

## NOTICE OF PUBLIC MEETING

County of Sagadahoc Commissioners  
Mr. Charles E. Crosby III, Chair  
Ms. Carol Grose, Vice Chair  
Mr. Rabyrne Hutton

A regular meeting of the Sagadahoc County Commissioners will be held at 3:00 p.m. on Tuesday, September 11, 2018 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 (3:00 p.m.)
- II. Public Comments (3:01 p.m.)
- III. CONSENT AGENDA (3:06 p.m.)
  - 1. Approval of Minutes for August 14, 2018
  - 2. August Financial Statements
  - 3. Warrants
  - 4. Departmental Reports (Written)
  - 5. Upcoming Meeting(s):
    - a.) Regular Meeting at 3:00 p.m. on Tuesday, October 9, 2018
    - b.) Meeting at 5:00 p.m. on Tuesday, October 23, 2018 IF NEEDED
- IV. DEPARTMENT REPORTS (Presentations) (3:08 p.m.)
  - 1.) Sheriff's Department/Jails – Joel Merry
- V. BUSINESS ITEMS (3:25 p.m.)
  - 1. Accident Report from MCCA Risk Pool – Sheriff Merry
  - 2. Communications Coverage Improvement Project – Brodie Hinckley
  - 3. Authorization to Hire Dispatcher
  - 4. Payment of Invoice
  - 5. County Administrator's Report
  - 6. Other
- VI. COMMISSIONERS COMMENTS/ANNOUNCEMENTS (4:00 p.m.)
  1. Workforce Investment – Commissioner Crosby
  2. Other
- VII. EXECUTIVE SESSION(S) (4:05 p.m.)
  1. Request to enter into an 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.
- VIII. ADJOURNMENT (4:30 p.m.)

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## **II. Consent Agenda**

The following items are presented for your review and consideration under the consent agenda. If any Commissioner would like to pull an agenda item, discuss it and vote on it separately, we can do that without any problem. If, however, each member is satisfied with the various items listed under the consent agenda we can accept and file each item with a single vote. The items for your consideration include:

1. Approval of Minutes for August 14, 2018
2. August Financial Statements
3. Warrants
4. Departmental Reports (Written)
5. Upcoming Meeting(s):
  - a.) Regular Meeting at 3:00 p.m. on Tuesday, October 9, 2018
  - b.) Meeting at 5:00 p.m. on Tuesday, October 23, 2018 IF NEEDED

**1. Accident Report from MCCA Risk Pool– Sheriff Merry**

As you will recall, last month the Board was provided with a memorandum from Risk Pool Administrator Malcolm Ulmer to Commissioner Crosby and myself setting forth information concerning the County's auto claims during the period of January 1, 2016 through June 30, 2018. Sheriff Merry questioned the accuracy of the data and the Board requested that he further research the matter and meet with Mr. Ulmer to arrive at an accurate consensus. To that end, the Finance department researched all Risk Pool reimbursements received during that time period and provided a detailed listing to the Sheriff. He then compared them with his records and was going to contact Malcolm. Sheriff Merry will be present on Tuesday to provide the Commissioners with his findings. (It should be noted that Malcolm's figure represents the gross monetary damages of the *claims*, ~\$60,000, while ours, ~\$40,000, represents the amount paid by the Risk Pool to the County (i.e., after deductibles). If you compare the two as "apples to apples", a very cursory review indicates about a \$5,000 difference in our favor. There are also some other factors that were not included, which Sheriff Merry will address.)

**2. Communications Coverage Improvement Project – Brodie Hinckley**

As reported last month, significant progress has been made toward solving some of the coverage issues in the northern portion of the County. As you will recall, the original plan to place additional equipment on the Sky Hi Tower in Topsham proved to be unfeasible for a number of reasons. The Communications team has been exploring other options and it now appears that the Bowdoin Fire Department building will provide a suitable alternate location. The Bowdoin Fire Chief and RCM have been closely involved in the planning; radio tests to determine coverage have been successful; the Bowdoin Selectmen have given their approval; and we are now working with EMA on the funding portion of the project. Communications Director Hinckley will be present on Tuesday to further update you on the status of this matter. If the Commissioners concur with moving forward, we will begin the process of preparing an agreement with the Town of Bowdoin to address maintenance and liability issues.

