



## *Sagadahoc County Commissioners Meeting Minutes*

*July 12, 2016*

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, July 12, 2016, in the Commissioners' Meeting Room of the County Courthouse at 752 High Street, Bath, Maine 04530.

Present: County of Sagadahoc Commissioners: Mr. Charles Crosby III, Chair; Ms. Carol Grose, Vice-Chair; Mr. Lawrence Dawson, Pamela Hile, County Administrator; Sheriff Joel Merry; Brett Strout, Chief Deputy; Brodie Hinckley, Communications Director; Mary Kay Blatz, Asst. to the Administrator

I. Chair Crosby called the meeting to order and established the presence of a quorum at 3:04 p.m.

### II. PUBLIC COMMENTS

There were no public comments

### III. CONSENT AGENDA

Approval of Minutes for June 14, 2016

Approval of Warrants - Unaudited

Financial Statement(s)

Departmental Reports (Written)

Upcoming Meeting(s):

a.) Regular Meeting at 3:00 p.m. on Tuesday, August 9, 2016

b.) Meeting at 5:00 p.m. on Tuesday, July 26, 2015 IF NEEDED

Upon **MOTION** by Commissioner Dawson and second by Vice-chair Grose, **the financial statements were removed as there was not adequate for their review. The rest of the consent agenda was approved as presented.**

### IV. DEPARTMENT REPORTS

1. Board of Health – Sharon Baglio

Due to a scheduling conflict, this will be rescheduled for a future date TBD.

2. Sheriff's Department/Jail Update – Sheriff Joel Merry

Sheriff Merry reports that there has been a spike in traffic stops due to the availability of Bureau of Highway Safety grant funding, resulting in more officers working traffic safety details.

Sheriff Merry also reports that the number of Sagadahoc inmates in Two Bridges Regional Jail is at 22 pre-sentenced and 12 sentenced inmates in addition to 9 sentenced individuals on home release or graduated sanctions with tight case management through Transport officers and/or the Midcoast Hospital Outreach program. In addition, two individuals currently at Midcoast Hospital require around the clock monitoring by our Transport Department.

Sheriff Merry informed the Commissioners that Knox County is out of negotiations to enter into a contract with TBRJ due to budget concerns.

## V. Business Items

### 1. Authorization to purchase NIBRS Module

Director Hinckley respectfully requested that the Commissioners formalize their authorization to complete a purchase agreement for the NIBRS Data Collection Module, this in consideration that the FBI is transitioning the current UCR program to the NIBRS program by January 1, 2021 and all of the County's law enforcement agencies must be using the program by then, and by signing a purchase agreement prior to June 30<sup>th</sup>, the total cost to the County is \$17,601, a savings of \$4,400. Payment would be split ½ in FY 2017-18, and ½ in FY 2018-19. Training is at least one year out (FY 2017-18) and the maintenance for that year is included in the contract. If we install in 2017-18, there will be no maintenance fee until FY 2018-19. We will not be responsible for any maintenance fees for two years out and historically, Spillman pricing for modules typically go up a minimum of 3% annually.

Upon **MOTION** by Vice-chair Grose and second by Commissioner Dawson, **the Commissioners unanimously authorized Director Hinckley to complete a purchase agreement for the NIBRS Data Collection Module.**

### 2. Authorization to Contract with Criticall Software for Pre-Employment Testing

Director Hinckley presented to the Commissioners CritiCall Testing Software, a work sample test which is utilized in many of the PSAPS in the state. It simulates a generic dispatch environment, but does so in a way that does not require job specific knowledge. This is done by placing the individual into situations that require the same knowledge, skills, and abilities necessary for success in the modern dispatch environment. Successful completion of the CritiCall tests requires mastery of skills and abilities such as multitasking; prioritization; map reading; memory recall; comprehension; probability; data entry; and decision-making. By utilizing the CritiCall tests, not only is the County able to determine whether or not the applicant is sufficiently skilled, but often the applicant is able to determine whether or not dispatching would be a suitable career.

Director Hinckley stated that he believes that the last three individuals hired who did not make it through probation would not have passed this test, as these individuals struggled with multitasking, prioritization, comprehension and computer skills, and thus would not have been hired resulting in significant time and money saved, if this testing had been in place. As there are currently three vacant dispatcher positions, it would be invaluable to have this program in place as quickly as possible, There are adequate funds in the department's training budget to cover this cost, Director Hinckley respectfully requested authorization to contract with Criticall Software for pre-employment testing at an annual licensing cost of \$1,995.

