

Sagadahoc County Commissioners
Meeting Minutes
Tuesday, November 13, 2018

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 pm Tuesday, November 13, 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; Sheriff Joel Merry; Chief Deputy Brett Strout; Communications Director Brodie Hinckley; Deputy EMA Director Matt Fournier; HR Director Sharon Hinckley; Assistant to the County Administrator Mary Kay Blatz
Guest: Commissioner Elect Brian Hobart

- I. Chair Crosby called the meeting to order at 3:00 p.m., established the presence of a quorum, and extended a welcome to Commissioner Elect Brian Hobart from Bowdoinham.
- II. Public Comments
There were no public comments.
- III. Consent Agenda:
 1. Approval of Minutes for October 9, 2018
 2. October Financial Statements
 3. Warrants
 4. Departmental Reports (Written)
 5. Upcoming Meeting(s):
Regular Meeting at 3:00 p.m. on Tuesday, December 11, 2018

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

- IV. Addition to Agenda
Administrator Hile respectfully requested that the following item be added to the meeting agenda: Authorization for the Sheriff's Department to advertise for the hiring of a Transport Deputy.

Upon **motion** by Vice-chair Grose, and second by Commissioner Hutton, the Board voted unanimously to **add to the agenda the item: Authorizing Sheriff Merry to advertise for the hiring of a new Transport Deputy.**

- V. Department Reports
 1. Sheriff's Department/Two Bridges Regional Jail - Sheriff Joel Merry
Sheriff Merry distributed his report to the Board, and as the Commissioners had no questions, Sheriff Merry presented a jail update; 23 total inmates, with 9 sentenced and 14 pre-sentenced. This is lower than the typical (approx.) 30-31. Programs Deputy Lathrop is

managing 8 individuals on graduated sanctions, although one has recently failed to comply and will likely be reincarcerated. This demonstrates the value of the role of Program Deputy and Sheriff Merry expressed thanks to the Commissioners for supporting that role in his department.

Sheriff Merry also updated the Commissioners that the total population of TBRJ is at 151; they currently have 5 openings for Corrections Officers; Penobscot has recently signed a 2-year contract with the jail, and negotiations with Waldo County are upcoming. The jail authority is scheduled to meet November 14th.

VI. Business Items

1. Authorization to Accept Vehicle Bid(s) – Sheriff Joel Merry

Sheriff Merry presented his recommendation to the Board for the purchase of three new vehicles that are included in the FY 2018-19 budget. Newcastle is the low bidder at a total of \$71,775 (after subtracting \$14,559 for trade-ins), for three 2019 Dodge Durango AWD V6 pursuit rated vehicles. Sheriff Merry advised that the cost to outfit the three vehicles will be approximately \$20,000, and respectfully requested that the Board formally authorize the acceptance of Newcastle's bid.

Upon **motion** by Commissioner Hutton and second by Vice-chair Grose, the Board voted unanimously to **authorize Sheriff Merry to purchase three law enforcement vehicles from Newcastle, at a cost not to exceed \$71,775, following a trade-in allowance of \$14,559.**

2. Authorization to Begin the Hiring Process for a Transport Deputy – Sheriff Joel Merry

Sheriff Merry reported that Transport Deputy Sharon Roy has tendered her resignation, effective 11/9/2018. With this consideration, Sheriff Merry respectfully requests the Board's authorization to advertise for the hiring to the position of Transport Deputy.

Upon **motion** by Commissioner Hutton, and second by Vice-chair Grose, the Board voted unanimously to **authorize Sheriff Merry to advertise for the hiring of a new Transport Deputy.**

3. Authorization to Hire Two Dispatchers

Communications Director Brodie Hinckley presented to the Board two individuals who have successfully completed interview process and have passed medical exams, polygraph tests and background checks. Christine Brink brings over 18 years of customer service to the position, while Luke Chapman has been an active member of the Freeport Fire Department for more than 5 years. The addition of these two individuals will leave only one vacancy remaining. Director Hinkley respectfully requested the Commissioners' consideration to authorize him to hire these individuals to the position of Communications Dispatcher.

