

**County of Sagadahoc Commissioners**  
***Meeting Minutes***  
***January 13, 2015***

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, January 13, 2015 in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

Present: Chair Max Dawson, Vice Chair Charles Crosby, III, Commissioner Carol Grose, Treasurer Jane Scease, County Administrator Pamela Hile, Sheriff Joel Merry, Director Brodie Hinckley, EMA Director Eric Sawyer, Deputy EMA Director Jason Shedlock, Registrar of Deeds Lynn Moore, Deputy to the Administrator Robin Dayton,

**Call to Order**

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

**Public Comments:** No public comments were received.

**Presentations:** Postponed.

**Consent Agenda**

1. Approval of Minutes for December 10, 2014
2. Approval of Warrants
3. Financial Statements
4. Departmental Reports (Written)
5. Upcoming Meeting(s):
  - a.) Regular Meeting at 3:00 p.m. on Tuesday, February 10, 2015
  - b.) Meeting at 5:00 p.m. on Tuesday, January 27, 2015 ONLY IF NEEDED

Upon <b>motion</b> by Commissioner Grose, and second by Vice Chair Crosby, the <b>Consent Agenda</b> was approved as presented by unanimous vote.
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**Department Reports**

Sheriff's Department – Joel Merry

Sheriff Joel Merry provided the Department's monthly activity packet to the Commissioners. The Sheriff noted that Lincoln County has twice as many inmates than Sagadahoc County. A number of these individuals are not native residents of Lincoln County. We currently have two inmates on home release and one on work release during the day. Year-end numbers are not available yet.

December 9, 2014

Sheriff Merry also provided a Board of Corrections update. The Financial Analyst resigned from the BOC and the Executive Director accepted another job effective January 28, 2015. The Governor has indicated that he wants to legislature to dissolve the Board of Corrections. The Governor does not favor a system that he sees is locally controlled but funded by the state. The jails have been flat funded for the past six years. Talk of privatization has surfaced. Last year legislation was passed by the legislature to address some of the jail problems which was vetoed by the Governor and overridden by the Legislature,. Sheriff Merry attempted to meet with the Governor but was received only by his staff. We may go back to the original system and charge per diem. In this scenario there will be winners and losers. Vice Chair Crosby reported that the County Commissioners are meeting tomorrow at 10:00 am and suggested that Sheriff Merry attend the meeting to discuss the jail situation. Commissioner Grose expressed concern that the legislature may not appreciate the impact this will have on local property taxes.

### **Business Items**

#### 1. Authorization to Appoint Lieutenant – Sheriff Merry

Sheriff Merry reported that the hiring process for a new Lieutenant has been very competitive. The selection panel did an excellent job. Two very strong candidates are being considered for the job. Sheriff Merry requested to move forward with authorization to hire the top candidate.

Upon **motion** by Chair Dawson and second by Commissioner Grose, **the Board authorized the Sheriff to appoint the top candidate to fill the position of lieutenant.**

#### 2. Treasurer's Duties – Jane Scease

Treasurer Jane Scease and Administrator Hile met earlier this month to review the statutory responsibilities of the County Treasurer. The purpose of this exercise was to determine the duties and level of involvement that are essential to: 1.) ensure compliance with intent of the law; and 2.) provide the proper degree of oversight. The Board of Commissioners accepted without motion the new duties of the Treasurer as follows:

- The Treasurer will review all A/P invoices prior to signing checks.
- The Treasurer will review the monthly bank reconciliations for accuracy and accountability.
- The Treasurer will participate in decisions concerning the investment of County funds (i.e., CDs, money markets, banking services, etc.).
- The Treasurer will meet monthly with the Accounting Manager to review the financial statements.

#### 3. Deeds Staffing – Administrator Hile

Administrator Hile reported that Lynn Moore assumed her position as the elected Registrar of Deeds on January 1<sup>st</sup>. This created the need to appoint a new Deputy and, per the Commissioners' direction, the position was posted in-house. The only application received was

from Senior Deeds Clerk Cheryl Oliver. Registrar Moore has requested authorization to appoint Ms. Oliver to fill this position. Ms. Moore also requested permission to begin the hiring process to fill the Clerk's position. This will be advertised both in- house and in the newspaper, and will follow the normal hiring procedures. The Administrator and the Board of Commissioners discussed potential salary increases. The board tabled this item pending receipt of comparative salary data from other Registry of Deeds offices in Maine.

Upon **motion** by Chair Dawson and second by Commissioner Grose, **the Board unanimously approved the authorization to hire Cheryl Oliver as the new Deeds Deputy Clerk.**

Upon **motion** by Commissioner Grose and second by Chair Dawson, **the Board unanimously authorized advertising for the Deeds Clerk position.**

4. Credit Card Policy – Administrator Hile

Administrator Hile provided a new Credit Card Policy for Board's consideration and approval. The new policy will prohibit use of credit cards as the first use of payment for county purchases and ensures the exclusion of sales tax on credit card bills. Chair Dawson stated he had expressed the need for this item to the Administrator. Commissioner Grose advised that the word "may" be changed to "will" regarding payment of items without receipts.

