

*Sagadahoc County Commissioners
Meeting Minutes
Tuesday, March 19, 2019*

A special meeting of the Sagadahoc County Commissioners was held at 3:00 pm Tuesday, March 19, 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; Assistant to the County Administrator Mary Kay Blatz

I. Chair Crosby called the meeting to order at 3:00 p.m., established the presence of a quorum.

II. Public Comments

There were no public comments.

III. Business Items

1. Two Bridges Regional Jail Authority Payments

Administrator Hile presented to the Board that, as was previously discussed, legislative wording resulted in the State distribution of a payment in the amount of \$194,000 directly to Two Bridges Regional Jail rather than through Lincoln and Sagadahoc Counties, as is generally the case. TBRJ's Finance Committee was tasked with making a recommendation to the full Board concerning the disposition of these funds. Two members voted to give the money back to the state; two voted to give it back to the Counties; and as directed by the Commissioners, Administrator Hile voted to allow TBRJ to keep the payment in anticipation of future expenses. As a compromise, it was recommended and approved by the full Board to allow each County the option of either reducing its monthly payment accordingly (thus effectively returning the money to the County) or leaving the funds with TBRJ. Based upon discussions at the time, it appears quite likely that Lincoln will elect to reduce its payments. It is with this consideration that Administrator Hile respectfully requested that the Commissioners offer direction as to how the Sagadahoc County portion of the funds should be dispersed. Chair Crosby observed that, as Lincoln County will be reclaiming the funds, it is logical that Sagadahoc do the same, for use towards correction programs, or for future jail programs or funding. Another option could be to leave the funds at TBRJ with the specification that the monies can be used only for specific programs, or that it can be spent only with the approval of the Sagadahoc County Commissioners. Administrator Hile will research as to whether this can be done, statutorily.

Upon motion by Chair Crosby and second by Commissioner Hobart, the Board voted unanimously, that the Sagadahoc portion of the state payment remain with TBRJ, with specification that the funds be used for programs only after approval of the Sagadahoc County Board of Commissioners, contingent upon a review of the statutes.

2. Authorization to Contract for Web Design Services

Administrator Hile advised the Board that there are increasing issues with the current website, including a lack of mobile accessibility, which is a great hinderance in the current online climate. Our current site was designed with the assistance of a staff member at MCCA, at no cost to the County. At the time, she did an excellent job and the resulting product was vastly superior to our previous offering, but now, a few years later, she is no longer able to assist with the many issues that inevitably arise. In addition, the WordPress template that was used is outdated and does not support mobile updates, which has become somewhat problematic. Updating the site has also proven to be less than user friendly and the site is in need of complete redesign. There is money included in the Professional Services line of this year's budget for the website and we have looked at a number of options for redesign, maintenance, support, periodic upgrades and hosting. It is staff's conclusion that Revize Software, LLC., a company that specializes in government websites, best fits our needs. The initial design cost, which includes training is \$3,000 and is quite competitive with other providers. Subsequent technical support, upgrades, and website hosting will be \$1,800 annually; however, we currently pay in excess of \$3,000 a year to host our email and website. In anticipation of the transition Office 365 we will no longer have the expense of local email hosting. In researching our options, we also contacted Saco and South Berwick, both of which have websites by Revize, and have received extremely positive feedback. We would therefore like to proceed to enter into a four-year contract with Revize. The \$3,000 design cost will be paid from this year's budget, and \$1,800 has already been included in the proposed FY 2019-20 budget for next year's maintenance. It is anticipated that the site will be ready to go live on July 1st. It is with these considerations that Administrator Hile respectfully requested the Commissioners' approval to enter into a four-year agreement with Revize for our website design, hosting, and maintenance. Chair Crosby inquired as to the security of the website in relation to our systems and Vice-chair Grose inquired as to the functionality and content of a new site. As the website is hosted remotely, there would be no risk to our internal files, and the site will be much more user-friendly and offer more options than the current website.

Upon motion by Commissioner Hobart and second by Vice-chair Grose, the Board voted unanimously, to authorize the Administrator to enter into a four-year agreement with Revize Software, LLC. to design, build and host a new Sagadahoc County website.

3. Steeple Design/Engineering Services Update

Administrator Hile updated the Board of the status of the Steeple project. Proposals have been received from a number of engineers/architects/construction firms to prepare a detailed Scope of Work for the Steeple Repair Project, from which two items clearly emerged: 1.) contractors did not wish to undertake any work without engineering designs; and 2.) it would be necessary to bring a lift on site in order to effectively identify the work needed. As it is not cost effective to pay the cost for this equipment twice, it seems prudent to move forward with the actual project/repair design. This phase would include gaining access to provide a thorough site inspection; preparation of final drawings, details and specifications for repairs; and preparation of an estimate for repairs, including wood facade, roofing and roof flashings. The second scope of service is construction administration, which involves developing the bid specifications; pre-bid meetings; bid review; pre-construction meetings; construction observation and oversight; final close-out meeting. We

have received strong proposals from both Lincoln/Haney Engineering Associates and Casco Bay Engineering, although Casco Bay's services appear to be more comprehensive (which is reflected in the bid amount). Both companies come with outstanding recommendations. Our next step will be to meet with both to make certain that the deliverables fully match our needs, which in turn may result in an adjustment in the total cost of services. The funding for all engineering services, which should not exceed \$20,000, can be taken from the Commissioners Contingency Account, which has a balance of \$50,000. This will reduce the amount that will need to be funded by the lease-purchase loan and will also enable us to begin construction at the beginning of the new fiscal year. We anticipate making a final recommendation to the Board in April.

4. FY 2019-20 Budget Review and Discussion

Administrator Hile updated the Board the outcome of the joint work session of the Budget Advisory Committee and Commissioners that was held on Friday, March 15th. Two Commissioners and five BAC members were in attendance to hear presentations by each of the department heads, as well as from MCEDD, Androscoggin Valley Soil and Water, and the Cooperative Extension. Although nothing emerged as an area of contention, Administrator Hile respectfully requested that the Board discuss any items about which individual members may still have questions or wish to see changed. Commissioner Hobart requested that the Administrator send a letter to the University of Maine Cooperative Extension requesting a comprehensive and clear budget to support justification of funding. As there were no additional concerns raised by the Commissioners at this time, full copies of the budget notebooks will be prepared and distributed to the BAC no later than April 1, 2019.

IV. Other

Administrator Hile requested that the Commissioners convene a special meeting next week, following interviews for the Deeds Senior Clerk position, to expedite the hiring process, as the Department will need coverage for scheduled vacations. Chair Crosby inquired as to the interview and hiring process, which will be a board consisting of Register Lynn Green, HR Director Sharon Hinckley and Administrator Hile, with the final decision being with the Register, as she is responsible for staffing the office. Commissioner Crosby recommended that an offer be made to the candidate best suited to the role, and that the Board formalize the hiring its April meeting. Vice-chair Grose and Commissioner Hobart were in agreement.

V. Adjournment

Upon motion by Commissioner Hobart, and second by Vice-Chair Grose the Board voted by unanimous acclamation to adjourn the meeting at 3:49 p.m.

Respectfully Submitted,

Mary Kay Blatz, Assistant to the County Administrator