



Sagadahoc County Commissioners Meeting Minutes

November 8, 2016

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, November 8, 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; Sharon Hinckley, Human Resources Director; Mary Kay Blatz, Assistant to the Administrator.

I. Chair Crosby called the meeting to order and established the presence of a quorum at 3:00 p.m.

II. PUBLIC COMMENTS

There were no public comments.

III. CONSENT AGENDA

1. Approval of Minutes for October 11, 2016
2. October Financial Statements
3. Departmental Reports (Written)
4. Upcoming Meeting(s):
 - a.) Regular Meeting at 3:00 p.m. on Tuesday, December 13, 2016
 - b.) Meeting at 5:00 p.m. on Tuesday, November 22, 2016 IF NEEDED

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

IV. DEPARTMENT REPORTS

1. Meet the Staff: Sarah Hicks, Deputy EMA Director

Deputy Director Hicks reported that after two months she is settling into the position nicely. Her ten years working in Public Health has been helpful in making the transition successful and she is grateful for this opportunity to serve the County in this capacity. Deputy Director Hicks also reported that she recently returned from the IAEM (International Association of Emergency Management) conference in Savannah, GA where she attended various presentations and trainings ideas from which she is looking forward to working on and implementing, in cooperation with organizations across the County.

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

Sheriff Merry reported that the Bureau of Highway Safety awarded the Sagadahoc Sheriff the oversight of a RIDE (Regional Impaired Enforcement Team) grant. Sagadahoc Sheriff will work with representatives from Bath and Topsham to implement this grant. The Sheriff also reported that there have been only a few minor issues with the construction on the viaduct, mostly at high volume times when people are resistant to compliance with the lane merge pattern. In addition, he reported a rise in mental health crises and transports for psychological evaluations. The department has received a grant for CIT (Crisis Intervention Team) training and all Deputies have received training and work closely with NAMI Maine (National Alliance on Mental Illness) to ensure the safety of both citizens and officers.

The number of Sagadahoc inmates is down considerably at Two Bridges Regional Jail, from approximately 40-45 to 29. There are eight on home release or graduated sanctions and one pre-trial

inmate released on electronic monitoring. There are 69 inmates boarded from Kennebec and Oxford in addition to inmates from Waldo, which helps financially.

V. BUSINESS ITEMS

1. Update of the Communications Server

Communications Director Brodie Hinckley requested that the Commissioners appropriate funds that are currently in the “Communication’s Spillman Server” capital reserve account so that the purchase of the server can be made at this time. It is anticipated that a new server can be obtained for less than half the cost originally quoted by Spillman (the cost for data migration is fixed at \$19,600). Noted in Director Hinckley’s memorandum, the new server will enable the department to take advantage of numerous features offered by the Spillman software, as well as eliminate some of the costs that would be incurred were the current server be retained. The current server has been in service since 2009 and is UNIX based, which Spillman will no longer be supporting, and which has created issues with updates. The new server will be Windows based and will create a virtualized system so that if it goes down it can be back up and running in approximately 5 minutes. Director Hinckley respectfully requested that the Commissioners appropriate up to \$35,000 from the Spillman Server capital reserve fund and authorize the purchase of the new server and data migration.

Upon MOTION by Vice-chair Grose and second by Commissioner Dawson, the Commissioners unanimously approved the appropriation of up to \$35,000 from the Spillman Server Reserve Fund to fund a new Communications server and the associated data conversion.

2. Dispatch Staffing Issues

The County Administrator presented the following summary: As reported last month, the Communications Department has been extremely understaffed over 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; however, there is the possibility that three individuals having unused vacation time will lose that benefit on December 31st unless action is taken. 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 problematic as to whether all of this time can be used prior to year’s end. It was thus requested that, with the Union’s concurrence, a one-time be granted to allow these individuals to carry their excess unused vacation hours forward into 2017. As directed by the Commissioners, the Administrator has consulted Attorney Rick Hornbeck concerning this matter. He advises that there is no problem with us doing so, and that it is a one-time exception under very specific circumstances will not influence current or future union negotiations with any department. The Commissioners’ consideration is respectfully requested for a one-time exception be granted for the carry-over of vacation time in this very specific set of circumstances.

Upon MOTION by Commissioner Dawson and second by Vice-chair Grose, the Commissioners unanimously approved that the three Communications Dispatchers be allowed to carry their unused vacation into the next calendar year for this one time.

3. Certificate of Appreciation

As Mr. Daniel Shipley has recently stepped down after years of service to the Board of Assessing Review, Administrator Hile respectfully requested that the Commissioners issue a Certificate of Appreciation to Mr. Shipley in recognition of his service to the residents of the County.

