

***Sagadahoc County Commissioners
Meeting Minutes
Tuesday, June 12, 2018***

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 pm Tuesday, June 12, 2018 in the Commissioners' Conference Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

Present: Chair Charles Crosby, III; Vice-chair Carol Grose; Commissioner Rabyrne Hutton; County Administrator Pamela Hile; Chief Deputy Brett Strout; EMA Director Sarah Bennett; Human Resources Director Sharon Hinckley; Assistant to the County Administrator, Mary Kay Blatz

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 May 8, 2018
2. Financial Statements for May 2018
3. Warrants
4. Departmental Reports (Written)
5. Upcoming Meeting(s):
 - a. Regular Meeting at 3:00 p.m. on Tuesday, July 10, 2018
 - b. Meeting at 5:00 p.m. on Tuesday, June 24, 2018 IF NEEDED

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. Sheriff's Department/Two Bridges Regional Jail – Chief Deputy Brett Strout

Chief Deputy Strout reported that the Sagadahoc County population at TBRJ is up slightly at 38, with a combined population of 152. There has been a large increase in pre-sentence inmates, most of which are probation violations.

Chief Deputy Strout presented the monthly activity report including the agency assist list and traffic violations, which included grant enforcement initiatives such as Click-it-or-Ticket, OUI Ride and Distracted Driving. Chief Deputy Strout also shared a report outlining the steps taken by the Sheriff following a number of recent vehicle accidents. Accident reports were reviewed by the County Safety Committee and by an outside agency police committee, both of which gave additional input and feedback on each of the incidents. Outcomes included that some incidents were no-fault, some had mitigating circumstances that resulted in unavoidable accidents, while others had issues that needed to be addressed. Corrective actions, as identified, are in process. One of the accidents has resulting in a pending tort claim suit that is being handled by the Risk Pool and which is unlikely to have merit. The Chief Deputy relayed to the Commissioners that

the Sheriff is working to take proactive steps to reduce the likelihood of such occurrences in the future.

V. Business Items

1. Authorization to Begin Hiring Process for Programs Deputy/Approval of Job Description

As the FY 2018-19 budget includes funding for a full-time Programs Deputy, Administrator Hile respectfully requested that the Commissioners authorize the Sheriff to begin the hiring process for this position. Chief Deputy Strout reported that the Sheriff would like to begin the advertising process at the beginning of July.

Upon **motion** by Commissioner Hutton and second by Vice-chair Grose, the Commissioners **voted unanimously to authorize the Sheriff to begin the hiring process for the position of full-time Programs Deputy.**

Administrator Hile also noted that this is a new position and respectfully requested that the Commissioners approve the official job description.

Upon **motion** by Vice-chair Grose and second by Commissioner Hutton, the Commissioners **voted unanimously to approve the Programs Deputy job description.**

2. Reassignment of Homeland Security Grant Projects

Administrator Hile advised that, as outlined in the memorandum from EMA Director Sarah Bennett, the approved 2015 Homeland Security Grant included \$24,000 in funding for the required law enforcement component of the grant (specifically, the purchase of a search/rescue boat for Richmond). Due to some delays at the state level, it is requested that boat project be moved up to the coming HLSG cycle, and that a municipal ballistics equipment project, also satisfying the law enforcement component and planned for inclusion in FY 2019, be substituted. By switching these projects, we will not lose any of the 2015 funds and, as with all HLSGs, there is no cost to the County. Administrator Hile thus respectfully requested that the Commissioners approve modification of the approved FY 2015 Homeland Security Grant to reflect this change.

