

Sagadahoc County Commissioners
Meeting Minutes
Tuesday, January 10, 2017

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 pm Tuesday, January 10, 2017, in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

Present: Chair Charles Crosby III; Vice Chair Carol Grose; Commissioner Max Dawson; County Administrator Pamela Hile; Sheriff Joel Merry; Chief Deputy Brett Strout; Finance Manager, Michael Leonard; HR Director, Sharon Hinckley; Registrar of Deeds, Lynn Moore; Communications Director Brodie Hinckley; Asst. to Administrator, Mary Kay Blatz

Guest: Richard Hornbeck, Esq., Moncure & Barnicle

I. Chair Crosby called the meeting to order at 3:00 p.m. and established the presence of a quorum.

II. There were no public comments.

III. Consent Agenda:

1. Approval of Minutes for December 13, 2016
2. December Financial Statements
3. Departmental Reports (Written)
3. Upcoming Meeting(s):
 - a.) Regular Meeting at 3:00 p.m. on Tuesday, February 14, 2017
 - b.) Meeting at 5:00 p.m. on Tuesday, January 24, 2017 IF NEEDED
 - c.) BAC Caucus at 6:00 p.m. on Wednesday, February 1, 2017
(February 8th snow date)

Upon motion by Vice- chair Grose and second by Commissioner Dawson, the consent agenda was unanimously approved as presented.

IV. Department Reports

1. Mid-Year Financial Update – Mike Leonard

Mr. Leonard reported that halfway through the fiscal year all of the tax revenue has been received. Additional revenue items are at budget or over except Emergency Management revenue, for which we are in process of billing second quarter receivables. Expenses been running at or slightly below budget in most areas with a big savings in the vehicle consumption line due to low gas prices. We continue to keep cash in multiple funds and Mr. Leonard will be shopping to get the best available rates. Deeds revenue is running above budget. Communications has had staffing issues requiring increased overtime, but that has been offset with a reduction in regular wages and the expenses are within budget, as is the Sheriff's Office. Overall, we are running as expected.

Commissioner Dawson raised a question about why the Sheriff's Office has purchased stamps and is there a reason why they are not using the postage machine? Sheriff Merry answered that he is often in the building after Deeds is closed and needs to mail something and so uses the stamps in those occasions. There is a line item both in Transport and SO for postage, and historically it has been split between the departments. Ongoing, the Sheriff will remove the line item from Transport and leave it in the Sheriff Department budget.

2. Sheriff's Office / Jail Update – Sheriff Joel Merry

Sheriff Merry reports that the population of Sagadahoc inmates as of January 9th is 36 which is a bump up due to holiday deferred sentencing. Of the 36 inmates, 7 are sentenced to less than 30 days, so the number will decrease fairly quickly. There are 5 individuals on graduated sanctions and 2 on home release, monitored closely by our Transport division. TBRJ currently has a total inmate population of 175 with the highest number at 48 from Waldo County, which can also be attributed to post-holiday sentencing.

Sheriff Merry updated the Commissioners on a significant incident in Phippsburg that resulted in a standoff which was resolved peacefully through the efforts of both the SO and Bath PD. This incident did bring to light one issue: as the temperatures dropped and the time extended to 6+ hours, batteries began to fail in the radios. There were additional radios available back at the Courthouse but there were no available persons to retrieve them. Sheriff Merry speculated that if the EMA Director or Communications Director had immediate access to their vehicle and were able to respond, it would have been helpful in this situation. Sheriff Merry requested that the Commissioners consider that the individuals in these two key positions be allowed to keep their vehicle at their homes, outside of the County. The Commissioners will put this on the February agenda. The Sheriff will also look into back-up battery or charger options for the radios.

V. Business Items

1. Authorization to Extend Temporary Position for Deeds

The Administrator advised that for the past three years, the Commissioners have authorized a part-time, *temporary* employee to continue the Deeds scanning project. The position is a twenty hours per week at \$11.50/hr. and has been authorized for a period of one year. All associated costs are being paid with Preservation funds, of which there is currently approximately \$86,000 - \$27,100 for the balance due on the scanning contract = \$58,900, in this account. It is anticipated that payroll costs for extending this position will be approximately \$13,000, and revenues will equal roughly \$19,000, which will leave a year-end balance in 2017 of ~\$64,900. Registrar Moore reported that the scanning is complete but the images will still need to be indexed before they are searchable in the database. Registrar Moore respectfully requested that the Commissioners consider the continuation of a part-time temporary employee to continue this project.

Upon motion by Commissioner Dawson and second by Vice- chair Grose, the Commissioners unanimously authorized the continuation of a part-time, temporary employee, for the purpose of indexing, the salary of which to be paid from Deeds Preservation funds.
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3. Payment of MePERS from Contingency

Administrator Hile reported that the County is responsible for making a payment of \$20,810 to MePERS for its share of past contributions for two transport officers that have been re-categorized from Regular Plan AC to Special Plan 3C. No additional interest will accrue if payment is made by January 17, 2017. It is respectfully requested that the Commissioners formally approve allocating these funds from the Commissioners' Contingency fund for the purpose of making this recompense.

