

**WALDO COUNTY COMMISSIONERS COURT SESSION  
SEPTEMBER 8, 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 9:00 a.m.

**TREASURER'S REPORT:**

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

**TAX ANTICIPATION NOTE:**

There is \$150,000.00 remaining in the Tax Anticipation Note. The County Balance is \$174,569.24 and the Jail balance is \$24,980.26. \$50,000.00 needs to be borrowed on the Jail side.

**COUNTY REVENUE:**

The County Revenue is good at three levels: Deeds Transfer tax at 111%, Probate Court at 95% and Miscellaneous due to school resource officer's benefits reimbursement, which was not anticipated.

**COUNTY BUDGET:**

The total expenditure is about 67% expended, which is about 2% below what it could be at this time of year. Facilities budget: Snow removal was high last winter due to an inordinate amount of snow. Also heating repairs were high for the Sheriff's building at 378% expended. Sheriff's P/T is over expended at 159%. The Communications Center budget looks very good.

**CORRECTIONS REVENUE:**

Not discussed.

**CORRECTIONS BUDGET:**

Not discussed.

**CORRECTIONS RESERVES:**

Not discussed.

**TREASURER'S BUDGET – 1025:**

D. Parkman reported that the only significant change is a new line for Bank Fees/Check Charge.

**DISTRICT ATTORNEY'S RESTITUTION:**

D. Parkman reported that the secretaries at the D.A.'s Office should be commended and recognized for doing an excellent job catching up with and maintaining the Restitution account. He did believe that there was potential issues with cash being received and wanted to discuss recent issues with other counties. He brought this up at the most recent Treasurer's Meeting as it appears that several counties are having problems. He also brought it up at the MCCA meeting and learned that even more counties are having trouble. He submitted a recent news article on embezzlement in one of the counties. He

believed that down the road, he would recommend that even though it has been working out fine in Waldo County, he felt that cash should no longer be allowed as a form of payment.

The Commissioners acknowledged that Waldo County's staff has been excellent, but agreed that employees should not be put into a position of having to handle cash in the County of Waldo in general. It is not a matter of not trusting the District Attorney's judgment but more of a protection for the employees who handle these payments. They agreed to consider this further in the future.

**\*\*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 August 28, 2015 General Fund Accounts Payable warrant and July 28, 2015 payroll in the amount of \$194,413.94. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the August 28, 2015 Capital and Restricted Reserve warrant in the amount of \$34,499.33. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the August 28, 2015 Reentry Accounts Payable warrant and July 28, 2015 payroll in the amount of \$105,117.25. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the August 28, 2015 MCRCC Restricted Reserve warrant in the amount of \$2,211.84. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the September 8, 2015 General Fund Accounts warrant in the amount of \$51,970.15. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the September 8, 2015 Restricted Reserve warrant in the amount of \$2,057.85. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the September 8, 2015 Reentry Accounts Payable warrant in the amount of \$12,270.95. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the September 8, 2015 MCRRC Restricted Reserve warrant in the amount of \$1,475.67. Unanimous.**

**JAIL BUDGET CALENDER YEAR CHANGE:**

W. Shorey noted that the jail budget needed to be changed to six months.

**\*\*B. Johnson moved, A. Fowler seconded to bring the Jail budget back to a calendar year effective January 1, 2016. Unanimous.**

The Commissioners asked K. Trussell to confirm this with the Sheriff, who was already aware that this change might be made, and he will put a budget together for 2016 for the Jail to be included in the budget binders for the Budget Committee.

