legislature with. Waldo is one of the three projects. Another is Oxford, in the District and Superior Courts in South Paris. The third is in York County. In that case there are three district courts, which are not in bad shape; and then a separate Superior Court. With recent changes in the unified criminal docket system, some changes need to be made. It is more complex. Ideally, J. Glessner likes to meet with the County Commissioners so that when it goes to the legislature, the legislators have already heard about it from the Commissioners. But there won’t be a project if the Commissioners are not behind it.

W. Shorey asked if the Superior court could be re-used. J. Glessner said that would be the starting point and they would go from there.

W. Shorey suggested the possibility of purchasing the NH Theatre Workshop across from the District Courthouse, as it is for sale.

J. Glessner responded that the only facility so far in which they have moved completely out of the former courthouse was in Bangor. They ended up constructing a building a few blocks away. He noted that it is difficult to renovate most buildings to use as a courthouse. In Augusta, there was a YMCA building for sale. It was in bad shape and would have needed to be knocked down. The property wasn't the right size, either. It is common for people to offer other sites for space when these projects are first being discussed. Rarely do the spaces fit the need in a cost effective way, but they are looked at anyway.

W. Shorey said he had spoken with the Belfast City Planner Wayne Marshall and W. Marshall was receptive to building onto the Superior Courthouse. W. Shorey commented that it would be ideal to preserve and renovate the current courthouse.

K. Nealley asked if the State might consider purchasing nearby property to add to the parking. J. Glessner responded that it is also common that once these projects start being discussed, a number of properties are brought up that might be for sale and these are examined, as well.

W. Shorey said he also liked the old Mathews Brothers' building, which is in the center of town and might be considered.

J. Glessner stated that to be prepared to meet with the legislature in a year, a site needs to be settled on and certainly parking needs to be considered.

The Commissioners asked what they could do as a board to assist with this. J. Glessner stated that first, it would be important to have the Commissioners' support of the project. A. Fowler said that when she sat on Chief Justice Saufley's committee, she had observed that it works much better when all are on board and work together to formulate a plan to present. The Commissioners expressed their support for this project.

J. Glessner explained that the next steps would be for Facilities Director Jeff Henthorn and him to sit down, review the previous feasibility study that was done in late 2011-early 2012, determine a timeline for discussions and goals, etc. They would need to figure out what court space is needed, etc., have an architect check it and firm up the numbers.

The Commissioners designated Keith Nealley as the County's contact person between the State and County.

The Commissioners thanked J. Glessner for meeting with them.

FACILITIES REPORT:

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

1. Superior Courthouse Chairlift Update: The manufacturers will not replace the current malfunctioning chairlift with another due to the incline. A vertical lift is the only option. K. Nealley showed the Commissioners some space that was found in the front of the building by using a portion of the front office currently used by the State Trooper detectives, which would reduce that by one desk. It would work to put a vertical lift there and it would go up to the small conference room where

inmates are kept occasionally. There would need to be a door put in to separate the space. He estimated that it would be roughly \$50,000.00 to do this. He felt that it was the best option but felt that it was unfortunate timing if the courthouse is going to be renovated in the next few years. The State has agreed to split the cost for the vertical lift. The Commissioners agreed that it is not something that can wait – it needs to be done now. They expressed their appreciation that K. Nealley had tried to engage several people to repair and/or replace the current chairlift, and they recognized that the best effort had been put forth and it simply cannot be done. There was discussion on how difficult the granite stairs are for people to go ascend and descend. The Commissioners agreed to split the cost with the State on this project. K. Nealley said he would come back during their next court session with firm numbers on the project and a commitment from the State.

2. During the last Safety/Department Meeting, the flow of traffic coming in and out of the Communications Center was discussed. One of the dispatchers made the suggestion that it become one way. There are number of cars that shoot down around the curve in the parking to avoid the speed bumps. The Commissioners agreed and authorized K. Nealley to obtain signage and to have painting done to make this one way traffic.

3. W. Shorey reported that K. Nealley has been doing a lot of work on the County Garden, and expressed his appreciation and commendation.

4. K. Nealley thanked the Commissioners for allowing a truck to be provided from the Sheriff's Office to replace the old Facilities Caravan, which now had transmission problems and could no longer be driven. Someone had offered money for the engine and he suggested that since the caravan is not worth much money, perhaps the Commissioners would allow him to work out an arrangement for the individual to move the caravan off the property, since it no longer can run on its own power.

5. K. Nealley reported that he has been repairing damaged sections of the handicap ramps in front of the buildings.

6. Work is nearly complete on the renovations at the Registry of Deeds.

DISTRICT ATTORNEY'S OFFICE - JOB DESCRIPTIONS:

Present with the Commissioners was District Attorney Geoffrey Rushlau.

