

**County of Sagadahoc Commissioners**  
***Meeting Minutes***  
***May 13, 2014***

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, May 13, 2014 in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

Present: Chair Max Dawson, Vice Chair Charles Crosby, III, Commissioner Carol Grose, County Administrator Pamela Hile, EMA Director Eric Sawyer, MCCA Director Rosemary Kulow, Sheriff Joel Merry, Deputy Administrator Robin Dayton.

**Call to Order**

Commissioner Chair Dawson called the meeting to order at 3:05 p.m. and established the presence of a quorum.

Public Comments: None.

**Consent Agenda**

1. Approval of Minutes for April 8, 2014
2. Approval of Warrants
3. April 2014 Financial Statements
4. Departmental Reports (Written)
5. Upcoming Meeting(s):
  - a.) Regular Meeting at 5:00 p.m. on Tuesday, May 27, 2014 (ONLY IF NEEDED)
  - b.) Regular Meeting at 3:00 p.m. on Tuesday, June 10, 2014

Upon <b>motion</b> by Vice Chair Crosby, second by Commissioner Grose, the <b>Consent Agenda was approved</b> as amended.
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**Department Reports** (Presentations)

1. EMA Director – Eric Sawyer

The new Sagadahoc County Emergency Management Director Eric Sawyer provided his first monthly report to the Board of Commissioners. Director Sawyer reported that he is quickly moving forward to establish strong working relationships with several agencies in the County and working closely with the Board of Health. Director Sawyer discussed possible federal Homeland Security grants that may be available to assist with the replacement of laptops. He also reported that the Code Red system worked correctly when it was put to use last week in Richmond. Eric received a warm welcome from all of the Commissioners and he expressed great enthusiasm for the opportunity to work for the citizens of Sagadahoc County.

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## 2. Sheriff's Department – Joel Merry

Sheriff Joel Merry provided his monthly activity packet to the Commissioners. Calls for service have been down this past month. The County's current sentenced inmate population is 13. Three were cleared for the work release / home monitoring program but 2 were revoked due to drug activity. The Home Monitoring program includes random drug testing and inspections. If results are positive, the Probation Officer has the discretion to place charges against the inmate. Sheriff Merry discussed the possibility of regional VOA pre-trial contracts with Ryan Thornell, Executive Director of the State Board of Corrections, and Mark Westrum Correctional Administrator of the Two Bridges Regional Jail. Administrators are looking at all options regarding the costs to run our county jails. The Sheriff also reported that Two Bridges Regional Jail is considering buying our 12 passenger van. This is a 2003 van with low mileage and in good shape. We use the van approximately one day a month. The Commissioners suggested that we put this matter on hold for the time being.

### Business Items

#### 1. Discussion of BAC Recommendations for FY 2014

Administrator Hile provided the recommendations of the Budget Advisory Committee regarding the FY 2014-15 Budget. The Commissioners reviewed and discussed each item and the following actions resulted:

a) *BAC recommends that the County discontinue funding Time and Tide.*

The Commissioners discussed this at length before finally deciding on a vote of 2 to 1 to continue funding for one more year; however, Time and Tide will be notified that the Board expects significant results and that they will be requested to appear before the Commissioners in the fall to demonstrate progress and value.

Upon **motion** by Chair Dawson, second by Vice Chair Crosby, the Board **voted by majority 2 to 1 to fund Time and Tide for one more year.**

b) *BAC requests replacement of the elected County Treasurer with an appointed Treasurer.*

The Commissioners voted unanimously to put this item on the ballot in November. Should it pass, it will become effective January 1, 2015. Should it fail, whoever is elected to the position at the same election will take office on January 1<sup>st</sup>. Chair Dawson reminded the Board that this item will not impact the current year budget.

Upon **motion** by Vice Chair Crosby, second by Chair Dawson, the Board **unanimously approved a referendum question be placed on the November 4, 2014 ballot to consider replacing the position of elected county treasurer with an appointed county treasurer.**

- c) *The BAC requests to attend the auditor's presentation for the fiscal year ending June 30, 2014.*

The Board of Commissioners agreed and noted that the auditor's presentation is made in open public meeting.

- d) *The BAC supports the study of potential options/incentives to reduce the cost of health care.*

The Commissioners agreed and directed the staff to present a report of findings and recommendations no later than December 9, 2014.

- e) *The BAC requests the projection of payouts for unfunded liability for the next five years.*

The Board of Commissioners agreed and instructed the staff to provide such information, based on probable retirement dates of current employees and maximum allowed accrual of leave time. Staff will also research the percentage of unfunded liability kept in reserve by other Counties.

- f) *The BAC recommends that the County explore the procedures for/value of adopting a Charter.*

The Board of Commissioners agreed and will hold a meeting this summer with the BAC to discuss the charter process as well as the costs and benefits of a County Charter.