## **2016 TECHNOLOGY BUDGET – 1020-7100, 7101 and 7102:**

Present with the Commissioners was Technology Consultant James Arseneau who discussed the following related to the 2016 Technology Budget:

1. There was some information that was not included in the detail provided to the Commissioners only because J. Arseneau had been meeting with some of the agencies in the County regarding SEGIS costs and then he had to meet with the vendors. The Budget has gone up from \$208,000.00 to \$233,000.00. There are three new pieces. At the Communications Center, PRO-QA now requires a server of its own. It has been “limping along” on one of the other servers up there, but should be moved. It will cost about \$8,000.00. It has been mandated by the State that all desk stations have this capability. This server will also be able to support other mandated changes coming up in the next two years.
2. A second item, which was installed in 2009, is the Citrix Gateway which is used by officers and department heads to work remotely and at that time, it cost about \$6,000.00. It will now reach a mandated end of life this year. They didn’t sell enough of the lower-end boxes, so the box hardware is \$15,000.00, which is ridiculous. J. Arseneau said he has spoken with them a number of times and they said it could be set up on another server, which would include the box and the software for a total of \$15,000.00 rather than over \$20,000.00.
3. The third item, the deputies’ Tough Book laptops, were retired the new ones have started failing so J. Arseneau is requesting that the older 2007 units (four) be replaced with newer ones.
4. With SEGIS requirements changing, there is a requirement for the officers to have a much better connection in their vehicles. An issue here is that the deputies lose connections frequently when they go down the road into valleys. There is an item called “Net Motion”, which used to cost about \$6,000.00 per vehicle. It keeps the connection from being lost. They could not work in that state, but at least they will not have to pull over and reconnect. This is now software-based and what could happen is to purchase the licensing and infrastructure for this for the County and if any other agencies wish to have it, it would be about \$500.00 to connect them remotely. There are about 20 units in the County and 2 spares. Between the software, the certificate, the network, infrastructure and licenses. etc., it would be about a \$45,500.00 investment. The Sheriff’s Office might look for grant funds but if not, J. Arseneau explained that this will be needed and when the State audit comes up, it may be a problem. He recommended that the outside agencies pay for their own connection.

The Commissioners discussed whether or not they could handle this additional cost this year. It would depend on undesignated funds and putting in money in the reserve account. They explained that likely the 2016 Technology will be funded from the Technology Reserve.

A. Fowler asked what the difference is between the CF-30’s and CF-53’s. J. Arseneau explained that it would have been good to have done them all at once, but in order to keep costs down the Commissioners had suggested doing it in stages. Some of the CF-30’s were updated to Windows 7 but some are showing their age.

B. Johnson asked for clarification in the increase in the budget. J. Arseneau re-explained that the additional amount is for the “Net Motion”, noting that some costs had gone down from 2015.

### **2016 EMA BUDGET - 1010:**

Present with the Commissioners was Emergency Management Agency Director Dale Rowley, who reported the following:

1. D. Rowley asked to discuss the Deputy Director's salary. About two years ago, it was increased to 37.5 hours from 35 hours. He would like to increase it to 40 hours. This also includes the COLA. The EMA has picked up more duties over the years, including such things as Hazardous Materials. He tried to keep the rest of the budget down as much as possible. He found some savings in some areas. He has been able to reduce some of the telephone costs since iPads are being used more frequently. Gasoline costs have been reduced. The entire budget is up 1.1%. The Commissioners acknowledged that increasing from 37.5 to 40 hours was reasonable. A. Fowler asked if there was a pay step increase or any other increase in the hourly wage other than the COLA. D. Rowley responded that there was not.

2. A. Fowler inquired about the Web Portals budget line. D. Rowley explained that this is used primarily for document storage and it can also be used for communication. Course materials can be set up on there and other agencies can download these materials. Plans that are in electronic format can be stored there and can be easily pulled up. Other important information is stored there for easy access in the event that the County computers go down.

3. D. Rowley reported that homeland security grants are getting smaller and smaller. The law enforcement grants are also reduced from what they used to be.

### **2016 SHERIFF'S BUDGET - 1075:**

Present was Sheriff Jeffrey Trafton and Chief Deputy Jason Trundy.

J. Trafton just returned from the National Sheriff's Conference in Colorado. He was able to speak with a number of sheriffs all over the country. He noted that Waldo County "has it very good" as compared with some other counties. He noted that in Pennsylvania the sheriff's position is appointed rather than elected. However, sheriffs out west have huge staffs and handle fire service, as well.

The Personnel services budget is based predominantly on the COLA in the union contract. The Chief Deputy's salary was increased as well as the Lieutenant's pay as he was actually taking a pay cut by taking on this responsibility as compared with union pay.