Upon **motion** by Commissioner Dawson and second by Vice- chair Grose, the **Commissioners authorized payment to MePers in the amount of \$28,810 to reconcile contributions, with the funds to be taken from acct. # 59300, Commissioners Contingency.**

4. Authorization to Hire Dispatcher

Director Brody Hinckley respectfully requested that the Commissioners authorize the hiring of Ms. Bailey Collins to fill one of the vacant dispatch positions. Ms. Collins recently graduated from Thomas College with a dual major in Forensic Psychology and Criminal Justice, and she has successfully completed all testing and background investigations. Ms. Collins was the only strong candidate from this round of interviews, so the remaining position will be advertised at a later date.

Upon **motion** by Vice- chair Grose and second by Commissioner Dawson, the **Commissioners unanimously authorized the hiring of Ms. Collins to the position of Communications Dispatcher.**

5. Approval of Updated Drug/Alcohol Policy

HR Director Sharon Hinckley reported that when the use of recreational marijuana in the state of Maine becomes legal on January 31st, an updated drug/alcohol policy will be necessary. Attorney Linda McGill has reviewed the proposed changes and Director Hinckley respectfully requested that the Commissioners review and consider the policy for approval and implementation.

Upon **motion** by Vice- chair Grose and second by Commissioner Dawson, the **Commissioners unanimously approved the updates to the County drug/alcohol policy for immediate implementation.**

6. Budget Calendar/BAC Caucuses

Administrator Hile presented information on a tentative Budget Calendar for the FY 2017-18 budget process. Staff has already received this document and is working on the departmental requests/estimates/projections. Administrator Hile respectfully requested that the Commissioners set Wednesday, February 1st at 6:00 p.m. as the date/time for the BAC Caucuses, with a snow date of February 8th. District 2 will not need to caucus this year due to the effect of the recent redistricting on its membership.

Upon **motion** by Vice- chair Grose and second by Commissioner Dawson, the **Commissioners unanimously approved the BAC Caucus for Wed., Feb. 1st at 6:00 p.m. with a snow date of Wed., Feb. 8th.**

7. Election of Chair and Vice Chair for 2017

Commissioner Dawson nominated Commissioner Grose for Chair and Commissioner Crosby for Vice Chair. Commissioner Grose nominated Commissioner Dawson for Vice Chair. Commissioner Dawson respectfully declined the nomination

Upon **MOTION** by Commissioner Dawson and second by Commissioner Crosby, **the Commissioners unanimously approved Commissioner Grose to serve as Chair for the 2016 calendar year.**

Upon **MOTION** by Commissioner Dawson and second by Commissioner Grose, **the Commissioners unanimously approved Commissioner Crosby to serve as Vice-chair for the 2016 calendar year.**

8. County Administrator's Report – Available for review upon request

VI. Commissioners' Comments/Announcements

Commissioner Dawson requested that Cost Benefit Analyses be prepared for the *Text a Tip* program and the *Code Red* program for presentation.

VII. Executive Session(s)

1. Request to enter into an executive session pursuant to Title 1, Chapter 13, Section 405, 6., D of the M.R.S.A. for the purpose of discussing union negotiations.

Upon **motion** by Commissioner Dawson and second by Vice-chair Grose by the Commissioners voted **unanimously enter into executive session pursuant to Title 1, Chapter 13, Section 405, 6., D of the M.R.S.A. for the purpose of discussing union negotiations at 3:40 p.m.**

The Board came out of executive session at 3:56 p.m.

Upon **motion** by Commissioner Dawson and second by Vice-chair Grose by the Commissioners **unanimously approved loans to County Employees Daniel Dunton (\$3,120) and Sharon Roy (\$3,664) for the purpose of paying past MePers employee contributions; for a loan period not to exceed one-hundred, four weeks; at zero percent interest; with funds to be charged to the Commissioners' Contingency Account 201-59300.**

2. Request to enter into an executive session pursuant to Title 1, Chapter 13, Section 405, 6., A of the M.R.S.A. for the purpose of discussing personnel matters.

Upon **motion** by Vice-chair Grose and second by Commissioner Dawson the Commissioners voted **unanimously enter into executive session pursuant to Title 1, Chapter 13, Section 405, 6., D of the M.R.S.A. for the purpose of discussing personnel matters at 3:57 p.m.**

The board came out of executive session at 4:47 p.m.

Upon **motion** by Commissioner Dawson and second by Chair Crosby the Commissioners voted **unanimously to 1.) appoint Sarah Hicks as the Interim EMA Director until the successful completion of her six month probation on 2/28, upon which she will be appointed as the permanent EMA Director; and 2.) hire a part-time EMA consultant at \$27.50/hr. for 20 hours a week (unless there is an emergency requiring additional hours) for a period not to extend beyond June 30, 2017.**

VIII. Adjournment

Upon **motion** by Commissioner Dawson and second by Vice- chair Grose, the Board voted by **unanimous acclamation to adjourn the meeting at 4:50 p.m.**

Respectfully Submitted,

Mary Kay Blatz, Assistant to the Administrator