

Sagadahoc County Commissioners
Meeting Minutes
Thursday, March 16, 2017

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 pm Thursday, March 16, 2017, in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

Present: Chair Carol Grose; Vice-chair Charles Crosby III; Commissioner Max Dawson; County Administrator Pamela Hile; Sheriff Joel Merry; Communications Director, Brodie Hinckley; EMA Director, Sarah (Hicks) Bennett; EMA Consultant, Tod Hartung; HR Director, Sharon Hinckley; Attorney Rick Hornbeck; Asst. to Administrator, Mary Kay Blatz

- I. Chair Grose called the meeting to order at 3:05 p.m. and established the presence of a quorum.
- II. Change to the agenda to enter into Executive Session(s)

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.

Upon **motion** by Commissioner Dawson and second by Vice-chair Crosby, the Commissioners voted **unanimously enter into 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 at 3:05 p.m.**

The Board came out of executive session at 3:48 p.m.

- III. There were no public comments.
- IV. Consent Agenda:
1. Approval of Minutes for February 14, 2017
 2. February Financial Statements
 3. Departmental Reports (Written)
 4. Upcoming Meeting(s):
 - a. Regular Meeting at 3:00 p.m. on Tuesday, April 11, 2017
 - b. Joint Work Session with BAC at 8:30 a.m. on Friday, March 17, 2017
 - c. Special Meeting at 5:00 p.m. on Tuesday, March 21, 2017
 - d. Meeting at 5:00 p.m. on Tuesday, March 28, 2017 IF NEEDED
 - e. Meeting @ 5 p.m. on Tuesday, April 18, 2017 IF NEEDED

Upon **motion** by Commissioner Dawson and second by Vice-chair Crosby, the **consent agenda was unanimously approved as presented.**

V. Department Reports

Sheriff's Office / Jail Update – Sheriff Joel Merry

Sheriff Merry referenced his monthly activity report, noting that it was relatively uneventful. He advised that the number of Sagadahoc inmates at TBRJ has increased to 36 due primarily to post-holiday sentencing. Waldo has the most inmates, followed by Sagadahoc, Oxford, Lincoln and Kennebec. There is a special meeting of the Jail Authority scheduled for Tuesday, March 21.

Sheriff Merry also reported that Deputy Huntington was in an automobile accident the previous Saturday morning. Deputy Huntington suffered only minor injuries but the Risk Pool has determined that the vehicle a total loss. Deputy Huntington will drive the spare vehicle until alternate provisions can be made.

Introduction of EMA Specialist – Tod Hartung

EMA Director Bennett introduced EMA Specialist Tod Hartung who will be with the County through June 30, 2017 for the purpose of assisting Director Bennet.

VI. Business Items

1. Establishment of Health Insurance Rates for Year Beginning April 1, 2017

Administrator Hile presented the following: Based upon participation numbers and funding levels, our maximum self-funded liability next year is slightly over \$998,000. It is important to note, however, that it is extremely unlikely we will reach our maximum liability. In addition, our health fund balance as of June 30, 2016 was about \$125,000 and it is anticipated that the balance as of April 1st will continue to be more than sufficient to cover any gap between the funded and maximum liability. Administrator Hile then requested that the Commissioners approve an increase in rates by 4.5%, which would generate approximately \$968,415. The monthly premium rates, effective April 1, 2017, would be as follows:

| Recommended Rates for Meritain Health Insurance Effective 4/1/2017 | | | | Increase 4.50% | |
|---|----------------------------|--------|----------|-------------------|------------------|
| HEALTH INSURANCE | | | | | |
| | Single Coverage | Weekly | Monthly | Weekly Increase | Monthly Increase |
| | Employee Pays | 23.73 | 94.93 | 1.02 | 4.09 |
| | County Pays | 213.59 | 854.34 | 9.20 | 36.79 |
| | | 237.32 | 949.27 | 10.22 | 40.88 |
| | Self & Spouse | | | | |
| | Employee Pays | 82.74 | 330.94 | 3.57 | 14.26 |
| | County Pays | 449.60 | 1,798.39 | 19.36 | 77.43 |
| | | 532.33 | 2,129.33 | 22.92 | 91.69 |
| | Self & Children | | | | |
| | Employee Pays | 53.72 | 214.86 | 2.32 | 9.26 |
| | County Pays | 333.52 | 1,334.08 | 14.36 | 57.44 |

| | | | | | |
|--|------------------------|---------------|----------------|------------------------|-------------------------|
| | | 387.24 | 1,548.94 | 16.68 | 66.70 |
| | Family Coverage | Weekly | Monthly | Weekly Increase | Monthly Increase |
| | Employee Pays | 82.74 | 330.94 | 3.57 | 14.26 |
| | County Pays | 449.60 | 1,798.39 | 19.36 | 77.43 |
| | | 532.33 | 2,129.33 | 22.92 | 91.69 |

