

**WALDO COUNTY COMMISSIONERS COURT SESSION  
JANUARY 20, 2021**

**PRESENT:** Commissioners Amy R. Fowler (Chairman), William D. Shorey, and Betty I. Johnson. County Clerk Barbara Arseneau took the minutes. The court session was conducted via teleconference due to COVID-19 restrictions.

**Call to Order:** Commissioner Fowler called the court session to order at 9:00 a.m.

**FINANCIAL REPORT:**

Finance Director Karen Trussell reported the following:

The County Checkbook balance is \$457,617.60.

The Jail Checkbook balance is \$93,416.68.

**County Appropriations:**

3% of the 2021 budget has been expended and it could be 4% at this time.

**County Revenue:**

Percentage of the 2021 County revenue received was not reported.

**Corrections Appropriations:**

5% of 2021 budget has been expended and should be 4% expended.

**Corrections Revenue:**

Percentage of the 2021 Corrections revenue received was not reported.

**TAX ANTICIPATION NOTE:**

Nothing has been borrowed from the 2021 TAN on the County side. The balance is \$250,000.00 for the County. Funds had to be borrowed for Corrections to cover the inmate boarding invoice with Knox County. When asked if she had received all the invoices from 2020, K. Trussell said yes, and that these are included in the final backdated 2020 warrant.

No other questions.

**\*\*B. Johnson moved, W. Shorey seconded to file the Financial Report. Unanimous.**

**WARRANTS:**

**\*\*B. Johnson moved, W. Shorey seconded to authorize payment of the December 31, 2020 General Fund Accounts Payable final 2020 warrant in the amount of \$231,360.19. Unanimous.**

**\*\*B. Johnson moved, W. Shorey seconded to authorize payment of the December 31, 2020 MCRRC (Corrections) Accounts Payable final 2020 warrant in the amount of \$453,668.52. Unanimous.**

**\*\*B. Johnson moved, W. Shorey seconded to authorize payment of the January 14, 2021 General Fund Accounts Payable warrant and January 7, 2021 payroll in the amount of \$249,959.70. Unanimous.**

**\*\*W. Shorey moved, B. Johnson seconded to authorize payment of the January 14, 2021 Capital, Active & Restricted Reserve warrant in the amount of \$35,441.10. Unanimous.**

**\*\*B. Johnson moved, W. Shorey seconded to authorize payment of the January 14, 2021 MCRRC (Corrections) Accounts Payable warrant and January 7, 2021 payroll in the amount of \$179,120.18. Unanimous.**

**\*\*B. Johnson moved, W. Shorey seconded to authorize payment of the January 14, 2021 MCRRC (Corrections) Restricted Reserve in the amount of \$677.62. Unanimous.**

W. Shorey said he had a motion to make regarding the large project coming up at the Communications Center.

**\*\*W. Shorey moved, A. Fowler seconded to move undesignated funds as follows: \$30,000.00 to the EMA Disaster Recovery Reserve 0263, \$30,000.00 to the Sheriff Reserve 0262, \$30,000.00 to the Severance/Assistance Reserve 0254, and for the balance to go into the Communications Equipment Reserve 0261. Unanimous.**

The Commissioners noted that Waldo was likely the only county in Maine that can do this, and likely the only county with zero debt. They stated that the County of Waldo is in in great shape.

A. Fowler inquired about the status of the 2019 audit. K. Trussell said that more information was requested and had to be provided to the auditor yesterday. She noted that the 2020 audit should be started next month and hopefully will be done by May of this year.

## **INFORMATION TECHNOLOGY REPORT**

Present was Informational Technology Manager J-sun Bailey, who reported the following:

1. He has been working on some ongoing IT support tickets.
2. The Spillman upgrade is scheduled tentatively for the second half of February. There will be some down time and he will let all those agencies know in advance.
3. The Spillman backup issue has been resolved.
4. Security cameras have been installed at the Waldo Superior Courthouse Superior Courthouse. He thanked Facilities Manager Keith Nealley for doing that. All departments in that office have access to views from those cameras.
5. The laptop for Legal Secretary Felicia Gray is at the State Office for the State to install its software.

6. There was no charge from GreenPages for the work done on the server.
7. An invoice was received from GreenPages for the work done in early December. It came in \$1,300.00 under their quote. There is no more work planned with them. He will send a detail of the invoice to the Commissioners.
8. W. Shorey asked J. Bailey for assistance with his iPad's audio, and will bring it into the office.

