

***Sagadahoc County Commissioners  
Meeting Minutes  
Tuesday, November 14, 2017***

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 pm Tuesday, November 14, 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; County Administrator Pamela Hile; Sheriff Joel Merry; Communications Director Brodie Hinckley; EMA Director Sarah Bennett; Assistant to the County Administrator, Mary Kay Blatz  
Absent: District 2 Commissioner's seat vacant

- I. Chair Grose called the meeting to order at 3:05 p.m. and established the presence of a quorum.
- II. Public Comments  
There were no public comments.
- III. Consent Agenda:
  1. Approval of Minutes for October 10, October 13 and October 24, 2017
  2. Financial Statements for October 2017
  3. Departmental Reports (Written)
  4. Upcoming Meeting(s):
    - a.) Regular Meeting at 3:00 p.m. on Tuesday, December 12, 2017
    - b.) Meeting at 5:00 p.m. on Tuesday, December 26, 2017 IF NEEDED

Upon <b>motion</b> by Vice-chair Crosby, and second by Chair Grose, the <b>consent agenda was unanimously approved as presented.</b>
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IV. Department Reports / Review of Windstorm Event by Key Departments

1. EMA – Director Sarah Bennett

Director Bennett distributed a written report to the board. She stated that the EMA activated the Emergency Operations Center (EOC) on Monday, October 30<sup>th</sup> and it was kept open through Wednesday, November 8<sup>th</sup> when power was restored County-wide. Damage assessment is currently at \$314,000 which is approximately \$184,000 above the County threshold. FEMA will be coming in the next few days for assessments, along with MEMA, County and municipal representation. County costs were slightly above \$2,500, which includes overtime, tower and generator repair, and insurance deductible for the Courthouse roof damage. Of the approximately 21,000 CMP customers in the County, 86% (18,415) lost power for up to eight days. CMP had some reporting glitches which was frustrating to both residents and the EMA department. CMP is working with the State in their after-action review to improve future reporting and response. EMA was able to open one American Red Cross certified shelter, as well as 8 warming stations, servicing

approximately 2,000 people. Resident concerns included power outages, CMP reporting, unpassable/unsafe roadways, damage to homes and properties, food loss and personal safety. Towns' concerns included power outages to homes, businesses and schools, and power to polling sites for election day. Successes include good working relationships with municipalities, fire departments, and Mid Coast Hospital; that all 10 municipalities have completed their damage assessments; staying connected via social media; keeping EOC open until power was completely restored; and open communication with the State and CMP. Director Bennett will be sending out letters to agencies/organizations who were not aware of EMA's availability as a resource.

2. Communications – Director Brodie Hinckley

Director Hinckley reported that the Communications received 255 emergency (9-1-1) calls during a 24 hour period (they normally average 40 calls a day) and countless calls on the business lines, which were just as busy as the emergency lines. Power and internet were lost, but were immediately recovered with the power generator and back-up internet. No calls were missed. All towers were on generator through Thursday 11/2. Two generators did not start but no radio communications were affected. Overall this was a highly successful response to this event.

3. Sheriff's Department – Sheriff Joel Merry

Sheriff Merry reported that the biggest concerns were the number of alarms that were set off, which focused resources to non-emergency issues, and traffic issues on the first few days of the event. On that first day, a number of deputies came in on their own accord to assist with traffic control (closing roads, etc.). BIW did not call off their day shift until just before start time, which along with a few large trees that came down along Route 1 around the same time, created major traffic issues across the County. The department was called on to do many welfare checks but thankfully nobody was hurt, the weather was warm, and overall the event had a positive outcome.

Vice-chair Crosby suggested that the Commissioners present a letter of commendation to employees who was a part of keeping the County operating during this event. Administrator Hile will compile a list to bring to the Commissioners at the next meeting.

The Sheriff distributed his monthly report, noting that traffic stops were down. Sagadahoc inmate population is down at Two Bridges Regional Jail, while the overall population has increased due to a short term 60-day agreement with Penobscot County to assist with their overcrowding. During the windstorm event the jail did lose power, but was fully supported by backup generator power and was completely unaffected by the storm.