Upon **motion** by Commissioner Hutton and second by Vice-chair Grose, the Commissioners **voted unanimously to accept the reassignment of the Homeland Security grant funding as outlined.**

3. Authorization to Hire a Finance Manager

Administrator Hile informed the Board that a total of 22 applications were received for this position, from which 7 candidates were selected. Two individuals subsequently withdrew from consideration, and 5 were interviewed on Monday, June 4, 2018 by a four-person interview panel. Although three of the candidates possessed many of the skills and experience required for this role, one applicant clearly and unanimously rose to the top. Ms. Jillian Flaherty received her BS from Northeastern University and her MS in Accounting from Southern New Hampshire University. Jill worked for a non-profit in Boston for a number of years, during which time she was promoted twice and performed many of the same functions she will be tasked with at the County. Since her return to Maine (she currently resides in Phippsburg), she has been employed as a financial analyst at Midcoast Federal Credit Union. Ms. Flaherty has successfully passed a background check. In consideration of this information, Administrator Hile respectfully requested that the

Commissioners authorize the hiring of Jillian Flaherty to the position of Finance Manager at a base salary of \$60,000, with the 3% COLA deferred until after the successful completion of a six-month probationary period. This is a slight increase from the budgeted ~\$59,000 for the position, but Ms. Flaherty is a highly qualified individual who will be taking a pay reduction in accepting this position. There is adequate money included in the administrative departmental budget to absorb this increase.

The board discussed an increase in the pay for this position, weighing offering the budgeted salary vs. the amount requested by the candidate, and the possibility that the candidate might decline the position. Administrator Hile informed the Board that based on our salary survey and surveys from other counties, \$60,000 is within the range that other counties are paying for this position. Commissioner Hutton suggested that we increase the salary with the knowledge that we are hiring an excellent candidate. If turns out that she is not a good match for the position, there is a probationary period where either the County or Ms. Flaherty can discontinue the relationship. Vice-chair Grose inquired as to if Ms. Flaherty will be able to do the work that Lee Smith does in the budgeting process. Administrator Hile stated that this is a possibility in the future, but the value that Lee adds to the budget process would have to be considered at that time.

Upon **motion** by Commissioner Hutton and second by Chair Crosby, the Commissioners **voted 2 to 1 to authorize the hiring of Jillian Flaherty to the position of Finance Manager and increase starting salary to \$60,000 with a 3% COLA upon the successful completion of the six-month probationary period. Yes: Chair Crosby and Commissioner Hutton. No: Vice-chair Grose.**

4. Consideration of Resolution 2018-3: Adoption of FY 2018-19 Budget

Administrator Hile respectfully presented for consideration by the Board, Resolution No. 2018-3 which adopts the proposed budget for FY 2018-19; appropriates the money to fund said budget; sets forth the tax levy for each of the communities; sets the amount of the unassigned fund balance that is to be used to offset the tax levy; designates those funds to be carried forward from the FY 2018-19 budget; and appropriates various reserve funds for use as needed during the upcoming fiscal year.

Upon **motion** by Vice-chair Grose and second by Commissioner Hutton, the Commissioners **voted unanimously adopt Resolution No. 2018-3, adopting the proposed budget for FY 2019.**

5. Agreement with MCEDD for Administrative and Technical Services

Administrator Hile offered for review and consideration the proposed agreement between Sagadahoc County and the Midcoast Economic Development District to provide services for the County's Office of Economic and Community Development. Specifically, this contract allows for the provision of services to all County localities during the period of July 1, 2018 through June 30, 2019 and sets forth the scope of the services to be provided; the amount of compensation; reporting requirements; and various related items. Administrator Hile respectfully requested that the Commissioners authorize the County Administrator to execute this agreement.

Upon **motion** by Vice-chair Grose and second by Commissioner Hutton, the Commissioners **voted unanimously to authorize Administrator Hile to execute the agreement between Sagadahoc County and the Midcoast Economic Development District.**

6. Memorandum of Understanding for Auditing Services

Administrator Hile presented for the Commissioners review and consideration a Letter of Engagement between Sagadahoc County and Runyon Kersteen Ouellette to undertake auditing services for the fiscal year ending June 30, 2018. The maximum cost, not to exceed \$15,500, has increased by \$200 over the previous year due to anticipated GASB reporting requirements. Administrator Hile respectfully requested that the Commissioners authorize execution of the letter of engagement between Sagadahoc County and RKO for auditing services for the FY 2017-2018 audit.