**3. Authorization to Hire Dispatcher**

As you are aware, the Communications Department has been advertising to fill several vacant dispatch positions. Director Brodie Hinckley has requested authorization to hire Joseph Dinsmore to fill one of those positions contingent upon passing the background check, medical check and polygraph. Mr. Dinsmore has 6 years of dispatch experience working for Knox County 9-1-1 and is currently their Training Officer for new hires. His experience will allow him to quickly assume full dispatching duties. (Please see the attached memorandum from Brodie for additional information.) The Commissioners' consideration of this matter is respectfully requested.

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#### **4. Payment of Invoice**

Commissioner Grose recently asked us to pull an invoice from the warrant, questioning whether or not it was an expense the County should pay. The invoice was a reimbursement to Registrar Lynn Moore for \$55 to replace a broken microwave in the deeds department. There was a clear misunderstanding between Commissioner Grose and Lynn as to the County's responsibility for paying the cost of the item. While we could certainly request that Lynn join us at the meeting and listen to both interpretations of the conversation, it would seem more prudent to address the underlying issue, which is whether or not the County should provide such items to its departments.

Departments such as Deeds and the Sheriff's Administration Office must stay open, but often find themselves unable to leave because only one person is in the office or they are extremely busy. Many people bring their lunches and need someplace cold to store them or a way to heat food up. As we don't have an employee lunch room on each floor, every department (other than Communications) has been traditionally provided with a basic microwave and small "dorm size" refrigerator, at a total cost of less than \$200 (which is not an expense that occurs every year). This gives employees the option of bringing in their lunches without having to order out or eating only non-perishable foods. Any appliances beyond that are the responsibility of the staff.

It is respectfully requested that the Commissioners discuss this mater on Tuesday.

## *County Administrator's Report*

### **1. Update on Lighting Project**

The City of Bath has issued all necessary permits and cleared Midcoast Electrical to finish the project. Midcoast is awaiting the delivery of a few final parts, and our estimated completion date is no later than October 1<sup>st</sup>.

### **2. Miscellaneous Enclosures**

- MCCA Minutes
- Jail Authority Minutes

### **3. Self-Funded Health Insurance Pool Status**

Although the August report is not yet available, last month the attachment point (specified limit when a stop-loss insurance contract will pay for an individual or claim (i.e., our maximum self-funded liability) exceeded claims by \$27,670 for the four-month period beginning April 1, 2018. An additional \$71,290 in out of aggregate claims are pending. The aggregate ratio as of April 30, 2018 is at approximately 85%. We will continue to monitor this very closely.

### **4. Update: Storm Damage**

Clean up proceeded quickly and efficiently due in large part to the efforts of Maintenance Supervisor Aaron Hanscom. He handled the situation calmly and professionally, and he also exerted great physical effort to clear away the debris. Thanks also to the City of Bath for sending a crew out on very short notice to remove the fallen branch and clear away enough of the larger pieces so that the cars could be towed away. We are still awaiting the status of the damaged vehicles: one appears to be salvageable, while the other remains questionable. We have submitted all of the necessary paperwork, photos, videos, etc. to the Risk Pool and await further communications. I will continue to keep the Board updated concerning this matter.

### **5. Upcoming Office Closure**

Please be advised that the County Offices will be closed on Monday, October 8th in observance of the Columbus Day holiday.

### **6. Cash Flow**

We continue to monitor this closely. If we are able to get an early payment from Bowdoinham and/or Richmond, we should be fine without a TAN. If not, it becomes more problematic. I will be in contact with Richmond's new manager and Bowdoinham's new treasurer

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within the next few days to get a better idea of their thoughts concerning this matter. It is also possible that the City of Bath might pay a portion of its levy early if so requested.

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