## **FACILITIES REPORT**

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

1. He thanked Prosecutorial Assistant Eric Harvey for assisting with the placement of the cameras at the Superior Courthouse.
2. Old Jail Archives: K. Nealley has been working with Quality Communications and IT Director J. Bailey on planning wiring for the Old Jail Archive. He'll arrange for some of the Reentry residents to help with drilling a few holes and running cable, and will be careful to limit contact between the residents and outside contractors in keeping with COVID-19 precautions.
3. Superior Courthouse work: Flooring was purchased and installed in the secretaries' office and Victim/Witness/Advocate's Office. The cost was decent, and all seem pleased with the look and performance.
4. He spoke with Jason Banister from Midcoast Actors regarding their interest in future rent of the upstairs space in the Superior Courthouse. He proposed conducting a walk-through with Mr. Banister to determine what demolition will be needed for this purpose. The anticipated opening date for the Midcoast Actors is likely September, but this depends on the pandemic situation. The Commissioners asked K. Nealley how long it would take to move the records out of the current archive space and he estimated about 3 weeks. The Commissioners discussed the need to put a lease contract together, have it reviewed by legal counsel, and that no dismantling or demolition should be done until the contract is signed. Due to COVID-19 and recent security issues in the building, public access to this building needs to remain limited at this time. There was also discussion about the importance of any dismantling being done in a way to preserve the Judge's bench, the chairs, etc. and determine what to do with them. B. Johnson also mentioned the possibility of advertising the Judge's Chambers as other possible rental space.

**\*\*W. Shorey moved, B. Johnson seconded to table further discussion on this matter and to revisit in in September.** Discussion: B. Johnson asked if K. Nealley could at least do a walkthrough with Mr. Banister and that was agreeable. **Passed Unanimously.**

5. The electricity bill at County Garden was over \$400.00. K. Nealley and Captain Walker moved garden chemicals that were being stored in one of the buildings there, and turned off the electricity to save money. Commissioners thanked him for doing that.

6. The Town of Brooks Ambulance Dept. has expressed their thanks to the County Commissioners for donating two Toughbook laptops to them, as their calls were up 40% over 2019 in 2020, doing 260 calls a year with about a dozen volunteers.

#### **HUMAN RESOURCES REPORT:**

Present was Human Resources Director KelLee Gray to go over the EMA Volunteer Coordinator Job Description with the Commissioners.

1. Communications Director Owen Smith submitted his recommendation to hire Tiffanie Bridges as a full-time Dispatcher effective January 25, 2021 at \$17.85 per hour, uncertified.

**\*\*B. Johnson moved, W. Shorey seconded to hire Tiffanie Bridges as full-time Dispatcher effective January 25, 2021 at \$17.85 per hour, uncertified. Unanimous.**

2. The Sheriff's Office sent notice that Deputy Lucas Potts has moved from temporary full-time to permanent full-time Deputy effective January 4, 2021. His hourly wage will remain at \$22.08 per hour.

**\*\*W. Shorey moved, B. Johnson seconded to approve Deputy Lucas Potts' moved from temporary full-time to permanent full-time Deputy effective January 4, 2021 with the same rate of \$22.08 per hour. Unanimous.**

3. W-2's have been sent out.

4. Two departments are working on a COVID vaccine count and working with Belfast EMS to administer them.

5. She has sent out an evaluation request to all departments. Another department that is behind has contacted her and they are working up a plan and hope that this will have everyone current by the end of March.

6. Earned Leave Time Law: All employees will earn 1 hour leave for 40 hours worked based on this law. K. Gray reported that she is the only employee within the 4 month waiting window.

#### **DALE ROWLEY – EMA VOLUNTEER COORDINATOR JOB DESCRIPTION**

EMA Director Dale Rowley was present for this report.

1. Volunteer Coordinator Job Description. D. Rowley has submitted the job description for the grant-funded position of Volunteer Coordinator to H.R. Director KelLee Gray, who has been reformatting it to fit the County format. He hasn't seen the final version, but once it is reviewed and approved by the Commissioners, he will advertise it by free means, since it is P/T, and several people have expressed interest. He will work with K. Gray on this.

A. Fowler noted that this position is to actively recruit and/or assist people in finding volunteers for various local agencies, set up accounts tied in with State lists, and also tie in with social media, etc. to make it easy to link all together.

**\*\*B. Johnson moved, W. Shorey seconded to sign the Volunteer Coordinator job description and move forward with the process to get a person hired. Unanimous.**

2. COVID-19 Vaccine: W. Shorey said he attended a meeting yesterday in which there was discussion about COVID, and he asked D. Rowley to keep moving forward with vaccinations for County employees regardless of whether or not it can go through insurance because the County has funds available. D. Rowley and A. Fowler explained that the CDC priority is in control of this. All vaccines must be recorded including date and time administered. Waldo County would have to follow this arrangement, and cannot “bump the line.” The CDC recommends that people contact their personal physician to try to get on a list. It isn’t looking promising for employees to get vaccines any time soon. D. Rowley explained that one advantage is that employees in the Communications Center, Law Enforcement, and those in fire departments will be priority. Furthermore, anyone over 70 will be a priority. He didn’t know if the County can set up their own clinic. Things will have to work through the hospital. After further discussion, including recent problems with vaccines that were shipped incorrectly and will have to be thrown out, D. Rowley said he will keep advocating as best as he can.

