

**WALDO COUNTY COMMISSIONERS COURT SESSION
NOVEMBER 7, 2024**

PRESENT: Commissioners Betty I. Johnson (Chairman), Amy R. Fowler, and William D. Shorey. County Clerk Barbara Arseneau took the minutes.

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

COMMUNITY SERVICE SUPPORT

EMA Director Dale Rowley presented the following:

1. An old County generator that has been replaced could be used by the Waldo Maine Militia, so he asked if it could be given to them.

**** W. Shorey moved, B. Johnson seconded to send the old generator to the Waldo Maine Militia. Unanimous.**

2. Lieutenant Madore from the Maine State Police has requested using the EMA as a facility for State Police Officers to write reports, use bathrooms, and do cruiser repairs. The Commissioners recalled that in years past, the State Police utilized space for free at the Superior Court, which the County paid for. While they believe it is good to work together, they stated that they were not comfortable giving a key to outside agencies as a security and liability issue.

****A. Fowler moved, W. Shorey seconded for the buildings to continue to be secure and be used for EMA and County-specific approved purposes by the EMA Director. Unanimous.**

3. Less solar is being generated currently but about 77 to 87% of what is generated at the Emergency Management Agency site is being used.

FINANCE REPORT

Finance Director Kari Hunt reported the following:

1. Tax Revenue: \$7,112,309.36 has been collected so far, which is 61.04% of the County taxes. More is expected to come during the next two weeks.

2. \$2,250,000.00 will be paid on the Tax Anticipation Note. The Commissioners authorized payment. K. Hunt has transferred the balance of \$4,066.00 from the TAN Checking Account to the outstanding TAN balance and closed that account. \$4,539,317.57 or 38.96% remains to be collected. \$118,055.39 in interest has been paid to date, adding \$693.02 per day.

3. The County Health Insurance account balance is \$139,993.02, not including November.

4. The County Checking Account balance is \$3,891,843.51. About 80% of the County budget has been spent and could be 92% expended. So noted.

5. The Jail Checking Account balance is \$2,113,810.82. 72% of the Jail budget has been spent and could be 92% expended. So noted.

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

WARRANTS

K. Hunt noted that the warrant totals include two (2) payrolls and payments toward the TAN.

****W. Shorey moved, A. Fowler seconded to authorize payment of the November 7, 2024 General Fund Accounts Payable and Reserve warrant in the amount of \$1,692,702.97 and the October 24 and November 7, 2024 payrolls of \$355,260.49 for a total \$2,047,963.46. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the November 7, 2024 MCRRC/Corrections Accounts Payable and Reserve warrant in the amount of \$761,166.14 with the October 24 and November 7, 2024 payroll of \$113,586.50 for a total of \$874,752.64. Unanimous.**

HUMAN RESOURCES REPORT

Human Resources Director Annette McLaggan reported the following:

1. She has submitted the check registers she has been giving the CC's along with a breakdown of administrative fees and medical expenses. She receives a report weekly of the total, and may report that going forward, although it is already part of the warrant.
2. More information has been received regarding Maine Paid Family Medical Leave.
3. The retro pay that's due to the Communications Center employees is in process. It is time-consuming because it goes back to January 1, 2024, and includes shift differentials, hourly rate changes, and various pay codes.
4. Northeast Delta Dental Representative Jennifer McCurry met with A. McLaggan and reported that the County's premiums will increase by 4% effective January 1, 2025.
****W. Shorey moved, B. Johnson seconded to approve the Northeast Delta Dental plan 4% change for 2025. Unanimous.**
5. Corporal Travis Spencer, DOH November 14, 2021, has reached the 8-year pay step. Effective November 14, 2024, his hourly rate will increase from \$33.79 to \$34.80. So noted.
6. Corporal Holly Castle will reach the 11-year pay step effective November 12, 2024 with an increase in the hourly rate from \$29.63 to \$31.51. So noted.
7. Detective Kerry Libby, D.O.H. October 30, 2023, has reached the 1-year pay step October 30, 2024 and is eligible for the second installment of the sign on payment of \$3,000.00. So noted.
8. Custodian Dartagnan Gray, D.O.H. November 1, 2022, reached the 2-year pay step, received a satisfactory performance evaluation, and effective November 1, 2024 will receive a pay increase from \$21.43 to \$22.29 per hour. So noted.

9. Deputy Lucas Babcock, D.O.H. July 3, 2023, has been selected as School Resource Officer for Winterport. His hourly rate will change from the Class II 1-year step at \$30.04 to the Class III 1-year step at \$31.54 effective November 1, 2024.

****W. Shorey moved, B. Johnson seconded to approve Deputy Lucas Babcock as Winterport School Resource Officer with the hourly adjustment to \$31.54. Unanimous.**

10. Candidate Katie Coleman has been selected for the full time/40 hour per week Victim Witness Advocate position effective November 12, 2024 at the hourly rate of \$24.79.

****W. Shorey moved, A. Fowler seconded to approve hiring Katie Coleman as the full time/40 hour per week Victim Witness Advocate position effective November 12, 2024 at the hourly rate of \$24.79. Unanimous.**

FACILITIES REPORT

Facilities Manager Christopher Bryant reported the following:

1. The last payment will be made for \$12,947.35 for the intercom at the Jail.

****W. Shorey moved, B. Johnson seconded to make the final payment of \$12,947.35 for the Jail intercom. Unanimous.**

2. The boiler needs to have a gasket replaced and a new gas valve, and the water heater needs a new burner. Total cost will be \$3,844.00.

