

**County of Sagadahoc Commissioners**  
***Meeting Minutes***  
***November 11, 2014***

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, November 11, 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, Sheriff Joel Merry, Deeds Registrar Elect, Lynn Moore, EMA Director Eric Sawyer, Deputy EMA Director Jason Shedlock, Deputy to the Administrator Robin Dayton.

**Call to Order**

Chair Dawson called the meeting to order at 3:05 p.m. and established the presence of a quorum.

**Consent Agenda**

1. Approval of Minutes for October 14, 2014
2. Approval of Warrants
3. Departmental Reports (Written)
4. Upcoming Meeting(s):
  - a.) Regular Meeting at 5:00 p.m. on Tuesday, November 25, 2014 (ONLY IF NEEDED)
  - b.) Regular Meeting at 3:00 p.m. on Tuesday, December 9, 2014

Upon <b>motion</b> by Commissioner Grose and second by Vice Chair Crosby, the <b>Consent Agenda</b> was <b>unanimously approved with an amendment to the minutes</b> .
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**Department Reports**

Administration – Pam Hile

The County Administrator introduced the new Accounting Manager, Michelle Cearbaugh. The Board welcomed her.

Sheriff's Department – Joel Merry

Sheriff Joel Merry provided the Department's monthly activity packet to the Commissioners noting there are 3 individuals on home release. Overall the numbers for Sagadahoc County at TBRJ are down. A discussion followed regarding the possibility of a 4 county regional jail system. Vice Chair Crosby noted that strong opinions and several questions have been expressed by Mr. Blodgett and others. Vice Chair Crosby emphasized the need for a

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long range, 20 year plan. Sheriff Merry agreed we need to consider what a 4 county regional jail system means for bed rates for Sagadahoc County. The Administrator advised that meetings are scheduled for next week with Lincoln County to discuss this topic.

**Business Items**

1. Mutual Aid Agreement – Sheriff Merry

Sheriff Merry presented a Mutual Aid Agreement in accordance with M.R.S.A. Title 30-A § 462 between Sagadahoc County and Kennebec County for approval by the Board.

Upon **motion** by Vice Chair Crosby and second by Commissioner Grose, **the Board unanimously approved the Mutual Aid Agreement with Kennebec County.**

2. Disposition of Transport Van – Sheriff Merry

The Sheriff’s Department tried to obtain a trade-in value for the large transport van that is currently being replaced. Unfortunately, the cost of necessary repairs precluded any “takers”. Sheriff Merry presented two alternative options for the 2003, 12 passenger Chevy van’s disposition for consideration. Bowdoinham auto salvage offered to crush the van after first removing the radios, lights, and decals. Alternatively, Glen Kirkpatrick’s offered a trade arrangement whereby he would remove the lights, radios and decals from the van and three other vehicles (value of approximately \$600) in exchange for the van.

Upon **motion** by Vice Chair Crosby and second by Commissioner Grose, **the Board unanimously approved entering into an agreement with Mr. Kirpatrick to exchange the van for the removal of radios, lights and decals from the van and three other vehicles.**

3. Lieutenant’s Position/Approval of Job Description – Sheriff Merry

Sheriff Merry requested authorization to begin the hiring process to fill the position of Lieutenant which became vacant upon the retirement of Lieutenant Calvin Temple. The position will be simultaneously advertised in-house and to outside sources. The Sheriff reported that he reviewed the duties and needs of the department after Calvin’s retirement. Although responsibilities will continue to include Law Enforcement and Transport, the job description was enhanced and revised and also presented for approval.

Upon **motion** by Vice Chair Crosby, second by Commissioner Grose, **the Board unanimously authorized the Sheriff to begin the hiring process to fill the position of the Lieutenant and approved the revised job description.**

4. Use of Forfeiture Funds – Sheriff Merry

Sheriff Merry requested approval to expend \$5,895.15 from the drug forfeiture (K-9) fund for additional costs incurred in the installation of the new computer tablets in law enforcement vehicles throughout the County. There is approximately \$33,082 in that fund at the current time.

