

**WALDO COUNTY COMMISSIONERS COURT SESSION
AUGUST 4, 2022**

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

Call to Order: Commissioner Fowler called the court session to order at 10:00 a.m.

FINANCIAL REPORT:

Finance Karen Trussell reported the following:

The County Checkbook balance is \$70,0996.96, and the Jail Checkbook balance is \$30,457.05.

TAX ANTICIPATION NOTE:

The total Tax Anticipation Note is \$5,500,000.00. \$4,220,000.00 has been borrowed; \$1,695,000.00 by the County and \$1,195,000.00 by Corrections.

County Appropriations/Revenue:

54% of the County 2022 budget has been expended and it could be 58%. 75.53% of the County revenue has been received at this time.

Corrections Appropriations/Revenue:

52% of Corrections 2022 budget has been expended and could be 58%. 18.62% of the Corrections revenue has been received at this time.

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

WARRANTS

****B. Johnson moved, W. Shorey seconded to authorize payment of the July 29, 2022 General Fund Accounts Payable and Reserve warrant and July 21, 2022 payroll in the amount of \$386,078.29. Unanimous.**

****W. Shorey moved, B. Johnson seconded to authorize payment of the July 29, 2022 MCRRC (Corrections) Accounts Payable and Reserve warrant and July 21, 2022 payroll in the amount of \$112,717.22. Unanimous.**

HUMAN RESOURCES REPORT:

Human Resources Director KelLee Gray was present and requested a short executive session for discussion of compensation.

****W. Shorey moved, B. Johnson seconded to go into executive session at 10:04 a.m. for discussion of compensation as permitted by M.R.S.A. Title 1§405 (6.A.). Unanimous.**

****B. Johnson moved, W. Shorey seconded to come out of executive session at 10:30 a.m. Unanimous.** No action was taken.

1. Walter Corey has been recommended for transfer from part-time to full-time for the Sheriff's Office, effective August 1, 2022 at \$36.76 per hour, the 20-year vacation level of 240 hours per year,

and with health insurance coverage starting August 1, 2022. Upon successful completion of training, he will receive a sign-on bonus of \$7,500.00 and will receive the second sign-on bonus portion at completion of one year from the hire date of August 1, 2022.

****B. Johnson moved, W. Shorey seconded to moved Walter Corey from part-time to full-time at the Sheriff's Office effective August 1, 2022 at \$36.76 per hour, the 20-year vacation level of 240 hours per year, and with health insurance coverage starting August 1, 2022. Upon successful completion of training, he will receive a sign-on bonus of \$7,500.00 and will receive the second sign-on bonus portion at completion of one year from the date of hire. Unanimous.**

2. Deputy Register of Deeds Julie Howard will be retiring December 30, 2022, after 12 years of service. Register of Deeds Stacy Grant would like to appoint Deeds Clerk Amy Keller as Deputy Register of Deeds, effective 1/1/2023, with 9 years of recognized experience, so will start at the Class VII, 8-year pay scale. In the meantime, S. Grant would like to hire a full-time Clerk to be trained 8 to 10 weeks before J. Howard's retirement.

****B. Johnson moved, W. Shorey seconded to accept the retirement of Julie Howard effective December 30, 2022, and the hire of Amy Keller as Deputy Register of Deeds effective January 1, 2022 at the Class VII, 8-year pay step. Unanimous.**

****W. Shorey moved, B. Johnson seconded to hire a Clerk trainee 8 to 10 weeks before the retirement occurs. Unanimous.**

5. Maine Municipal Association has refunded the County \$4,343.00 because Workers' Compensation losses were low this past year. The Commissioners accepted this refund.

INFORMATION TECHNOLOGY REPORT

IT Manager J-sun Bailey reported as follows:

1. The laptops and phones have been set up and delivered to the three new deputies.
2. He has sent videos of recent car crashes to Risk Pool Administrator M. Ulmer. A. Fowler noted there was no policy related to car cameras and incident recovery and has asked J. Bailey to draft one.
3. He attended a Spillman Users Meeting and brought back leftover lunches to the Communications Center because there was a lot left over.
4. Mobile Device Management Policy: He would like to change the County's policy for County emails to only be on County cell phones and not personal cell phones for Criminal Justice Information Systems (CJIS) compliance. He asked the Commissioners to consider doing this at the first of 2023, and to let departments know to budget for additional cell phones as needed.
5. Telephone upgrades: Phone service at the Public Safety Building is used up. Once the District Attorney's Office moves up there, it won't be able to support that, so he has received a few quotes. One option is to put a new phone system on site that the County would own. He briefly reviewed some of the options from some quotes he had received. He mentioned that one quote would make it possible for when employees had to work from home, they could take the office phones home with them and answer them as if they were in the office.

