

Sagadahoc County Commissioners
Meeting Minutes
Tuesday, August 14, 2018

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 pm Tuesday, August 14, 2018 in the Commissioners' Conference Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

Present: Chair Charles Crosby, III; Vice-chair Carol Grose; Commissioner Rabyrne Hutton; County Administrator Pamela Hile (remote); Deeds Registrar Lynn Moore; Sheriff Joel Merry; Deputy Communications Director Tammy Shiers; EMA Director Sarah Bennett; Assistant to the County Administrator, Mary Kay Blatz

I. Chair Crosby called the meeting to order at 3:06 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 July 10, 2018
2. Warrants
3. Departmental Reports (Written)
4. Upcoming Meeting(s):
 - a. Regular Meeting at 3:00 p.m. on Tuesday, September 11, 2018
 - b. Meeting at 5:00 p.m. on Tuesday, September 25, 2018 IF NEEDED

Upon motion by Vice-chair Grose, and second by Commissioner Hutton, the consent agenda was unanimously approved as presented .

IV. Department Reports

1. Deeds – Registrar Lynn Moore

Registrar Moore reported that revenues were up \$6,177.57 from the previous year, mainly due to an increased number of home sales. The indexing project is moving along well with 26,218 files completed and 111,627 remaining. It is estimated to be completed around February 2020. The department continues to promote fraud alert by encouraging customers to sign up for the program, handing out information to customers, and advertising the program in local papers.

2. Sheriff's Department/Two Bridges Regional Jail - Sheriff Joel Merry

Sheriff Merry spoke to recent rumors on social media clarifying that the Sheriff's Department does not get any revenue from citations issued for traffic violation. He also clarified that bail is set by a Bail Commissioner, who receives input from the arresting officer including facts of the case, prior criminal history and other relevant information. He stated the Department takes every threat seriously and is proactive when dealing with threats to public safe by building relationships within the community and response

training for both officers and local organizations. He also informed the Board that all school districts are required to have an emergency preparedness plan and the Sheriff's Department and EMA have helped with plan development and training, and noted that our Deputies make regular routine stops at elementary schools within our municipalities. Sheriff Merry reported that it has been a very active summer, with higher than usual number of domestic calls, and spoke to social media and news media reports regarding the Distracted Driving detail, with a deputy posing as a panhandler and ticketing people who are mis-appropriately using their cell phones. He stated that it is required for the Department to advertise the detail and it was a very successful initiative. There was both positive and negative feedback to this particular initiative.

The Sagadahoc County population at TBRJ is at 23, with a combined population of 169. The Board has recently entered into a 2-year agreement with Penobscot County at a lower per-day rate, but it is guaranteed revenue for the next 2 years.

V. Business Items

1. Accident Report from MCCA Risk Pool/Recent Vehicle Incident – Sheriff Merry

Sheriff Merry informed the Board of a recent incident involving an individual in crisis, who backed into a Richmond cruiser, which then in turn stuck a Sagadahoc Cruiser. The individual then repeated the action. Both cruisers were unoccupied at the time and there were no injuries. Damage to the Sagadahoc cruiser was relatively minor and the suspect was taken into custody.

Administrator Hile spoke to a memorandum from Risk Pool Administrator Malcolm Ulmer, addressed to Commissioner Crosby and herself, providing information concerning the County's auto claims during the period of January 1, 2016 through June 30, 2018. As reported recently by Chief Deputy Strout, the Sheriff's Office has recently conducted reviews and taken steps to improve the department's performance. Sheriff Merry reviewed the information that Mr. Ulmer provided and expressed concern that the numbers submitted to the County do not line up with Sheriff's records. Administrator Hile will set up a meeting with Mr. Ulmer, Sheriff Merry, and Chief Deputy Strout to clear any misunderstandings, the results of which will be reported to the Board. The Board also requested that they be included on any communications if and when a vehicular accident takes place.

2. Authorization to Hire Per Diem Deputy – Sheriff Merry

Sheriff Merry respectfully requested that the Commissioners authorize the hiring of Ms. Gabrielle M. Mathieu to serve as a part-time deputy sheriff. Gabrielle (Belle), who resides in Sabattus, is a Patrol Officer with the Topsham Police Department where she has been employed since 2014. She also has worked for the Kennebec County Sheriff's Office as a Judicial Marshall and Transport Deputy. Prior law enforcement experience includes reserve positions with the Lisbon Police Department and the Old Orchard Beach Police Department. Belle has a Bachelor of Science degree in Criminal Justice from Husson University and would be an asset to the agency in several areas. She is fully trained and knows everyone in our patrol division, having worked with them for several years. It is anticipated that she would work one shift per month and be per diem as necessary, and would be another person to call on to guard inmates that are transported to the hospital for treatment or care. All PT Deputies' pay comes from sheriff's account 401-51300, which is a dedicated line for part-time wages. Any work done guarding inmates at the hospital would come from transport account 305-51300.

