

***Sagadahoc County Commissioners  
Meeting Minutes  
April 13, 2021***

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, April 13, 2021 via Zoom remote conferencing.

Present: Commissioners Charles Crosby III, Brian Hobart and Carol Grose; Administrator Pamela Hile; Chief Deputy Brett Strout; Interim Communications Director Mike Carter, Bill Post.

Chair Crosby called the meeting to order at 3:02 p.m. and established the presence of a quorum.

There were no public comments.

The Chair then stated that he was pleased to announce that, after interviewing several candidates, Mr. William Post was the Board's selection to become the new County Administrator.

Upon motion by Commissioner Crosby and second by Commissioner Grose, **William Post was unanimously appointed to serve as the Sagadahoc County Administrator effective June 14, 2021.**

Mr. Post thanked the Commissioners for hiring him and expressed his faith that the transition would be smooth. He added that he was looking forward to continuing the good work already underway in the County.

**I. CONSENT AGENDA**

1. Approval of Minutes for March 9, 12, 16 and 26, 2021
2. March Financial Statements
3. Warrants
4. Departmental Reports (Written)
5. Upcoming Meeting(s)
  - a.) Regular Meeting at 3:00 p.m. on Tuesday, May 11, 2021
  - b.) Meeting at 5:00 on Tuesday, May 25, 2021 (IF NEEDED)
  - c.) Budget Public Hearing with BAC at 6 p.m. on Thursday, April 22, 2021

**Upon** motion by Commissioner Hobart and second by Commissioner Grose, the Board voted unanimously to **approve the consent agenda as presented.**

**II. DEPARTMENT REPORTS**

**1. Sheriff's Department/Jails**

Chief Deputy Strout referenced the jail report, noting that 7 of Sagadahoc County's inmates were sentenced, and 18 were pre-trial. Two inmates have been at TBRJ more than one year. He then reported that Transport Deputy Tim Robinson had finished FTO and was provisionally certified as a deputy. In response to inquiries from the Commissioners, the Chief Deputy advised that there would be extra trainings on the use of tasers in response to a recent incident in Brooklyn Center, and that there was a certified instructor on staff.

**III. BUSINESS ITEMS**

April 13, 2021

### 1. Amendment to Employee Manual

The Administrator presented the following summary: Recent contract negotiations with all of the unions have resulted in the insertion of the following language:

Overtime will be paid at one and one-half times the base hourly rate of pay for all the hours beyond forty (40) hours within a work period. ***The forty (40) hour work week will not be penalized by an employee's holiday, vacation, personal time or sick leave.***

Previously, the language stated that holiday, vacation, personal time or sick leave did not count as actual hours worked for the purpose of calculating overtime. Thus, if an employee was off for the Christmas holiday, but was then called into work for an emergency during the same week, they would not be eligible to collect OT until they had actually work 40 hours (i.e., the holiday did not count as hours worked).

The Employee Manual currently contains language that excludes holidays, vacation, personal leave or sick time as hours worked for the purpose of calculating OT (which generally only affects Maintenance). The result is that if the Maintenance Supervisor is off on Christmas day, but then called in to plow at 12:01 a.m. on 12/26, s/he would only be paid straight time for those hours. It therefore respectfully requested that Section 4.6 of the Employee Manual be amended as follows:

4.6 **OVERTIME**-- Overtime will be paid only to employees who are eligible for overtime pay in accordance with the Fair Labor Standards Act. Overtime pay is only applicable to those employees whose department has budgetary authorization for overtime compensation in the form of cash payment. Accordingly, an employee working a 35 hour week will be eligible for straight time up to 40 working hours. ~~Only after 40 hours of actual work will an eligible employee be entitled to compensation at time and one half.~~ ***The forty (40) hour work week will not be penalized by an employee's holiday, vacation, personal time or sick leave.***

Upon **motion** by Commissioner Hobart and second by Commissioner Grose, the Board voted unanimously to **approve the amendment to Section 4.6 of the Employee Manual as presented.**

### 2. Update: Budget Advisory Committee

The Administrator presented the following update for the Commissioners' information: The Budget Advisory Committee met for approximately one hour on Thursday, April 1, 2021. At that time, they reviewed each department's operating and capital budgets, as well as the additional information requested during the previous work session. The only item of concern was the RCM contract; while they appreciate the need to enter into this agreement (and are comfortable with the option that excludes labor), they are in hopes that the contract language can be adjusted to more clearly reflect their availability in an emergency. (Staff is working on this.) If there are no comments of substance at the public hearing, they will officially forward this recommendation to the Commissioners.