V. Business Items

1. Authorization to Accept Vehicle Bid(s)

Bids have been received for the purchase of three (3) new vehicles for the Sheriff's Department, the acquisition of which is included in the FY 2017-18 budget. Sheriff Merry received four bids, from three dealerships. The vehicles include Dodge Charger, Dodge Durango and Ford Explorer. While the utility vehicles are more expensive per unit, Tucker Ford is offering a significantly higher trade in value, bringing the cost of the Explorer in

line with the Charger. This deal is the lowest price for a utility vehicle, approximately \$89,000 for three vehicles, after trade-in and outfitting. Chair Grose inquired if the County were to keep the same type of vehicle, could it reduce County costs by keeping the old equipment? Sheriff Merry replied that equipment is recovered from the trade-in vehicle and moved to the newer vehicle where possible, but that cannot always happen, as vehicle interiors do change, model year to model year, even when purchasing the same model.

Upon **motion** by Vice-chair Crosby and second by Chair Grose, the Commissioners **voted unanimously to authorize the Sheriff's purchase of the three utility vehicles from Tucker Ford, with outfitting, cost not to exceed \$90,000.**

2. Acceptance of Forfeiture

Sheriff Merry advised that the County is eligible to receive the sum of \$737.50 as the result of funds seized in conjunction with the case of the State v. Naylor. State law requires the Commissioners' approval in order to obtain these funds. Upon receipt from the state, the money will be placed in the Forfeiture account. (The combined Forfeiture/K-9 accounts currently total \$28,819.)

Upon **motion** by Vice-chair Crosby and second by Chair Grose, the Commissioners **voted unanimously to authorize the acceptance of the forfeiture in the amount of \$737.50 to be deposited into the Forfeiture account.**

The County was also awarded the sum of \$775.15 in the State v. Graffum Final Order of Disposition of Property. As the ownership of these funds is specifically included in the Order, the Commissioners do not need to approve its transfer. This money will also be placed in the Forfeiture account.

3. Authorization to Hire Dispatcher

Communications Director Hinckley requested authorization to hire Ms. Brittany Karkos to fill one of the vacant dispatch positions. Her employment will be contingent upon her successful completion of a polygraph test, medical exam, and background check. She is currently a student at CMCC and possesses strong customer service skills.

Upon **motion** by Vice-chair Crosby and second by Chair Grose, the Commissioners **voted unanimously to authorize the hiring of Brittany Karkos to the position of Dispatcher contingent upon her successful completion of a polygraph test, medical exam and background check.**

4. Deeds Indexing Project

Registrar Moore presented to the Commissioners written information about the "CrowdForce Indexing" program, offered by our current software provider (Fidlar). This program will allow the County to continue to index all deeds. The costs are described in

Ms. Moore's memorandum, and once the initial setup fee of \$500 has been paid, the rate of expenditure is entirely controlled by the County. The money for this project will be taken from the Deeds Preservation account (which currently has a balance of approximately \$62,911), and it is Ms. Moore's intention that the monthly expenditures will approximate the monthly revenues. This will ensure that a healthy balance will remain in this account for future and/or unforeseen projects. Ms. Moore respectfully requests the Commissioners authorization to move forward with setup of the "CrowdForce Indexing" program.

Upon **motion** by Vice-chair Crosby and second by Chair Grose, the Commissioners **voted unanimously to authorize setup of the "CrowdForce Indexing" program, for the initial cost of \$500, with any additional expenditures to be covered by monthly revenues.**

#### 5. Spirit of America

Administrator Hile presented to the Commissioners their option of selecting a Spirit of America Award recipient for those towns in the County that have not chosen a recipient. Topsham and West Bath have not at this time put forth recipients. Administrator Hile, with concurrence of the Topsham Town Manager, respectfully proposed Mr. Bruce Van Note for the Board's consideration as a recipient from Topsham. Bruce has long served on or been involved with a number of town committees and groups, including the Administrative Review Committee; the Base Redevelopment Authority; Topsham Development, Inc.; and the Topsham Planning Board. Most recently, he has chaired the Brunswick-Topsham Bridge Design Advisory Committee. Bruce has always responded with his expertise and experience when asked to serve the community.

