

***Sagadahoc County Commissioners
Meeting Minutes
February 10, 2015***

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, February 10th, 2015 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; Brodie Hinckley, Director of the Emergency Communications Center; Chief Deputy Sheriff Brett Strout; Maintenance Supervisor Dennis Fraser; Deputy to the Administrator Robin Dayton; Jason Shedlock, Deputy EMA Director

Chair Crosby called the meeting to order at 5:00 p.m. and established the presence of a quorum.

The following consent agenda was submitted for consideration:

1. Approval of Minutes for January 14, 2015
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, March 10, 2015
 - b.) Joint Budget Meeting with BAC at 8:30 a.m. on Friday, March 13, 2015
 - c.) Special Budget Meeting at 5:00 p.m. on Tuesday, March 17, 2015
 - d.) Meeting at 5:00 p.m. on Tuesday, March 24, 2015 IF NEEDED

Upon MOTION by Commissioner Dawson and second by Vice Chair Grose, the consent agenda was unanimously approved.

PRESENTATIONS

1. SHAPE Award – Department of Labor

Steve Greeley, Director of the Workplace Safety and Health Division with the Bureau of Labor Standards at the Maine Department of Labor as well as his colleague Mike LaPlante, Workplace Safety and Health Manager, were in attendance to congratulate Sagadahoc County for receiving the SHAPE Award. The Safety and Health Award for Public Employers (SHAPE) recognizes public sector employers who maintain an exemplary safety and health management system. Acceptance into SHAPE by the Maine Department of Labor, Bureau of Labor Standards is an achievement that distinguishes an organization as a model for workplace safety and health. Upon receiving SHAPE recognition, a worksite will be exempt from programmed inspections during the period your SHAPE certification is valid. The DOL representatives stated that over the past 10 years, only 51 public employers have been presented with a SHAPE award, and Sagadahoc County is the first county to receive an award. The award is valid for two years, said Director Greeley, so the work of the county is just beginning. Specific appreciation was voiced

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to Deputy to the Administrator Robin Dayton, Facilities Supervisor Dennis Fraser and Chief Sheriff's Deputy Brett Strout for their work in helping the county receive the award. Also in attendance and offering their appreciation were State Senator Linda Baker as well as State Representatives Denise Tepler and Jeffrey Pierce.

2. Midcoast Council of Governments (MCOG)

Jeff Kobrock, Executive Director, was joined by newly-hired Senior Programs Director Scott Hastings as well as former Planning Senior Planning and Community Development Director Audra Caler-Bell to present MCOG's 2014 accomplishments and goals for 2015. A copy of their report is on file at the County Office.

DEPARTMENT REPORTS (Presentations)

1. Sheriff's Department – Chief Deputy Brett Strout

Chief Deputy Strout was pleased to introduce the newest member of the Sheriff's Department, Lieutenant Scott Stewart. Lieutenant Stewart addressed the commissioners, touching upon his career, which began in 1990 in Scarborough and included 22.5 years in Lisbon. He holds both a Bachelor's and Master's degree and has been a Drill Instructor. The Commissioners welcomed him and wished him luck as he begins this chapter in his career.

BUSINESS ITEMS

1. Request to Purchase Transport Vehicle – Chief Deputy Strout

Chief Deputy Strout stated that a 4-wheel-drive transport vehicle was needed to keep the department's fleet up-to-date and to have flexibility of use in inclement weather. The funds would be taken from the Transport Reserve Account, which has a balance of approximately \$100,000

Upon **MOTION** by Vice Chair Grose and second by Commissioner Dawson, **the Board authorized the Sheriff to begin the bidding process for a new transport vehicle.**

2. Request to Utilize Forfeiture Funds – Chief Deputy Strout

Chief Deputy Strout explained that a new computer was needed for the Sheriff's Department and that funds were available in the Forfeiture/Canine Fund to make such a purchase.

Upon **MOTION** by Vice Chair Grose and second by Commissioner Dawson, **the Board authorized the Sheriff to utilize forfeiture funds to purchase a new computer for the Sheriff's Department.**

3. Deeds Staffing – Register of Deeds Lynn Moore

Ms. Moore reported that after a thorough interview process, Ms. Karen Brown, currently the department's temporary Data Entry Clerk, presented as clearly the most capable and qualified among the group of applicants. The request of the Board was to approve hiring Ms. Brown as Senior Deeds Clerk at a salary of \$25,350 per year.

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Board authorized the hiring of Ms. Karen Brown as senior Deeds Clerk at a salary of \$25,350 per year.**

Ms. Moore went on to report that the hiring process of the now vacant temporary Data Entry Clerk has reached its completion with Ms. Lynn Green rising to the top of the candidates list. Ms. Green had applied for the Senior Clerk position and although not chosen as the final candidate, interviewed very well. Ms. Moore also stated that while Ms. Green is currently employed on a part-time basis performing custodial work for Sagadahoc County, her hiring as the temporary Date Entry Clerk would not interfere with those duties. The request of the Board was to approve hiring Ms. Green at a salary of \$11.50 per hour. It was noted that between both positions she would hold in the County, she would still maintain part-time, non-benefit status.

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Board authorized the hiring of Ms. Lynn Green as temporary Data Entry Clerk at a salary of \$11.50 per hour through January 5, 2016..**

The Board of Commissioner then discussed the salary of the Deputy Registrar position, as there was a request of the Board to approve a salary of \$31,000 per year. This would be a reduction in salary for the position, as the immediate past Deputy Registrar was paid \$38,162 per year. Ms. Moore and Administrator Hile explained that the reason for the reduction was based on the gap in longevity between the outgoing Deputy Registrar (Ms. Moore) and current position-holder (Ms. Cheryl Oliver). Commissioner Crosby stated that the County should compensate employees based on what the positons are worth, not on the basis of longevity.

