

County of Sagadahoc Commissioners
Meeting Minutes
August 12, 2014

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, August 12, 2014 in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

Present: Chair Max Dawson, Vice Chair Charles Crosby, III, Commissioner Carol Grose, County Administrator Pamela Hile, Attorney Linda McGill, Chief Deputy Brett Strout, Registrar of Deeds, Judi Stevens, Deputy Administrator Robin Dayton, reporter for Boothbay Register, Jane Carpenter.

Call to Order

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

Public Comments: Jane Carpenter introduced herself as a reporter for Boothbay Register. She hopes to continue to cover our meetings as her time permits.

Consent Agenda

1. Approval of Minutes for July 8 and July 25, 2014
2. Approval of Warrants
3. July 2014 Financial Statements
4. Departmental Reports (Written)
5. Upcoming Meeting(s):
 - a.) Regular Meeting at 5:00 p.m. on Tuesday, August 19, 2014 (ONLY IF NEEDED)
 - b.) Regular Meeting at 3:00 p.m. on Tuesday, September 9, 2014

Upon **motion** by Chair Dawson and second by Commissioner Grose, the **Consent Agenda was approved** unanimously.

Executive session(s)

Upon **motion** by Commissioner Crosby and second by Chair Dawson the Board unanimously **entered into executive Session at 3:05 pursuant to Title 1, Chapter 13, Section 405, 6., A of the M.R.S.A. for the purpose of discussing personnel matters**

The Board of Commissioner's exited the executive session at 3:17 pm.

Upon **motion** by Commissioner Crosby and second by Chair Dawson the Board **unanimously approved the Administrator's recommendation pursuant to 30A MRS 501 Sub. 3A.**

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Department Reports (Presentations)

1. Sheriff's Department – Brett Strout

Chief Deputy Brett Strout Sheriff provided the Department's monthly activity packet to the Commissioners and noted 6 important items as follows:

Lt. Calvin Temple has retired effective July 31, 2014. His retirement party is scheduled for September 6, 2014 and the Department wishes to extend a formal invitation to each of the Commissioners. The Lieutenant's cruiser is temporarily stored at the Chief Deputy's location due to limited parking at the Court House and a busy court schedule through September.

A prisoner incarcerated as a habitual offender, was put on home release on June 9, 2014. The Department made 117 contacts with him as part of the home monitoring program. On August 8, 2014 he strangled his girlfriend in Brunswick. She is alive. He was caught and arrested by Brunswick PD, and is incarcerated for felony in Cumberland County Jail.

The Department's new permanent fire extinguishers have been installed in the cruisers as well as the new computer tablets.

The Sargent Detective position was advertised in house and one candidate responded. The Department completed the requisite interview process with Detective Dan Reed. Dan's promotion is effective August 17, 2014.

Sagadahoc, Waldo, Knox and Lincoln Counties completed their review of VOA and Maine Pre-Trial Services and recommend moving forward with a contract with Maine Pre-Trial Services.

On August 22, 2014 The Department will work with the Bureau of Highway Safety and conduct a joint all stop roadblock between the hours 10:00 pm, and 2:00 am on Route 1 in both north and south lanes. This detail will be publically announced in advance.

2. Safety/Wellness – Robin Dayton

Deputy Administrator Robin Dayton briefly reviewed the County's continued participation in the MMA Risk Management Leader Program which requires an annual review of health and safety programs. The purpose of the annual Leader Program review is to determine if members are eligible for a credit on our workers compensation bill. Last year the County received a credit of \$ 3,485 dollars. This year our review went very well with no deficiencies reported. Sagadahoc County also continues to actively pursue acceptance into the Maine Department of Labor Safety & Health Award for Public Employers (SHAPE) Program. If successful, Sagadahoc County will be the first County in Maine to be accepted into the SHAPE program. Finally, the Deputy Administrator invited the Commissioners to attend the employee appreciation BBQ on Thursday August 21, 2014 from 11:30 to 1:00 pm.

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Business Items

1. Record Management System Contract – Judi Stevens

Deeds Registrar Judi Stevens reported the outcome of her recently requested proposals for a new Record Management System Contract for the Deeds office. Judi discussed the bid process and provided a spreadsheet displaying the 5 bids received. Registrar Stevens recommended a six year contract with Fidlar Technologies, who provided the lowest bid. A six year contract places a renewal in the middle of the term of the next elected Deeds Registrar.

Upon **motion** by Vice Chair Crosby and second by Commissioner Grose, the Board **voted unanimously to authorize the Administrator to execute a six year contract with Fidlar Technologies for records management hardware and software for the Sagadahoc County Deeds Office.**

2. Authorization to Initiate a Tax Anticipation Note

Administrator Hile reported the current cash flow projections indicate a slightly positive balance remaining in our accounts as of October 31st. This assumes that Bowdoin pays half of its tax assessment in September, and it also assumes that there will be no unforeseen expenditures; however, as the Commissioners are not likely to meet again until September 9th, and as the cash balance is marginal Administrator Hile respectfully requested that the Commissioners once again authorize the Administrator to initiate the TAN process with Androscoggin Bank if needed.

Upon **motion** by Chair Dawson, second by Vice Chair Crosby, the Board **voted unanimously to authorize the Administrator to initiate a TAN with Androscoggin Bank.**

3. Update: TBRJ Refunding

The Administrator reported that the bond refunding sale was completed on August 14, 2014 and we are quite pleased with the results. Sagadahoc County realized a savings of \$433,410 over the remaining life of the debt. Lincoln County received the same reduction. This is significant relief from our debt service burden.

4. County Administrator's Report - Available for review upon request.

Administrator Hile briefly mentioned that the interviews were completed for the EMA Deputy Director position and a selection will be presented to the Board next month. She also noted that the crane for the roof project is expected on site on September 2, 2014.

Commissioners Comments/Announcements

None.

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Adjournment

Upon **motion** by Vice Chair Crosby and second by Chair Dawson the Board **agreed to adjourn at 3:45 p.m. by unanimous acclamation.**

Respectfully submitted

Robin M. Dayton.

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