

Sagadahoc County Commissioners
Meeting Minutes
Tuesday, December 13, 2016

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 pm Tuesday, December 13, 2016, in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

Present: Chair Charles Crosby III; Vice Chair Carol Grose; Commissioner Max Dawson; County Administrator Pamela Hile; Register of Probate, Carolyn Bird; Lieutenant Brian Quinn; HR Director, Sharon Hinckley; Finance Manager, Michael Leonard; Communications Director Brodie Hinckley; Asst. to Administrator, Mary Kay Blatz.
Guests: David Hennessy, Budget Advisory Committee; Tim Gill, RKO

- I. Chair Crosby called the meeting to order at 3:00 p.m. and established the presence of a quorum.
- II. FY 2015-2016 Audit Report – Tim Gill – RKO
Tim Gill from RKO presented the 2015-16 Audit Report to the Commissioners. He advised that the outcome was very successful, and noted that only one journal entry and one minor recommendation were made.
- III. There were no public comments.
- IV. Consent Agenda:
 1. Approval of Minutes for November 6, 2016
 2. November Financial Statements
 3. Departmental Reports (Written)
 3. Upcoming Meeting(s):
 - a.) Regular Meeting at 3:00 p.m. on Tuesday, January 10, 2017
 - b.) Meeting at 5:00 p.m. on Tuesday, December 20, 2016 if needed

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

V. Department Reports
Probate – Register Carolyn Bird

Register Bird reported that there have been positive happenings in Probate since last meeting with the Commissioners. They have moved the Probate Court Proceedings to the 3rd floor Jury Room, which has been available for their use about 33-50% of the time. The department has moved to the digital recording their proceedings and they are continuing to convert their records and make them available online. They are also working with their software provider to develop a cost-effective and efficient system to assist with this process.

Sheriff's Office – Lt. Brian Quinn

Lt. Quinn reported that the number of Sagadahoc inmates at Two Bridges Regional Jail continues to decline with more individuals on graduated sanctions, home release and/or electronic monitoring. Sheriff's Office activities through November have been typical.

VI. Business Items

1. Authorization to Purchase Cruisers

The Administrator presented the following summary: The FY 2016-17 budget includes allocations for the acquisition and outfitting of three new vehicles for the Sheriff's Department, for which the department recently solicited bids for two of the vehicles:

1. An AWD utility vehicle, which will be used by one of the detectives and which must be able to accommodate cargo for crime scene processing; and
2. A sedan for Sheriff Merry.

The bids for these vehicles came in as follows:

1. Utility: 2017 Dodge Police Durango V6 AWD \$27,617-\$2,000 = \$25,617 (*Newcastle*)
2. Sedan: 2017 Dodge Charger V6 \$22,030-\$3,000 = \$19,030 (*Newcastle*)

Although the Sheriff does not as yet have any estimates for the set-up costs, both vehicles are unmarked, which should save in excess of \$1,000.

Administrator Hile respectfully requested that the Commissioners of these vehicles from Newcastle for a total cost of \$44,647. She also advised that the Sheriff would like to leave open the option to reassess the condition and status of remaining vehicle to be replaced closer to the end of the fiscal year to determine if replacement should be postponed until the following year.

Upon motion by Commissioner Dawson and second by Vice- chair Grose, the Commissioners authorized the purchase of two new cruisers from Newcastle for a total of \$44,647.

2. Appointment of MCCA and Risk Pool Representative and Proxy for 2017

The MCCA by-laws require that Counties provide notice of their nominees to the Board of Directors at least two weeks before the annual meeting in January. Commissioner Dawson nominated Chair Crosby to sit as representative to the MCCA and Risk Pool Boards of Directors for the coming year with the reappointment of the County Administrator to serve as the alternate/proxy for both Boards.

Upon motion by Commissioner Dawson and second by Commissioner Grouse, the Board voted unanimously to appoint Chair Crosby to serve as representative to the MCCA and Risk Pool Boards and to reappoint the County Administrator to serve as alternate/proxy to both boards.

3. Appointment of Members to the Board of Assessing Review

The terms of the following members of the Sagadahoc County Board of Assessing Review will expire on January 1st, 2017:

- Juanita Wilson-Hennessey
- Nathan Shipley
- Marie Varian (alternate)

All individuals have agreed to accept reappointment for a three year term if it is the wish of the Commissioners. Administrator Hile respectfully requests the Commissioners' consideration of this matter.

Upon **motion** by Vice- chair Grose and second by Commissioner Dawson, the Commissioners voted **unanimously to reappoint Juanita Wilson-Hennessey and Nathan Shipley to serve on the Board of Assessing Review and to reappoint Marie Varian to serve as alternate..**

4. Appointment of Members to the Jail Authority

The terms of Members of the Board of the Two Bridges Jail Authority will expire on December 31, 2016 for the following individuals:

- Todd McPhee
- Brett Strout
- Mark Waltz
- Joel Merry

While Mr. McPhee, Chief Deputy Strout and Sheriff Merry have agreed to accept reappointment to a three year term, we are still awaiting a response from Cmd. Waltz. Administrator Hile respectfully requests that the Commissioners reappoint these individuals to a three-year term, with Cmd. Waltz's appointment contingent upon his acceptance.

Upon **motion** by Commissioner Dawson and second by Vice- chair Grose, the Commissioners voted **unanimously to reappoint Todd McPhee, Brett Strout and Joel Merry to serve on the Board the Two Bridges Jail Authority and to reappoint Mark Waltz to serve on the board upon his acceptance.**

County Administrator's Report – Available for review upon request.

VII. Executive Session(s)

1. Request 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 voted **unanimously enter into 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 at 3:40 p.m..**

The Commissioners left executive session at 4:15 p.m.

Upon **motion** by Commissioner Dawson and second by Chair Crosby, the Commissioners voted **unanimously to approve changing the position of Accounting Clerk to Bookkeeper, to approve the associated job description, and to set the hourly rate to \$19.36, effective 12/18/2016.**

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

Upon **motion** by Commissioner Dawson and second by Vice-chair Grose, the Commissioners voted **unanimously enter into executive session pursuant to Title 1, Chapter 13, Section 405, 6.,D of the M.R.S.A. for the purpose of discussing union negotiations at 4:14 p.m..**

The Commissioners left executive session at 5:15 p.m.

VIII. Adjournment

Upon **motion** by Commissioner Dawson and second by Vice- chair Grose, the Board voted by **unanimous acclamation to adjourn the meeting at 5:15 p.m.**

Respectfully Submitted,

Mary Kay Blatz, Assistant to the Administrator