J. Trafton anticipates traveling more, so he increased that line.

J. Trafton brought fuel costs down from 2015 as costs have been low, based on fuel cost predictions. Dues had to go up \$100.00 because of an increase. Office supplies needed to go up. Training increased by \$3,500.00. He noted that his officers are a professional set of deputies who request a lot of training. In today's climate, with law enforcement under such scrutiny, training is essential. The Commissioners agreed.

Firearms was increased for cleaning supplies and targets, etc.

Capital Outlay: Only two trucks are needed this year, but the cost has gone up per truck by about \$3,500.00. Other items include Tasers that are getting old and need replacing. The cameras on the Tasers don't produce good footage, so he is doing away with that feature.

When asked why statutes need to be purchased rather than online, it was explained that the books are purchased so each officer has one in their vehicle along with other manuals that are needed.

Two radar units will be purchased. Body cameras are needed. These seem to be where the profession is going. He would like to try out a few units and data storage is a big thing to consider. It costs a lot to store the data. They will test a few units and try to make some decisions over the next 12 months. Many of the cameras break easily, get blocked in certain positions, etc.

J. Trafton said he was aware that the Jail budget will be a calendar year now. He will put the budget together and submit it as soon as possible.

### **2016 COMMUNICATIONS CENTER BUDGET – 1076:**

Present with the Commissioners was Communications Director Owen Smith to provide an update on the towers, the "I Am Responding" program and to review the 2016 Communications Center budget.

The timing will be tweaked on the tower on Fire South. It appears that they will need to move up on the tower. Rather than move one of the ham antennas, it will be put as close to the top as possible. He said he can assure everyone it will all change when the hot humid air dissipates. The signal gets stronger each year when that happens.

Some of the departments are complaining about "I Am Responding". The County has purchased it, and now they need to use it. Not everyone is using it, so that is complicating things. Those who use it regularly love it. Since more agencies want to come on board, more funding is needed. It might be \$8,000.00 to \$10,000.00. O. Smith said he wants to get the radio problems fixed first, however.

A. Fowler commented that the 2016 Communications Center budget looked good. She inquired about the camera system. O. Smith said that the cameras in and outside the building require recording and the recording system is ten years old and needs to be upgrading.

Some budget lines have been reduced as O. Smith deemed appropriate. The County of Waldo pays for the Belfast lines. He believed that the Belfast lines should be done away with and everything put under the 2040 telephone number. This includes Belfast police, fire and ambulance.

A. Fowler asked how it was working with the floater positions and was told all was working well.

O. Smith said that he ran a tight budget and there is no "fat" in it. If there are issues, he has to come to the Commissioners for money.

O. Smith plans on coming up with a long range plan to replace the radio equipment. It will need to be replaced with digital in the next three years or so.

## **2016 COUNTY COMMISSIONERS BUDGET – 1020:**

The Commissioners reviewed the budget as prepared by County Clerk Barbara Arseneau. Many of the budget lines stayed the same as the 2015 budget. B. Arseneau explained that the Human Resources/Payroll Director's pay is over \$6,000.00 less than the average pay for that position, which has been the case for several years now. She reminded the Commissioners that in 2013, the County Clerk, Deputy County Clerk and Human Resources/Payroll Director positions had been moved off the pay scale at that time and moved backward a pay step on a new scale, resulting in those three positions not receiving the 3% increase like the other full-time, on-union employees did that year. The Commissioners had already addressed the inequity with the Deputy Clerk's position, the County Clerk's pay fell within the average of other county clerks and did not need to be addressed, but the H.R. position was still way under. B. Arseneau recommended a modest increase of \$2,000.00 to partially rectify that inequity, noting that while it would still be below the average, it would help while not causing any issues with the current pay scale.

The Commissioners did not make any changes to the recommended budget.