3. Since there is still 72% of the total budget, C. Bryant can pull funding from the heating line, which is already overdrawn. This will continue to overdraw that line, but the bottom line will cover the budget expenditures and will show the true cost.

****A. Fowler moved, W. Shorey seconded to pay the expenditure from the Facilities budget for that building. Unanimous.**

4. C. Bryant is preparing for winter – making sure tanks are full, things are ready for snow removal, etc.

INFORMATION TECHNOLOGY REPORT

IT Director J-sun Bailey reported the following:

1. He will be out of the office November 14, and 17-20, 2024 for the NENA (National Emergency Number Association) Conference.

2. J. Bailey reviewed a project list previously to the Commissioners, noting that the 2025 list is higher. He noted what has been purchased and is no longer on the 2025 list. Five (5) computers were purchased with ARPA funds, not County funds. He added two (2) new laptops or iPads for the two new Commissioners. The current laptops need to be replaced as they are over 6 years old. The D.A.'s Office still needs computers to replace old and under-powered ones. Details were provided about savings achieved by ordering some things together. Old equipment is recycled. He requested an additional \$25,000.00 limit for the credit card. Vehicle cameras were discussed, and he is still waiting for an answer from Enterprise regarding whether they provide the cameras in the vehicles. Five (5) cameras have been budgeted for the new vehicles and if they are not needed, it won't be spent. The County website yearly hosting fee and SSL certificate were mentioned. Some of these items are

typically ordered by credit card, and he is breaking them out item by item. He wondered if Technology Reserve 0265 should fund the cameras. The IT budget has historically been funded from 0265, and he wasn't sure how that reserve is funded. He had questions regarding Motorola Maintenance paid by the County and includes a few local agencies and wondered if the County should continue paying these fees for these agencies and whether this should be discussed with the new board of Commissioners or current board. A new billing model with Motorola will be starting 2025, and this might be the time to separate out the agencies and have Motorola bill them directly rather than the agencies paying through the County. The cost might increase for those agencies, possibly to be \$5,000.00 to \$10,000.00. The Communications Center Reserve could be utilized for the Communications Center's budget, etc. K. Hunt said that much of the 2024 budget will likely be expended so there may not be undesignated funds to put into the reserves. A. Fowler suggested a few reserves that might cover the cameras and Communications Center needs. K. Hunt reminded the Commissioners that the Budget Committee reduced the Communications Center budget request by \$5,000.00 and thought it should be paid from the Communications Center Reserve. The Commissioners requested history regarding any contracts with the outside agencies and who must cover the expenses. J. Bailey said that there are two ways to look at this – agencies are already paying for some of the services through taxes and, conversely, all the individual towns are all paying and only a few are using it.

PUBLIC COMMENT

None.

CORRESPONDENCE

County Clerk Barbara Arseneau reported the following:

1. The Commissioners' 2024 Professional Services line is overdrawn and will be very overdrawn by the end of the year as there has been more than the usual need for legal counsel this year.
2. The Enterprise Fleet Management documents are being sent today via DocuSign and will require digital signatures from Commissioner Johnson.

APPROVAL OF MINUTES

The Commissioners received draft minutes from the October 3, 24, and 31, 2024 court sessions by email.

****W. Shorey moved, B. Johnson seconded to approve the Commissioners Court minutes from October 3, 2024, October 24, 2024, and October 31, 2024. Unanimous.**

MISCELLANEOUS BUSINESS

1. B. Johnson presented a written Art & Addiction Recovery Proposal from Belfast Creative Coalition doing business as AIME (Art and Addiction Recovery Program) for \$5,000.00 in funds from OPIOID Settlement funds received by the County. The funds would be used to support Restorative Art Works (RAW) with weekly groups and rehearsals at the Project Connect Community Center in Belfast. Funds would be used in part to pay for stipends for RAW actor/writers, printing and distributing recovery and arts material, etc.

****W. Shorey moved, A. Fowler seconded to approve paying \$5,000.00 from the Opioid Settlement Account to Belfast Creative Coalition, Doing Business As AIME. Unanimous.**

EXECUTIVE SESSION

****A. Fowler moved, W. Shorey seconded to go into executive session at 10:40 a.m. for discussion of non-public information as permitted by MRSA Title 1§405(6)(F). Unanimous.**

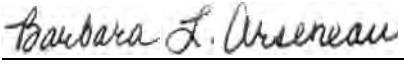
****A. Fowler moved, W. Shorey seconded to come out of executive session at 11:05 a.m. Unanimous. No action was taken.**

****A. Fowler moved, W. Shorey seconded to go into executive session at 11:05 a.m. for discussion of a personnel matter as permitted by MRSA Title 1§405(6)(A). Unanimous.**

****A. Fowler moved, W. Shorey seconded to come out of executive session at 12:06 p.m.**

****A. Fowler moved, W. Shorey seconded to pay B.P.D. \$16,240.00 from Account 0262. Unanimous.**

****W. Shorey moved, A. Fowler seconded to adjourn at 12:08 p.m.**

Respectfully submitted by  Waldo County Clerk
Barbara L. Arseneau