

*Sagadahoc County Commissioners
Meeting Minutes
Tuesday, June 8, 2021*

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, May 11, 2021 via Zoom remote conferencing.

Present: Commissioners Charles Crosby III, Brian Hobart and Carol Grose; County Administrator Pamela Hile; Sheriff Joel Merry; Chief Deputy Brett Strout; Incoming Administrator Bill Post.

Chair Crosby called the meeting to order at 3:00p.m. and established the presence of a quorum. He then stated that it was Administrator Hile's last meeting before retirement, and he thanked her for her dedicated service for almost a decade, noting that she will be missed.

There were no public Comments.

I. CONSENT AGENDA

1. Approval of April 13 and 22 ,2021 and May 11 and 21, 2021 Minutes
2. May Financial Statements
3. Warrants
4. Departmental Reports (Written)
5. Upcoming Meeting(s)
 - a.) Regular Meeting at 3:00 p.m. on Tuesday, July 13, 2021
 - b.) Meeting at 5:00 on Tuesday, July 27, 2021 (IF NEEDED)

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

II. DEPARTMENT REPORTS

1. Sheriff's Department/Jails – Joel Merry

Sheriff Merry also thanked the Administrator, saying that it had been good working together, the County was better because of her, and she will be missed.

The Sheriff advised that TBRJ opened just before Memorial day after having been closed to new inmates for about one month due to a Covid outbreak. There have been no new cases. The current inmate population is 65, (22 of whom are from Sagadahoc County (17 pretrial and 5 sentenced). Approximately 50 individuals are under pretrial contracts, with 15 of those on electronic monitoring. He noted that the courts are finally starting to do more to move cases along.

Sheriff Merry stated that the department's calls for service last month were just under 500, which is about normal. The activity level was picking up in part due to increased selective enforcement grant traffic stops. Complaints of speeding and aggressive driving continue throughout the County, and the number of accidents has increased.

III. BUSINESS ITEMS

1. Approval of Personnel Transfer

Sheriff Merry requested authorization to transfer patrol deputy Jullian back to transport as a transfer deputy, and to bring transport deputy Tim Robinson into the patrol division. He noted that these positions were much better suited to each individual's capabilities and that both had agreed to the change. Commissioner Hobart asked if the need for the Commissioners' approval was

micromanagement, but both the Sheriff and Administrator explained that technically, they were being hired to fill new positions under different CBAs, and that statutorily, the Board's approval was required.

Upon motion by Commissioner Hobart and second by Commissioner Grose, the transfers were approved unanimously as requested by Sheriff Merry.

2. Consideration of Resolution 2021-2: Adoption of FY 2021-22 Budget

The Administrator advised that Resolution 2021-2 adopts the proposed budget for FY 2021-22; appropriates the money to fund said budget; sets forth the tax levy for each of the communities; sets the amount of the unassigned fund balance that is to be used to offset the tax levy; designates those funds to be carried forward from the FY 2020-21 budget; sets the interest rate for delinquent taxes; and appropriates various reserve funds for use as needed during the upcoming fiscal year.

Upon motion by Commissioner Hobart and second by Commissioner Grose, the Board unanimously adopted Resolution 2021-2, enacting the budget for FY 2021-22.

3. Annual Agreement with MCEDD to Provide Community and Economic Development Services

The Administrator respectfully requested authorization to execute the annual agreement between Sagadahoc County and the Midcoast Economic Development District to provide services for the County's Office of Economic and Community Development. Specifically, this contract renewal allows for the provision of services to all County localities during the period of July 1, 2021 through June 30, 2022 and sets forth the scope of services to be provided; the amount of compensation; reporting requirements; and various related items.

Upon motion by Commissioner Hobart and second by Commissioner Grose, the Board unanimously authorized the Administrator to execute a contract with MCEDD for the provision of Community and Economic Development Services during FY 2021-22.

4. Appointment of Members to the Board of Health

The Administrator advised that the Sagadahoc County Board of Health has respectfully requested that the Commissioners reappoint the following individuals to the Board, with the term beginning on July 1, 2021:

Jamie Door, Youth Sector	3 year term
Katy Hiza, Children's Services Sector	3 year term
Giff Jamison, Housing Sector	3 year term
Ruth Lawson-Stopps, Bath Community Sector	3 year term
Anita Ruff, Dental Sector	3 year term
Paul Dumdey, LHO Sector	3 year term
Patricia Oh, Aging Sector	3 year term

Upon motion by Commissioner Hobart and second by Commissioner Grose, the Board voted unanimously to reappoint Jamie Dorr, Katy Hiza, Giff Jamison, Ruth Lawson-

- 5. Update: ARP Funds
- 6. County Administrator's Report
- 7. Other

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

1. Workforce Investment – Commissioner Crosby
2. MCCA – Commissioner Hobart
3. Other

VII. EXECUTIVE SESSION(S)

None Requested.

VIII. ADJOURNMENT (3:55 p.m.)

II. Consent Agenda

The following items are presented for your review and consideration under the consent agenda. If any Commissioner would like to pull an agenda item, discuss it and vote on it separately, we can do that without any problem. If, however, each member is satisfied with the various items listed under the consent agenda we can accept and file each item with a single vote. The items for your consideration include:

1. Approval of April 13 and 22 ,2021 and May 11 and 21, 2021 Minutes
2. May Financial Statements
3. Warrants
4. Departmental Reports (Written)
5. Upcoming Meeting(s)
 - a.) Regular Meeting at 3:00 p.m. on Tuesday, July 13, 2021
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1. **Approval of Personnel Transfer**

Attached for your review and consideration is correspondence from

June 8, 2021

2. Consideration of Resolution 2021-2: Adoption of FY 2021-22 Budget

Presented for your review and consideration is Resolution No. 2021-2. This Resolution adopts the proposed budget for FY 2021-22; appropriates the money to fund said budget; sets forth the tax levy for each of the communities; sets the amount of the unassigned fund balance that is to be used to offset the tax levy; designates those funds to be carried forward from the FY 2020-21 budget; sets the interest rate for delinquent taxes; and appropriates various reserve funds for use as needed during the upcoming fiscal year. A copy of the proposed budget is attached by reference and will be included in the Resolution Book. The Commissioners consideration of this matter is respectfully requested.

