

***Sagadahoc County Commissioners
Meeting Minutes
June 9, 2015***

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, June 9, 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; County Administrator Pamela Hile; HR Director Sharon Hinckley; Sheriff Joel Merry; EMA Director Eric Sawyer; Health Insurance Administrator Malcolm Ulmer.

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

There were no public comments.

The following consent agenda was presented for approval:

1. Approval of Minutes for May 12, 2015
2. Approval of Warrants
3. May Financial Statements
4. Departmental Reports (Written)
5. Upcoming Meeting(s):
 - a.) Regular Meeting at 3:00 p.m. on Tuesday, July 14, 2015
 - b.) Meeting at 5:00 p.m. on Tuesday, July 28, 2015 IF NEEDED

Commissioner Dawson made a **motion to accept the consent agenda as presented with the exception of the minutes for May 12, 2015**, as they were not available for review prior to the start of the meeting. Second by Commissioner Grose. **Motion carried unanimously.**

Sheriff's Department/Jail Update – Joel Merry

Sheriff Merry advised that the inmate population is down after peaking in November, December and January. Twenty-five individuals are currently in the pre-trial program, and the District 6 Sheriffs are looking at renewing the contract with Maine Pre-Trial. Costs for this will be lowered due to the elimination of a supervisor's position. Sheriff Merry also noted that his department averages approximately 500 calls per month; however, May was at roughly 700 due to special traffic details. The Sheriff then reported on the jail legislation, stating that the bill is not a good one as written, but that a floor amendment might remedy some of the deficiencies. A discussion followed concerning the funding shortage and distribution formula, as well as options should no additional money be forthcoming. The Sheriff will continue to monitor the situation closely.

Business Items

1. Acceptance of Drug Forfeiture Funds

Sheriff Merry requested that the Commissioners accept \$670 in forfeiture funds, to be placed in the special K-9 account.

Upon **motion** by Commissioner Dawson and second by Commissioner Grose, the Board voted **unanimously to accept the forfeiture funds.**

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2. Contract with Town of Bowdoinham

Sheriff Merry presented a contract between his department and the Town of Bowdoinham that would allow enforcement by the Sheriff's Office of a Town fireworks ordinance. The deputies are already responding to the calls; however, they don't have the ability to issue citations. The agreement is very specific to this ordinance and this Town, and there will be no cost to the County.

Upon **motion** by Commissioner Dawson and second by Commissioner Crosby, the Commissioners **voted unanimously to approve the agreement contingent upon Bowdoinham's passing of the ordinance at its Town Meeting.**

3. "Tobacco-Free" Policy

EMA Director Eric Sawyer presented a draft policy that would prohibit use of tobacco products, as well as e-cigarettes, on all County property and in all County vehicles. In response to a question from Commissioner Dawson, Mr. Sawyer advised that Cumberland County enacted a tobacco-free policy in January, and that the West Bath Court does not allow smoking within a 100 foot radius. Chair Crosby inquired as to how the new policy would be communicated for those on jury duty, as well as to County employees. Mr. Sawyer responded that there would be a roll-out/educational period for employees - with an effective policy date of September 1st - during which a smoking cessation program will be offered. Arrangements will also be made to notify the courts of the new policy.

Upon **motion** by Chair Crosby and second by Commissioner Grose, **the Board voted 2 to 1 to adopt the tobacco-free policy effective September 1, 2015. Yes: Commissioners Crosby and Grose. No: Commissioner Dawson**, citing philosophical objections. **Motion carried.**

4. Authorization to Purchase EMA Vehicle

Mr. Sawyer advised that a second open bidding process for the new EMA vehicle yielded a price of \$32,914 for a 2015 Dodge Durango with a heavy duty towing package. This will be funded entirely by Homeland Security grants.