1. Grand Jury Schedule: G. Rushlau reported that there have been some complications with the schedule but it is mostly of matter of communication to resolve those scheduling issues. Grand Jury is scheduled for four times each year. It is up to the Clerk of Courts to determine when those will be held. In May, Grand Jury conflicted with the new unified docket schedule. Grand Jury came to the Probate Courtroom Monday and Wednesday as Tuesday Probate Court was in session. He explained that the Grand Jury sessions need to be consecutive days. The goal is to avoid conflicts in schedule in the future, and to try to avoid Tuesdays. In August, they are working to set a schedule that works for all. Next year, there will be a new chief justice. G. Rushlau will ask for Grand Jury to be scheduled six times per year instead of four. This would work well every other month, and Grand Jury could be reduced to two consecutive days rather than three. Generally, this would be more acceptable and agreeable with everyone, if this is granted.

2. Revised Job Descriptions: G. Rushlau presented the written changes in the job descriptions for the two District Attorney's Office secretaries. With the merging of District and Superior Courts in the unified criminal docket, this required removing all references to those from both job descriptions. Also, certain office responsibilities needed to be spelled out between the two positions. Both secretaries reviewed the descriptions and made some suggestions and are satisfied with the changes. G. Rushlau noted that Human Resources/Payroll Director Michelle Wadsworth helped in rewriting the job descriptions. W. Shorey asked if the union was on board with these changes. M. Wadsworth stated that she has sent all the documents to the union representative but that individual is out on medical leave. M. Wadsworth has spoken with the union representative's assistant to try and move this forward. The representative has to sign off on it since it involves a reclassification and pay increase for one of the employees. The union steward has indicated that the union members are in support of the changes.

****B. Johnson moved, A. Fowler seconded to sign the two job descriptions and the Memorandum of Agreement to change the classification of the Legal Secretary to Class VI on the AFSCME General Support Staff Pay Scale; effective immediately. Unanimous.**

G. Rushlau said it would be good if the union representative could sign this so it could take effect June 1, 2015. A. Fowler asked if there is money in the D.A.'s budget for this pay increase. He noted that another budget line is anticipated not to be fully expended and believed that this will cover the over-expenditure in the full-time pay budget line.

A. Fowler asked for a brief explanation of the unified criminal docket and G. Rushlau explained. He also stated that this new structure has reduced the number of subpoenas being served, which saves time and money for law enforcement; however, the new system has increased the burden on the prosecutors as they are in court more and must do more work in the same amount of time.

CORRESPONDENCE:

Present to report correspondence was County Clerk Barbara Arseneau as follows:

1. Senator Michael Thibodeau sent a letter dated April 27, 2015 notifying the Commissioners that Commissioner Shorey has been appointed to replace Percy L. Brown, Jr. on the Right to Know Advisory Committee.

2. The City of Belfast Manager sent a letter dated April 16, 2015 along with a public notice of the City's request to secure environmental permits to address concerns related to airspace intrusions in the vicinity of the Belfast Airport. Future communications on this project will be forthcoming.

3. The Commissioners noted pay step increases for the following employees:

- Dispatcher Misty Lewis completed sixteen years of employment May 1, 2015 and received a pay step increase from \$22.67 to \$23.67 per hour.
- Lieutenant Jason Trundy completed twenty years of employment May 5, 2015 and received an increase from \$26.18 to \$26.42 per hour.

4. The Deputy Treasurer has requested that all documents for the Annual Report be submitted by May 31, 2015. She asked the Commissioners to provide her with any points they would like included

in their portion of the report, along with highlights she would gather from the 2014 Commissioners Court Session minutes.

5. The County video “How County Government Works” will be aired on the Maine Public Broadcast Network television station June 18, 2015 at 10:30 p.m. and June 20, 2015 at 11:30 a.m.

APPROVAL OF MINUTES:

****B. Johnson moved, A. Fowler seconded to approve the minutes from the April 13, 2015 Waldo County Commissioners Court Session. Unanimous.**

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. B. Johnson stated that she has been chosen to represent the CLEOs in Augusta on Monday and Tuesday of next week to present the vision of the workforce group.

2. The Commissioners will hold a workshop on May 27, 2015 starting at 2:00 p.m.

NEXT COMMISSIONERS COURT SESSION:

The next Commissioners Court Session is a regular session scheduled for June 11, 2015 in the Waldo County Commissioners Conference Room.

****B. Johnson moved, W. Shorey seconded to adjourn the court session at 10:55 a.m. Unanimous.**

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