Upon **motion** by Vice-chair Grose and second by Commissioner Hutton, the Board voted unanimously to **authorize Director Hinckley to hire Christina Brink and Luke Chapman to the positions of Communications Dispatcher.**

4. Approval of 2018 Homeland Security Grant – Deputy EMA Director Matt Fournier

Deputy EMA Director Matt Fournier informed the Commissioners that the County's application for a Homeland Security Grant in the amount of \$69,398.50 has been approved by MEMA. Funds from the 2018 Grant will be available for use during the period beginning September 1, 2018 through August 31, 2021. (Further approval from FEMA, with the state's assistance, may be required for tower/communications/construction projects.) Administrator Hile respectfully requested that the Commissioners authorize her to execute the Memorandum of Understanding on behalf of the County, which must be returned to the State no later than November 14, 2018.

Upon **motion** by Commissioner Hutton, and second by Vice-chair Grose, the Board voted unanimously to **authorize Administrator Hile to execute the MOU with the State on behalf of Sagadahoc County.**

5. 2019 Holiday Schedule

Administrator Hile presented to the board, and respectfully requested that the Commissioners consider approval of the following holidays for 2019:

Jan 01	New Year's Day	Sep 02	Labor Day
Jan 21	M L King Day	Oct 14	Columbus Day
Feb 18	Presidents' Day	Nov 11	Veterans' Day
Apr 15	Patriots' Day	Nov 28	Thanksgiving Day
May 27	Memorial Day	Nov 29	Thanksgiving Friday
Jul 04	Independence Day	Dec 25	Christmas

Upon **motion** by Commissioner Hutton, and second by Vice-chair Grose, the Board voted unanimously to **approve the 2019 Holiday Schedule, as presented.**

6. Spirit of America Awards

Administrator Hile presented to the Commissioners that, as Topsham is the only municipality in the County who has not chosen a recipient for a 2018 Spirit of America Award, she and the staff would respectfully propose Jane Scease for the Board's consideration. Jane has long served on or been involved with a number of town and County committees and groups, including the Topsham Board of Selectmen, the MSAD 75 School Board, and as the elected Treasurer for Sagadahoc County. Jane has always responded with her expertise and experience when asked to serve the community.

Upon **motion** by Vice-chair Grose, and second by Chair Crosby, the Board voted unanimously to **nominate Jane Scease for a 2018 Spirit of America Award, representing the Town of Topsham.**

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

Administrator Hile advised the Commissioners that a representative from Runyon, Kersteen, Ouellette will present the final audited financial report for fiscal year 2018 at the

December 11th meeting. Administrator Hile will invite members of the Budget Advisory Committee to attend.

VIII. Other

Commissioner Crosby updated the Board that the Coastal Counties Workforce Board is hopeful that the monies being held by the State will be available to the organization by the end of the calendar year. The State has proposed that 70% of the funding must be spent on training, which will not be attainable by CCWI but the organization is hopeful that with a new executive administration, this mandate will be modified.

IX. Executive Session

Upon **motion** by Chair Crosby and second by Vice-chair Grose, the Board voted unanimously to enter **into executive session at 3:45 p.m. pursuant to Title 1, Chapter 13, Section 405, 6., A of the M.R.S.A. for the purpose of discussing personnel matters.**

The Board came out of executive session at 4:15 p.m.

Upon **motion** by Chair Crosby and second by Commissioner Hutton, the Board voted unanimously to **authorize the rehiring of Det. Sgt. Dan Reed, and Sgts. Greg Siegel and Dale Hamilton on January 1, 2019, subject to the execution of a Retire/Rehire Agreement, after it has been approved by the Patrol Union.**

Upon **motion** by Commissioner Hutton and second by Vice-chair Grose, the Board voted unanimously to enter **into executive session at 4:16 p.m. pursuant to Title 1, Chapter 13, Section 405, 6., A of the M.R.S.A. for the purpose of discussing personnel matters.**

The Board came out of executive session at 4:20 p.m.

Upon **motion** by Chair Crosby and second by Commissioner Hutton, the Board voted unanimously to **amend section 6.4 of the employee manual to read “spouse, *domestic partner (upon employee’s completion of an affidavit provided by the County)*, child or parent living with the employee in the same household.”**

Adjournment

Upon **motion** by Vice-Chair Grose and second by Commissioner Hutton, the Board voted by **unanimous acclamation to adjourn the meeting at 4:23 p.m.**

Respectfully Submitted,

Mary Kay Blatz
Assistant to the County Administrator