Upon **motion** by Vice Chair Crosby and second by Commissioner Grose, **the Board unanimously approved the expenditure of \$ 5,895.15 from the drug forfeiture (K-9) fund for additional costs incurred in the installation of the new computer tablets in law enforcement vehicles.**

5. Homeland Security Grant – Eric Sawyer

EMA Director Eric Sawyer requested that the Commissioners approve the acceptance and use of this year's Homeland Security Grant in the amount of \$64,460. These funds are allocated for law enforcement, fire protection and emergency management purposes and are utilized throughout the County.

Upon **motion** by Chair Dawson and second by Vice Chair Crosby, **the Board unanimously accepted this year's Homeland Security Grant in the amount of \$64,460 to use for law enforcement, fire protection and emergency management purposes throughout the County.**

6. Authorization to Continue Part-Time Temporary Deeds Preservation Employee – Lynn Moore

Last year the Commissioners approved hiring a 25 hour a week part-time, temporary employee at \$11.50/hr. for one year for the Deeds Department to move forward with the scanning and archiving project. The position is funded by the Deeds Preservation Account with a current balance of approximately \$102,700. Registrar Elect, Lynn Moore described the progress to date and requested that the Board approve continuing the position for another twelve months, to commence on January 6, 2015. Once again, this will be a temporary slot that will be paid entirely from the Preservation Account.

Upon **motion** by Vice Chair Crosby and second by Commissioner Grose, **the Board unanimously authorized the extension of the 25 hour a week part-time, temporary employee at \$11.50/hr. for one year for the Deeds Department to continue the archiving scanning project.**

7. Authorization to Fill Part-Time Custodial Position

Administrator Hile requested that the Commissioners' authorize us to hire Ms. Lynn Green to fill the nine hour/week custodial position. This position was left vacant when Nick West resigned. The position was advertised and interviews were held by the Administrator and the Maintenance Supervisor. In addition to having already passed all back-ground checks and pre-employment screenings, Ms. Green is available to start immediately.

Upon **motion** by Vice Chair Crosby and second by Commissioner Grose, **the Board unanimously approved Hiring Lynn Green to fill the part- time custodial position.**

8. Board of Health Appointment

The Board of Health has respectfully requested that the Commissioners appoint Ms. MacKinnon, RN, CIC to fill the position as the representative from CHANS which was vacated by Avel Payne at the end of her term in June, 2014. Ms. MacKinnon term will expire on June 30, 2017.

Upon **motion** by Chair Dawson second by Commissioner Grose, **the Board unanimously appointed Ms. MacKinnon, RN, CIC to Board of Health as the representative from CHANS whose term will expire on June 30, 2017.**

9. 2015 Holiday Schedule – Pam Hile

Upon **motion** by Commissioner Grose and second by Vice Chair Crosby, **the Board unanimously approved the 2015 Holiday Schedule as presented.**

10. Weathervane Update

Administrator Hile reported the weathervane project has been completed. In addition, continued lengthy conversations with the insurance company, with repeated references to the engineering report, finally yielded a commitment from the Risk Pool to pay a portion of the cost. We are awaiting the final invoice from the Penobscot Company, after which we will learn how much the Risk Pool will contribute. I will continue to keep the Board updated concerning this matter. Commissioner Crosby requested a letter of appreciation, to be signed by Chair Dawson, to the contractor. The Board of Commissioners also expressed appreciation to the Administrator for her work on this project.

11. Certificates of Appreciation

The Commissioners issued certificates of appreciation and congratulations to the following dispatchers, noting that the collective experience and commitment of these individuals is an invaluable resource for the department and for our communities:

Mark Hanson – 20 year anniversary with Sagadahoc County  
Tammy Shiers – 10 year anniversary with Sagadahoc County  
Candice Robinson - 10 year anniversary with Sagadahoc County

## 12. Purchase Order Policy

The Administrator advised that Commissioner Dawson recently expressed concern as to the lack of controls over the use of the County credit cards. He additionally expressed displeasure over staff's failure to implement a purchase order policy.

