

Sagadahoc County Commissioners
Meeting Minutes
Tuesday, January 8, 2019

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 pm Tuesday, January 8, 2019 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 Brian Hobart; County Administrator Pamela Hile; Sheriff Joel Merry; Chief Deputy Brett Strout; Communications Director Brodie Hinckley; Finance Manager Jill Flaherty; Facilities Manager Aaron Hanscom; Assistant to the County Administrator Mary Kay Blatz

I. Chair Crosby called the meeting to order at 3:03 p.m., established the presence of a quorum, and extended a welcome to Commissioner Brian Hobart.

II. Public Comments

There were no public comments.

III. Consent Agenda:

1. Approval of Minutes for December 11 and December 14, 2018
2. December Financial Statements
3. Warrants
4. Departmental Reports (Written)
5. Upcoming Meeting(s):
 - a.) Regular Meeting at 3:00 p.m. on Tuesday, February 12, 2019
 - b.) Meeting at 5 p.m. on Tuesday February 26, 2019 (IF NEEDED)
 - c.) BAC Caucuses at 6:00 p.m. on Tuesday, February 5, 2019 (snow date Thursday, February 7th)

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

IV. Department Reports

1. Mid-Year Financial Update – Finance Manager Jill Flaherty

Finance Manager Jill Flaherty distributed an overview of the current year-to-date budget, and informed the Board that expenses are tracking slightly under budget for the year thus far; however, we are looking at some major expenses forthcoming such as plowing, heating, etc., as well as several upcoming capital projects. Revenues are currently above projection. We have received tax payments from all municipalities and interest is performing better than anticipated, although this will decrease as we spend down our available cash balance. We are waiting for some outstanding EMA revenue, but that is strictly a timing issue. Overall, we are doing well and are expected to end the year on budget.

2. Sheriff's Department/Two Bridges Regional Jail – Sheriff Joel Merry

Sheriff Merry distributed his report to the Board, noting that November was a quiet month. There was a vehicle mishap on New Year's Eve when one of our rear-wheel drive cruisers slid off the road due to weather/road conditions and collided with a guard rail. The Deputy was responding to a call and it was determined that speed was not a factor in the accident. The vehicle is repairable and will be back on the road within a few weeks. One of the three new vehicles is on the road and the two additional vehicles should be on the road within the next few weeks. Sheriff Merry also reported that the Retire/Rehire transition has been a positive experience for the three affected Sergeants.

Sheriff Merry presented a jail update, noting that the current population has increased slightly. The current total population is at 158 with Sagadahoc County population at 24, 12 pre-trial and 12-sentenced. Deputy Lathrop is working with 8 individuals on graduated sanctions. Chair Crosby mentioned a program that has been implemented in Penobscot County regarding rehabilitative services for offenders. Sheriff Merry expressed interest in speaking with the individual who initiated the program to see if it is something that could be implemented in Sagadahoc County.

Sheriff Merry also updated the Board on recent conversations about legislation for jail funding. The he MSA hopes to support a bill that will fix jail funding issues once and for all.

V. Business Items

1. 2019-20 Budget Calendar/BAC Caucuses

Administrator Hile presented a tentative Budget Calendar for the FY 2019-20 budget process. She informed the Commissioners that the staff has already received this document and is working on the departmental requests/estimates/projections, and respectfully requested that the Commissioners set Tuesday, February 5th at 6:00 p.m. as the date/time for the BAC Caucuses, with a snow date of February 7th.

The vacancies on the Budget Advisory Committee for 2019 are as follows:

- District 1, Bowdoin and Topsham - One Municipal Officer
- District 2, Bath and Bowdoinham – Two Municipal Officers
- District 3, Arrowsic, Georgetown, Phippsburg, Richmond, West Bath, Woolwich – One Municipal Officer for a full term and One Municipal Officer to complete a term ending January, 2020.

2. Courthouse ADA Compliance

Administrator Hile advised the board that she and Maintenance Supervisor Aaron Hanscom met with representatives from the State Courts to review the ADA compliance of the Courthouse. Several issues were identified, some of which will be the responsibility of the County, and others, the State's obligation. If the corrective action is something that can be worked within the current year's budget, we will proceed to take remediative steps as quickly as possible; otherwise, a request for funding will be included in the upcoming budget. Those items with which the County will be involved are as follows:

- a. The van accessible signage at the rear entrance of the Courthouse needs to be elevated.
- b. The mirror in the jury room restroom needs to be lowered and the water pipe insulated.
- c. Elevator

- Add jamb mounted level indicators
 - Add braille at the interior control panel
 - Replace the emergency communications handset with a hands-free unit.
(Note: The associated costs will be our responsibility. We are in the process of obtaining cost estimates from our elevator maintenance company.)
- d. The third-floor restrooms are not ADA compliant. The most cost-effective option is to convert the current men's room a unisex facility, which we believe will meet ADA requirements. We are awaiting confirmation from the State, and the cost for this project will be split between the County and the State.
- e. The water fountain in the waiting area needs to be either raised, and a new spigot installed; raised and paper cups made available; or removed. We are awaiting options from the State, and it is anticipated that the State will split this cost with us as well.
- Administrator Hile will continue to update the Board as additional information is available.