Upon **motion** by Vice-chair Grose and second by Commissioner Hutton, the Commissioners **voted unanimously to authorize Administrator Hile and Chair Crosby to execute the letter of engagement between Sagadahoc County and RKO for auditing services for FY 2017-2018.**

7. Update on Parking Lot Project

Administrator Hile updated the Commissioners to the status of the recently authorized contract with Midcoast Electrical for the installation of lights at the courthouse parking lot. Due to concerns of ongoing construction possibly interfering with use of the lot during Bath Heritage Days, and after discussions with the contractor, it was determined that the best strategy was to delay the project start date until July 9th, which will allow Midcoast Electric time secure the delivery of all necessary materials and ensure that the excavating subcontractor is available when needed. The project is scheduled for completion by the end of July, and the funding will be carried forward into the FY 2018-19 budget.

8. Appointment of Members to the Board of Health

Administrator Hile advised that the Board of Health has respectfully requested that the Commissioners take action to appoint/reappoint the following members, with terms to begin July 1, 2018:

<u>Name</u>	<u>Term Expiration</u>	<u>Representing</u>
Paul Dumdey	6/30/21	Local Health Officer (Woolwich)
Patricia Oh	6/30/21	Age-friendly Populations/Aging in Place
Giff Jamison (new)	6/30/21	Housing/Homelessness
Steve Walsh	6/30/21	Veterinarian (Bath Animal Hospital)
Jamie Dorr (new)	6/30/21	Youth (Midcoast Community Alliance)
Peter Lindsay	6/30/21	United Way
Anita Ruff (new)	6/30/21	Dental (Oasis Free Clinic)
Katy Hiza (new)	6/30/21	Children's Services (Headstart)
Ruth Lawson-Stopps (new)	6/30/21	Community Member (Bath)
Melissa Fochesato	6/30/20	Chair
Joanne Joy	6/30/19	One Year Post-chair

Upon **motion** by Vice-chair Grose and second by Commissioner Hutton, the Commissioners **voted unanimously to appoint or reappoint all aforementioned members to the Board of Health with terms to begin July 1, 2018.**

9. Authorization to Transfer Funds from Contingency to Insurance Deductible Account

Administrator Hile advised that the recent spate of accidents involving damages to our cruisers occurring earlier this year, as well as damages to the courthouse during last fall's wind storm resulted in insufficient funds in the Deductible Reserve Account to fully fund the insurance deductible. While funding is generally included to cover a \$1,000 deductible for three County claims, and this year's carry forward allowed for a fourth one, and while we may be able to recover at least one of these deductibles from the other party's insurance company, the remaining claims are either pending or definitely our responsibility. It is therefore requested that the Commissioners authorize the transfer of \$3,000 from the Administrative Commissioners' Contingency Account (which currently has a balance of \$17,203) into the Insurance Deductible Reserve Account. Funds not expended in this fiscal year will be carried forward for use as/if needed in FY 2018-19.

Upon **motion** by Commissioner Hutton and second by Vice-chair Grose, the Commissioners **voted unanimously to authorize the transfer of \$3,000 from the Administrative Commissioners' Contingency Account into the Insurance Deductible Reserve Account.**

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

VI. Commissioners Comments/Announcements

Commissioner Crosby reported that the Workforce Investment annual meeting took place the Friday past. Mike Bourret was honored with a Congressional Record of Recognition for his 36 years of public service. He also informed the Board that Governor LePage will be rejecting the 2018 Federal funding but noted that this will not affect Coastal Counties at this point because they are still operating on 2017 funds. The Governor's office has informed the Workforce teams that they will only release the monies if the Workforce Boards spend 70% of the money on trainings, which is not realistic or possible. The Workforce Boards have reduced their staff and modified their programs to reduce expenditures. Chair Crosby also suggested that, in the event that the Workforce Board is able to recover the legal costs from the earlier law suit, the County set up a reserve account that can only be used for future Workforce Investment legal costs, until the program funding is back on track.

VII. Adjournment

Upon **motion** by Vice-Chair Grose and second by Commissioner Hutton, the Board voted by **unanimous acclamation to adjourn the meeting at 3:50 p.m.**

Respectfully Submitted,

Mary Kay Blatz, Assistant to the Administrator