



Sagadahoc County Commissioners Meeting Minutes

August 9, 2016

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, August 9, 2016, in the Commissioners' Meeting Room of the County Courthouse at 752 High Street, Bath, Maine 04530.

Present: County of Sagadahoc Commissioners: Mr. Charles Crosby III, Chair; Ms. Carol Grose, Vice-Chair; Mr. Lawrence Dawson. Pamela Hile, County Administrator; Sheriff Joel Merry; Brett Strout, Chief Deputy; Brodie Hinckley, Communications Director; Eric Sawyer, EMA Director; Sharon Hinckley, HR Director; Mary Kay Blatz, Asst. to the Administrator

Guests: Lauren Haven, Maine County Commissioners Association; Rick Hornbeck, Attorney, Moncure & Barnicle

I. Chair Crosby called the meeting to order and established the presence of a quorum at 3:03 p.m.

II. PUBLIC COMMENTS

Chair Crosby called for public comments. Lauren Haven from MCCA shared information about MCCA initiatives including the MCCA *Convention of Maine Counties* scheduled to take place September 30th through October 2nd in Bangor; the recent attendance at the National Association of Counties (NACo) Conference at the end of July; the MCCA initiative of building a database that would give all counties up-to-date salary information without having to complete individual salary surveys; and MCCA's current work preparing legislative policy, with more discussion at the October meeting.

III. CONSENT AGENDA

Approval of Minutes for July 12, 2016

Approval of Warrants

June and July Financial Statement(s) - Unaudited

Departmental Reports (Written)

Upcoming Meeting(s):

a.) Regular Meeting rescheduled to 9:00 a.m. on Friday, September 9, 2016*

b.) Meeting at 5:00 p.m. on Tuesday, August 23, 2016 IF NEEDED

*Administrator Hile noted that the September Commissioners' Meeting conflicts with the annual New England States Government Finance Officers Association Conference and respectfully requested that the Commissioners consider that Administrator Hile conference into the September meeting, or consider an alternate date. After discussion of logistics and in consideration of the time sensitivity of agenda items, the Commissioners rescheduled the meeting to Friday, September 9th at 9:00 AM.

Upon **MOTION** by Vice-chair Grose and second by Commissioner Dawson, **after changing the September meeting date from the 13th to the 9th the consent agenda was unanimously approved.**

IV. DEPARTMENT REPORTS

1. **Sheriff's Department/Jail Update – Sheriff Joel Merry**

Sheriff Merry stated that the number of inmates at Two Bridges Regional Jail is at 112, with 48 being Sagadahoc County inmates. In addition there are 7 sentenced individuals on home release or graduated sanctions with tight case management through Transport officers and/or the Midcoast Hospital Outreach program. Oxford County is considering a contract with TBRJ to house approximately 25 inmates. There is also another county considering entering into contract with TBRJ, and entering into one or both of these agreements would significantly support the budget of TBRJ. Due to changes in funding, TBRJ is down \$22,000 in state funding over last years' revenues, as money from Public Law 335 was redirected and \$12.2 million was re-distributed according to a specific formula, which (due to a reduction of inmates in 2015), decreased state funding allocated to TBRJ. Kathy Martin Savage, Secretary for the Jail Authority has tendered her resignation, effective the end of this year.

Sheriff Merry entertained questions about his written report. Sheriff Merry requested that Commissioners accept forfeited assets in the amount of \$775.15 and allocate these monies to the asset forfeiture account (a.k.a. K-9 account.)

Upon MOTION by Commissioner Dawson and second by Vice-chair Grose, the Commissioners unanimously approved the allocation of forfeited assets in the amount of \$775.15 to be placed into the asset forfeiture account.

2. **District Attorneys' Office – Deputy District Attorney Jonathan Liberman**

Deputy District Attorney Liberman advised the Commissioners of the state of the Sagadahoc County District Attorney's office. DDA Liberman distributed a handout reflecting victim restitution from January through July of 2016, as well as a current Court schedule. In 2015, total cases for the department totaled 2,257. This reflects total charges filed, with some cases encompassing multiple charges. DDA Liberman also noted that from 2013 – 2015 Sagadahoc County was the only county in the District where the charge load increased. He could not identify any specific area that reflected the increase, but rather that there was an increase across all areas, higher OUI rate and the DV rate slightly higher this year than in past years.

V. BUSINESS ITEMS

1. **Authorization to Lieutenant – Sheriff Joel Merry**

Sheriff Merry reports that interviews for the position of Lieutenant took place on Thursday August 4th and resulted in the selection of (David) Brian Quinn for that role. Deputy Quinn left full time employment with the Sagadahoc S.O. last year when presented with the opportunity for advancement through Kennebec County S.O. Deputy Quinn remained on call with the Sagadahoc S.O. This new position will continue the development of Deputy Quinn, and the ongoing association with Sagadahoc County affords Deputy Quinn and the Department a narrow learning curve due to his familiarity with the department. Pending final completion of a background investigation, Sheriff Merry respectfully requests the authority to hire Deputy Quinn to the role of Lieutenant.