6. He is still working with Motorola to get invoices broken down by agency, is meeting with the account rep today, and will discuss it again. He has explained to them that the County will pay the invoice but has asked repeatedly for it to be broken out by department and told them that Spillman's delay will not affect service to the County, and there should not be any late fees because they haven't sent the invoices to the County yet.

B. Johnson asked about her County cell phone. J. Bailey said he's working on getting a new number for that and making sure there is no spam on it. For the Sheriff's Office, newly assigned phones will be new numbers because it avoids frequent phone calls that were for the previous owner of the number.

COMMUNICATIONS REPORT

Communications Director Michael Larrivee reported the following:

1. Dispatcher James Porter has completed training and his rate is due to increase to \$24.20 per hour, with no change to his vacation leave.

****W. Shorey moved, B. Johnson seconded to approve the increase in wages for Dispatcher James Porter to \$24.20 per hour. Unanimous.**

2. Staffing levels are the same, and with J. Porter on the desk now, there will be some relief from overtime. They have advertised the vacant dispatcher position for about a month and only received two applications.

3. Point Lookout is nearly complete. Facilities Manager K. Nealley is working on having propane installed.

4. New Radio System: All the new equipment is in, and they are starting to build the system in their shop, which required an upgrade to their shop's electrical to handle that system. He anticipates installation will start sometime late August/early September.

5. Mt. View Antenna: A walk-through was performed, and it looks like there will be a non-penetrating roof mount with a line over to their IT room.

6. Mount Waldo: He has a draft lease that he and the consult will be making changes to. The lease amount is \$300.00 less per month than originally expected.

7. CDS Grant Funds: Emails have been received from Senators King and Collins. Waldo County Regional Communications has made it over the last 'hump' for the grant funds for use at the Comm. Center in the amount of \$165,000.00. The Commissioners commended him for his efforts to apply for these funds.

W. Shorey briefly updated M. Larrivee about gas tank locations and a way to obtain the tanks at no charge. M. Larrivee said he'd let K. Nealley know. There was brief discussion about site delivery issues and possible ways to deal with those. M. Larrivee said he will try to save money if possible and will work on this with Facilities Manager Keith Nealley.

SHERIFF'S REPORT:

Sheriff Jeffrey Trafton was present to report the following:

1. The Corrections Collaboration officially started August 1st. It is going well so far, with no hitches with the courts. They started moving inmates around 2 weeks ago. D.A. Natasha Irving met with them and is in support of this.
2. When the new camera system came in, it included a data package to download because there is a lot of video, and a link can be sent to the D.A.'s Office to obtain the video links. The D.A.'s Office didn't want to use that system, so the Sheriff's Office tried using the D.A.'s system. It worked very poorly. All have agreed to go back to the Motorola system that allows the D.A.'s Office access.
3. The camera system is a go – just waiting for the electrical contractor. A. Fowler said most of the equipment will be coming to the Sheriff's Office and the remainder will come with the vendor and the goal is to install it by September 1st. A. Fowler said she is reaching out to a master electrician to see if it can be installed sooner and will speak with J. Bailey about it.
4. One of the Corporals' domestic partner's mother passed away and requested 40 hours of bereavement leave. The union contract does not appear to cover that, and he felt that he should check with the Commissioners. When he spoke with H.R., he learned that there was a recent case in the County in which this type of situation was approved, and it shouldn't have been. He explained that he was inclined to deny it since it didn't appear to be covered on the union contract. The Commissioners felt the labor contract and employee handbook should be followed.
5. A. Fowler asked about the vehicle lease from the City of Belfast. J. Trafton reported that they never did execute the lease, and it has been cancelled. The vehicle needed repairs as it was and wasn't useable.
6. A. Fowler brought up discussion regarding recent events in the U.S. with civil service officers being shot and killed while serving papers and asked if Waldo County's civil process servers are armed. J. Trafton explained that he takes a lot of guidance from the Maine Sheriff's Association because they all have the same standards, and the same Risk Pool. Some counties use uniformed, F/T Officers. Waldo does not, and he is considering doing an analysis to see if there is enough money to hire a F/T uniformed officer. Waldo uses two P/T, unarmed plain clothes officers. One is a retired police chief, the other is not an officer. Civil Process isn't bringing in enough revenue to pay for this, so they didn't have a uniformed officer do this. The School Resource Officer is still needed at the school during the summer, so that position is not available. J. Trafton explained that he had redesigned the civil process program to reduce the overly high charges, so now they are paid by the hour. Normally they drive older vehicles, but currently one is driving one of the newer trucks. J. Trafton felt that this program should really be determined by the incoming sheriff. Finances will need to be determined, with the recently filled patrol ranks. It is hoped that the COPS grant application will be awarded to fund two more Patrol Officers. With recent changes in the State Troopers' ranks, it appears law enforcement in the rural areas will be covered primarily by county sheriffs. There was further discussion about a uniformed, armed officer serving papers, and the additional cost this would incur. He explained that the Civil Officers read in advance who they are serving to, and if it is a known dangerous person, a uniformed officer is assigned to serve the papers there.
7. A. Fowler inquired about the status of New Hope for Women. J. Trafton reported that with recent changes in advocates, with one now serving both Knox and Waldo Counties, he doubts that the