Upon MOTION by Commissioner Dawson and second by Vice-chair Grose, the Commissioners unanimously approved the issuance of a Certificate of Appreciation to Mr. Daniel Shipley for his service to the Sagadahoc County Board of Assessing Review.

4. Spirit of America Awards

The Administrator noted that, as in years past, the County Commissioners have been granted the option of selecting a Spirit of America Award recipient for those towns in the County that have not recommended any individuals. This year there are two communities for which that is true. She then presented the following recommendations:

- a. Topsham – Michael Whitney, Chair of the County BAC

Mr. Whitney would be an excellent candidate, not only for his efforts on behalf of the County but also on behalf of the Town (Chair of the Topsham Finance Committee, etc.).

- b. Arrowsic – Jeremy Blailock

Mr. Blailock has recently retired from the position of Animal Control Officer and has also served Arrowsic as a member of the Arrowsic Scholarship Committee and as a first responder for the Township. His nomination was unanimously recommended by the Arrowsic Board of Selectmen.

The Administrator further advised that the Spirit of America Awards (which usually take place before the December Commissioners’ Meeting) are scheduled to take place on Wednesday, December 21st at 10:00 a.m., due to the use of the Courtroom and Jury Room by the Superior Court in December resulting in limited availability of that space. The awards will be followed at 11:30 a.m. by the Elected Officials Swearing-In Ceremony. It is with this information that Administrator Hile respectfully requested that the Commissioners consider nominating these individuals for a 2016 Spirit of America Award for exceptional volunteerism.

Upon MOTION by Vice-chair Grose and second by Commissioner Dawson, the Commissioners unanimously approved the nomination of Michael Whitney of Topsham and Jeremy Blailock of Arrowsic for a 2016 Spirit of America Award.

5. Holiday Schedule

Administrator Hile presented the following 2017 Holiday Schedule for the Commissioners’ consideration and approval:

Jan 02	New Year's Day Observed	Sep 4	Labor Day
Jan 16	M L King Day	Oct 9	Columbus Day
Feb 20	Presidents’ Day	Nov 10	Veterans’ Day Observed
Apr 17	Patriots’ Day	Nov 23	Thanksgiving Day
May 29	Memorial Day	Nov 24	Thanksgiving Friday
Jul 04	Independence Day	Dec 25	Christmas

Upon MOTION by Commissioner Dawson and second by Vice Chair Grose, the Commissioners unanimously approved the 2017 Holiday Schedule as presented.

6. County Administrator’s Report - Available upon request

7. Other

- a.) Status of Woolwich Tax Payment

The Town of Woolwich was 3 days late in delivering their tax payment, resulting in an interest charge of \$265. The Town has requested a waiver of the interest charge. The Administrator advised that this is not the first time that Woolwich has delivered their payment after the due date and they have paid the interest in the past. State statute mandates that “Interest shall accrue on all unpaid balances of the county tax that are then due, beginning on the 60th day after the date for payment...”

and there is no provision for granting a waiver. The Commissioners discussed the matter at length and concluded that they could not legally grant the waiver.

Upon **MOTION** by Vice Chair Grose and second by Commissioner Dawson, **the Commissioners unanimously agreed that the late fee charged to the Town of Woolwich could not be waived.**

b. Opportunity for Vision Insurance Offering

The Administrative staff has found that Maine Municipal Employee Health Trust (the County dental insurance provider) offers an affordable vision plan.. The plan would be set up the same way that our current dental plan is set up, with 100% of the cost carried by the employee. As there would be no cost to the County, and as some employees have expressed interest, Administrator Hile respectfully requested the Commissioners' consideration of offering vision insurance through MMEHT.

Upon **MOTION** by Vice Chair Grose and second by Commissioner Dawson, **the Commissioners unanimously approved offering vision insurance through MMEHT beginning January 1, 2017, with the cost to be carried directly by participating employees.**

VI. EXECUTIVE SESSION(S)

Administrator Hile respectfully requested to enter into an executive session pursuant to Title 1, Chapter 13, Section 405, 6.A of the M.R.S.A. for the purpose of discussing personnel matters

Upon **MOTION** by Vice-chair Grose and second by Commissioner Dawson, **the Commissioners unanimously voted by to enter into an executive session at 3:35 p.m.**

The Commissioners left executive session at 3:58 p.m.

Upon **MOTION** by Commissioner Dawson and second by Vice-chair Grose, **the Commissioners voted to authorize the Administrator to begin the hiring process for an EMA director.**

VII. ADJOURNMENT

Upon **MOTION** by Commissioner Dawson and second by Vice-chair Grose, **the Commissioners voted by unanimous acclamation to adjourn the meeting at 3:59 p.m.**

Respectfully submitted,

Mary Kay Blatz, Assistant to the Administrator