Upon **motion** by Commissioner Hutton and second by Chair Crosby, the Commissioners **voted unanimously to authorize Sheriff Merry to hire Gabrielle Matthieu to the position of Reserve Patrol Officer.**

3. Authorization to Hire Program Deputy – Sheriff Merry

Sheriff Merry respectfully requested that the Commissioners authorize the hiring of Michael Lathrop to the position of Program Deputy. Funds for this position are included in the FY 2018-19 budget. Michael, who resides in Topsham, is currently a Patrol Sergeant with the Bath Police Department. He is eligible to retire after serving with City of Bath since 1997. He has been a supervisor there for the past 16 years and is also a retired Master Sergeant from the U.S. Army and U.S. Army Reserves. He has a Bachelor of Science degree in Administration of Justice from the University of Maine at Augusta, extensive law enforcement specialty training, and years of experience working with the community. Michael's desire is to work proactively with individuals, helping them find success, as opposed to the reactive police work customary with working patrol, and he is looking forward to working in a position that will fill that desire.

Upon **motion** by Vice-Chair Grose and second by Commissioner Hutton, the Commissioners **voted unanimously to authorize Sheriff Merry to hire Michael Lathrop to the position of Programs Deputy.**

4. Authorization to Hire Dispatchers

Administrator Hile informed the Board that the Communications Department has been advertising to fill several vacant dispatch positions. Of the six applicants initially interviewed, one has successfully completed most of hiring the process, with only the polygraph results pending. Director Brodie Hinckley has therefore respectfully requested authorization to hire Joshua Sims to fill one of the vacant positions upon passing the polygraph test. Joshua successfully completed the interview process. He has experience as an EMT as well as an extensive customer service background and Director Brodie feels that he will be a positive addition to the Communications team.

Upon **motion** by Commissioner Hutton and second by Vice-chair Grose, the Commissioners **voted unanimously to authorize Director Hinckley to hire Joshua Sims to the position of Communications Dispatcher.**

5. Authorization to Execute MOU with Togus

Administrator Hile informed the Board that at a recent gathering of EMA officials, the Togus (VAMC) EMA Director and Sagadahoc County Director Sarah Bennett were discussing their departments and respective equipment available. Director Bennett was informed that Togus is in possession of a complete Command Unit; however, they are in danger of losing this asset if it does not have enough use/mileage. By entering into a memorandum of agreement with Togus for limited mutual assistance, the County will have access to this Command Unit for both drills and emergencies. The only cost to the County would be for any fuel that is consumed while we are using the equipment. MCCA Risk Pool Administrator Malcolm Ulmer has reviewed the document carefully and advises that he has no concerns with the liability language (or any other portion of the MOU). Administrator Hile respectfully requested that the Commissioners authorize the

County Administrator to execute the enclosed Memorandum of Agreement with the VA Maine Healthcare System.

Upon **motion** by Vice-chair Grose and second by Commissioner Hutton, the Commissioners **voted unanimously to authorize the County Administrator to execute the Memorandum of Agreement with the VA Maine Healthcare System.**

6. Authorization to Execute a TAN

Administrator Hile informed the Board that our current cash flow projections indicate that we could have a slightly negative balance remaining in our accounts as of October 31st unless some of our localities pay their taxes early. Although Richmond and Bowdoinham have both been very accommodating in the past, a change in Treasurers means that this practice is uncertain for the upcoming year. We will be “fine tuning” this estimate in future weeks; however, as the cash balance as currently projected is at best marginal, it is respectfully requested that the Commissioners once again authorize the Administrator to initiate the Tax Anticipation Note process with Androscoggin Bank if it appears that such action is necessary. This will enable us to secure funds if they are needed without trying to arrange everything at the last minute We will not, however, initiate the associated legal documents (and expenditure) unless it appears fairly certain that the TAN will be necessary.

Upon **motion** by Commissioner Hutton and second by Vice-chair Grose, the Commissioners **voted unanimously authorized the initiation of the TAN process through Androscoggin Bank in anticipation of the possibility of securing the note, if necessary.**

7. County Administrator’s Report – Full report available for review upon request

Administrator Hile updated the Board that the parking lot lighting project has been temporarily delayed due to confusion regarding the building permit. The permit is awaiting one more signature, which should be taken care of when the chair of the planning board returns from vacation. Administrator Hile will hold off any payment until the permit is obtained.

8. Other

Administrator Hile is looking forward to going home of Friday of this week.

Commissioner Grose inquired if the Board is would like an update on the status of the Communications union negotiations. As there is no substantive update, Chair Crosby asked that this be added to the agenda for the September meeting.

VI. Adjournment

Upon **motion** by Commissioner Hutton and second by Vice-Chair Grose, the Board voted by **unanimous acclamation to adjourn the meeting at 4:10 p.m.**

Respectfully Submitted,

Mary Kay Blatz, Assistant to the Administrator