

Sagadahoc County Commissioners
Meeting Minutes
December 10, 2019

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, December 10, 2019 in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Me 04530.

Present: Commissioners Charles Crosby III, Carol Grose, Brian Hobart; Sheriff Joel Merry; Chief Deputy Brett Strout; County Administrator Pamela Hile; Assistant to the Administrator and HR Sharon Gaworski-Holman.

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

II. There were no public comments.

III. Consent Agenda

- Approval of Minutes for November 12, 2019
- November Financial Statements
- Warrants
- Departmental Reports (Written)
- Upcoming Meeting(s):
 - a) Regular Meeting at 3:00 p.m. on Tuesday, January 14, 2020
 - b) Meeting at 5:00 p.m. on Tuesday, January 28, 2020 (IF NEEDED)
 - c) Spirit of America Awards at 9:00 a.m. on Thursday, December 19, 2019.

Upon motion by Commissioner Hobart and second by Commissioner Grose, the consent agenda was unanimously approved as presented.
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IV. Department Reports

1. **Sheriff's Department/Jails** – Joel Merry

Sheriff Merry advised that that the number of inmates at Two Bridges Regional Jail was a bit higher this month; however, this tends to be cyclical. Eighteen (18) have been sentenced and fifteen (15) are pre-sentence or pre-trial. He then explained that there are twenty-three (23) individuals that are going through the outreach program with Michael Lathrop. These are individuals would have been incarcerated but they have been removed from the jail population due to having a job and or getting treatment. They are also doing home confinement which is a great way to manage the TBJ's population.

Sheriff Merry went on to explain LD 973, An Act to Stabilize County Corrections. The goal of this bill is to solidify in statute, State and County funding of Maine's county and regional jail(s) as well as to ensure the statewide adherence to recognized best practices for the administration of County Corrections services. The Bill was unanimously voted out of the CJPS Committee as "ought to pass". Sheriff Merry will continue to keep the Commissioners updated.

V. Business Items

1. **Revised Towing Policy**

The Administrator summarized that in response to a request from Mr. Dale Chadbourne, of Chadbourne Wreckers, the Sheriff's Department reviewed the terms of the County's Towing Policy. (The current policy requires minimum insurance of \$400,000 for auto liability, \$400,000 for general liability, and workers compensation meeting statutory requirements. It also specifies reimbursement amounts of \$75.00 day/\$85.00 night.) Commissioner Grose, Deputy Strout and Mr. Chad Chadbourne have reviewed the policy and the recommend changes are as follows: 1.) the County should remove themselves from requiring set fees by the towing company, and instead of setting a fee of \$125.00 just use the terminology "it must be a reasonable fee."; and 2.) Both the required auto liability and the general liability should be raised to a minimum of \$500,000 each.

Upon **motion** by Commissioner Hobart and second by Commissioner Grose, **the Board voted unanimously to the amend Towing Policy to remove the reimbursement fee amount and add the terminology "it must be a reasonable fee", with a minimum of \$500,000 coverage of general and auto liability.**

2. Authorization to Hire Two Dispatchers

Administrator Hile advised the board that Communication Director Tammy Shiers has requested that she be authorized to hire the following individuals pending their physicals:

Wm. Andrew Jones is a resident of Bath and is currently a Captain with the Maine State Ferry Service. Andrew previously served in the US Coast Guard as well as worked at BIW but has always had in interest in public safety. Andrew has come in a few times for a job shadow, during which time his strong work ethic truly stands out. He wants to be closer to home (he currently commutes to Rockland) and has given the strong impression that he is looking for a place to "plant his feet" and make a long-term commitment. To date, he has successfully completed his background check and polygraph.

Brenna Kitchen is a resident of Chelsea. Brenna is a younger candidate who has an interest in public safety due in part to her stepfather being a member of the Maine Marine Patrol. She currently works two jobs and is looking forward to finding a full-time, career position. Brenna has completed her polygraph and background check.

In order to accommodate the available departmental training resources, one of the candidates will likely begin work early next year. Their addition to the Communications Department will bring dispatch up to full staffing.

Upon **motion** by Commissioner Hobart and second by Commissioner Grose, **the Board voted unanimously to approve the appointment of William Jones and Brenna Kitchen as the new Communication Dispatchers.**

3. Appointment of Member to the BAR

Administrator Hile advised the Board that the terms of Nathaniel Shipley, Juanita Wilson-Hennessey and Everett Perkins (alternate) on the Sagadahoc County Board of Assessing Review will expire on January 1st. The Administrator has not as yet received a reply from Mr. Perkins; however, Mr. Shipley and Ms. Hennessey have agreed to accept reappointment if it is the wish of the Commissioners. (Note: Mr. Perkins could always be appointed contingent upon his acceptance of the position.) The terms will run from January 1, 2020 to January 1, 2023.

