

NOTICE OF PUBLIC MEETING

County of Sagadahoc Commissioners

Mr. Max Dawson, Chair

Mr. Charles Crosby, III, Vice Chair

Ms. Carol Grose

A regular meeting of the Sagadahoc County Commissioners will be held at 3:00 p.m. on Tuesday, December 9, 2014 in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

TENTATIVE AGENDA

Consideration of:

- I. Call to Order and Establishment of Quorum (3 p.m.)

- II. *Spirit of America Awards – Third Floor Courtroom*

- III. Public Comments (Commissioners' Meeting Room) (3:30 p.m.)

- IV. CONSENT AGENDA (3:35 p.m.)
 - 1. Approval of Minutes for November 13, 2014
 - 2. Approval of Warrants
 - 3. Financial Statements
 - 4. Departmental Reports (Written)
 - 5. Upcoming Meeting(s):
 - a.) Regular Meeting at 3:00 p.m. on Tuesday, January 13, 2015

- V. PRESENTATIONS (3:40 p.m.)
 - 1. FY 2013-14 Audit – Kathy Tyson, RKO
 - 2. Self-Funded Insurance Proposal – Malcolm Ulmer

- VI. DEPARTMENT REPORTS (Presentations)
 1. Sheriff's Department – Joel Merry (4:30 p.m.)

- VII. BUSINESS ITEMS (4:40 p.m.)
 - 1. Lieutenant's Salary – Sheriff Merry
 - 2. HRA Funding for FF-LEO Retirees
 - 3. Deeds Staffing
 - 4. Credit Card Policy
 - 5. New Blinds for Communications Center
 - 6. Appoint MCCA and Risk Pool Representative and Proxy for 2015
 - 7. Appointment of Members to the Board of Assessing Review
 - 8. Appointment of Members to the TBRJ Authority
 - 9. Website Preview
 - 10. Request for Early Closing on December 24th
 - 11. County Administrator's Report
 - 12. Other

December 9, 2014

VIII. COMMISSIONERS COMMENTS/ANNOUNCEMENTS (5:15 p.m.)
1. Workforce Investment – Commissioner Crosby
2. Other

IX. EXECUTIVE SESSION(S)
None requested.

X. ADJOURNMENT (5:25 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 Minutes for November 13, 2014
2. Approval of Warrants
3. Financial Statements
4. Departmental Reports (Written)
5. Upcoming Meeting(s):
 - a.) Regular Meeting at 3:00 p.m. on Tuesday, January 13, 2015

1. Lieutenant's Salary

As you will recall, the Board voted last month to authorize Sheriff Merry to proceed with the hiring process for the vacant lieutenant's position. The Sheriff will be in attendance on Tuesday to discuss the salary range for this appointment.

2. HRA Funding for FF-LEO Retirees

As you are aware, we have been meeting with the Communications and Sheriff's union representatives, as required by their contracts, to discuss the proposed change from the POS-C health plan to the PPO-500 plan. Communications has agreed to the change; however, the Sheriff's deputies have expressed some concern on the effect of the change for those individuals who are participating in a special retirement program for fire-fighters/law enforcement officers. This involves contributions that they make during their active employment that will result in the payment of a portion of their health insurance costs after retirement. Participation in the County's health plan is one of the requirements; however, as our plan would include the HRA benefit if we switch to the PPO-500, a question arose as to the loss the HRA portion of the plan unless these individuals were allowed continued access to these funds. Although the impact on them is in no way catastrophic, it would still have some effect on their out-of-pocket costs.

One option that has been discussed is "grandfathering" these employees only. Attached please find a chart calculating the maximum cost to the County to fund the HRA over the 33 year life of their participation. It is important to note that not everyone will utilize their full HRA funds in any given year, and that the actual amount the County will need to contribute for them annually will be based upon the use of the entire HRA pool.

The union will provide us with its decision concerning the change to PPO-500 once the Commissioners have made a determination concerning this matter.

3. **Deeds Staffing**

As you are aware, current Deputy Deeds Registrar Lynn Moore will assume her position as the elected Registrar on January 1st. This will create the need to appoint a new Deputy, and Ms. Moore has requested authorization to appoint Senior Deeds Clerk Cheryl Oliver to fill this position. Ms. Oliver has been with the County for 2 ½ years. In that time, she has been thoroughly trained in the operations of the department and can easily handle the responsibilities of the Deputy's position.

Should the Commissioners approve this appointment, Ms. Moore has also requested permission to begin the hiring process to fill the Clerk's position. This will be advertised both in- house and in the newspaper, and will follow the normal hiring procedures.

The Commissioners' consideration of these requests is respectfully requested.

4. Credit Card Policy

Enclosed for your review and consideration is a draft policy regarding the use of County credit cards. It is respectfully requested that the Commissioners consider its adoption at Tuesday's meeting.

