

*Sagadahoc County Commissioners*  
*Meeting Minutes*  
*Tuesday, February 12, 2019*

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 pm Tuesday, February 12, 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; Assistant to the County Administrator Mary Kay Blatz

I. Chair Crosby called the meeting to order at 3:05 p.m., established the presence of a quorum.

II. Public Comments

There were no public comments.

III. Consent Agenda:

1. Approval of Minutes for January 8, 2019
2. January Financial Statements
3. Warrants
4. Departmental Reports (Written)
5. Upcoming Meeting(s):
  - a.) Regular Meeting at 3:00 p.m. on Tuesday, March 12, 2019
  - b.) Budget Work Session with BAC @ 8:30 a.m. on Friday, March 15, 2018
  - c.) Special Budget Meeting @ 3:00 p.m. on Tuesday, March 19, 2019
  - d.) Meeting at 5 p.m. on Tuesday March 26, 2019 (IF NEEDED)

Upon <b>motion</b> by Vice-chair Grose, and second by Commissioner Hobart, the <b>consent agenda was unanimously approved as presented.</b>
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IV. Department Reports

1. Introduction of Treasurer and D.A.

Neither Natasha Irving, D.A. nor Sarah Ward, Treasurer were available to attend the meeting. The Commissioners look forward to meeting both the District Attorney and the County Treasurer in the near future.

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

Sheriff Merry distributed his report to the Board, noting that January continues to be a quiet month. As the Board had no questions for the Sheriff, he presented a jail update, noting that the Sagadahoc County inmate population is currently at 17: 7 pre-trial and 10 sentenced. The current total jail population is at 151. He noted that the rule of thumb across the state is that approximately 70% of inmates are pre-trial, whereas about 40% of our inmates are pre-trial. Sheriff Merry primarily attributes this to our Programs Deputy oversight, but noted that it may also be contributed in part to the policies of the new

District Attorney. Sheriff Merry also updated the Board on recent discussions between TBRJ and Waldo County regarding contract renewal as the current contract will expire in June. The TBRJ executive committee has also been discussing the development of a long-term strategic funding plan. Jail Commissioner Randy Liberty and Sheriffs Joel Merry and Todd Brackett have discussed the possibility of a Mid-coast collaboration. The State budget is once again supporting \$15.1 million in jail funding, with \$3 million set aside in a different budget line which last year was parceled out to jails that have experienced shortfalls. Last years' budget projected a \$190 thousand shortfall and received \$194 thousand in funding. This money went directly to the Jail Authority rather than through the County, and although the final TBRJ budget outcome was higher than projected, the Board agreed that the state funds should remain with TBRJ as reserve. The Jail Authority is discussing a Capital Fund for future needs.

V. Business Items

1. Request to Accept Gift of K-9 – Sheriff's Department

Sheriff Merry advised the Commissioners of an opportunity to receive the gift of a K-9. This prospect came about by happenstance when a resident of Bowdoin, working for Buzzuto, Inc., a grocery wholesaler out of Connecticut, connected the Agency with the company, who has set up the Hometown Foundation, an organization that works with local businesses to raise funds for the purchase and donation of dogs to law enforcement agencies. The largest expense of a K-9 program is the acquisition of the dog; however, the costs associated with acquiring/ maintaining a canine officer will either be included in the gift or are already included in the current budget. Any additional expenses for miscellaneous equipment, training, etc. will be appropriated from the K-9 /Forfeitures account, which currently has a balance of \$30,258. If approved, the Sheriff will take the next steps in seeking a Deputy that would be suited to this position. Sheriff Merry has stated that it has been the goal of the agency to re-start the program at an appropriate time, based on staffing and financial resources, and as the cost to purchase a K-9 can be between \$7,000 and \$15,000, this is a tremendous opportunity for Sagadahoc County and our communities. The Sheriff also reports that there is interest within the Agency to serve as a K-9 handler, and the cost to the County will be relatively modest:

- K-9 Platform Unit for SUV \$2,400
- Premier door opening and temperature system \$1,300
- Essentials Patrol Kit \$1,000
- Kennel & Accessories \$500

Training costs vary depending on where and who does the training; Maine State Police have upcoming K-9 Schools for both Patrol & Drugs at a cost of approximately \$2,200 including certification, and the Franklin County Sheriff's Office will be hosting a K-9 Training Course, of which the only cost is for the certification, approximately \$1,300. Training is 14 weeks and would require some backfill coverage, but whereas the Department is currently at full strength, coverage would be minimal. Operating costs have been included in the budget in anticipation of renewing the program and the overall cost, without having to purchase a dog would be approximately \$7,500. The Sheriff's Office has had a Police K-9 program for 14 years, until its longtime handler Cpl. Ian Alexander retired his K-9 Brix, last March. Sheriff Merry respectfully requested that, contingent on finding a suitable handler, the Commissioners authorize the acceptance of a dog, and appropriation of up to \$10,000 from the K-9/Forfeiture account for the associated costs.

Commissioner Hobart inquired about the breeds of the dog, and previous training, and Sheriff Merry shared that the dogs are typically German Shepherd or Malamute, have basic training, and are not food aggressive. Commissioner Grose stated that she was recently asked about how the crate from the previous handler was posted for sale on social media. Sheriff Merry stated that the crate was included with the vehicle when traded in, and was likely disposed of by the dealership.