### 3. Authorization to Transfer Funds

The Administrator presented the following: It is respectfully requested that the Commissioners authorize interfund transfers of the following:

1. \$5,000 from acct. #59416, Soffit/Trim Replacement Capital Reserve to #59402, Roof Replacement Capital Reserve. These funds will be used in conjunction with the roof replacement project that is scheduled to begin later this spring.

2. \$6,500 from acct. #59300, Contingency, to #59433, Tower Project Capital Reserve. Along with the \$7,092 previously approved, the total transfer is \$13,592 to cover the Georgetown communications upgrade. (\$6,500 had previously been identified in HLSG funding for this project; however, delays in obtaining final approval, plus requirements for historical and environmental

evaluations, etc. make it more desirable to utilize County funds so that we can move forward immediately and then work with the EMA director to find another use for the HLSSG money. Contingency currently has a balance of \$42,400 - \$6,000 Eaton Peabody = \$36,400 - \$3,615 additional debt service - \$13,592 = \$19,193 balance after transfer.)

Upon **motion** by Commissioner Hobart and second by Commissioner Grose, the Board voted to **authorize the interfund transfers as presented.**

#### 4. Authorization to Proceed with Lease/Purchase Loan

The Administrator presented the following summary: As was discussed at the Commissioners' special meeting held on March 26, 2021, the estimated budget for the roof, steeple, and wood/soffit repairs is \$530,325. The increase over our original estimates is due primarily to the inclusion of the wood/soffit maintenance in the project. Originally, we had anticipated the need for a \$250,000, 5-year lease/purchase loan to cover both the roof and the generator replacement projects, with debt service of \$52,800 annually (~2% interest). The capital reserve balance (after paying for scaffolding, cupola repairs, and a portion of the engineer's fee) is \$159,362. The balance of the project + engineering costs to be funded by lease/purchase is \$381,964. While we are still waiting for the final cost for the generator project, a \$500,000 L/P loan plus the \$10,000 capital reserve yields a remaining balance of \$128,036, which should be sufficient to cover the cost for the electrical, groundwork and generator. The debt service on a 10-year L/P loan is estimated to be \$56,415 annually (2.79% interest as of 4/15/21). It is therefore respectfully requested that the Administrator be authorized to execute a 10-year, lease/purchase loan with Androscoggin Bank, not to exceed \$500,000, at such time as the bid process commences.

Upon **motion** by Commissioner Hobart and second by Commissioner Grose, the Board voted unanimously to **authorize the Administrator to execute a 10-year, lease/purchase loan with Androscoggin Bank, not to exceed \$500,000, at such time as the bid process commences.**

#### IV. COMMISSIONERS COMMENTS/ANNOUNCEMENTS (3:45 p.m.)

1. Workforce Investment – Commissioner Crosby advised that the programs using the most recent federal funding were moving smoothly.
2. MCCA – Commissioner Hobart stated that the LPC has been extremely busy, submitting testimony on more than 50 bills. He noted that there are a lot of young representatives in the legislature with many repetitive ideas, and that the institutional knowledge was lacking.

#### V. EXECUTIVE SESSION(S)

Upon **motion** by Commissioner Hobart and second by Commissioner Grose, the Board **entered into an executive session at 3:31 p.m. pursuant to Title 1, Chapter 13, Section 405, 6., D. of the M.R.S.A. for the purpose of discussing union negotiations.**

The Board left executive session at 3:49 p.m.

Upon **motion** by Commissioner Grose and second by Commissioner Hobart, the Commissioners **unanimously approved the Collective Bargaining Agreement with the Communications Dispatch Union for the period 7/1/21 through 6/30/24, as recommended by the County negotiating team.**

Upon **motion** by Commissioner Hobart and second by Commissioner Grose, the **meeting was adjourned by unanimous acclamation. at 3:51 p.m.**

Respectfully submitted,

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Pamela A Hile, County Administrator

April 13, 2021