Upon **MOTION** by Commissioner Dawson and second by Vice-chair Grose, **the Commissioners unanimously authorized Director Hinckley to contract with Critical Software for pre-employment screening software.**

3. Update on Animal Control Officer Initiative

Administrator Hile updated the Commissioners to the status of the County Animal Control Officer initiative. The new DOL ruling related to exempt employees has made it impossible to structure an ACO contract service as originally envisioned. We would either have to contract for the ACO service ourselves, or pay a part-time County ACO an hourly wage. The former raises liability questions and would likely be more expensive as the individual would have to provide his/her own insurance, etc. The latter is also problematic in that most of the interested localities do not have a truly accurate count of their annual call volume. West Bath has therefore decided to track its calls closely for one year and it appears likely that the other towns will do the same. We can then revisit this matter next year with information that will allow the Towns to budget realistically for this service.

4. Appointment to Midcoast Maine Community Action

Administrator Hile respectfully requested that the Commissioners consider the appointment of Hallie Johnston to represent Sagadahoc County on the MMCA Board of Directors at the request of MMCA Executive Director Jessica Tysen. Ms. Johnston, a resident of Woolwich, will fill the Sagadahoc County Public Sector vacancy on the Board and will serve a three (3) year term.

Upon **MOTION** by Vice-chair Grose and second by Commissioner Dawson, **the Commissioners unanimously approved the appointment of Ms. Hallie Johnston to represent Sagadahoc County on the Midcoast Maine Community Action Board of Directors for a three-year term.**

5. 2016 Municipal Tax Warrant

Administrator Hile presented the County's 2016 Tax Assessment, which reflects the amount included in the recently adopted FY 2016-17 budget. In reviewing at the valuations, West Bath remained the same, Woolwich increased slightly and Phippsburg and Georgetown each decreased slightly. Administrator Hile respectfully requested that the Commissioners approve the Assessment to be sent out to the City and Towns by July 15<sup>th</sup>, with a September 1<sup>st</sup> due date and November 1<sup>st</sup> penalty date.

Upon **MOTION** by Vice-chair Grose and second by Commissioner Dawson, **the Commissioners unanimously approved that the 2016 Tax Assessment to be sent out to County Municipalities with a September 1<sup>st</sup> due date and November 1<sup>st</sup> penalty date.**

6. Parking on Courthouse Lot

Administrator Hile reported that at times when Court is in session, even with the recently reconfigured space assignments freeing up two additional spaces and the

County being allowed to utilize a limited number of spaces in a nearby Church lot, parking continues to be a challenge at the Courthouse. It has been noted that several individuals have been utilizing the County parking lot as an all-day drop-off lot, as well as patrons of Mae's Café frequently utilize the lot. In consideration, Administrator Hile respectfully requested that the Commissioners authorize County Administration to post signage identifying the lot for use in County Business, Monday through Friday from 8:00 a.m. to 5:00 p.m., and additionally authorize County Administration to place a notice on the windshields of vehicles identified to be utilizing the lot for non-County business advising that they seek alternative parking in the future in the hopes that these steps would be enough to deter people from parking in the lot outside of County business.

Upon **MOTION** by Commissioner Dawson and second by Chair Crosby, **the Commissioners unanimously authorized placing signage at each entrance to the County parking lot as well as placing notification on vehicles identified as utilizing the lot for non-County business.**

7. County Administrator's Report - Available upon request

#### VI. COMMISSIONERS COMMENTS/ANNOUNCEMENTS

Chair Crosby reports that Coastal County has received \$4 million in a tech-hire grant, one of 35 in the country. This will support training in 18-32 tech jobs in Maine through \$38 – \$58 thousand dollar employer incentives. Chair Crosby believes that the grant request was successful due to the approach of writing a smart and reasonable grant request rather than asking for the maximum amount of \$5 million.

#### VII. EXECUTIVE SESSION(S)

1. None requested.

#### VIII. Adjournment

Upon **MOTION** by Commissioner Dawson and second by Vice-chair Grose, **the Commissioners voted by unanimous acclamation to adjourn the meeting at 3:35 p.m.**

Respectfully submitted,

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Mary Kay Blatz, Assistant to the Administrator