advocate will be coming to Waldo very often, so the office space that was being used by them will be available and the incoming Sheriff can decide what to do with that space.

8. He reported that both Community Liaison positions have been filled and are doing an excellent job. They are also assigned now to go check on older citizens if they don't call in or answer the phone in the "Friendly Caller" program.

9. Prosecutorial Assistant Eric Harvey, who was present, asked to respond to statements that had been made earlier by the Sheriff. He explained that the District Attorney's Office had not been told about the link, nor were they aware of the meeting. The D.A.'s Office does not unnecessarily ask for materials. The audio and video are required by law; they must provide the materials as Discovery. He explained that the "Share File" system is statewide. He believed it was mostly a statewide issue to load the files in that Share File system. The D.A.'s Office didn't know that it was taking so much time for the Sheriff's Office to do this, and noted that Share File is here to stay, so maybe this is an IT question. He will talk with J. Bailey and try to find out if this can be dealt with as a technology issue. J. Trafton said they don't have the staff to sit 7 to 8 hours to download videos. Either the S.O. or D.A. will need to hire someone to download videos. Bangor P.D. has 6 clerks doing just that job, so it's not simple and not just a Waldo County issue. J. Trafton said he will work with E. Harvey and the D.A.'s Office to get this worked out. The Commissioners apologized that this information had not been shared with E. Harvey, noting that it was not intentional.

CORRESPONDENCE

County Clerk Barbara Arseneau reported correspondence as follows:

1. EMA Director Dale Rowley has requested that the Commissioners sign a sole source contract form for the EMA Building Construction Manager.

****B. Johnson, W. Shorey seconded to sign the sole source contract form for the EMA Building Construction Manager. Unanimous.**

2. The one-day MCCA Convention is September 14, 2022 and they need to know who is attending. B. Arseneau will follow up with the Commissioners later before the due date of August 15th.

3. The Commissioners monthly mileage is due tomorrow.

4. The Commissioners have called a special session on August 17, 2022 starting at 9:00 a.m.

APPROVAL OF MINUTES

Minutes were not completed at this time.

COMMISSIONERS MISCELLANEOUS BUSINESS:

None.

2023 BUDGET CAUCUS

District 1: Present was Lincolnville Selectperson Joshua Gerritsen. There was some question about whether A. Thomas Wagner was still selectperson, or if he is still interested in serving on the

committee, and a phone call was made that determined he is still selectperson and still interested in serving.

****J. Gerritsen nominated Alphonso Thomas Wagner to serve as Budget Committee member for District 1.**

District 2: Nobody was present to make District 2 nominations.

District 3: Present was Palermo Selectperson Bob Kurek.

****Bob Kurek nominated Penny Sampson to serve as Budget Committee member for District 3.**

Nominations ceased. Those nominated will be put on the ballots for 2023 Waldo County Budget Committee.

The Commissioners adjourned at 11:43 a.m.

Respectfully submitted by  Waldo County Clerk
Barbara L. Arseneau