Upon **motion** by Commissioner Hobart and second by Vice-chair Grose, the Board voted unanimously, to **authorize the acceptance of the donation of a dog contingent upon finding a suitable handler, and the allocation of up to \$10,000 from the K-9/Forfeitures account for associated expenses,**

2. Award Bid for Bowdoin Tower Project

Administrator Hile presented to the Board that the County received one bid for the Bowdoin Town Equipment RFP, and respectfully requested that the Commissioners authorize the Administrator to accept this proposal on behalf of the County. Radio Communications Management, Inc. submitted a proposal of \$45,739, which includes all of the equipment for the antenna system as well as labor and design fees, and which is well within the total project budget of \$63,986. HLSG funding will reimburse the County \$38,000 of this cost, with the remaining funds to come from the Tower Project Capital Reserve Account. There will also be some charges associated with the new electrical service and microwave links; however, there should still be a balance in excess of \$10,000 to apply toward additional tower upgrades elsewhere in the County.

Upon **motion** by Commissioner Hobart and second by Vice-chair Grose, the Board voted unanimously, to **authorize the Administrator to accept the proposal from Radio Communications Management, Inc. on behalf of the County.**

3. Authorization to Execute Code Red Contract Renewal

Administrator Hile presented to the Board for review and consideration the proposed contract renewal for CodeRed and shared that in reviewing our program needs, the EMA Director determined that a reduced notification plan would be more than adequate for County notification purposes, giving us unlimited emergency system with 32,000 minutes for general alerts, and also supporting the State Integrated Public Alert and Warning System (IPAWS) at no additional charge. The proposed one-year contract of \$8,500 would be renegotiated annually and represents a cost savings of \$4,000 over the amount paid for this service in FY 2018-19. Administrator Hile therefore respectfully requested that the Commissioners authorize that the Administrator execute this contract on behalf of the County.

Commissioner Hobart inquired as to who receives the notifications from the system. Communications Director Hinckley informed the Board that notifications are automatically sent to local land-line phones and any individuals with cell phones who have signed up for the service. IPAWS automatically sends emergency notification to all land-lines and cell phones

Upon **motion** by Commissioner Hobart and second by Vice-chair Grose, the Board voted unanimously, to **authorize the Administrator to execute the contract for the renewal of CodeRed on behalf of the County.**

4. Roof Repair

Administrator Hile advised that along with the Facilities Manager, the County continues to work on building a “scope of work” to 1.) allow a more reliable project cost projection for inclusion in the budget, and 2.) prepare an accurate RFP for the actual work and design specifications for the subsequent bid documents. Staff is also working with local banks to determine financing options. Funds for the Scope of Work/Design phase of the project are available in both the building capital reserve account and the Commissioners’ contingency account (recommended, as it was not necessary to utilize this account to fund communications department increases and therefore has a current balance of \$50,000). As additional information becomes available the Administrator will bring it to the Commissioners.

5. FY 2019-20 Budget Discussion

Chair Crosby informed the Board that he will not be available to attend the BAC/Commissioner work session on March 15<sup>th</sup>, but may be available to attend via conference call. The preliminary budget proposal will be distributed to the Commissioners at the March 12<sup>th</sup> meeting.

a.) CCWI Legal Fund

Commissioner Crosby initiated discussion of the disbursement returned legal fees from the State from last year’s legal action taken against the Governor’s Office for withholding Federal funds directed to the CCWI. Only a portion of the \$1,250 (roughly \$600) will be returned to the Counties who had contributed. Discussion continued as to the possibility of donating these funds to CCWI to do with as they wish. Commissioner Grose expressed concern that this would establish a precedent and would prompt additional requests for donations from other organizations. Chair Crosby noted that, as this program is overseen by the County Commissioners, it would be appropriate for the County to support CCWI initiatives without having to fund additional, non-County related requests.

Upon **motion** by Commissioner Hutton and second by Chair Crosby, the Commissioners **voted 2 to 1 to donate the legal fees being returned by the State to Coastal Counties Workforce Investment, Inc. Yes: Commissioners Hobart and Crosby; No: Commissioner Grose.**

Administrator Hile respectfully asked the Commissioners to form a consensus regarding the inclusion of a line item in Program Grants for the donation of \$1,000 to the CCWI Scholarship Fund, This will provide an opportunity to engage the Budget Advisory Committee in the discussion. Chair Crosby expressed his support of bringing this to the BAC and Commissioners Grose and Hobart acceded. Administrator Hile noted that this program is one that benefits every town within the County.

b.) The Administrator reported on the following: MCEDD Dues are likely to increase as part of the process to return to FY 2015-16 rates; offsets to the tax levy will not be significant due to a reduction in the amount in excess of the 20% state minimum limit on reserves and a lack of differential in budgeted and actual revenues and expenditures; the inclusion of the remediation ADA compliance issues will have some impact on capital

expenses; increases in Health Insurance, MePERS, and Unfunded Liabilities will impact the Benefits/Insurance categories; the new Distract Attorney is examining the possibility of requesting that Lincoln and Sagadahoc Counties each have a full-time Victim Witness Advocate, which would mean that we not only have to cover the full salary and benefits (currently shared with Lincoln County) but we would also lose half of the VOCA funding, as that would also be split with Lincoln County.

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

VII. Commissioners Comments/Announcements

Commissioner Hobart informed the Board that the MCCA annual meeting was interesting and informative. He shared that for the past several years approximately \$20,000 of MCCA's budget has been funded from undesignated surplus, which is now depleted. There was a suggestion that a committee be formed to determine how this will be funded in the future.

VIII. Executive Session

Request to enter into an executive session pursuant to Title 1, Chapter 13, Section 405, 6., A of the M.R.S.A. for the purpose of discussing personnel matters.

Upon **motion** by Vice-chair Grose and second by Commissioner Hobart, the Board voted unanimously to enter **into executive session at 4:53 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 5:04 p.m.

IX. Adjournment

Upon **motion** by Commissioner Hobart, and second by Vice-Chair Grose the Board voted by **unanimous acclamation to adjourn the meeting at 5:05 p.m.**

Respectfully Submitted,

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Mary Kay Blatz  
Assistant to the County Administrator