

Sagadahoc County Commissioners
Meeting Minutes
Tuesday, April 10, 2018

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 pm Tuesday, April 10, 2018 in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

Present: Chair Charles Crosby, III; Vice-chair Carol Grose; County Administrator Pamela Hile; Register of Probate Carolyn Bird; Sheriff Joel Merry; Chief Deputy Brett Strout; Assistant to the County Administrator, Mary Kay Blatz

Absent : Commissioner Rabyrne Hutton

I. Chair Crosby called the meeting to order at 3:01 p.m. and established the presence of a quorum.

II. Public Comments

There were no public comments.

III. Consent Agenda:

1. Approval of Minutes for March 16 (2), March 20, and March 22, 2018
2. Financial Statements for March 2018
3. Warrants
4. Departmental Reports (Written)
5. Upcoming Meeting(s):
 - a. Regular Meeting at 3:00 p.m. on Tuesday, May 8, 2018
 - b. Meeting at 5:00 p.m. on Tuesday, May 22, 2018 IF NEEDED
 - c. Joint Public Hearing on FY 2018-19 Budget at 6:00 p.m. on Tuesday, April 24, 2018

Upon motion by Chair Crosby, and second by Vice-chair Grose, the consent agenda was unanimously approved as presented.
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IV. Department Reports

1. Probate Department – Carolyn Bird, Register

Register Bird reported that it has continued to be busy in Probate and they are on track with a similar number of filings as in previous years, Year to date revenues have been up due in part to the Federal increase in the Passport fees, up ten dollars from \$25 to \$35. The department is excited about starting a preservation project that is made possible in part by the support of ICON, their online software company, who has adapted the software to support uploading digital PDF files of photographed images.

2. Sheriff's Department – Sheriff Joel Merry

Sheriff Merry reported that March has been busy. All active members of the department participated in joint Active Shooter Training at Brunswick Landing. Sheriff Merry also participated in an *Active Shooters in Schools/School Preparedness* Forum, which is highly relevant in consideration of current events around the country.

Sheriff Merry reviewed the high number of departmental vehicle incidents that have taken place over the past few months. He reported that this is an anomaly and something that the Department leadership has not seen in the past. Levels of damage to the vehicles vary from low to high, and the causes vary widely as well. Deputy Strout noted that Newcastle Chrysler reported that the Chargers have a tendency to have a higher level of damage due to their lower ride profile. The County is phasing out the use of Chargers and moving to replace those vehicles with SUVs as the vehicles are replaced.

Sheriff Merry reported that the Sagadahoc County population at TBRJ (Two Bridges Regional Jail) is up slightly at 32, and two individuals are on home monitoring. The jail population is 167 and staffing continues to be a challenge. Administrator Hile apprised the Commissioners of the current status of the legislation concerning the jail funding, Criminal Justice has recommended to Appropriations \$15.2 million to the Jail Operations Fund for next year, and an additional \$3 million to be determined based on special needs. They also asked that \$1.7 be carved out of the \$15.2 million to be used as a direct payout for community corrections. Currently in discussion is 1.) who will determine *special needs*, and 2.) should the \$3 million be in addition to the \$15.2 million, or included in that amount, making the appropriation funding actually \$12.2 million; but all of this may be irrelevant, as there is no monies appropriated in the proposed budget at this time.

V. Business Items

1. Request to Use Preservations Funds – Carolyn Bird

The Probate Department has been working to offer all files to the public online, and those from 1981 through the present are now available. These files can be searched by name or docket number and then within each file the entries are labeled and viewable. Files prior to 1981 have been indexed online by name only and the contents are not available. The Department lacks the resources and equipment to scan the older records; however, they have devised an economical plan to digitally photograph each individual document contained in the 6,000 files with an iPad, an iPad stand and a scanning application (like Pro Scan 7). The PDF images would then be uploaded into the online system (ICON). The estimated cost for the equipment/software is approximately \$1,000-\$1,200. Register Bird demonstrated the fragility of the antique documents and the reason that they cannot be scanned using a typical office scanner.

