

April 11, 2013

**Minutes of the Washington County Commissioners'  
Regular Meeting held  
April 11, 2013  
in the Commissioners' Conference Room  
Machias, Maine**

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**Attending the meeting were:  
Commissioner Vinton E. Cassidy  
Commissioner John B. Crowley, Sr.  
Betsy Fitzgerald, County Manager  
Carla Manchester, Administration  
Ken Daye, SCEC  
Mike Hinerman, EMA  
Sharon Strout, Deeds  
Darlene Wallace, Deeds  
Donald Smith, Sheriff  
Janet Robertson, WC:OC  
Rich Rolfe, Jail Administrator  
Shawn Donahue, Sheriff's Office  
Greg Sawyer, Sheriff's Office  
Dean Preston, U.T.  
John Hough, Edmunds Twp.  
Alan Furth, Whiting  
Dustin Batley, Cobscook Bay Company**

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The meeting was called to order at 4:27 p.m.

**AGENDA ITEM: Opening Bids for Cruisers**

Bids for two new cruisers were opened by the Sheriff's Department on Friday, March 29, 2013. Two dealerships submitted and met the outlined specifications as advertised. Sheriff Smith made a recommendation that the lowest bidder, Darling's of Bangor, be awarded this purchase in the amount of \$34,382.00. This amount is for the total price for both cruisers minus the trade in allowance for two currently owned cruisers.

**\*MOTION\*** Commissioner Crowley moved to accept the recommendation of the Sheriff to award the bid for two cruisers to Darling's of Bangor for the total purchase price of \$34,382. Commissioner Cassidy seconded the motion which passed unanimously.

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**AGENDA ITEM: Opening Bids for Jail Transport Van**

Bids were also opened on the same day for a Jail Transport Van. Three dealerships submitted and met the outlined specifications as advertised. Sheriff Smith made a recommendation that the lowest bidder, Quirk Ford of Augusta, be awarded the purchase in the amount of \$23,843. This price is for one 12 passenger van minus the trade in allowance on the currently owned jail van.

**\*MOTION\*** Commissioner Crowley moved to accept the recommendation of the Sheriff to award the bid for a jail van to Quirk Ford of Augusta for the total purchase price of \$23,843.00. Commissioner Cassidy seconded the motion which passed unanimously.

**AGENDA ITEM: Approval of the March Special Meeting on the TAN Minutes (March 4, 2013)**

**\*MOTION\*** Commissioner Crowley moved to approve the March TAN Meeting Minutes. Commissioner Cassidy seconded the motion which passed unanimously.

**AGENDA ITEM: Approval of the March Regular Commissioners' Meeting Minutes (March 14, 2013)**

**\*MOTION\*** Commissioner Crowley moved to approve the March Regular Commissioners' Meeting Minutes. Commissioner Cassidy seconded the motion which passed unanimously.

**AGENDA ITEM: Monthly and Quarterly Reports**

The Commissioners were provided monthly reports in their meeting packets. (See attached)

**AGENDA ITEM: Payroll Status Change Notices**

**\*MOTION\*** Commissioner Crowley moved to accept the recommendation by the Sheriff to hire Gregory Sawyer as full-time Patrol Deputy. Commissioner Cassidy seconded the motion which passed unanimously.

Due to recent job function changes made within the county government, it was necessary for the Sheriff's Office to restructure, reallocate

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and re-classify some duties and positions. Lieutenant Willey will now be handling all investigations and the sex offender registry. With that change the Sheriff made the following recommendations for promotions within the patrol department:

Timothy Tabbutt promoted to Lieutenant in Patrol;

Brandon Parker promoted to Sergeant in Patrol; and

John Peterson promoted to Corporal in Patrol.

The Commissioners agreed unanimously to support these changes.

As part of the restructuring, it was also necessary to reallocate responsibilities of the Sheriff's Administrative Assistant re-classifying her job description as Office Manager and creating a new position for an Administrative Assistant.

**\*MOTION\*** Commissioner Crowley moved to accept the recommendation by the Sheriff to re-classify Paula Johnson-Rolfe as Office Manager. Commissioner Cassidy seconded the motion which passed unanimously.

**\*MOTION\*** Commissioner Crowley moved to hire Ann Hayward as full-time Administrative Assistant. Commissioner Cassidy seconded the motion which passed unanimously.

**\*MOTION\*** Commissioner Crowley moved to approve a rate increase for Steven Ramsey. Commissioner Cassidy seconded the motion which passed unanimously

**\*MOTION\*** Commissioner Crowley moved to accept the resignation of Evan Ackley as part-time Unorganized Territories Animal Control / Shellfish Warden. Commissioner Cassidy seconded the motion which passed unanimously.

**\*MOTION\*** Commissioner Crowley moved to hire Linda Cox as full-time Cook for the Jail. Commissioner Cassidy seconded the motion which passed unanimously.

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**AGENDA ITEM: Court House expansion / renovation.**

Betsy Fitzgerald reported that the court house expansion plans are continuing to progress. Jeff Henthorn would like to move the plans up as the process includes the passing of a State bond in May. The Commissioners reiterated that they would need to see definite lease terms and building responsibilities outlined before they would be able to give their approval of the project. Commissioner Crowley stated that he does not want the County taxpayers' debt burden to be increased at all due to the new addition.

The Sheriff voiced his opinion that the addition did not seem necessary as he believes that the court system is not utilizing the space that they have now. He also has concerns about the availability of judges. Commissioner Cassidy inquired what could be done to alleviate this issue. The Commissioners expressed their support and directed the Sheriff and the County Manager to draft a letter of concern to the Chief Justice.

The Commissioners unanimously agreed that the County Manager should proceed slowly with the Court House expansion plans.

**Adjournment 4:58 p.m.**

**Attest: \_\_\_\_\_**  
**Carla J.R. Manchester, Admin. Asst.**