

Sagadahoc County Commissioners
Meeting Minutes
Tuesday, June 13, 2017

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 pm Tuesday, June 13, 2017, in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

Present: Chair Carol Grose; Commissioner Max Dawson; County Administrator Pamela Hile; Sheriff Joel Merry; Communications Director Brodie Hinckley; Finance Manager, Clarice Proctor; Assistant to the County Administrator, Mary Kay Blatz; Domestic Violence Investigator, Steve Edmondson; Paralegal, Sagadahoc County DA's Office, Shaundra Vanella.

Excused: Vice-chair Charles Crosby, III

- I. Chair Grose called the meeting to order at 3:02 p.m. and established the presence of a quorum.
- II. Public Comments
There were no public comments.
- III. Consent Agenda:
 1. Approval of Minutes for May 9, 2017
 2. Departmental Reports (Written)
 3. Upcoming Meeting(s):
 - a.) Regular Meeting at 3:00 p.m. on Tuesday, July 11, 2017
 - b.) Meeting at 5:00 p.m. on Tuesday, July 25, 2017 IF NEEDED

Upon motion by Commissioner Dawson, and second by Chair Grose, the consent agenda was unanimously approved as presented.
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- IV. Department Reports
 1. Introduction of Finance Manager

Administrator Hile introduced Finance Manager Clarice Proctor who joins the County with over 25 years' experience in finance. She is now in in her fourth week at the County and is enjoying familiarizing herself with her new position.
 2. Sheriff's Office / Jail Update – Sheriff Joel Merry

Sheriff Merry reported that it has been a quiet month for the Department with no major events to report. The County has been approved for a Byrne-JAG Grant in the amount of \$5,838 which the Sheriff would like to use for the purchase of a trailer, to mount a speed message sign that has been previously purchased by the Topsham PD. Topsham, Bath and Sagadahoc have signed a memorandum of understanding that equipment would be shared by the three communities. Sheriff Merry respectfully requested that the Commissioners authorize execution of this grant.

Upon **motion** by Commissioner Dawson, and second by Chair Grose, the **Commissioners voted unanimously to authorize the Sheriff to execute the Byrne Grant as presented.**

Chair Grose brought a citizen request to the Sheriff, that the Department add additional patrols to the Georgetown/Arrowsic area. Sheriff Merry reported that he will fulfill that request, and noted that if a citizen makes a request the Department will respond.

Sheriff Merry reported that over the past two weeks the department has participated in the Bureau of Highway Safety Click-it-or-Ticket campaign, resulting in three-hundred and nine traffic stops and in one-hundred and eighty-nine ticketed seatbelt violations. The Department received only one complaint about the campaign, and both an email and a Facebook post from separate individuals, thanking the deputies for stopping them and writing a ticket, as well as complimenting the professionalism of the officers.

Sheriff Merry also reported that the Sagadahoc inmate count is down at Two Bridges Regional Jail, but that the total inmate count is up due to an emergency staffing situation at Knox County. Knox County has signed a contract sending up to twenty inmates to TBRJ which, along with potential revenue from a small contract with Kennebec County, will help to offset the budget gap. Sheriff Merry reports that there is a bill in appropriations right now that would increase state funding by 3.8 million dollars. This bill was supported unanimously by the committee, but has been set aside until it is considered by the Senate.

V. Business Items

1. Transfer of Personnel – Brodie Hinckley

Administrator Hile presented a request from Deputy Mark McDonald and Communications Director Brodie Hinckley to transfer Mr. McDonald to the Communications Department, where he will fill the current dispatching vacancy. Mark previously worked as a Sagadahoc Communications dispatcher for two years prior to leaving to pursue a career in law enforcement; however, he has since concluded that his abilities and interests are best suited to Communications. Director Hinckley is very enthusiastic to have Mark rejoin his team, and the Sheriff understands that such a transfer would be in the best interest of the employee. As this position was recently advertised, has been again posted internally in accordance with the provisions of the CBA, and as is being filled by a transfer between departments rather than a new hire, there is no requirement that would delay a decision concerning this matter. Director Hinckley noted that the experience gained in his law enforcement position will be beneficial to a Mark as a communications dispatcher. It is therefore respectfully requested that the Commissioners' consider this personnel transfer.

Upon **motion** by Commissioner Dawson and second by Vice-chair Grose, the Commissioners **voted unanimously to authorize the transfer of Mark McDonald from the Sheriff's Office into the open Communications Dispatch position.**

2. MOU for Auditing Services

Administrator Hile respectfully requested the Commissioners' consideration of a Letter of Engagement between Sagadahoc County and RKO to undertake auditing services for the fiscal year ending June 30, 2017. The maximum cost, not to exceed \$15,300, has increased by \$300 over the previous year due to anticipated GASB reporting requirements.