## 2. Appointments to the Board of Health

Upon **motion** by Commissioner Grose, second by Vice Chair Crosby, the Board **unanimously appointed Dr. Nicholas Armellino as the Dentistry Representative to the Sagadahoc County Board of Health.**

Upon **motion** by Commissioner Grose, second by Vice Chair Crosby, the Board **unanimously appointed EMA Director Eric Sawyer, to serve as an Ex Officio member to the Sagadahoc County Board of Health.**

## 3. Letter and Certificate of Appreciation to David Lewis

Upon **motion** by Chair Dawson, second by Commissioner Grose, the Board **unanimously issued a "Certificate of Appreciation" to Mr. David Lewis for his outstanding service as Interim EMA Director from June 2013 to April 2014.**

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

Administrator Hile highlighted several items. The Jail Bond will be presented to the Jail Authority for refinancing tomorrow, May 14, 2014. Municipal managers and the administrator of Sagadahoc County continue to meet to discuss combining services such as General Assistance and to discuss joint contracting opportunities. The County phone system server was successfully upgraded May 12, 2014 to replace the old Windows XP operating system. The Administration continues to explore all options to fix the broken Court House weather vane. Administrator Hile also encouraged the Commissioners to visit the 911 Communications Center as the installation of the HVAC unit and ergonomic desks are now complete.

5. Other

Two additional items were brought to the Board. The Office of Probate received a letter of resignation on Monday from the part-time Office Assistant. The Probate Register requested approval to advertise the vacancy immediately.

Upon **motion** by Chair Dawson and second by Commissioner Grose, the Board **unanimously approved advertising the recently vacancy in the Office of Probate.**

The cost of propane bids were received and are very close in price. The Administrator requested approval to lock in the least expensive bid price for the County. During this discussion Chair Dawson requested that staff ensure that our propane tanks are inspected.

Upon **motion** by Chair Dawson and second by Vice Chair Crosby, the Board **unanimously authorized the Administrator to negotiate and lock in a contract for propane for the coming year.**

**Commissioners Comments/Announcements**

1. FY 2014 – 15 Budget Questions – Chair Dawson

Chair Dawson referenced the change the rate for mileage reimbursement to match the state rate of .44 cents per mile and requested that the budget be reduced to reflect this change. Departments Heads will also be encouraged to use the County Vehicle for business travel. Vice Chair Crosby questioned how gasoline is purchased. The Sheriff described that the patrol deputies use the Maine DOT pumps which track our costs and provide the cheapest rate (currently at \$3.05 a gallon). As an alternate method when necessary, deputies are issued a WEX card in remote areas. The WEX card automatically reimburses federal and state tax charges.

Chair Dawson also clarified that the civil budget is flat funded. The part-time civil supervisor position does not receive benefits such as vacation pay.

## ***NOTICE OF PUBLIC MEETING***

County of Sagadahoc Commissioners

Mr. Max Dawson, Chair

Mr. Charles Crosby, III, Vice Chair

Ms. Carol Grose

A regular meeting of the Sagadahoc County Commissioners will be held at 3:00 p.m. on Tuesday, June 10, 2014 in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

### **TENTATIVE AGENDA**

Consideration of:

- I. Call to Order and Establishment of Quorum (3 p.m.)
- II. Public Comments (3:01 p.m.)
- III. CONSENT AGENDA (3:05 p.m.)
  - 1. Approval of Minutes for May 13 and May 20, 2014
  - 2. Approval of Warrants
  - 3. May 2014 Financial Statements
  - 4. Departmental Reports (Written)
  - 5. Upcoming Meeting(s):
    - a.) Regular Meeting at 5:00 p.m. on Tuesday, June 24, 2014 (ONLY IF NEEDED)
    - b.) Regular Meeting at 3:00 p.m. on Tuesday, July 8, 2014
- IV. DEPARTMENT REPORTS (Presentations)
  1. Sheriff's Department – Joel Merry (3:08 p.m.)
- V. BUSINESS ITEMS (3:25 p.m.)
  - 1. Resolution No. 2014-1: A Resolution to Adopt the Annual Budget for the Fiscal Year Beginning July 1, 2014 and Ending June 30, 2015
  - 2. Agreement with MCOG for Administrative and Technical Services
  - 3. MOU with MCOG for Use of Office
  - 4. Appointments to the Board of Health
  - 5. Update: Weathervane/Roof Repairs
  - 6. Appointment of Part-Time Probate Clerk
  - 7. Transfer of Funds from Contingency to EMA
  - 8. County Administrator's Report
  - 9. Other
- VI. COMMISSIONERS COMMENTS/ANNOUNCEMENTS (4:00 p.m.)
  1. Workforce Investment – Commissioner Crosby
  2. Other

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VII. EXECUTIVE SESSION(S)  
None requested.

VIII. ADJOURNMENT

2. Other

Commissioner Grose gave words of praise for the Sheriff's Department handling the recovery of stolen items.

**Executive Session(S)**

None requested.

**Adjournment**

Upon **motion** by Vice Chair Crosby and second by Commissioner Grose the Board **agreed to adjourn at 4:40 p.m. by unanimous acclamation.**

Respectfully submitted

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Robin M. Dayton.

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