



Sagadahoc County Commissioners Meeting Minutes

October 11, 2016

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, October 11, 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; Brodie Hinckley, Communications Director; Eric Sawyer, EMA Director; Mary Kay Blatz, Asst. to the Administrator

Guests: Rosemary Kulow, Maine County Commissioners Association;

I. Chair Crosby called the meeting to order and established the presence of a quorum at 3:02 p.m.

II. PUBLIC COMMENTS

Chair Crosby called for public comments. Rosemary Kulow, Executive Director, Maine County Commissioners Association, shared information about MCCA initiatives, including legislative matters they would like to undertake in the coming year. She also looked to the Commissioners for input on any additional legislative matters they would like the MCCA to address and invited them to the legislative development meeting on 10/12 in Augusta. Ms. Kulow apprised the Commissioners on the success of the MCCA *Convention of Maine Counties* that took place 9/30-10/2/2016 in Bangor and reported that the 2017 convention will take place in Waldo County at Point Lookout in Northport. In response to a question about the engagement of the current Legislature, Ms. Kulow reported that she spends three to five days a week at the State House and developing relationships with the Senate and House Representatives when the legislature is in session and that an upcoming challenge will be developing relationships with any newly elected Representatives and helping them to comprehensively understand the effect of legislation on the Counties.

III. CONSENT AGENDA

1. Approval of Minutes for September 8, 2016
2. September Financial Statements
3. Departmental Reports (Written)
4. Upcoming Meeting(s):
 - a.) Regular Meeting at 3:00 p.m. on Tuesday, November 8, 2016
 - b.) Meeting at 5:00 p.m. on Tuesday, October 25, 2016 IF NEEDED

Upon **MOTION** by Commissioner Dawson and second by Vice-chair Grose **the consent agenda was unanimously approved as presented.**

IV. DEPARTMENT REPORTS

1. **Sagadahoc County Board of Health** – Eric Sawyer, EMA Director for Sharon Bagalio

Director Sawyer reported that County Health Officer Sharon Bagalio has recently accepted a position in Portland and while she will remain active in her position on the BOH, she is unable to be at the meeting to present the report. In her stead, Director Sawyer reports that there have been several changes to the Maine CDC, but initiatives by the County BOH have kept public health in a good light in Sagadahoc. State changes include reduced funding to *Healthy Maine Partnerships*, our local Public Health resource, which has a trickle-down effect on local initiatives. Midcoast Hospital is still committed to local health and wellness, but programs may look very different moving forward. Recent focus by the Board includes routine outreach such as the *Public Health and You* broadcast on local television stations as well the Prescription Drug Discount cards made available through NACO which are distributed County wide. The board would also like for the Commissioners to review a letter from the Board outlining the pros and cons of the upcoming marijuana legislation, and will await approval before releasing it.

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

Sheriff Merry reports that September was a relatively quiet month with a late summer push on grant funded traffic initiatives including Speed and OUI enforcement. Lt. Quinn has embraced his role and has a full plate, focusing on setting goals and completing deputy evaluations, allowing Chief Strout and the Sheriff to focus on things that have been placed on hold. Sheriff Merry also reports that the number of inmates at Two Bridges Regional Jail is down slightly. Two alternative sentencing programs, one two day and one seven day, will take place at the end of October. A special Jail Authority meeting has been convened for October 12th.

Sheriff Merry also respectfully requested that the County Commissioners authorize him to requests bids for two budgeted Patrol vehicles for delivery early 2017. The process would include the trade in of the three vehicles with highest maintenance concerns.

Upon MOTION by Commissioner Dawson and second by Chair Crosby, the Commissioners unanimously authorized the Sheriff to solicit bids for two Patrol vehicles.

V. BUSINESS ITEMS

1. **Appointment of Board of Assessing Review Member**

The Administrator advised that Mr. Dan Shipley, who has been a member of the BAR since its inception, recently advised that he will be retiring in the very near future. As he expects to be traveling frequently, he feels he will not be available for future BAR meetings on a dependable basis. Mr. Shipley has therefore tendered his resignation, with a recommendation that this son Nathan (Nathaniel) T. Shipley be appointed to complete his term, which will end January 1, 2017. Like Dan, Nathan is a Maine Certified General Real Estate Appraiser, which is the highest level of appraisal licensure available in the state.

Upon MOTION by Commissioner Dawson and second by Vice-chair Grose, the Commissioners unanimously appointed Nathan Shipley to the Sagadahoc Board of Assessing Review to complete the term of Daniel Shipley.