Upon **motion** by Commissioner Dawson and second by Vice-chair Grose, the Commissioners **voted unanimously to authorize executing the agreement between the County and RKO.**

3. Proposal to Remodel D.A.'s Offices

Administrator Hile presented a proposal to remodel the District Attorney's office for the purpose of better utilizing the space. The new District Attorney is a resident of West Bath, which due to the proximity of the County offices to his home, as well as a shortage of ADAs in this office to oversee departmental operations, it is anticipated that he will be spending significantly more time in Sagadahoc County than was the case with his predecessor. This renovation will provide additional office space to accommodate both his office as well as some much needed a space for file cabinets, etc. This remodel will utilize previously unused space and the design is in compliance with both OSHA and ADA. There is currently sufficient money in the FY 2016-17 Buildings operating budget and the Building Capital Reserve account to fund this project. Total cost for the project is estimated at \$6,200 which can be funded through the Special Projects (\$3,500) and Capital Reserve Buildings (\$2,700.) Therefore, Administrator Hile respectfully requested that up to \$2,700 be appropriated from the Capital Reserve Buildings fund.

Upon **motion** by Commissioner Dawson and second by Vice-chair Grose, the Commissioners **voted unanimously to authorize the remodel, as well as ~~executing the agreement between the County and RKO~~ appropriation of up to \$2,700 from Capital Reserve Buildings for the purpose for this purpose.**

4. Request to Initiate Hiring Process for Probate Administrative Assistant

Administrator Hile presented to the Commissioners, the recent resignation of part-time Probate Administrative Assistant Maureen Snyder, who resigned to accept full-time employment elsewhere. This position is 20 hours/week and the funding is included in both the current and the 2017-18 budgets. The position is necessary due to depth of coverage for both Court, the quantity of work within the office, and coverage for times when the Register or Deputy Register is out of the office. Administrator Hile respectfully requested that the Commissioners authorize the Probate Register to begin the hiring process to fill this vacancy.

Upon **motion** by Vice-chair Grose and second by Commissioner Dawson, the Commissioners **voted unanimously to authorize beginning the hiring process of a part-time administrative assistant for the Probate department.**

5. Amendments to Board of Health By-Laws

Administrator Hile presented for consideration the amendments to the Board of Public Health's "Modus Operandi" (by-laws), as proposed by the BOH. Administrator Hile noted the renewed engagement and enthusiasm of the Board of Health over the past few months. The proposed amendments encompass minor housekeeping modifications, with no major changes, and the Commissioners' approval of the proposed revised document was respectfully requested.

Upon **motion** by Commissioner Dawson and second by Vice-chair Grose, the Commissioners **unanimously approved the adoption of the amendments to the Board of Health by-laws.**

6. Appointment of Members to the Board of Health

Administrator Hile presented the request by the Board of Health that the Commissioners (re)appoint the following members to the Board of Health:

- Sarah Bloy, RN, NP - CHANS Liaison N/A
- Joanne Joy – Primary Care, Chair 2017-2018
- Marla Davis, RN – Community Representative 2017-2020

Upon **motion** by Vice-chair Grose and second by Commissioner Dawson, the Commissioners **voted unanimously to appoint, or re-appoint the aforementioned individuals to the Board of Health.**

7. Reappointment of the Public Health Officer

Administrator Hile respectfully requested that the Commissioners reappoint Ms. Sharon Bagalio to serve as the County's Public Health Officer for the period of July 1, 2017 through June 30, 2018.

Upon **motion** by Vice-chair Grose and second by Commissioner Dawson, the Commissioners **voted unanimously to reappoint Ms. Sharon Bagalio to serve as the Public Health Officer for the County.**

8. Status of Maintenance Vehicle

Administrator Hile presented that, following the small electrical fire in the maintenance vehicle, the cost to install new wiring, new battery terminals and an in-line fuse is estimated at \$400-\$500. Because we have a \$1,000 deductible, there is no insurance coverage. In addition, the sander is not operating (Dennis has advised that the motor has frozen up) and the estimated cost to repair it is \$1,200 -\$1,300. Administrator Hile referenced a provided list of all of the work that would need to be completed in order to pass the next state inspection. Although there is not a specific estimate, it is anticipated that the work will cost several thousand dollars. Administrator Hile noted that no immediate action is required, but that one option would be to proceed with the planned replacement of the transport pickup truck, which would be paid for with corrections reserve funds (the current balance is in excess of \$197,000). The existing vehicle could then be transferred for use by Facilities, as there are sufficient funds in the maintenance vehicle reserve fund to cover the cost of converting it for sanding and plowing. The vehicle currently has approximately 100,000 miles on it, but the relative infrequency of use by maintenance should give us another few years to build the replacement reserve account. Other options would be to invest money into the repairs needed to the existing maintenance vehicle; begin to get quotes for a new(er) vehicle; and/or explore lease-purchase options. Commissioner Dawson inquired as to the suitability of the Sheriff's vehicle, as it may be a half-ton rather than a three-quarter ton truck, and requested further research into the feasibility of the transfer option, and revisit this topic at the July Commissioners' meeting.