Upon **MOTION** by Commissioner Dawson and second by Vice-chair Grose, **the Commissioners unanimously authorized Sheriff Merry to hire Deputy Quinn to the position of Lieutenant pending the final completion of a background investigation.**

2. **Authorization to Hire Deputy EMA Director - Director Eric Sawyer**

The job posting for this position resulted in 23 applicants, 6 of which were interviewed, with two very capable individuals emerging as the top candidates. Director Sawyer respectfully requests the approval of the Commissioners to hire Sarah Hicks to this position. Ms. Hicks currently works for the Maine CDC, planning and coordinating emergency exercises. Ms. Hicks has taken the initiative to take NIMS classes on her own, showing her enthusiasm and desire to hit the ground running and succeed in this role.

Upon **MOTION** by Vice-chair Grose and second by Commissioner Dawson, **the Commissioners unanimously approved the hiring of Sarah Hicks to the position of Deputy EMA Director.**

3. **Authorization to Hire Communications Dispatcher – Director Brodie Hinckley**

Interviews for dispatching vacancies were held on Tuesday, August 2nd with four candidates moving forward in the process. One of the candidates, Cathy Roy has over 20 years of dispatch experience. Because Ms. Roy would be able to step in with minimal training, Director Hinckley recommends that she be hired to one of these positions, contingent upon successful completion of testing and background checks. The three remaining candidates will continue to move forward in the process to fill two additional positions. Testing for the remaining candidates, using the Criticall software is scheduled for Wednesday August 13th. Polygraphs are scheduled for August 30th and 31st. Director Hinckley hopes to have recommendations for one or both of the vacancies at the next Commissioners Meeting.

Upon **MOTION** by Commissioner Dawson and second by Vice-chair Grose, **the Commissioners unanimously authorized Director Hinckley to hire Cathy Roy to the position of Communications Dispatcher pending the completion of a polygraph and background investigation.**

4. **Authorization to Begin the Hiring Process for Part-time DA and Part-time EMA/Communications Administrative Positions**

Administrator Hile respectfully requests the Commissioners' authorization for each respective department to proceed with the hiring process for part-time administrative positions for the both the District Attorney's Office and the EMA and Communications Departments, funds for which are included in the FY 2016-17 budget. The position for Communications and EMA will be split between departments, 10 hours each department, each week.

Upon **MOTION** by Chair Crosby and second by Vice-chair Grose, **the Commissioners unanimously authorized initiating the hiring process for the part-time administrative positions for both the DA's Office and the Communications and EMA Departments.**

5. **Authorization to Execute a TAN**

Administrator Hile reported that the County's current cash flow projections indicate that there will be a slightly negative balance remaining in our accounts as of October

31st unless some localities pay their taxes early. Administrator Hile will reach out to the municipalities and is hopeful that some may be able to accommodate this request, as Richmond and Bowdoinham have both done in the past; however, there is no guarantee they will be able to do so this year. The Administrator along with the Finance Manager will be “fine tuning” this estimate in future weeks; however, as the Commissioners are not likely to meet again until September, and as the cash balance as currently projected is at best extremely marginal, Administrator Hile respectfully requests that the Commissioners once again authorize the initiation of 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 (as was the case in a previous year). 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 Commissioner Dawson and second by Vice-chair Grose, **the Commissioners unanimously authorized the initiation of the TAN process through Androscoggin Bank, in anticipation of the possibility of securing the note, if necessary.**

6. County Administrator’s Report – Available upon request

VI. COMMISSIONERS COMMENTS/ANNOUNCEMENTS

Chair Crosby voiced concern regarding using electronic means for Jail Authority meetings and email voting on issues as is in the Jail Authority’s by-laws. Commissioner Crosby reports that Coastal Counties has thoroughly researched the validity of email voting and has determined that electronic communication is illegal in a public meeting forum and can be easily challenged. Sheriff Merry stated that the TBRJ negotiating committee, with the advice of the attorney, supported the legality of a straight up or down vote, with no discussion, based on the recommendation of the negotiating committee.

VII. EXECUTIVE SESSION(S)

1. Request to enter into an executive session pursuant to Title 1, Chapter 13, Section 405, 6.D of the M.R.S.A. for the purpose of discussing labor negotiations.

Upon **MOTION** by Chair Crosby and second by Vice-chair Grose, **the Commissioners voted to go into executive session at 3:55 p.m. for the purpose of discussing labor relations.**

VIII. Adjournment

Upon **MOTION** by Commissioner Dawson and second by Vice-chair Grose, **the Commissioners voted by unanimous acclamation to adjourn the meeting at 3:35 p.m.**

Respectfully submitted,

Mary Kay Blatz, Assistant to the Administrator