2. **Probate Preservation Project**

Register of Probate Carolyn Bird wishes to continue her department's on-going record preservation project with Kofile Preservation, who has already preserved fifteen docket books for

Sagadahoc Probate since 2007. In this phase of the project, more two volumes of old Probate Court docket books (1960-1971) will be restored at a cost of \$3,894. These funds will be taken from the Probate Preservation account, which currently has a balance in excess of \$5,000. This money comes from a surcharge on filings which is mandated by statute to be used for the “restoration, storage and preservation of the records filed in the office of the register of probate and in Probate Court.”

Upon MOTION by Vice-chair Grose and second by Commissioner Dawson, the Commissioners unanimously approved the expenditure of \$3,894 from the Probate Preservation fund for the preservation of Probate Court docket books from 1960 - 1971.

3. 2016 Homeland Security Grant

Administrator Hile respectfully requested that the Commissioners approve acceptance of the funds made available through the 2016 Homeland Security Grant which is administered by the County for the benefit of all local public safety organizations. The \$65,563 grant is for the period of September 1, 2016 through August 31, 2019.

Upon MOTION by Vice-chair Grose and second by Commissioner Dawson, the Commissioners unanimously accepted \$65,563 in grant funding for the purpose of Homeland Security programs for all local public safety organizations.

4. Authorization to Begin Hiring Process for Communications Department

Communications Director Hinckley reported that Dispatcher Alicia Tingley has accepted a position at BIW and has tendered her resignation to the department creating an additional vacancy, in addition to the one current vacancy. As two individuals are nearing completion of their training, this will leave room for two additional individuals to enter into training positions. Director Hinckley made note that the trend in staffing is not unique to the County, and is most likely brought on by the stress of the job and hours worked, exacerbated by the current forced overtime situation. Director Hinckley respectfully requested the Commissioners’ authorization to commence the hiring process for two Communications Dispatchers.

Upon MOTION by Vice-chair Grose and second by Commissioner Dawson, the Commissioners unanimously approved Director Hinckley to begin the hiring process for two new Communications Dispatchers.

5. Dispatching Staffing Issues

The Administrator reported the following: As you are aware, the Communications Department has been extremely understaffed the past few months. This has necessitated that the staff work a significant number of overtime hours to ensure adequate coverage at all times. It should be noted that all of the dispatchers have stepped up and assumed the extra duties. For the most part, they have only been able to take time off for emergencies and, as a result, several individuals have time that will be lost unless used by December 31st: As the department will continue to be short-handed until such time as newly hired employees can be trained and allowed to work independently, it is unlikely that this time can be used in its entirety prior to the end of the year. Director Hinckley is respectfully requesting that, with the union’s approval, the Commissioners allow these individuals to carry forward any unused vacation as a one-time exception to the policy. Director Hinckley has not yet approached the union or the individuals with this proposal as he wanted to get the Commissioners’ approval before doing so. The Commissioners expressed concern as to whether granted such an exception would set a

precedent that could negatively influence current and future union negotiations. The Administrator will consult with the County's attorney and report back at the next meeting.

6. County Administrator's Report - Available for review upon request

Finance Manager's Hours

Commissioner Dawson asked for additional clarification concerning this arrangement. The Administrator advised that after five months in the position and successfully navigating us through the fiscal year-end audit, we are finding that Michael Leonard is a valued member of our Administrative team. We originally thought that this previously full-time position might be performed in a three-day work week but we are finding that four days is a more realistic vision. Mike is willing and able to work from home one day a week to make this part-time position more viable to both him and to the County. This will align with budgeted funds and will save the County money by keeping the position part-time without benefits. She noted that it is a win-win situation, and that it does not interfere with keeping the office open during regular business hours. It was also noted that many other department heads have – and frequently utilize – remote access.

VI. COMMISSIONERS COMMENTS/ANNOUNCEMENTS

Commissioner Dawson inquired as to the status of the County vehicles driven by Director Hinckley and Director Sawyer in that it was his understanding that the vehicles would be parked (within County limits) at the Fire Station in Topsham overnights, and that he had noticed on occasion that the EMA vehicle was not parked there. Director Sawyer noted that he has moved to Phippsburg and so has been parking at his home, which is within the County limits. He apologized for any confusion created by the miscommunication.

Chair Crosby reported that the Workforce Investment program has received a grant in the amount of \$110,000 for overhaul of the Maine Job Links website as well as \$1,000,000 for job training. The monies used for the website was well spent as it is now more user friendly and has not been updated in many years.

VII. EXECUTIVE SESSION(S)

1. No executive session has been requested.

VIII. Adjournment

Upon MOTION by Commissioner Dawson and second by Vice-chair Grose, the Commissioners voted by unanimous acclamation to adjourn the meeting at 4:25 p.m.

Respectfully submitted,

Mary Kay Blatz, Assistant to the Administrator