### **DISTRICT ATTORNEY’S OFFICE NEW HIRE RECOMMENDATION**

Present was Prosecutorial Assistant Eric Harvey.

1. Part-time Legal Secretary New Hire:

E. Harvey stated that after interviewing three excellent candidates, he was submitting the recommendation to hire Amber Reynolds as P/T for 24-hours per week at \$17.58 per hour, effective January 25, 2021.

**\*\*B. Johnson moved, W. Shorey seconded to hire Amber Reynolds as Part-time Legal Secretary for 24 hours per week at \$17.58 per hour effective January 25, 2021. Unanimous.**

2. Security Cameras: E. Harvey thanked Facilities Manager Keith Nealley and IT Director J-sun Bailey for installing the security cameras at the Superior Courthouse, noting that it eases fear with the harassment phone calls the staff has been receiving. He thanked the Commissioners for their decision to move slowly with opening up the upstairs in the Superior Courthouse because of the current climate and situation.

### **PUBLIC COMMENT:**

1. Sheriff Jeffrey Trafton asked to speak. He apologized that he was not on the agenda, but in light of everything going on today with the Presidential inauguration, he wanted to touch base. He has coordinated with the State to plan for civil unrest in case it spills over in Waldo County. The State Police contacted him and they will not be in Waldo County today, so he has extra officers on duty today even though intelligence does not think there will be an issue today. He expressed his appreciation for the Commissioners not opening up Superior Courthouse at this time due to security issues. The individual causing the issues is in custody at present. However, some people who said they were “auditors” came and tried to incite the staff. The staff handled it beautifully and did not give back any confrontation. They left unsuccessful in causing problems. The Commissioners commended the deputies and staff for their professionalism and keeping everyone safe.

2. J. Trafton also notified the Commissioners that an officer will be resigning because he is staying with the Army. The resignation came in Friday, January 15<sup>th</sup>, but there is not an official

document created yet, so the Commissioners agreed to wait until the resignation document comes before voting to accept.

### **CORRESPONDENCE:**

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

1. Sheriff Trafton sent notice that Deputy Daniel Perez is due a 5-year pay step effective January 28, 2021 with an increase to \$23.56 per hour. The Commissioners noted this.
2. The Commissioners received a letter from Waldo Community Action Partners thanking them for the allocation of \$5,000.00 for 2021.
3. Apportionment of County Commissioners Districts: B. Arseneau made the Commissioners aware that, according to MRSA Title 30-A§65, in 2021 and every 10 years thereafter, the apportionment commission shall review the existing county commissioner districts and, as necessary, reapportion those districts in each county to establish as closely as possible equally populated districts. Interested parties from each county may submit redistricting plans for the commission to consider no later than 30 calendar days after the commission is called together by the Speaker of the House under this subsection. The commissioner will submit its plan to the Clerk of the House no later than June 1<sup>st</sup> of the year in which the reapportionment is required.
4. B. Arseneau had submitted by email to the Commissioners the updated 2020 list of committees and organizations they and their staff serve on. The Commissioners agreed to table further discussion on any possible changes to the next regular court session.
5. NACo Live Healthy Program: B. Arseneau had sent to the Commissioners a brief overview of what she had sent in the summer regarding the National Association of Counties updated Prescription Discount Program, which is now called “Live Healthy Program”. It includes prescription, health, and dental discounts and services if the County continues its membership with NACo. She noted that the membership dues invoice has been held at the request of Commissioner Fowler. The Commissioners agreed to table further discussion until the next regular court session.
6. Appeal of Decision of Board of Assessors on Application for Abatement of Property Taxes: The Commissioners received information prior to the court session regarding an appeal application submitted by Tina Maccarone for property she owns at East Gulch Road, Map #8, Lot #25. The Commissioners tabled further discussion until the next regular court session regarding whether or not it met criteria for a hearing.

### **APPROVAL OF MINUTES:**

B. Arseneau requested that the Commissioners approve the minutes from the January 5, 2021 Waldo County Commissioners Court Sessions as presented.

**\*\*B. Johnson moved, W. Shorey seconded to approve the minutes from the January 5, 2021 Waldo County Commissioners Court Sessions as presented. Unanimous.**

### **COMMISSIONERS MISCELLANEOUS BUSINESS:**

1. W. Shorey stated that he is extremely happy and content with the way things are going in Waldo County, noting that the County is doing a lot of things right in Waldo County and will continue to do so. He said Waldo is probably the only county in Maine in this position. The Commissioners work hard, anticipate situations, take care of them right away, and don't have to go out to bond for large items. A. Fowler agreed, stating that the Commissioners are fiscally responsible and she is also proud of how things are going.

#### **EXECUTIVE SESSION**

W. Shore stated that there was no longer a need for the scheduled Executive Session.

**\*\*B. Johnson moved, W. Shorey seconded to adjourn the court session at 10:24 a.m. Unanimous.**

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