Administrator Hile provided a draft policy for approval by the Board to be implemented after the Department Head meeting on November 18, 2014. This policy strives to strike a balance between retaining strong oversight of pre-paid purchases (i.e., credit cards and reimbursements) and managing the time needed to generate and track the purchase orders. The policy also provides oversight on large purchases from established vendors, which will make cash flow tracking significantly easier.

Upon **motion** by Vice Chair Crosby and second by Commissioner Grose, **the Board unanimously approved the new Purchase Order Policy.**

Chair Dawson requested that a Credit Card Policy be prepared for the Board's review and consideration.

## 13. Health Insurance Update –

Administrator Hile reported that she continues to hold meetings to identify possible options to reduce and control health insurance costs for the County. We have narrowed our focus to some specific proposals. A detailed presentation is scheduled for the December Board meeting. Administrator Hile provided the following general conceptual overview in two parts:

Part one: The cost of our current health insurance plan, POS C, will increase by 7% starting January 1, 2015. 49 % of the municipalities in Maine offer the same insurance that we offer; however, many are looking to change. Several of these communities are not bound by union contract language to provide "comparable insurance."

The most comparable plan to our current POS C plan is the PPO 500 plan coupled with a Health Reimbursement Account (HRA). Once the HRA is fully funded the first year, the expenses to keep the account fully funded tend to become less and less over time. This meets the comparable insurance standard. Other advantages to the PPO 500 plan include elimination of the requirement to use a Preferred Provider, elimination of the need for a referral, and access to a network of doctors covering all 50 states as well as reduced premiums for employers and employees.

Part two: There is a possibility that we may become individually rated by MMEHT next year as we have exceeded the 50 member limit for participation in the pool. Because our losses this year are quite high, costs will likely increase significantly. To combat this, the County

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may consider moving to a self-insured plan. As a self-insured employer we would purchase a stop loss policy to minimize risk and place health insurance funds in a restricted account. It is anticipated that, as a self-insured employer, there would be less fluctuation in premium rates. Waldo County was the first to do this and has not experienced increases in premiums for several years. As a self-insured employer we would contract with a 3<sup>rd</sup> party administrator, Maritain, and Aetna as our health provider. Malcolm Ulmer is scheduled to provide a cost proposal for self-insurance based on both the POS C and PPO 500 plans. Vice Chair Crosby requested a second opinion. The Board commended staff for their work on this matter.

14. Other –

Approval of a revised Pre-Trial Services contract was added to the agenda. Knox County's attorney made a few non-substantive changes. Sheriff Merry requested the Board re-sign and adapted this slightly revised Pre-Trial Services contract.

Upon **motion** by Vice Chair Crosby and second by Commissioner Grose, **the Board unanimously re-signed and adapted the Pre-Trial Services Contract.**

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

**Commissioners Comments/Announcements**

There were no additional announcements to report.

**Recess**

Chair Dawson called for a motion for a brief recess at 4:46 in order to re-assemble for an executive session.

Upon **motion** by Vice Chair Crosby and second by Commissioner Grose, **the Board unanimously agreed to recess at 4:46 pm.**

**Executive Session**

Upon **motion** by Commissioner Crosby and second by Commissioner Grose, **the Board unanimously agreed at 4:56 to enter into executive 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 exited the executive session at 5:08 p.m.

Upon **motion** by Commissioner Crosby and second by Commissioner Grose, **the Board voted unanimously to renew the County Administrators contract, as presented, for a three year term beginning January 1, 2015.**

**Adjournment**

Upon **motion** by Commissioner Grose and second by Chair Dawson, the Board **agreed to adjourn at 5:10 p.m. by unanimous acclamation.**

Respectfully submitted

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Robin M. Dayton.

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