

***Sagadahoc County Commissioners
Meeting Minutes***

November 10, 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; Joel Merry, Sheriff; Carolyn Bird, Register of Probate; Lt. Deputy Scott Stewart, Lieutenant S.O.; Brodie Hinckley, Communications Director; Eric Sawyer, EMA Director; Mary Kay Blatz, Asst. to County Administrator

Guest: Bruce Flaherty, Director, Spirit of America Foundation, Maine

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

Bruce Flaherty from Spirit of America inquired as to the date of the Spirit of America award presentation. The Commissioners reported that it would take place on Tuesday, December 8 at 2:30 PM, directly preceding the December Commissioners Meeting.

III. CONSENT AGENDA (3:05 p.m.)

- 1. Approval of Minutes for October 13, 2015
- 2. Approval of Warrants
- 3. October Financial Statements
- 4. Departmental Reports (Written)
- 5. Upcoming Meeting(s):
 - a.) Regular Meeting at 3:00 p.m. on December 8, 2015
 - b.) Meeting at 5:00 p.m. on Tuesday, November 24, 2015 IF NEEDED

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

DEPARTMENT REPORTS

Probate – Carolyn Bird, Register of Probate

Carolyn Bird reported that Probate continues to have a high number of guardianships, both minor and incapacitated adults and continues to work on conservatorships, adoptions, name changes, wills and passports.

A project that the Probate team has taken on is to publish pamphlets with information on “how to” navigate through the probate process, as most of their clientele is self-represented and the Probate employees are prohibited by statute from giving legal advice. The pamphlet includes an overview of the department, documents that individuals need, language and steps to execute processes. The goal is to take the anxiety out of the process. Maureen Snyder (Office Assistant) has been working backwards to scan old files from 1983 to 1981. Register Bird also noted that Probate currently uses the Commissioners' Room to hold court sessions and expressed concern is that

litigants congregate outside in the hallway and can be loud and disruptive to the Deeds department. This is being managed as best possible with signage, verbal reminders, and communications and if necessary, resourcing the Sheriff's Department if there is an identified risk of escalation. More sensitive proceedings are held in the breakroom on the 3rd floor for privacy.

Sheriff's Department – Sheriff Joel Merry

The Sheriff reported that inmates at TBRJ have an average stay of 60 days, pre-trial and 51 days post-sentencing. A number of inmates serving sentences have been released to their homes and/or rehab centers. Individuals that take part in this release program have been deemed no threat to themselves or others.

A Deputy was involved in a minor motor vehicle assistant the previous evening. The incident is being handled both through our risk management company as well as through the departmental processes.

Business Items

1. Authorization to Hire Patrol Deputy – Joel Merry

Sheriff Merry reports that they are not yet ready to request authorization to hire, but did have a good pool of applicants and are currently running background checks so that he can request authorization at a future Commissioners' Meeting.

2. Contract with Mid Coast Hospital – Joel Merry

Sheriff Merry requests that the County contract with Mid Coast Hospital for Recovery Coaching services to be provided to individuals that require such services as they are released from TBRJ. This program is to be modeled after a successful (10 year) program in Lincoln County that has received positive feedback. The money for this contract would be gleaned from funds available from money freed up through the lower cost contract with Maine Pretrial Services. Probation officers and the Sheriff believe that this program will be helpful in reducing recurrent offenders.

Upon **MOTION** by Vice Chair Grose and second by Commissioner Dawson, **the Commissioners authorized the Sheriff to enter into contract with Mid Coast Hospital for Recovery Coaching services.**

3. Acceptance of Forfeiture Funds – Joel Merry

Sheriff Merry presented a forfeiture request of \$1,260 in cash and asked that the funds be placed in the K-9 account.

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the board voted to accept the drug forfeiture check and allocate it to the K-9 fund.**

4. Appropriation of State Funding for TBRJ

The Administrator reported that the County recently received a total of \$4,189.59 from the State for “FY County Jail Operations Fund Distribution – Court Fines and Surcharges, First Quarter”. Previously sent directly to TBRJ, these funds now first pass through the County; therefore, it was respectfully requested that the Commissioners appropriate this sum for immediate distribution to Two Bridges. The Sheriff noted that in light of the financial challenges faced by TBRJ, this makes sense for this year; however, we should be thoughtful as to where we want this money to go next year.

Upon **MOTION** by Vice Chair Grose and second by Commissioner Dawson, **the Commissioners authorized the appropriation of funds to TBRJ.**

5. Authorization to Hire Dispatcher – Brodie Hinckley

The Administrator reported that Communications recently conducted a full hiring selection process, which yielded several promising candidates. Since that time, an additional vacancy has occurred and Director Hinckley has respectfully requested authorization to hire Ms. Christa Silevinac to fill this position. Her employment would be contingent upon completion of background and medical testing.