Administrator Hile respectfully requested that the Commissioners authorize the purchase of these items from the Probate Court's Preservation Account, which currently has a balance in excess of \$2,500. (Note: Under 18-A MRSA §1-607(3), the \$10 surcharge that is collect for most filings must be segregated in a separate account that must be used only for the preservation of the records filed in Probate Court.)

<p>Upon motion by Vice-chair Grose and second by Chair Crosby, the Commissioners voted unanimously to authorize the purchase of an iPad, a stand, and an app at the cost not to exceed \$1,200, with funds to be taken from the Probate Court Preservation Account.</p>

2. Administrator Hile updated the Board to the status of the “new” Conference Room:

- a. Shelving/Books – Oxford County took a few of the smaller wall shelves and some empty plastic book binders. The Sheriff's Department took one of the free-standing units, and several departments took empty binders. The remaining books were brought to the West Bath Recycling Center. The remaining shelving units have been advertised for sale, with bids due by April 12th.

- b. Door – A door is scheduled to be installed between the Deeds Office and the Conference room the weekend of April 14th. This will involve narrowing the existing aperture followed by staff/inmates sanding, painting and finishing. (Estimated cost < \$500.)
- c. Painting – Inmates are scheduled to complete patching and painting the walls and trim in the Conference room by the end of this week (4/6). As we had quite a bit of paint on hand, the cost for supplies was minimal.
- d. Miscellaneous – Once the shelves are removed from the room the carpets will be cleaned, and the two doors in the room keyed. We continue to explore options for the thermostat, with the least expensive costing around \$400; however, this is not something that needs to be done immediately.

Chair Crosby informed the Board that he has an oak wall display case that he would like to donate to the County for use in the new conference room.

3. Training

a. Harassment

In response to recent internal questions, along with widely publicized national incidents, we have scheduled Harassment Training for County staff. This will not only cover sexual harassment, but other forms of harassment such as racial, religious, etc. This training will be presented by Linda McGill of Bernstein Shur on Friday April 13, 2018 from 8:30 a.m. to 10:30 a.m., and again on Thursday, May 10, 2018 from 3:00 p.m. to 5:00 p.m. (both sessions in the Jury Room). Attendance is mandatory for all County employees and it is hoped that elected officials will also attend, as 1.) they set the standards for their departments/County staff, and 2.) the completion of annual sexual harassment training is mandatory and this will satisfy that requirement.

b. EMA – ICS 402, Incident Command System for Executives

The purpose of this course is to provide an orientation to the Incident Command System for elected and senior officials. This training is mandatory to ensure NIMS (National Incident Management System) compliance for those officials with policy responsibilities. It will be held in the Jury Room on Tuesday, May 1, 2018 from 6 p.m. to 8 p.m., and is open to officials from all of our localities. If you have not previously taken this training and are able to attend, please advise no later than April 26th.

4. County Administrator's Report – Full report available for review upon request

Administrator Hile advised that the Budget Advisory Committee met on Thursday, March 5th and reviewed the entire proposed FY 2018-19 budget. They have only one recommendation which is not to fund *Time and Tide*. A suggestion was made by a member of the Committee to check with other Counties to see what their relationship is with the organization, and if they will be funding them. Commissioner Crosby stated that we may wish to fund the organization through this upcoming fiscal year, allowing them to get back on track. Administrator Hile will discretely inquire as to the level of commitment of other counties to the organization. The public hearing for the Budget Advisory Committee is scheduled Tuesday 4/24 at 6:00 p.m.

Administrator Hile informed the Board that the bidding process has been opened for the parking lot lighting project and there is a mandatory pre-bid conference for all

interested bidders. In the interest of time and expediency, Administrator Hile respectfully requested that the Commissioners allow a bid to be awarded under the conditions that 1.) it is to the low bidder, and 2.) the bid comes in within the budgeted amount of \$16,500. Chair Crosby suggested that Administrator Hile call Board members with the results of the bidding, for a verbal authorization to move the project forward, with the authorization to be formalized at the May Commissioners' Meeting.

VI. Adjournment

Upon motion by Chair Crosby second by Vice-Chair Grose, the Board voted by unanimous acclamation to adjourn the meeting at 4:11 p.m.
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Respectfully Submitted,

Mary Kay Blatz, Assistant to the Administrator