Upon **motion** by Vice- chair Crosby and second by Chair Grose, the **Commissioners unanimously authorized an increase of 4.5% to Health Insurance premiums, as of April 1.**

2. Approval of Hazard Mitigation Plan

Administrator Hile presented for the Commissioners’ review and consideration the County’s updated Hazard Mitigation Plan. It has already been reviewed by all of the towns and MEMA, and approved by FEMA, and needs only signed approval by the Commissioners and Town Select Boards/City Council to become official.

Commissioner Dawson asked for additional information about the plan. Director Bennett informed the Board that this is an update to the 2011 plan and that each town has had input on their portion of the plan, as well an opportunity to review and provide input on the plan as written. The benefit of having a signed resolution is that it enables eligibility to receive up to 75% in fund reimbursement in a declared disaster.

Upon **motion** by Chair Grose and second by Vice-chair Crosby, the **Commissioners unanimously authorized the acceptance and approval of the Hazard Mitigation Plan as written.**

3. Overview of FY 2017-18 Preliminary Budget

Administrator Hile presented the proposed budget for FY 2017-18. She noted that in preparing the budget proposal, every attempt was made to keep the budget as close to last year’s level as possible; however, several unavoidable factors resulted in a very modest overall increase. The overall budget for FY 2017-18 equals \$9,534,826, which is an increase of \$95,068 (1.0%) when compared to the current fiscal year’s combined budgets of \$9,439,758, however, the amount to be raised through taxes has increased by \$236,643 (2.9%), from \$8,185,529 in FY 2016-17 to \$8,422,172 in FY 2017-18. She explained that the primary reason for the increase is a decrease of \$124,083 (31.1%) in the amount of surplus available to offset the tax. The unassigned fund balance decreased from 20.4% of the tax assessments in FY 2015-16 to 18.7% in 2016-17. Therefore, not only was the fund balance reduced, there were no additional funds in excess of the 20% allowed by state statute to apply to the commitment (unlike the current year). Shhe further noted that nother important element is an increase of \$54,706 (4.0%) in benefit costs. Of this increase, \$38,907 (40.1%) reflects increased expenditures for MePERS due primarily to the fact that all surplus funds received from the state have been expended.

Administrator Hile shared her research in the status of County budgeting over the past 10 years, noting that the increase in the total budget from 2007-08 to current year has been 7.8%, however, this includes the \$361,000 for the State mandated jail cap which was

outside of County control. If that amount is backed out of the total, it brings the total increase to 3.7% over the past 10 years.

Notables in the budget include a 3% increase for non-union employees, as well as increases for union employees that will be carried in contingency. There is also the elimination of the part-time EMA and Communications administrative position and the inclusion of a full-time Communications Deputy Director. Job positions have been updated for three employees working in positions that did not match their titles, and market increases have been included to reflect these changes. Funding has been included for an orthoimagery fly in 2018 which has, in the past, returned more than double the investment. Also included are funds for the lease/purchase of a new maintenance vehicle; continued funding for one MDEA deputy; and provision for replenishment of the unfunded liability reserve. A joint meeting of the Board and the Budget Advisory Committee will be held at 8:30 a.m. on Friday, March 17, 2017 to review departmental requests. The Board will then hold a special meeting at 5:00 p.m. on Tuesday, March 21st to make any changes.

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

VIII. Commissioners' Comments/Announcements

Commissioner Dawson requested information about the proposed legislation for reduction of fuel costs. Administrator Hile shared that that legislation has been defeated.

IX. Executive Session(s)

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.

Upon **motion** by Commissioner Dawson and second by Vice-chair Crosby, the Commissioners voted **unanimously enter into 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 at 4:27 p.m.**

The Board came out of Executive session at 5:54 p.m.

X. Adjournment

Upon **motion** by Commissioner Dawson and second by Vice-chair Crosby, the Board voted by **unanimous acclamation to adjourn the meeting at 5:54 p.m.**

Respectfully Submitted,

Mary Kay Blatz, Assistant to the Administrator