3. Roof Repairs

Administrator Hile informed the Board that we have recently become aware of an increased problem with the "steeple" portion of the roof. What were very intermittent leaks have now become persistent and substantive. While it appears that numerous patches have been made throughout the years, it is now obvious that this must be addressed with long-term, comprehensive repairs to prevent any further deterioration of the wood/structure. Both G&E Roofing and Penobscot have indicated that the project requires an architect and/or structural engineer to analyze the work needed, and we are in the process of meeting with a number of firms to get a handle on the scope, design and cost of the necessary work. The company who previously designed/oversaw work on the Courthouse, Douglas Richmond Architects, is no longer in business. Facilities Manager Aaron Hanscom has been meeting with individuals and organizations regarding this project and it is our recommendation that we initiate a formal RFP for a "scope of work" study, to begin as soon as possible. This will provide us with not only a more reliable project cost for inclusion in the budget, but also the information needed to prepare an accurate RFP for the actual work. We are still getting estimates for such a study, but anticipate it can be done for \$10,000 or less. The very rough initial cost estimates for the repairs to the structure itself range from \$150,000 to \$250,000 (which is in line with costs incurred by other Counties for similar work). The Finance Director and Administrator will be in contact with Gorham Savings and Androscooggin to explore lease-purchase options similar to that currently in place with Gorham Savings for the brownstone project that was completed several years ago (three payments remain on this loan). Funds are available in both the building capital reserve account and the Commissioners' contingency account. We will bring this back to the Commissioners in February with a specific request as to the amount and source of the funding for this study.

Commissioner Crosby inquired as to whether we need to retain copper on the steeple, or if it can be painted, and also asked that research be done regarding historic preservation prior to project commencement. Administrator Hile stated that we were previously told that, as the Courthouse is outside of the line of the Historic District, we are not subject to any restrictions, but that we want to do our due diligence before making these decisions.

4. Selection of Chair and Vice Chair for 2019

Administrator Hile respectfully requested that the Commissioners select a Chair and Vice Chair to serve during calendar year 2019. Commissioner Hobart made the observation that things seem to be running smoothly as it stands, and nominated Chair Crosby and Vice-Chair Grose to retain their respective positions for the upcoming year. Vice-chair Grose noted that it has been practice that the positions are rotated through the members. Chair Crosby stated that he is willing to serve again.

Upon **motion** by Commissioner Hutton and second by Chair Crosby, the Commissioners **voted 2 to 1 to appoint Commissioner Crosby and Vice-chair Grose to serve as Chair and Vice-chair of the Sagadahoc County Board of Commissioners, respectively. Yes: Commissioners Hobart and Crosby. No: Commissioner Grose.**

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

Administrator Hile informed the Board that MCCA dues will be increasing slightly, and the Risk Pool rates will be increasing by 2.18%, primarily due to an increase in the legal fees line item, to retrieve the monies owed by Franklin County when they pulled out of the Risk Pool. The Tower Project is moving forward but the County will not be moving forward with the Phippsburg location at this time, as there may be more cost-effective solutions available. Director Hinckley will continue meeting with Phippsburg and Georgetown and will continue to work on this piece of the project.

Georgetown Selectman Rich Donaldson has expressed interest in exploring a regional (County) Animal Control Office; Administrator Hile will research the possibility of a regional ACO, and will bring it to the Board when she has more definitive information.

VII. Commissioners Comments/Announcements

Chair Crosby informed the Board that there will be a refund of some of the monies that were allocated to the legal fee from the Workforce Investment program. He will have more definite information, hopefully at the next meeting. Laura Fortman has been appointed D.O.L. Chair and the Workforce Board is hopeful that the Governor's Office will have a more congenial working relationship moving forward.

VIII. Executive Session

None requested.

IX. Adjournment

Upon **motion** by Vice-Chair Grose and second by Commissioner Hutton, the Board voted by **unanimous acclamation to adjourn the meeting at 3:51 p.m.**

Respectfully Submitted,

Mary Kay Blatz
Assistant to the County Administrator