9. Authorization to Begin the Hiring Process for a new Sheriff's Patrol Deputy

As the Commissioners' decision to approve the transfer of Mark McDonald to the Communications Department will leave a vacancy in the Sheriff's Office, it is respectfully requested that the Sheriff be authorized to begin the hiring process for a new Patrol Deputy.

Upon **motion** by Commissioner Dawson and second by Vice-chair Grose, the Commissioners **voted unanimously to authorize the Sheriff to begin the hiring process for a new Patrol Deputy.**

10. Request for Funding: Brown Tail Moth Study

Administrator Hile presented the request from the Chair of the Bowdoinham Brown Tail Moth Task Force to contribute funds toward the cost of a University of Maine study to determine the safest and most effective treatment options for brown tail moth caterpillars. The original request was towards the \$30,000 needed to fully fund the project. At the time the Commissioners decided against including funds in the FY 2017-18 budget, but noted that a small amount (\$2,000-\$3,000) might be appropriated from the Commissioners' contingency fund at such time as the bulk of the money has been secured from other sources (the BAC concurred with this approach). In communications from Ellen Baum, all but \$6,600 of the \$30,000 has been raised. Ms. Baum has also contacted Cumberland County and believes that they will likely match Sagadahoc's contribution. Ms. Baum is therefore respectfully requesting that the Commissioners again consider pledging an amount to this project. Commissioner Dawson noted that there does not seem to be a proposed resolution to the problem, and Chair Grose noted that she believes that this should be supported at the state level.

Upon **motion** by Vice-chair Grose and second by Commissioner Dawson, the Commissioners **voted unanimously to deny County funding of the Brown Tail Moth Task Force at this time.**

11. Consideration of Resolution 2017-1: Adoption of FY 2017-18 Budget

Administrator Hile presented for the Commissioners' review, Resolution No. 2017-1. This Resolution adopts the proposed budget for FY 2017-18; appropriates the money to fund said budget; sets forth the tax levy for each of the communities; sets the amount of the unassigned fund balance that is to be used to offset the tax levy; designates those funds to be carried forward from the FY 2017-18 budget; and appropriates various reserve funds for use as needed during the upcoming fiscal year. A copy of the proposed budget is attached by reference and will be included in the Resolution Book.

Administrator Hile respectfully requested the consideration for adoption of Resolution 2017-1. Commissioner Dawson noted that although the budget increase over the past ten years has been relatively low, the last four years has seen a greater rate of increase, along with a decrease in County population, increase in job losses, and lower economic development.

Upon **motion** by Commissioner Dawson and second by, Vice-chair Grose the Commissioners **unanimously voted to adopt Resolution 2017-1, the FY 2017-18 Budget.**

12. Agreement with MCEDD for Administrative and Technical Services

Administrator Hile requested the Commissioners' review for consideration the agreement between Sagadahoc County and the Mid Coast Economic Development District (formerly MCOG) to provide services for the County's Office of Economic and Community Development. Specifically, this contract provides for the provision of services to all County localities during the period of July 1, 2017 through June 30, 2018 and sets forth the scope of services to be provided; the amount of compensation; reporting requirements; and various related items. Administrator Hile respectfully requested that the Commissioners authorize the execution of this agreement.

Upon **motion** by Commissioner Dawson and second by, Vice-chair Grose the Commissioners **unanimously voted authorize Administrator Hile to execute the agreement with MCEDD.**

13. Request to Initiate Hiring Process for Deputy Communications Director

As the Board is aware, the FY 2017-18 budget includes funding for a full-time Communications Department Deputy Director. It is therefore respectfully requested that the Commissioners authorize staff to begin the hiring process for this position.

Upon **motion** by Vice-chair Grose and second by Commissioner Dawson, the Commissioners voted **unanimously to authorize beginning the hiring process for a full-time Deputy Communications director.**

1. County Administrator's Report

Available for review upon request

2. Other

Administrator Hile reports that, as a Deputy EMA Director will not be hired to the position until July, and a candidate would most likely not start before August, it is respectfully requested that the agreement with EMA Consultant Tod Hartung be extended to support the department in both staffing as well as allowing Mr. Hartung to finish the Emergency Operations Plan that he is currently working on.

Upon **motion** by Chair Grose and second by Commissioner Dawson the Commissioners voted **unanimously to authorize the extension of the agreement with Tod Hartung through August 31, 2017.**

VI. Adjournment

Upon **motion** by Commissioner Dawson and second by Chair Grose, the Board voted by **unanimous acclamation to adjourn the meeting at 3:59 p.m.**

Respectfully Submitted,

Mary Kay Blatz, Assistant to the Administrator