December 9, 2014

5. New Blinds for Communications Center

As you are aware, the Commissioners appropriated \$4,500 in the FY 2014-15 budget for the replacement of window blinds in the Deeds Department. This project has been completed and, as the result of seeking additional proposals, the Maintenance Supervisor was able to come in \$1,014 below budget. Since that time, the Communications Director has expressed the need for new window blinds in the Communications Department, noting that some are broken, damaged or even missing. We have received an estimate of \$968 to replace the blinds and would respectfully request that the Commissioners authorize the use of the remaining Deeds project funds for this purpose.

6. Appoint MCCA and Risk Pool Representative and Proxy for 2015

The 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. It is therefore respectfully requested that the Commissioners act on Tuesday to appoint their representative to the MCCA and Risk Pool Boards of Directors for the coming year. It is also requested that the Commissioners reappoint the County Administrator to serve as the alternate/proxy for both Boards.

7. **Appointment of Members to the Board of Assessing Review**

Please be advised that the term of Donald Russell on the Sagadahoc County Board of Assessing Review will expire on December 31st. If it is the wish of the Commissioners, Mr. Russell has agreed to accept reappointment for a three year term commencing January 1, 2014.

8. Appointment of Members to the TBRJ Authority

Please be advised that the terms of Max Dawson, Peter Lapari, Pamela Hile (alternate), David Sinclair (alternate) and David Miller (alternate) as members of the Two Bridges Regional Jail Authority Board of Directors will expire on January 1, 2015. It is respectfully requested that the Commissioners consider reappointment of these individuals to serve additional three year terms.

December 9, 2014

9. Website Preview

The County's new website is nearing completion, and we continue to anticipate going live with it by the end of the year. A brief preview of the new site will be presented to the Commissioners at Tuesday's meeting

10. Request for Early Closing on December 24, 2014

Last year, and in some years in the past, the Commissioners have taken action to authorize the County Offices to close at 2:00 p.m. on December 24th. In light of this precedence, and in an effort to extend a holiday gesture of appreciation to the staff, it is very respectfully requested that the Commissioners consider the possibility of once again allowing an early closing on December 24th.

County Administrator's Report

1. Meeting on TBRJ Authority Expansion

The Sheriffs and Administrators from Lincoln and Sagadahoc County, along with Commissioners Dawson and Blodgett and TBRJ Administrator Westrum met in November to resume discussions related to a possible Jail Authority Expansion. Lincoln County has some issues that will need to be addressed prior to moving forward, and we will also need some firm budgetary estimates from Col. Westrum. To that end, the group will meet again on December 18th. I will continue to keep the Board updated concerning this matter.

2. Budget Process

As difficult as it is to fathom, the budget process for FY 2015-16 is about to begin! Department Heads are beginning to formulate their capital requests for the coming year, and a budget calendar will be distributed in January. Caucuses for the BAC will take place in February. I will continue to keep the Board updated regarding this process.

3. Miscellaneous Enclosures

- MCEDD Minutes/Newsletter
- Article by Steve Edmonson
- MCCA Minutes
- Sample Requisition Form for Purchase Orders
- Letter of Resignation – Joan Atwood

4. Pre-Trial Conferences

As you are aware, Lincoln, Sagadahoc, Waldo and Knox Counties recently entered into a contract with Maine Pre-Trial Services. We have received permission from the state to utilize one of the small conference rooms on the third floor for Pre-Trial meetings when court is not in session. Generally, meetings will occur only once or twice a week, with most of the sessions taking place at TBRJ.

5. Upcoming Office Closures

Just a reminder that the County Offices will be closed on Thursday, December 25th and Thursday, January 1st in observance of the Christmas and New Year holidays. On behalf of the entire staff, I would like to wish each of you the very best of holiday seasons!

December 9, 2014

6. Vehicle Damage

Please be advised that one of our Sheriff's vehicles was involved in an accident on November 27th. Deputy Sharpe was struck by a drunk driver and, fortunately, was not injured. Damage to the cruiser is estimated at \$5,682. Less the deductible of \$1,000, the County will receive a check from the Rick Pool for \$4,682.

8. Christmas Luncheon/Oath Ceremony

The County will hold its annual holiday luncheon at 11:30 a.m. on Friday, December 19th. It will be preceded at 11:00 a.m. by the oath ceremony for new/returning elected officials. We hope you will be able to attend!

9. Workers Compensation Premium Reduction

I am pleased to report that a credit of 5% was applied toward our Workers Compensation contribution to MMA as the result of our participation in the Leader Program. This involves the implementation of various loss control programs, and our Safety Committee, led by Ms. Dayton, is to be commended and congratulated on this effort!

FINANCIAL STATEMENTS WILL BE DISTRIBUTED ON TUESDAY.

December 9, 2014