

Sagadahoc County Commissioners
Meeting Minutes
Tuesday, September 12, 2017

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 pm Tuesday, September 12, 2017, in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

Present: Chair Carol Grose; Vice-Chair Charles Crosby, III; County Administrator Pamela Hile; Sheriff Joel Merry; HR Director Sharon Hinckley; Assistant to the County Administrator, Mary Kay Blatz
Absent: District 2 Commissioner's seat vacant

I. Chair Grose called the meeting to order at 3:20 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 August 8, 2017
Correction on August minutes – *Business Items* were mis-numbered – jumping from 2 to 4, missing number 3
2. Financial Statements for June and August 2017
3. Departmental Reports (Written)
4. Upcoming Meeting(s):
 - a.) Regular Meeting at 3:00 p.m. on Tuesday, October 10, 2017
 - b.) Meeting at 5:00 p.m. on Tuesday, October 24, 2017 IF NEEDED

Upon motion by Vice-chair Crosby, and second by Chair Grose, the consent agenda was unanimously approved with the correction to the August minutes.

IV. Department Reports

1. Human Resources – Sharon Hinckley

Sharon Hinckley reported that following the conclusion of 18 months of union negotiations she has been able to focus on and move forward with multiple projects. These include updating all job descriptions and the employee handbook/policy manual; working closely with Malcolm Ulmer on all health insurance issues and discrepancies; undertaking a competitive benefits review; providing micro-trainings for County department heads, and working closely with department heads in the recruiting and hiring process, as well as with the Administrator on employee relations issues.

Chair Grose mentioned that she thought it has been quite a while since the policy manual been updated. Sharon noted that although the manual has not been fully rewritten since 2007, updates have been collated into the policy book as they have been implemented.

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

Sheriff Merry reported that August was moderately busy, but overtime was higher than usual due to a staffing shortage, leave and scheduled vacations; however, the team is working together to minimize overtime, with only 3 hours the previous week. He also advised that there was one fatal traffic accident in August. Commissioner Grose asked about the availability of mental health services for the officers following a traumatic accident or event. Sheriff Merry cited several services that the Department resources including the Employee Assistance Program, Behavioral Health Services at Mid Coast Hospital, and the Department Chaplain.

Sheriff Merry also reported that the Sagadahoc County population at Two Bridges Regional Jail has increased to 37, noting that a strikingly high number are for domestic violence crimes. Superior Court cases scheduled for the upcoming week will result in a reduction in population, as defendants with longer sentences will be transferred to state facilities. The total jail population is at 135, with over 70% pre-trial, and thus not eligible for the workforce release program. Inmates are from Oxford and Waldo in addition to Lincoln and Sagadahoc.

Sheriff Merry reported that of the 17 applicants for the position of Jail Administrator, 6 were interviewed resulting in 3 final candidates for the position. The Executive Committee will have a recommendation to the Jail Authority tomorrow.

V. Business Items

1. Authorization to Hire Patrol Deputy – Sheriff Merry

Four applicants were interviewed for the position of Patrol Deputy and although all were exceptional candidates, Zachary Kindelan is the one that both the Oral Board and the Sheriff selected as the most qualified to join the Sagadahoc County Sheriff's Office. Zachary is originally from Maine and has been serving as a police officer in the Air Force for the last six years. He has an Associate's Degree in Criminal Justice and has completed Phase I and II of the Maine Criminal Justice Academy pre-service. Therefore, Sheriff Merry respectfully requested that Zachary Kindelan be hired to fill the vacant patrol deputy's position, contingent upon his successful completion of background and other testing. Vice-chair Crosby questioned if Mr. Kindelan's experience and education exempts him from the requirement of attending the full MCJA training. Sheriff Merry stated that while all deputies are required to attend the MCJA program, it is an advantage that he will be able to start in the position with minimal training.

Upon **motion** by Vice-chair Crosby and second by Chair Grose, the Commissioners **voted unanimously to authorize a conditional job offer and, contingent on successful completion of background check and other testing, authorize the hiring of Zachary Kindelan to the position of Sheriff's Patrol Deputy.**

2. Authorization to Execute a TAN

Administrator Hile reported that the current County cash flow projections indicate that there could be a slightly negative balance remaining in accounts as of October 31st unless some of the localities pay their taxes early; however, Richmond and Bowdoinham have both been very accommodating in the past, and it is hoped that they will be able to continue to do so this year. This assumes that Bowdoin pays half of its tax assessment in September, and it also assumes that there will be no unforeseen expenditures. We will, of course, be "fine tuning" this estimate in future weeks; however, as the Commissioners are not likely to meet

again until October 10th, and as the cash balance as currently projected is at best extremely marginal, it is respectfully requested that the Commissioners once again authorize the Administrator to initiate the Tax Anticipation Note process with Androscoggin Bank. This will enable us to secure funds if they are needed without trying to arrange everything at the last minute We will not, however, initiate the associated legal documents (and expenditure) unless it appears fairly certain that the TAN will be necessary.

Upon **motion** by Vice-chair Crosby and second by Chair Grose, the Commissioners **voted unanimously to authorize preparation for a TAN and execution thereof, if necessary.**

3. Hiring of Facilities Supervisor

Administrator Hile reported that Dennis Fraser has had to retire unexpectedly from the position of Facilities Supervisor. He will be continuing his employment with the County on a part-time, limited basis through the transition process. Therefore, Administrator Hile respectfully requested that the Commissioners authorize initiating the hiring process for a full-time Facilities Supervisor.

Upon **motion** by Vice-chair Crosby and second by Chair Grose, the Commissioners **voted unanimously to authorize initiating the hiring process for the position of Facilities Supervisor.**

4. Bridge in Disrepair

Administrator Hile reported she recently received an email from the Topsham Town Manager regarding a bridge in disrepair between Lisbon and a discontinued road in Topsham. While the DOT does not have the funds to repair the bridge they would be willing to tear it down. Topsham Selectman Ruth Lyons had mentioned that she seemed to recall that back in the 1980's the two Counties had agreed to raise the money for the bridge. Administrator Hile will look back into the minutes to see if any clarifying information can be found, but that historically the County does not fund a project impacts only a small number of County residents.

VI. County Administrator's Report

Available for review upon request

VII. Commissioners' Comments / Announcements

The State has only released the first quarter of the total Federal funding for the Workforce program. Commissioner Crosby will continue to report any updates.

VIII. Adjournment

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

Respectfully Submitted,

Mary Kay Blatz, Assistant to the Administrator