Upon a **MOTION, subsequently AMENDED** by Commissioner Dawson and second by Vice Chair Grose, **the Board authorized the adjustment in salary for the Deputy Registrar position, retroactive to January 1, 2015, to \$31,000 per year.**

The Board of Commissioners continued to discuss the salary structure of the Registry of Deeds office, now turning their attention to the compensation of the Register of Deeds, Ms. Moore. A survey of Register of Deeds' salary across the state showed the average compensation to be \$43,691 per year. Ms. Moore's current salary is \$38,605. The request of the Board was to adjust the salary of the Register of Deeds based on state averages as well as the experience level of the incumbent (Ms. Moore).

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Board voted on the request to raise the Register of Deeds salary to \$44,000 per year. On a 2-1 vote, with Commissioner Dawson voting YES while Vice Chair Grose and Chairman Crosby voting NO, the MOTION FAILS.**

Vice Chair expressed concerns with how the County sets salaries, and stated her discomfort of adjusting a salary under the current circumstances. Administrator Hile stated that the County must compete with other employers for capable staff members, though stated that setting the salaries for elected officials, such as the Registrar of Deeds, is unique. Chairman Crosby stated that the County has a Budget Advisory Committee that would be well suited to tackle this issue. He went on to explain that even a 10 percent increase in salary – which would

be seen as a very steep increase – would place Ms. Moore at approximately \$42,000 - under the requested amount. Chairman Crosby went on to state that the Budget Advisory Committee would likely balk at 10 percent increase. Commissioner Dawson pointed out that the salary structure for the Registry of Deeds office, as presented, would still result in a net savings. Chairman Crosby stated that to the casual observer, an elected official who runs for office based on one known salary, then is elected to office only to propose an increase to his or her own salary, might seem distasteful. Administrator Hile offered that a 10 percent increase to Ms. Moore's current salary would place her near the state average. She went on to state that after a possible 2 percent cost of living adjustment at the beginning of FY 2016 would then bring Ms. Moore her closer to the requested \$44,000 salary. She also offered to provide the Budget Advisory Committee with the background information that explains the reasoning for the increase. Chairman Crosby added that the Budget Advisory Committee might be more amenable to the ten percent increase now and the cost of living adjustment to raise the salary near the requested rate. It was also stated that the current action by the Board of Commissioners would set the salary of the Registry of Deeds position at the level it was before a reduction four years ago.

Upon **MOTION** by Chair Crosby and second by Vice Chair Grose, **the Board voted to approve a salary of \$42,500, retroactive to January 1, 2015, for the Register of Deeds on a 2-1 vote with Chairman Crosby and Vice Chair Grose voting YES and Commissioner Dawson voting NO.**

4. Rescind Vote on HRA Funding

The request of the Board was to rescind their approval of funding a Health Reimbursement Account (HRA) based on the fact that the accompanying health care plan was not approved for implementation.

Upon **MOTION** by Commissioner Dawson and second Vice Chair Grose, **the Board voted to rescind approval of funding an HRA.**

5. Certificate of Appreciation for Web Design

Administrator Hile credited Lauren Haven of the Maine County Commissioners Association as well as the team of County employees for their work on the new County website.

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Board authorized a Certificate of Appreciation for Lauren Haven.**

6. Discussions Regarding Benefits for Non-Union Employees

Administrator Hile requested that vacation time offered to non-union employees more closely mirror that of Union employees. Union employees have access to three weeks of vacation after year six of employment, while non-union employees receive three weeks after year seven. Administrator Hile stressed the need to encourage retention and longevity. The request of the Board was to increase the access to leave for non-union employees to three weeks after year six. Chair Crosby stated that private company Wal-Mart received three weeks after year seven. Vice Chair Grose stated that there were benefits of paying Union dues and expressed concern that non-union workers receive the same benefit.

Upon **MOTION** by Commissioner Dawson and Chair Crosby, **the Board authorized increasing vacation time for non-union employees to three weeks after six years of employment.**

7. County Administrator's Report

Administrator Hile explained that she would be out of the office for a few days on medical leave. Upon receiving questions from the Board, she stated that she would distribute the policy in place for continuity of operations while she is out of the office. The Board of Commissioners all agreed that they would play an active role in determining how the county is operated in the event of the Administrator's extended absence.

Administrator Hile reported that the County negotiated a rate of \$1.59 per gallon of propane for FY 2016.

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Board authorized the purchase of propane at \$1.59 per gallon or less for FY 2016.**

COMMISSIONERS COMMENTS/ANNOUNCEMENTS

None.

EXECUTIVE SESSION(S)

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Board voted unanimously to enter into an executive session at 4:46 p.m. pursuant to Title 1, Chapter 13, Section 405, 6., A. of the M.R.S.A. for the purpose of discussing personnel matters.**

The Commissioners left executive session at 5:23 p.m.

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Board authorized a monthly stipend of \$225 for Deputy Registrar of Probate Hannah Dickenson for those months she is serving as the Acting Registrar of Probate.**

Upon **MOTION** by Vice Chair Grose and second by Commissioner Dawson, **the Board voted by unanimous acclamation to adjourn at 5:24 p.m.**

Respectfully submitted,

Jason J. Shedlock
Deputy Director, Emergency Management Agency

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