Upon **motion** by Commissioner Hobart and second by Commissioner Grose, **the Board voted unanimously to reappoint Mr. Nathaniel Shipley and Ms. Juanita Wilson-Hennessey to the Board of Assessing Review, with Mr. Perkins reappointment contingent on his acceptance of the position.**

4. **Appointment of MCCA/Risk Pool Representative and Proxy**

Administrator presented that, MCCA by-laws require that Counties provide notice of their nominees to the Board of Directors at least two weeks before the annual meeting in January. She respectfully requested that the Commissioners consider their appointment of a representative to the MCCA and Risk Pool Boards of Directors for the coming year, as well as to reappoint the County Administrator to serve as the alternate/proxy for both Boards. Commissioner Hobart currently serves in this position.

Upon **nomination** by Commissioner Crosby and second by Commissioner Grose, **the Board voted unanimously to appoint Commissioner Hobart to serve as the MCCA and Risk Pool Representative, and Administrator Hile to serve as Proxy in his stead.**

5. **Appointment of Members to the TBRJ Authority**

Administrator Hile advised the Board that the terms of Todd McPhee, Brett Strout, Mark Waltz and Joel Merry on the Board of the Two Bridges Regional Jail Authority will expire on December 30, 2019. All have agreed to accept reappointment for a three-year term.

Upon **nomination** by Commissioner Hobart and second by Commissioner Grose, **the Board voted unanimously to appoint Todd McPhee, Brett Strout, Mark Waltz and Joel Merry to serve as Two Bridges Regional Jail Authority Representatives.**

6. **Request for Early closing on December 24, 2019**

Administrator Hile very respectfully requested that, in light of precedence, and in effort to extend a holiday gesture of appreciation to the staff, the Commissioners consider the possibility of allowing a 1 p.m. closing on December 24th.

Upon **motion** by Commissioner Hobart and second by Commissioner Grose, **the Board voted unanimously to approve closing Offices at 1 p.m. on December 24th.**

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

8. **Other**

Upon **motion** by Commissioner Hobart and second by Commissioner Grose, **the Board voted unanimously to add the following item to the agenda: Authorization to Hire Dennis Fraser as the Part-Time Custodian.**

Administrator Hile respectfully request that Dennis Fraser be hired for the Part-Time Custodian position. Dennis was formally the Maintenance Manager here at Sagadahoc County and is very familiar with the building.

Upon **motion** by Commissioner Hobart and second by Commissioner Grose, the Board **voted unanimously to approve the appointment of Dennis Fraser as the new Part-Time Custodian.**

VI. Commissioners Comments/Announcements

1. **Workforce Investment – Commissioner Crosby**

A tech hire grant was received four (4) years ago. This serves individuals who are out of secondary school; have an interest in information technology and computing; and lack the educational attainment, work experiences, and/or skill level to secure full-time employment in middle or high-skill tech-based jobs. Two key factors in deciding if an applicant is eligible for the program are an interest in computer and other technical fields, and a core competency in the skill needed to perform coding or IT services.

2. **MCCA – Commissioner Hobart**

A discussion took place about changing the bylaws to allow a county to be a member of the Risk Pool without having to be a member of MCCA. Administrator Hile noted that the way the legislation is written you need to have at least nine (9) Counties as a member of MCCA for the Risk Pool to exist. If too many Counties leave MCCA then you will lose the Risk Pool. Commissioner Hobart will keep the Board updated.

VII. Executive session(s)

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 the discussing personnel issues.

Upon **motion** by Commissioner Hobart and second by Commissioner Grose, the Board voted unanimously to enter into executive session at 4:07 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 Commissioner left executive session at 4:14 p.m.

Upon **motion** by Commissioner Hobart and second by Commissioner Grose, **the Board voted unanimously to approve Sheriff Merry's recommendation regarding the employment of Deputy Matthew Shiers.**

VIII. Adjournment

Upon **Motion** by Commissioner Hobart and second by Commissioner Grose, **the Board adjourned at 4:16 p.m. by unanimous acclamation.**

Respectfully submitted,

Sharon Gaworski-Holman
Assistant to the Administrator and HR