



Sagadahoc County Commissioners Meeting Minutes

March 15, 2016

A special meeting of the Sagadahoc County Commissioners was held at 6:00 p.m. on Tuesday, March 15, 2016 in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

Present: County of Sagadahoc Commissioners: Mr. Charles Crosby III, Chair, Ms. Carol Grose, Vice Chair, Mr. Max Dawson; Pamela Hile, County Administrator; Sharon Hinckley, Human Resources Director; Sheriff Joel Merry.

I. Chair Crosby called the meeting to order and established the presence of a quorum at 6:20 p.m.

II. Discussion of FY 2016-17 Proposed Budget

1. Prior to discussion of the budget, Administrator Hile reported that Lieutenant Stewart has resigned his position and will be moving to Cumberland County. It is an upward move and something he cannot pass on at this point in his career. The same is true of Michelle Cearbaugh's departure, as her new position with Lincoln County presents new challenges and an opportunity to have a supervisory role. The Administrator also noted that Lee Smith will be coming in to assess our needs and to help out with our Finance Office. The Accounting Clerk is also able to take on additional responsibilities.
2. Administrator Hile addressed questions that had been presented: at the recent budget work session
 - a. The issue of the Richmond property tax has been resolved and we will not be paying that now or in the future.
 - b. The County Extension County Extension is no longer sending its minutes; however, they are available online.
 - c. Additional information, as well as its proposed budget, has been received from Specific information regarding what the organization has done for Sagadahoc County is forthcoming.
 - d. Software for the District Attorney: Administrator Hile has inquired if other counties can still get the software if we do not support it, but has not yet heard back from the DA.
 - e. The Communications (former EMA) vehicle repairs this year are \$85.79 for an oil change and \$200 to the Vo-Tech for body work. Director Hinckley has reexamined his budget for gas for the vehicle and has cut that line item from \$1,700 to \$1,200, and his vehicle repair account from \$1500 to \$750.
 - f. The cost of purchasing a new door for Probate would be more expensive than cutting down the existing door, Most of the expense is in the associated electronics.
3. Commissioner Crosby opened the discussion about having a vehicle for Communications in the future. The current vehicle is in the fleet by default, as we had a vehicle available. Commissioner Dawson recommends that the line item in the 5 year

CIP for the purchase of a new vehicle be eliminated from the budget, with the thought that we will be able to have a vehicle available for this purpose as other departments are ready to turn them over. Commissioner Grose voiced her concern that for the size of the County, we have a large number of vehicles and they are relatively new. The Commissioners concurred that the Communications vehicle be eliminated from the CIP.

4. The Commissioners do not see a need to micro-manage the entire operating budget, but do have the following line item concerns:
 - a. Communications Overtime: We are currently down an employee again, and the savings in the regular payroll should offset any overage in overtime. The Administrator will get numbers YTD and review the rationale behind the request for the increase.
 - b. Administrator Hile would like to allocate the of the budget cuts from Communications to cover costs associated with a higher salary for the detective to be “transferred” to the state. The County must budget the full payroll cost, but will be reimbursed 100%. When/if the detective returns to the County, his salary will return to the Sagadahoc level.
 - c. Commissioner Dawson presented a concern from Dave Hennessey who expressed that EMA keeps growing but they are not seen in the towns. Administrator Hile stated that the Department is active in the communities, working on Hazard Mitigation plans and other community-specific activities, as needed, and that due to the positions of the members of the BAC, they may not have occasion to see EMA activities.
 - d. The budget reflects requests for a part-time administrative support position by DA and EMA/Communications, as well as a request for raises for EMA Director and EMA Deputy Director.

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Board voted unanimously to support the hiring of a part-time Administrative Support position for the DA’s office.** Upon **MOTION** by Commissioner Dawson and second by Commissioner Grose, **the Board voted two (Grose, Dawson) to one (Crosby), to reject the hiring of hiring a part-time Administrative Support position for EMA/Communications.**

- e. The Salary Survey speaks to the salary increase requests. Subsequent discussion regarding the Survey results led to the Commissioners requesting that the Administrator and the HR Director take a second look at the recommendations to ensure to ensure that there is a tight rationale for all increases and that they are equitable. The potential increases are covered in the budget in the line item Commissioners’ Contingency. The BAC will receive copies of the salary survey.
- f. Discussion regarding the Sheriff’s Office Vehicle budget included inquiring if, the Department get by with two vehicles rather than the requested three. Sheriff Merry previously presented that “second-line” vehicles and could be replaced at a lower cost than full-sized police package SUV’s. This was taken into consideration in budgeting. The Commissioners noted that the BAC seems supportive of the vehicle replacement plan.
- g. The Commissioners are in favor of continuing with the same program grants, including Time and Tide.
- h. Commissioner Dawson expressed that there were no other budget line items that he wished to review, and thanked the Administrator for putting together a good budget.

III. Other

1. It was noted that the emergency legislation to increase State Trooper pay may have a direct impact on our upcoming union negotiations.
2. Administrator Hile will email the Commissioners with a recommendation regarding a revised Communications OT allocation prior to the BAC's first meeting.

IV. ADJOURNMENT

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Board voted by unanimous acclamation to adjourn at 7:55 p.m.**

Respectfully submitted,

Mary Kay Blatz, Assistant to the Administrator