



## *Sagadahoc County Commissioners Meeting Minutes*

*May 10, 2016*

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, May 10, 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. Commissioner Dawson was absent.  
Pamela Hile, County Administrator; Brett Strout, Chief Deputy; Lynn Moore, Registrar of Deeds; Sheriff Joel Merry; Mary Kay Blatz, Asst. to the Administrator

Chair Crosby called the meeting to order and established the presence of a quorum at 3:04 p.m.

### I. CONSENT AGENDA

1. Approval of Minutes for April 12 and April 26, 2016
2. Approval of Warrants
3. Departmental Reports (Written)
4. Upcoming Meeting(s):
  - a.) Regular Meeting at 3:00 p.m. on Tuesday, June 7, 2016
  - b.) Meeting at 5:00 p.m. on Tuesday, June 21, 2016 IF NEEDED

Upon **MOTION** by Vice Chair Grose and seconded by Chairman Crosby, **the consent agenda was unanimously approved as presented.**

### II. DEPARTMENT REPORTS

#### 1. Deeds – Lynn Moore

Deeds Register Lynn Moore stated that the first phase of the preservation project is complete, with only 88 books remaining, which will be scanned by the preservation clerk. The scans by U.S. Imaging will now be cropped and edited for clarity (project phase 2) which is expected to be completed over the summer. Phase 3 will follow with the integration with Fidlar (Deeds software), which will result in all indexes being available electronically. The scanned books were from 1826 when Lincoln County divided into Lincoln West (later Sagadahoc in 1854). Records prior to 1826 reside in Lincoln County. Registrar Moore inquired with U.S. Imaging as to the cost of preserving the Commissioners minute books. US Imaging will be returning to Maine later this year to work in other municipalities and is willing to scan the books at that time at a minimal cost to the County. Also, Registrar Moore reported that revenues were up by approximately \$30,000 from same time last year. In addition, she noted that she will be attending the Fidlar symposium in Iowa for three days at the end of May, the cost of which is covered by Fidlar. Finally, Registrar Moore stated that she had received a VariDesk (adjustable sit-stand unit) through the MMA Risk Management grant and is very happy with it.

2. Sheriff's Department/Jail Update – Sheriff Joel Merry  
Sheriff Merry reports that there are 16 sentenced and 23 pre-sentenced inmates at Two Bridges. There are also two individuals who are on electronic monitoring, which is proving successful, in that when an individual had violated the conditions of his release, he was immediately located and re-incarcerated. With the upcoming Superior Court sessions, there should be a reduction in the number of pre-trial inmates. A new alternative sentencing program is looking successful. The Sheriff and Administrator reported that there is an initiative undertaken primarily by Cumberland and York Counties to set a per-diem boarding fee. The initiative is problematic to TBRJ in that it would make sending inmates cost prohibitive for many counties. TBRJ currently has an agreement with Waldo County and is working towards an agreement with Knox County to house inmates for a set rate. The initiative would make sending inmates unaffordable for many counties and would jeopardize current relationships.

### III. BUSINESS ITEMS (3:30 p.m.)

1. Acceptance of Forfeitures – Chief Deputy Strout  
Chief Deputy Strout requested that the Commissioners accept forfeited assets in the amounts of \$1,179 and \$800 and allocate these funds to the asset forfeiture account (aka K-9 account).

Upon **MOTION** by Chair Crosby and second by Vice-Chair Grose, **the Commissioners unanimously approved the allocation of forfeited assets in the amount of \$1,979 to be placed into the asset forfeiture account.**

2. Contracts for ACO Services  
Administrator Hile reported that in response requests by Richmond and West Bath, she and Sheriff Merry have been looking into the feasibility of contracting Animal Control Officer services with any interested County municipalities. A meeting was held, to which all County municipalities were invited, and Arrowsic and Bowdoinham joined in the discussions. Upon initial examination, it appears that the County can provide this service at a cost that will result in a modest savings to the localities. It is important to stress that these would be contracts for a specific service at a specific price, and not something for which we would have to raise money through our tax levy. Details of how this program will be managed will still need to be worked out, but it is requested that prior to investing any additional time and effort, the Commissioners advise as to their level of support for this endeavor.  
Chair Crosby established that this was not final approval, and that the matter would be brought back before the Commissioners prior to any implementation.

Upon **MOTION** by Chair Crosby and second by Vice-Chair Grose, **the Commissioners unanimously approved continuing to explore a County ACO program.**

2. Authorization to Hire Dispatcher  
Administrator Hile brought a request from Communications Director Brodie Hinckley for authorization to hire a dispatcher contingent upon the successful completion of testing/background checks. Grainne Dougherty has been selected to fill the current vacancy. In addition, the Director has been notified that dispatcher Mark Hanson will be retiring effective as of July 15th. During the current hiring process, several other promising candidates emerged. Directory Hinckley will revisit these individuals and provide a recommendation concerning filling the new vacancy at June's meeting.

Upon **MOTION** by Vice-chair Grose and second by Chair Crosby, **the Commissioners unanimously approved the conditional hiring of Grainne Dougherty to the position of Communications Dispatcher.**

3. County Administrator's Report – Available upon request.

IV. EXECUTIVE SESSION(S)

Upon **MOTION** by Vice-chair Grose and second by Chair Crosby, **the Commissioners approved entering** into 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.

The Board left Executive Session at 4:17 p.m.

Upon **MOTION** by Vice-chair Grose and second by Chair Crosby, **the Commissioners voted by unanimous acclamation to adjourn the meeting at 4:18 p.m.**

Respectfully submitted,

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Mary Kay Blatz, Assistant to the Administrator