3. Agreement with MCEDD for Community and Economic Development Services

Enclosed for your review and consideration is a copy of the annual agreement between Sagadahoc County and the Midcoast Economic Development District to provide services for the County's Office of Economic and Community Development. Specifically, this contract renewal allows for the provision of services to all County localities during the period of July 1, 2021 through June 30, 2022 and sets forth the scope of services to be provided; the amount of compensation; reporting requirements; and various related items. It is respectfully requested that the Commissioners authorize the County Administrator to execute this document.

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4. Appointment of Members to the Board of Health

The Sagadahoc County Board of Health has respectfully requested that the Commissioners reappoint the following individuals to the Board, with the term beginning on July 1, 2021:

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Katy Hiza, Children's Services Sector	3 year term
Giff Jamison, Housing Sector	3 year term
Ruth Lawson-Stopps, Bath Community Sector	3 year term
Anita Ruff, Dental Sector	3 year term
Paul Dumdey, LHO Sector	3 year term
Patricia Oh, Aging Sector	3 year term

5. **Update: ARP Funds**

Attached for your review and information are the following documents:

1. Most recent Treasury Guidance Clarification
2. Request for Funding from Volunteers of America

As we have also had inquiries from Richmond (sewer system repairs) and Woolwich (extend Comcast line into the Town), it is respectfully recommended that the Commissioners and incoming Administrator meet in the near future to establish a procedure for receiving/prioritizing/considering/responding to such requests.

In addition, after repeatedly reading through the guidance it would seem that there should be a way to link the comprehensive communications system upgrades to a Covid related expense (i.e., necessary to ensure that responders are able to receive calls for assistance from all areas of the County, especially for covid/pandemic related illnesses). This could also tie in with the extension of broadband in underserved areas. (If investigating such an approach should be of interest to the Commissioners it would, of course, be essential to seek confirmation from Treasury that this would be an allowable use.)

County Administrator's Report

1. Recruitment

- Dispatchers – Communications continues its recruitment efforts.
- Communications Director – This is on hold until the new County Administrator comes on board.

2. Miscellaneous Enclosures

- MCCA/Risk Pool Minutes
- TBRJ Minutes
- Legislative Update

3. Self-Funded Health Insurance Pool Status

As of May 31, 2021, the attachment point of \$168,115 exceeded claims (\$80,052) by \$88,063 for the two-month period beginning April 1, 2021. There is also an additional \$1,970 in out of aggregate and monthly adjustments. The aggregate ratio for the period ending May 31, 2021 is at approximately 48%. We will continue to keep the Board updated concerning this matter.

4. Upcoming Office Closure

Please be advised that the County offices will be closed on Monday, July 5, 2021 in observance of the Independence Day holiday.

5. Update: Capital Projects

a.) Roof/Steeple: We are still awaiting the final bid documents from the engineer, as well as a change order to reflect the additional work involved in including the wood trim in the design/bid specifications. (An updated contract for Phase 2 also needs to be completed as Mr. Dube has started his own company.) Things are in place to proceed with the lease/purchase loan whenever the incoming Administrator deems the timing to be appropriate for both the roof and the generator projects. The capital reserve account fund will be carried forward into FY 2021-22.

b.) Courthouse Generator: The Facilities Manager has been working to adapt our bid packet for use in this project. The incoming Administrator will work with him to finalize both the documents and timing. The capital reserve account funds will be carried forward into FY 2021-22.

6. Update: Georgetown Communications Upgrades

RCM is waiting to receive one final piece of equipment, which is expected to ship this week. Once received, RCM can complete the installation the following week.

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7. TBRJ Authority Alternate Member(s)

The appointment of incoming Administrator Bill Post as an alternate brings our total to two (Bill and myself). I am most happy to continue in this position (many of our appointees are not County employees); however, the Commissioners may wish to add another alternate in the future.

8. Cybersecurity Risk Analysis

IT consultant John Buckhoff has received a very detailed analysis of the County's cybersecurity status, along with a number of recommendations for improvement. (It was this study that revealed the breach of the Spillman server by two dangerous viruses.) A debriefing will take place later in the week, and the Commissioners may wish to request an update at the July meeting. We have also identified some Homeland Security funds that can possibly be used for any necessary upgrades.

9. Happy Trails to You

Hard to believe it has been almost a decade since I presented the County's first-ever Consent Agenda! We've experienced many challenges and accomplished much (completing the brownstone restoration on the Courthouse; refinancing the TBRJ bond (to save in excess of \$400,000); switching to self-funded health plan; achieving SHAPE certification; restoring our undesignated fund balance to a healthy level; and surviving a year+ pandemic, to name just a few). Most importantly, the County continues to be staffed by extremely talented and knowledgeable individuals who, like the Commissioners, are constantly looking for ways to provide excellent service to our residents while finding savings wherever possible. They are truly the most gifted individuals with whom I have had the honor to be associated, and I leave the County in very good hands. Finally, I would like to thank the Commissioners for allowing me the opportunity to perform a job that I have truly loved. Shanti, and stay safe!