

## *Meeting Minutes*

### *May 12, 2015*

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, May 12, 2015, in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

Present: Commissioners Charles Crosby, III, Carol Grose and Max Dawson; Administrator Pamela Hile; Sheriff Joel Merry; Lt. Scott Stuart; EMA Director Brodie Hinckley.

Vice Chair Grose called the meeting to order at 3:03 p.m. and established the presence of a quorum.

There were no public comments.

The following consent agenda was presented for consideration:

1. Approval of Minutes for April 14 and April 28, 2015
2. Approval of Warrants
3. April Financial Statements
4. Departmental Reports (Written)
5. Upcoming Meeting(s):
  - a.) Regular Meeting at 3:00 p.m. on Tuesday, June 9, 2015
  - b.) Meeting at 5:00 p.m. on Tuesday, June 23, 2015 IF NEEDED

Upon **motion** by Commissioner Grose and second by Commissioner Dawson, the **consent agenda was accepted as presented.**

Chair Crosby arrived at 3:11 p.m.

#### DEPARTMENT REPORTS

1. Sheriff's Department/Jail Update

Sherriff Merry updated the Board on various departmental matters, including 1.) the completion of a successful OUI operation, and 2.) increased patrols for three proms, which resulted in a quiet season. He also noted that Sagadahoc County's inmate count at TBRJ was currently less than Lincoln County's, and that Sagadahoc had more sentenced than pre-trial prisoners.

The Sheriff advised that the status of jail funding and operations remained uncertain, with the proposed legislative solutions leaving a \$11,000,000+ gap in state funding. As a receiving jail, JBRJ has the capacity to accept inmates from other Counties; however, the legislation may not allow for the acceptance of boarding fees. Chair Crosby expressed concern for TBRJ's future, and asked for various options, including increasing the County's budget, closing a pod, and/or contracting with other Counties. The Sheriff noted that the current statute prohibits us from raising additional funds, and that there is very little control over most factors. MCCA wants the jails returned to the Counties, but has sent inconsistent messages as everyone is affected differently. The Administrator noted that talks are on-going with other Counties regarding contracts.

2. Communications Department

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Communications Director Brodie Hinckley advised that the ergonomics project is now complete. He also gave a number of updates, including:

- Alarms will be placed on the tower site generators to advise when they are in use.
- The agreement with Brunswick to serve as each other back-up dispatching centers has been finalized. This will also allow access to a worldwide data base, with no fee for the County.
- LD 1256 was amended to allow the five cent E-911 tax surcharge to remain in place and to be applied towards developing and implementing mandatory fire protocols. Training will be the only cost to the County, and it has been factored into the existing training budget.

## BUSINESS ITEMS

### 1. Request to Use Forfeiture Funds

The Sheriff requested authorization to expend \$15,934 of the \$48,183 remaining in the \$125,000 drug seizure fund. The purpose of this expenditure is to provide the necessary initial payment to enter a long-term taser replacement program. Lt. Stuart explained that the program would upgrade the County's tasers and provide replacement of new weapons every five years. The initial investment will provide new equipment, cartridges and training. Additional cartridges will add about \$8.00 per officer annually. The annual contract will cost \$2,744, which can be covered in the Sheriff's operating budget. The Commissioners noted that it was a valuable tool that could save lives.

Upon **motion** by Commissioner Dawson and second by Chair Crosby, the Board voted unanimously to **approve the expenditure of \$15,924 from the forfeiture fund and to authorize the five year maintenance/replacement contract.**

### 2. Authorization to Hire Dispatcher

The County recently received a letter of resignation from Dispatcher Zachary Cavanaugh, who is leaving to pursue an exceptional educational opportunity. Director Hinckley is therefore respectfully requesting the Board's authorization to initiate the hiring process.

Upon **motion** by Commissioner Grose and second by Commissioner Dawson, the Board voted unanimously to **authorize initiation of the hiring process.**

### 3. Request for Assignment of Vehicle

Communications Director Hinckley requested that the soon-to-be replaced EMA vehicle be assigned for his use. His reasons included the following:

1. He is on call 24/7 and had five after-hour call outs last month alone. (Also, he is able to save the County money by not relying on vendors for this.)
2. He does not have the tools in his personal vehicle to handle many of the situations he encounters at the tower sites.
3. He has many early morning and late afternoon meetings for which it is impractical to drive into Bath to pick-up and deposit the "county" van.
4. Four wheel drive is needed to reach the Phippsburg tower site.

As with the EMA vehicle, this would also be parked in Topsham for easy access on Director Hinckley's way to the office, meetings and emergencies.

Commissioner Dawson wanted to ascertain that the vehicle can get an inspection sticker without significant cost and thus assure another year's use. Transfer of the vehicle would be contingent upon this action.

Upon **motion** by Commissioner Dawson and second by Chair Crosby, the Board voted 2-1 to **approve the request**. Commissioner Grose voted against the motion.

4. RKO Auditing Contract (taken out of sequence)

The Administrator presented the following summary: Enclosed for your review and consideration is a letter of agreement between the County and RKO for the provision of auditing services for the fiscal year ending June 30, 2015. The "not to exceed" cost of \$15,000 is a slight increase over the current year to reflect the additional time necessary to comply with two new GASB standards: #45, testing of health plan; and #64, funding of the County's pension plan through MePERS. If less time is incurred, we will be billed accordingly.

Commissioner Dawson asked that the Commissioners be notified if the auditor is requested to conduct a mid-year review.

Upon **motion** by Commissioner Grose and second by Commissioner Dawson, the Board voted 2-0 to **authorize the proposed contract with RKO**. (Chair Crosby had not yet arrived.)

5. County Administrator's Report - This is on file and available upon request.

EXECUTIVE SESSION(S)

Upon **motion** by Commissioner Dawson and second by Commissioner Grose, the Board voted unanimously at 4:18 p.m. to **enter into the following executive sessions**:

1. Request to enter into an executive session pursuant to Title 1, Chapter 13, Section 405, 6., D of the M.R.S.A. for the purpose of discussing labor negotiations.
2. Request to enter into an executive session pursuant to Title 1, Chapter 13, Section 405, 6., A of the M.R.S.A. for the purpose of discussing personnel matters.

The Commissioners left the executive sessions at 5:09 p.m.

Upon **motion** by Commissioner Grose and second by Commissioner Dawson, the Board voted unanimously to **approve the proposed collective bargaining agreement with the Sagadahoc County Communications Association, effective July 1, 2015 through June 30, 2018**.

Upon **motion** by Commissioner Dawson and second by Commissioner Grose, the Board voted unanimously to make a **market adjustment of \$6,259 to the Communications Director's salary effective July 1, 2015**.

Chair Crosby noted that it was an overdue adjustment and that the position was clearly underpaid in comparison with other localities. The Director is a valuable employee whose services should be retained. Commissioner Grose added that the Director's work is greatly appreciated.

Upon **motion** by Commissioner Dawson and second by Commissioner Grose, the meeting was **adjourned by unanimous acclamation at 5:13 p.m.**

Respectfully submitted,

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Pamela A, Hile, County Administrator

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