Upon **MOTION** by Vice Chair Grose and second by Commissioner Dawson, **the Commissioners authorized the hiring of a Communications Dispatcher contingent upon completed background and medical reporting.**

6. Telephone Services

In anticipation of the expiration of our contract with OTT Communications for the provision of phone services, Communications Director Brodie Hinkley has been researching various options in an effort to reduce costs for this item, and offered the following:

<u>OTT Current</u>	<u>OTT Proposed</u>	<u>GWI Proposed</u>
\$1,012/month	\$669.50/month	\$664.35/month
~97/mo. LD	~97.00/mo. ave. LD	
\$1,109 mo.	\$766.50/mo. + B/U internet	\$664.35/month
17 business lines with caller ID	10 business lines w/caller ID (PRI handles other 7 lines)	10 business lines w/caller ID (PRI handles other 7 lines)
No long distance minutes	No long distance minutes	3300 long distance minutes
No backup internet included	No backup internet	50 Mbps backup internet

Additional

Long distance phone charges-pay as you go at .029/minute for both OTT plans and for GWI>3300 min.

Back up internet service price for OTT yet to be confirmed

GWI savings over current contract: ~\$5,336 annually

GWI savings over OTT renewal: ~\$1,226 annually + backup internet (estimate min. of \$420)

It was requested that the Commissioners authorize the County Administrator to enter into a three year contract with GWI for the provision of telephone services as of January 1, 2016.

Commissioner Grose inquired as to feedback from companies currently using GWI. Brodie reported that he is aware of both Mid Coast Hospital and Knox County contracting with GWI and that both are satisfied with their services.

Upon **MOTION** by Vice Chair Grose and second by Commissioner Dawson, **the Commissioners authorized the Administrator to execute a three (3) year contract with GWI.**

7. Acceptance of Homeland Security Grant – Eric Sawyer

EMA Director Eric Sawyer presented information concerning this year’s Homeland Security Grant. The funds, which total \$61,805.17, will be used for a number of projects, including to assist the Bath Water District with access control and video monitoring.

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Commissioners authorized the acceptance of the Homeland Security Grant for the projects as present by EMA Director Sawyer.**

8. Disposition of Remaining Surplus Items

Staff advised that the public sale was not well attended and that there were a lot of leftover items, the majority of which have no market value. After discussion, it was determined that the surplus items should be first offered to the towns, and then disposed of as appropriate.

9. Arrowsic Nomination for Spirit of America Award

Administrator Hile presented Joyce and Jim Spencer for the Commissioners to consider nominating for the Spirit of America award for their work with Doubling Point Light, as Arrowsic has not nominated an individual for the award.

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Commissioners approved putting forth Joyce and Jim Spencer for the Spirit of America award.**

10. Approval of 2016 Holiday Schedule

Administrator Hile presented the following 2016 Holiday Schedule for the Commissioners’ consideration and approval:

Jan 01	New Year's Day	Sep 05	Labor Day
Jan 18	M L King Day	Oct 10	Columbus Day
Feb 15	Presidents' Day	Nov 11	Veterans' Day
Apr 18	Patriots' Day	Nov 24	Thanksgiving Day
May 30	Memorial Day	Nov 25	Thanksgiving Friday
Jul 04	Independence Day	Dec 26	Christmas Observed

Upon **MOTION** by Vice Chair Grose and second by Commissioner Dawson, **the Commissioners approved the 2016 Holiday Schedule as presented.**

11. Appropriation from Commissioners' Contingency Account

The Administrator respectfully requested that the Commissioners appropriate \$7,800 from the Commissioners' Contingency Account for payment of back retirement costs for Brian Quinn. Such payment will be deposited directly in Mr. Quinn's retirement account upon execution of a settlement agreement, to be prepared by the County's attorney.

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Commissioners approved the appropriation of these funds from the Commissioners' Contingency Account.**

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

13. Other

Vice Chair Grose announced that she has resigned from Mid Coast Maine Community Action and will need someone to fill her position through September of 2016.

Commissioner Dawson brought forth an issue that was raised with him regarding concerns by the Bath Fire Department regarding Sagadahoc County Communications services. Commissioner Dawson will follow through with the Fire Department and County staff to obtain additional information concerning this matter.

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Board voted by unanimous acclamation to adjourn at 4:23 p.m.**

Respectfully submitted,

May Kay Blatz, Assistant to the Administrator