

County of Sagadahoc Commissioners
Meeting Minutes
October 14, 2014

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, October 14, 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, Chief Deputy, Brett Strout, EMA Director Eric Sawyer, EMA Deputy Director Jason Shedlock, Deputy to the Administrator Robin Dayton,

Call to Order

Chair Dawson called the meeting to order at 2:55 p.m. and established the presence of a quorum.

Consent Agenda

1. Approval of Minutes for September 9, 2014
2. Approval of Warrants
3. Departmental Reports (Written)
4. Upcoming Meeting(s):
 - a.) Regular Meeting at 5:00 p.m. on Tuesday, October 28, 2014 (ONLY IF NEEDED)
 - b.) Regular Meeting in November TBD

Chair Dawson amended the consent agenda to include a change to the meeting minutes of September 9, 2014 to add the Commissioner's vote to authorize the County Attorney to act on their behalf.

Upon motion by Commissioner Grose and second by Vice Chair Crosby, the Consent Agenda was unanimously approved as amended.
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Department Reports

EMA Department – Eric Sawyer

EMA Director Eric Sawyer introduced Jason Shedlock, the new Deputy EMA Director for Sagadahoc County. Mr. Shedlock briefly discussed his background, experience and expressed his sincere appreciation and commitment to work for Sagadahoc County. The Commissioner's gave Jason a hearty "welcome aboard!"

EMA Director Sawyer reported the latest news on the Ebola virus. Sagadahoc County participated in a multilevel government conference call with President Obama, the CDC, and Homeland Security. Several new protocols to keep the Ebola virus from spreading in the US were described in detail during this call.

DA Domestic Violence Office - Steve Edmundson

Domestic Violence Investigator Steve Edmundson described several domestic violence prevention initiatives that he is currently promoting in Sagadahoc County. Steve recently submitted 2 OP-ED pieces in the Times Record and the Bangor Daily News. This fall through the winter, the “NO MORE” campaign will focus the public’s attention to act when they witness domestic violence using the slogan, “if you see it report it.” This strategy is data driven. For example, of the 48 cases of domestic violence reported this year, 1/3 were reported by a third party, i.e. an eye witness or a neighbor. Currently you will see selected venues displaying purple lights. Purple is used as a symbol against domestic violence and October is designated as Domestic Violence Awareness Month. Steve is also working with the County Board of Health this week by taping a public access session on Preventing Domestic Violence.

Sheriff’s Department – Chief Deputy Brett Strout

Chief Deputy Brett Strout provided the Department’s monthly activity packet to the Commissioners noting an increase in domestic violence cases over the weekend. A follow up report on vehicles was also provided. The bid process for 3 budgeted replacement cruisers will start soon. The Department did not receive any bids for the 12 passenger replacement van. It seems that Penske is replacing its fleet and has subsequently overwhelmed the manufacturing capacity of large vans. The Sheriff requested authorization to place an order with Wiscasset Ford in the amount not to exceed \$32,000 for a 12 passenger van with the understanding that it will take 3 to 4 months to acquire the vehicle.

Upon **motion** by Vice Chair Crosby and second by Chair Dawson, **the Board unanimously authorized the Sheriff to place an order for a 12 passenger van with Wiscasset Ford.**

Business Items

1. Contract with Maine Pre-Trial Services – Brett Strout

The ratification of a joint 1 year contract for the new Pre-Trial Services contract was requested. Vice Chair Crosby sought an explanation for the reduced cost to Lincoln County compared to Sagadahoc County. Chief Deputy Strout explained that Lincoln County wants to continue some of their own prisoner program elements. The 1 year contract still provides Sagadahoc County with worthwhile fiscal savings.

Upon **motion** by Vice Chair Crosby and second by Commissioner Grose, **the Board unanimously authorized the Chair and Sheriff to execute the Pre-Trial Services Contract for one year.**

2. Accounting Manager Position – Administrator Pam Hile

Administrator Pamela Hile reported on the hiring process of a new Accounting Manager. Five applications were received and two people were selected for an interview held on Wednesday, October 8th. Participating in the process were our auditor Kathy Tyson, RKO; Commissioner Dawson; Richmond Town Manager/Finance Director Janet Smith; and the Administrator. After careful consideration, the panel found Michelle Cearbaugh to be the best qualified candidate.

Upon **motion** by Vice Chair Crosby and second by Chair Dawson, **the Board unanimously approved hiring Michelle Cearbaugh for the Accounting Manager position.**

3. Part-Time Custodial Position

Administrator Hile advised that the part time custodian, Mr. Nick West, resigned effective October 10, 2014. Mr. West recently started a full-time position and we wish him well.

Upon **motion** by Chair Dawson and second by Commissioner Grose, **the Board unanimously authorized the Administrator to begin the hiring process for a replacement.**

4. November Meeting Date

The regular November Commissioners' meeting is scheduled at 3 p.m. on Tuesday, November 11, 2014; however, this is also Veteran's Day, which is a federal holiday. The Administrator offered two possible alternatives: Thursday, November 13th at 3 p.m. or Friday November 14th. Commissioner Crosby will advise as to which day he is available. Once the final date is determined all necessary notifications/advertisements shall be made.

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

Administrator Hile highlighted several items of interest the first being that the County will not require a TAN this year. The Administrator and the Board gave a big thanks to Bath and Bowdoinham for early payments. Administrator Hile briefly noted that the weathervane has been rebuilt and is scheduled to for placement on October 22, 2014. The audit is scheduled for November 10, 2014.

Commissioners Comments/Announcements

Vice Chair Crosby expressed how pleased he was to attend the annual convention for Maine Counties this year. It was tremendously helpful to see other County Commissioners and have the opportunity to talk with them on a wide range of topics. The event was well planned and well worth attending.

Recess

Chair Dawson called for a motion for a brief recess in order to re-assemble for the joint Commissioner and Budget Advisory Committee workshop.

Upon **motion** by Vice Chair Crosby and second by Commissioner Grose, **the Board unanimously agreed to recess at 4:05 pm.**

Work Session With Budget Advisory Committee

The Commissioners reconvened at 4:10 pm in the Jury Room with the budget Advisory Committee members Julia House, Paul Gamache, Theresa Turgeon, Mike Whitney, David Hennessey, Mari Eosco, and Bill Thompson.

1. Update from Time and Tide – Megan Lachapelle

Michelle Lachapelle gave a presentation on Time and Tide and answered questions regarding its archives.

2. Unfunded Liability Study – Pam Hile

Administrator Pam Hile gave a report on the use of the County's unfunded liability reserves over the next five years.

3. County Charters – Peter Crichton, Cumberland County Manager; Pam Hile

Peter Crichton, Cumberland County Manager discussed the process, costs and pros and cons of creating a County Charter.

Adjournment

Upon **motion** by Commissioner Grose and second by Chair Dawson, the Board **adjourned at 5:25 p.m. by unanimous acclamation.**

Respectfully submitted

Robin M. Dayton.

September 9, 2014