Upon **motion** by Commissioner Dawson and second by Chair Crosby, the **Board voted unanimously to accept the bid proposal as presented.**

5. Appointment of Board of Health Members

The Board of Health respectfully requested the Commissioners' consideration of the appointment of the following individuals to the Board:

1. Patricia Oh, representing Elder Citizens (new appointment, bio attached) – 3 year term
2. Steve Walsh, DVM, representing Veterinary Services (reappointment) – 3 year term
3. Marla Davis, Ex Officio (no term limit)

Upon **motion** by Commissioner Dawson and second by Commissioner Grose, the Board **unanimously appointed Ms. Oh, Dr. Walsh and Ms. Davis to serve on the Sagadahoc County Board of Health.**

6. Consideration of Resolution 2015-1: Adoption of FY 2015-16 Budget

The Administrator presented Resolution No. 2015-1, which adopts the proposed budget for FY 2015-16; appropriates the money to fund said budget; sets forth the tax levy for each of the

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communities; sets the amount of the unassigned fund balance that is to be used to offset the tax levy; designates those funds to be carried forward from the FY 2014-15 budget; and appropriates various reserve funds for use as needed during the upcoming fiscal year.

Upon **motion** by Commissioner Grose and second by Commissioner Dawson, the Board **unanimously approved Resolution 2015-1.**

7. Renewal of Contract with MCOG

The Administrator presented a proposed agreement between Sagadahoc County and the Midcoast Council of Governments to provide services for the County's Office of Economic and Community Development. Specifically, this contract provides for the provision of services to all County localities during the period of July 1, 2015 through June 30, 2016 and sets forth the scope of services to be provided; the amount of compensation (unchanged from the current year); reporting requirements; and various related items.

Upon **motion** by Commissioner Dawson and second by Commissioner Grose, the Commissioners **voted unanimously to authorize the Administrator to execute the proposed agreement with the Midcoast Council of Governments.**

8. Renewal of MOU with MCOG for Office Space

The Administrator requested authorization to execute an agreement with MCOG for the continued use of office space in the Courthouse.

Upon **motion** by Commissioner Dawson and second by Commissioner Grose, **the Board unanimously authorized the Administrator to execute an agreement with MCOG for the use of office space.**

9. Authorize Award of Contract for Siding Project

The Administrator presented the following summary: Proposals for the Administration Building Siding Replacement Project were opened on Friday, June 5, 2015. There was a very broad spectrum of bids, ranging from a high of \$37,630 (Rich Exterior Solutions) to a low of \$15,400 (B&C Construction). Options included upgrading to Monogram 46 vinyl siding; using vinyl covered aluminum rather than plain aluminum where possible; and utilizing a built-in J system. These would add a total of \$950 to the project total, which would bring the low bid up to \$16,350 (still \$7,100 less than the next lowest base bid). There is currently \$18,044 set aside in capital reserves for this project. While we had hoped to begin work this summer, the low bidder will not be available until sometime this fall. We will negotiate a start day that will ensure completion prior to the end of the calendar year, and have carried the funds forward into the FY 2015-16 budget. It is respectfully requested that the Commissioners authorize the Administrator to contract with B&C Construction in an amount of \$16,350 for this project.

Upon **motion** by Commissioner Dawson and second by Commissioner Grose, the Board **unanimously authorized the Administrator to execute the contract with B&C Construction as presented.**

10. Authorize Hiring of Assistant to the Administrator

Upon **motion** by Commissioner Dawson and second by Chair Crosby, the Commissioners voted unanimously to **authorize the Administrator to hire Ms. Mary Kay Blatz to fill the**

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position of Assistant to the Administrator, at a salary not to exceed \$40,000 annually, subject to a successfully completed background check.

11. County Administrator's Report – Available for review upon request.

Commissioners' Comments/Announcements

1. Workforce Investment

Chair Crosby advised that Coastal Counties received one of only ten \$500,000 awards given throughout the country. It will be used to establish a career center in conjunction with the Cumberland County Jail for the purpose of enhancing prisoners' job skills, addressing abuse problems, and similar functions.

2. Commissioner Dawson noted that it may be necessary to pre-pay a portion of the funds due to TBRJ in order to enable them to maintain a viable cash flow. Depending upon the timing, this may require the County to obtain a tax anticipation note. He also advised that closing pods will not save a huge amount of money, and that the jail authority is working on a short term contract with one County while exploring a longer-term partnership with another County.

Executive Session

Upon motion by Commissioner Grose and second by Commissioner Dawson, the Board voted unanimously to enter into executive session at 4:09 p.m. 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 came out of executive session at 4:52 p.m.

Upon motion by Commissioner Dawson and second by Commissioner Grose, the meeting was adjourned at 4:52 p.m. by unanimous acclamation.

Respectfully submitted.

Pamela A. Hile, County Administrator

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