Upon **motion** by Vice Chair Crosby and second by Chair Dawson, **the Board unanimously approved the Credit Card Policy with the change recommended by Commissioner Grose..**

5. Brunswick, PSAP Agreement – Brodie Hinckley

Communications Director Brodie Hinckley provided reciprocal agreements between the Brunswick Police Department and the Sagadahoc County Communications Center to provide backup Public Safety Answering Point (PSAP) services in the event that either PSAP is unable to receive or transfer its 9-1-1 calls. Director Hinckley explained this will be a much better process for Sagadahoc County citizens.

Upon **motion** by Vice Chair Crosby, second by Chair Dawson **the Board unanimously authorized Director Hinckley to sign the reciprocal agreements between the Brunswick Police Department and the Sagadahoc County Communications Center to provide backup Public Safety Answering Point (PSAP) services.**

6. Report on Equipment Failure – Brodie Hinckley

Communications Director Hinckley provided a summary of an incident that occurred on Christmas Eve. He explained that two radio towers lost power and now require significant equipment repairs. The West Bath tower generator was working but the radio would not reset and then the generator ran out of gas and essentially blew up. The battery kicked in but it only lasts for about 15 minutes. This was a worst case scenario situation at 1:00 am on Christmas Eve with cold and heavy rain weather conditions. Both Maintenance Supervisor Dennis Fraser and EMA Director Eric Sawyer assisted Brodie with this event. With Eric’s help CMP finally fixed the power issue. The site generator has since been repaired and EMA Director Sawyer procured a portable generator with alarms.

Adminstrator Hile reported that we contacted the Risk Pool and will be filing a claim once all invoices are received; however, we know of at least \$970 that is not eligible for inclusion in the total amount. The appropriation for tower equipment repairs is included in the EMA budget so that it may be submitted for 50% reimbursement by the state, which is where we have currently coded it. Unfortunately, that line item has already been depleted due to earlier issues at the Richmond site and it is thus possible that we will need to request it be transferred to the Commissioners’ contingency account in the event it creates an overage in the over-all EMA Departmental budget at the end of the year.

Each of the Board of Commissioners expressed sincere appreciation to Director Hinckley, Director Sawyer, and Maintenance Supervisor Fraser for their efforts to fix this situation on Christmas Eve.

7. Certificates of Deposit – Administrator Hile

Administrator Hile reported that the County is in the process of renewing several of the CDs that had to be cashed in prior to maturity in order to avoid the need for a TAN. Fortunately, the interest rates are currently somewhat higher than they were when the original CDs were obtained, and considerably better than the other financial institutions that were contacted. All CDs are fully insured/collateralized. In addition, we are moving some of our “sweep” account funds at Androscoggin Bank into their money market account as the yield is slightly higher. This is insured up to \$15,000,000 and is completely liquid.

CDs:

Downeast Credit Union:	2 @ \$250,000	1.00%	Waiver of penalty for 1 time early withdrawal
Bank of Maine:	2 @ \$250,000	.55%	Waiver of penalty for 1 time early withdrawal
Androscoggin	1 @ \$220,000	.35%	Waiver of penalty for 1 time early withdrawal

Money Market:

Androscoggin	\$3,780,000	.20% <i>minimum</i>	6 withdrawals per month
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8. Budget Calendar/Caucus Dates - Administrator Hile

Administrator Hile provided a tentative Budget Calendar for FY 2015-16 which starts immediately. One of the necessary actions is to set a date for the District Budget Advisory Caucuses. Administrator Hile also noted that because of the redistricting, it is possible we may have several new members this year.

Upon **motion** by Chair Dawson, and second by Commissioner Grose, **the Board unanimously approved holding this session at 6:00 p.m. on Tuesday, February 3<sup>rd</sup>, with a snow date of February 10<sup>th</sup>.**

9. Selection of Chair and Vice Chair for 2015

Upon **motion** by Chair Dawson, and second by Commissioner Grose, **the Board unanimously approved Commissioner Crosby as the new Chair and Commissioner Grose as the Vice Chair of the Board.**

10. County Administrator's Report - Available for review upon request.

11. Other – There were no additional items for consideration..

**Commissioners Comments/Announcements**

General items

Commissioner Dawson requested information about the status of the Superior Court lease. He was also pleased to report that insurance covered the repairs to weathervane and roof in the amount of \$10,000.

Self-Funded Health Plan

Chair Crosby requested that at the next meeting the Board rescind their previous vote to authorize extending the HRA to the 5 employees that currently utilize the FF-LEO health subsidy. Further, Chair Crosby discussed his sentiment about moving forward with the self-funded health insurance plan. Both Chair Crosby and Commissioner Dawson expressed the need to have the self-funded insurance package carefully reviewed to ensure it is the exact same as our current health insurance plan. Chair Crosby also discussed the possibility of negotiating the utilization of the PPO 500 plan during union contract negotiations.

County Jail Strategy – Commissioner Dawson

Commissioner Dawson discussed meeting with other counties to map out a strategy regarding the jails.

Workforce Investment – Chair Dawson

Chair Crosby announced that he is scheduled to attend the National Association of Workforce Boards (NAWB) conference in Washington, D.C. in March. The NAWB is celebrating its 35<sup>th</sup> year. While there, Chair Crosby intends to meet with second district Representative Bruce Poliquin. Chair Crosby also reported the workforce investment boards are not required to move to the DHS building at the Portland Jetport.

**Adjournment**

Upon **motion** by Commissioner Dawson and second by Vice Chair Grose, **the Board agreed to adjourn at 4:45 p.m. by unanimous acclamation.**

Respectfully submitted,

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Robin M. Dayton

December 9, 2014