## **CORRESPONDENCE:**

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

1. State Facilities Director Jeffrey Henthorn telephoned the office on September 1, 2015 to inform the Commissioners that he has asked Mark Wilcox to send him a professional Services agreement draft to continue the work that was started in 2011 for planning renovations to the Superior Courthouse and District Courthouse in Belfast. Some things the Commissioners need to think about are do they want to update the space program, is the option that was presented in 2011 doable, and is the County in support of this project. Whichever way the Commissioners are interested in most likely will define the scope of the work. A report needs to go before the legislature in January of 2016. The modifications to the Superior Courthouse would be major whereas the modifications to the District Courthouse would be minor. The planning money is there – they need to have judicial and county folk on board with a joint plan. He noted that the judicial branch won't dictate how the modifications are and that the County's input is needed. He will be reaching out to meet with the Commissioners in the very near future.
2. Rescinded Motion from June 26, 2015: A letter has been sent by the Sheriff correcting the amount of pay increase for Corrections Officer Chad Corbin that went into effect on July 22, 2015. The amount was supposed to go to \$19.48, not \$19.47 per hour. The Commissioners noted that this should be correctly reflected in the June 26, 2015 Waldo County Commissioners Court Session minutes.
3. The Sheriff has requested that, if at all possible, 2016 Budget Meetings not be held on Friday evenings. The Commissioners noted that this is not ideal, but that the selectmen have meetings Monday through Thursday evenings and it would be impossible for some serving on the Budget Committee to attend Budget Meetings. It was also noted that the Budget Committee sets the schedule for their meetings after the first one is scheduled.

## **HEALTH INSURANCE PREMIUM FOR 2016:**

**\*\*A. Fowler moved, B. Johnson seconded for the health insurance premium to remain the same for 2016. Unanimous.**

This means that the employee portion of the premium will remain the same as it was in 2015.

**APPROVAL OF MINUTES:**

**\*\*B. Johnson moved, A. Fowler seconded to approve amending the minutes from the August 13 2015 Waldo County Commissioners Court Session and August 27, 2015 regular Court session as presented by the County Clerk. Passed by two (Commissioner Fowler not present).**

**UNDESIGNATED FUNDS:**

W. Shorey recommended that \$250,000.00 in undesignated funds to the Technology Reserve.

**\*\*B. Johnson moved, A. Fowler seconded to move \$250,000.00 from Undesignated Funds to the Technology Reserve. Unanimous.**

**COMMISSIONERS MISCELLANEOUS BUSINESS:**

1. B. Johnson brought up the invoice for Searsport in the amount of \$1,000.00 for the Confined Space Rescue in Searsport. W. Shorey explained that one of the Confined Space Rescue Team members had requested that the County pay \$1,000.00 so that the Confined Space Rescue could reactivate and be recertified. He had asked if the County could find this \$1,000.00 and was supposed to send it to W. Shorey so that it could be brought before the Commissioners to vote on. B. Shorey explained that it was sent directly to the office by mistake and he intended to bring it up to the other Commissioners.

**\*\*A. Fowler moved, B. Johnson submit and pay the \$1,000.00 for recertification of the Confined Spaces Team. Unanimous.**

2. B. Johnson has made a few contacts for nominees from the City of Belfast for the Spirit of America Foundation Tribute. Once that information comes back, she will provide it to B. Arseneau to add to the database on the website.

3. B. Johnson submitted a press release regarding the Lincolnville Sewer District receiving \$250,000.00 from Northern Border Regional Commission. Midcoast Economic Development District (MCEED) administers the grant proposal and submission process for Midcoast Maine and they assisted Lincolnville Sewer District on the proposal and were pleased that it went through successfully. B. Johnson expressed her great appreciation as she had worked on the committee for several years.

4. W. Shorey showed the Commissioners one of the two banners that will be on the County float that is going to be in the parade during the 52<sup>nd</sup> Firefighters Association Annual Convention that is being held in Waldo County. All were impressed and pleased with the banners.

**NEXT COMMISSIONERS COURT SESSION:**

The next Commissioners Court Session is a special session initially scheduled for September 24, 2015, followed by a workshop, but later changed to October 1, 2015. It will be held in the Waldo County Commissioners Conference Room.

**\*\*B. Johnson moved, A. Fowler seconded to adjourn the court session at 11:25 a.m. Unanimous.**

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