

***Sagadahoc County Commissioners  
Meeting Minutes***

***October 13, 2015***

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, October 13, 2015 in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

Present: County of Sagadahoc Commissioners: Mr. Charles Crosby, III, Chair, Ms. Carol Grose, Vice Chair, Mr. Max Dawson; Pamela Hile, County Administrator; Lynn Moore, Registrar of Deeds; Lt. Deputy Scott Stewart, Sheriff's Office; Sharon Hinckley, Human Resources Director; Mary Kay Blatz, Asst. to County Administrator  
Guest: Rosi Kulow, Executive Director, MCCA

Chair Crosby called the meeting to order at 3:09 p.m. and established the presence of a quorum.

Chair Crosby called for public comments. Rosi Kulow, Executive Director Executive Director of Maine County Commissioners Association, shared information about MCCA initiatives including showcasing counties on the MCCA website and MCCA resources such as website job posts, classifieds, etc., storehouse for legislative documents, directory resources, newsletter and updates.

**III. CONSENT AGENDA**

1. Approval of Minutes for September 8, 2015
2. Approval of Warrants
3. September Financial Statements
4. Departmental Reports (Written)
5. Upcoming Meeting(s):
  - Regular Meeting at 3:00 p.m. on Tuesday, November 10, 2015
  - Meeting at 5:00 p.m. on Tuesday, October 27, 2015 IF NEEDED

Upon **MOTION** by Vice Chair Grose and second by Commissioner Dawson, **the consent agenda was unanimously approved as presented.**

**DEPARTMENT REPORTS**

Sheriff's Department – Lt. Scott Stewart

Lt. Stewart presented a drug forfeiture in the amount of \$504.

Upon **MOTION** by Vice Chair Grose and second by Commissioner Dawson, **the Commissioners accepted the drug forfeiture monies.**

Sheriff Merry has respectfully requested the Commissioners' formal authorization to hire Jeffrey Shiers to fill the vacant Transport Deputy position.

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the board unanimously authorized the hiring of Jeff Shiers to the position of Patrol Deputy.**

## **BUSINESS ITEMS**

### **Appropriation of State Jail Funding**

The County has received \$284,383 from the State, which represents our share of the \$12.2 million allocation for local jail funding. This money is to be appropriated as follows:

**\$154,959 for Programs** (this replaces previous CCA revenue)

**\$129,424 to TBRJ** (this replaces previous state funding, which has been distributed through the counties rather than directly to TBRJ as was previously the case)

**\$284,383**

The total payment to TBRJ for FY 2015-16 will be \$2,516,488, of which \$795,601 has been paid through October 1<sup>st</sup>. Beginning with November, the new monthly payment will be \$215,110.87.

(\$2,657,105 cap + \$284,383 state = \$2,941,488 - \$425,000 transport/programs = \$2,516,488)

Upon **MOTION** by Vice Chair Grose and second by Commissioner Dawson, **the board unanimously authorized the appropriation of State Jail Funding as presented.**

### **Request to Contract for Back Scanning**

Deeds Register Lynn Moore presented a request that the Commissioners' approve to contract with U.S. Imaging to undertake extensive, on-site back scanning of old deed books. US Imaging, which partners with Fidlar Technologies (our software provider), submitted the lowest proposal (\$45,825). Xerox came in at \$59,303. Ms. Moore noted it was extremely difficult to find vendors that would do the work on site, and these were the only two responses received. U.S. Imaging will scan directly from the original books allowing the books to remain intact, while other vendors would disassemble the books to scan the original documents. The scanning will encompass books numbered 1 through 124, which cover the years from 1854 through 1900. When this phase of the project is complete, all Sagadahoc County deeds will be available in electronic format. The project will be paid entirely from the preservation fund, which had a balance of \$100,805 as of September 30, 2015.

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the board unanimously authorized the Administrator to enter into contract with U.S. Imaging for the back scanning of these documents.**

Ms. Moore also updated the Commissioners regarding the current state of the business for the deeds department, including their focus on registering property owners in the Property Fraud Alert system.

### **Appropriation of MePERS Funds**

Administrator Hile reported that over the past several years, the County had a surplus in its Maine State Retirement Fund that has been used to offset a portion of our annual payments to MePERS. As was noted in the adopted FY 2015-16 budget, the remaining funds in this account

(\$69,464) were returned to the County at the end of June, but will continue to be used to be applied toward payments over the next two years.

**\$34,732 for payments to MePERS in FY 2015-16**

**\$34,732 into a reserve fund for payments to MePERS in FY 2016-17**

Upon **MOTION** by Vice Chair Grose and second by Commissioner Dawson, **the board unanimously confirmed the appropriation of MePERS funds as presented**

### **Request to Remove Trees from County Property**

Mr. Robert Shultz, owner of property adjacent to the Courthouse (190 Centre Street), is asking that the Commissioners consider his request to clear growth along the County's side of our joint property line so that he may install solar panels on his building. This includes the removal of approximately twelve mature trees. He is prepared to remove all debris as well as plant some low growing shrubs/trees in that area. The Commissioners discussed the fact that this is the only green space on County property and that it is used by both employees and County residents, and that removing the trees would be a loss for the County.

Upon **MOTION** by Vice Chair Grose and second by Commissioner Dawson, **the board unanimously denied the request to have the trees removed from County property.**

**COUNTY ADMINISTRATOR'S REPORT** – Available for review upon request.

### **OTHER**

Administrator Hile respectfully requested that the Commissioners consider the following individuals for nomination for the Spirit of America awards. Joyce Spencer – Arrowsic, for her work with the restoration and preservation of Doubling Point Light; Don Russell – Topsham, who is retiring after nearly 50 years of public service including Topsham Board of Selectmen, Planning Board, Administrative District 75 Board of Directors, Redevelopment Authority for the Topsham Navy Annex, Sagadahoc County Budget Advisory, and the Board of Assessment Review; and David Bourget, posthumously, for his continuous service to the town of West Bath since 2003, as well as over 40 years of service to Phippsburg Fire Department where he served as Asst. Fire Chief and as an EMT.

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the board unanimously approved the nomination of Don Russell and David Bourget for Spirit of America Awards, and requested additional information concerning Ms. Joyce Spencer.**

Commissioner Dawson noted that it is good to hear the state of the Deeds department and important for the Commissioners to be kept up-to-date as to the happenings of each County department. He then requested that a representative from Probate present a state of the department report at the November Commissioners' meeting.

EXECUTIVE SESSION(S)

Upon **MOTION** by Vice Chair Grose and second by Commissioner Dawson, **the Board voted unanimously to enter into an executive session at 3:41 p.m.** Title 1, Chapter 13, Section 405, 6., E of the M.R.S.A. for the purpose of discussing rights and responsibilities.

The Commissioners left executive session at 4:10 p.m.

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Board voted by unanimous acclamation to adjourn at 4:10 p.m.**

Respectfully submitted,

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May Kay Blatz, Assistant to the Administrator