Upon **motion** by Vice-chair Crosby and second by Chair Grose, the Commissioners **voted unanimously to confer on Bruce Van Note from Topsham, the 2017 Spirit of America award.**

Administrator Hile presented that West Bath has not yet submitted a selection for the Spirit of America award. While this may be an oversight and they may yet make a selection, Administrator Hile proposed, that in the event that they do not submit a recipient, the Commissioners' put forth Mr. David Hennessey as recipient from West Bath. Although not a member of the Select board, David rarely misses a meeting. He has been on the school board, the County Budget Advisory Committee, and is an integral member of the West Bath community.

Upon **motion** by Vice-chair Crosby and second by Chair Grose, the Commissioners **voted unanimously to select David Hennessey from West Bath as a recipient of the 2017 Spirit of America award. In the event that West Bath does not make a selection.**

Administrator Hile noted that, due to the use of the third floor by the Superior Court in December, and somewhat limited availability of that space, the Spirit of America Awards are scheduled for 10 a.m. on Friday, December 15, 2017 in the Courtroom.

6. Request for Support: Coalition Against Bigger Trucks

Administrator Hile presented for the Commissioner’s review and consideration, correspondence from the Coalition Against Bigger Trucks requesting the Commissioners’ support to defeat federal mandates that would result in longer/heavier commercial vehicles on local roads. Although Sagadahoc County does not fund/maintain any local transportation infrastructure, associated issues related to public safety may be of concern. The Coalition requests that the County add its signature to the attached Congressional petition.

Commissioner Crosby proposed that this topic be tabled until the next meeting and that additional information be obtained as to whether any other Maine counties are in support of this petition. Administrator Hile will look further into this and will bring her findings to the December Commissioners’ meeting.

7. 2018 Holiday Schedule

Administrator Hile presented the following 2018 holiday calendar for the Commissioner’s consideration:

Jan 01	New Year's Day Observed	Sep 3	Labor Day
Jan 15	M L King Day	Oct 8	Columbus Day
Feb 19	Presidents' Day	Nov 12	Veterans' Day Observed
Apr 16	Patriots' Day	Nov 22	Thanksgiving Day
May 28	Memorial Day	Nov 23	Thanksgiving Friday
Jul 04	Independence Day	Dec 25	Christmas

**Upon motion by Vice-chair Crosby and seconded by Chair Grose, the Commissioners voted unanimously to accept the aforementioned holiday schedule for the 2018 calendar.**

8. County Administrator’s Report

Available for review upon request.

9. Other

Administrator Hile informed the Commissioners that Sharon Baggaglio, the County’s Public Health Officer has handed in her resignation from that position, citing her own lack of time to be effective in the role. Administrator Hile recommended to EMA Director Bennet that she request that Ms. Baggaglio offer suggestions for her replacement, and that the Board of Health further review this at the upcoming January meeting.

VI. Commissioners' Comments / Announcements

Vice-chair Crosby informed the board that he recently presented the issues that the Workforce Initiative has been experiencing to MCCA, and outlined the associated lawsuit. Many of the counties were not aware of exactly what the issues entailed, and some counties are open to further consideration of supporting the legal initiative.

Chair Grose inquired about reimbursements included in the most recent warrant. The Administrator will research that specific warrant and will respond to the Commissioners via email.

VII. Upon **motion** by Commissioner Crosby and second by Chair Grose, the board voted to enter **into executive session at 4:45 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 Board came out of executive session at 5:05 p.m.

Upon **motion** by Commissioner Crosby and second by Chair Grose, the Board voted unanimously to **renew Ms. Hile's contract as the Sagadahoc County Administrator** for the period January 1, 2018 through December 31, 2020.

VIII. Adjournment

Upon **motion** by Vice-chair Crosby and second by Chair Grose, the Board voted by **unanimous acclamation to adjourn the meeting at 5:06 p.m.**

Respectfully Submitted,

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Mary Kay Blatz, Assistant to the Administrator