

November 12, 2015

**Minutes of the Washington County Commissioners'  
Regular Meeting  
held November 12, 2015  
in the Commissioners' Conference Room  
Machias, Maine**

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**Attending the meeting were:  
Commissioner Christopher Gardner  
Commissioner John Crowley, Sr.  
Commissioner Vinton Cassidy  
Betsy Fitzgerald, County Manager  
Carla Manchester, Administrative Assistant  
John Sutherland, Lubec  
Lora Whelan, Quoddy Tides  
M.F. Hinerman, EMA  
Heather Lee, Lubec  
Sharon D. Strout, Deeds  
Barry Curtis, Sheriff  
Susan Spencer, D.A.'s Office  
Wanda Cox, Baileyville  
Jill Holmes, Finance  
Josh Rolfe, RCC  
Captain Richard Rolfe, Jail Administrator**

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The meeting was called to order at 5:10 p.m.

**Approval of the regular Commissioners' meeting minutes held on October 8, 2015 (Crowley / Cassidy, 3-0)**

**AGENDA ITEM: Monthly and Quarterly Reports**

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

Jail Administrator Rich Rolfe made a proposal for an increase in part-time wages from \$10.87 per hour to \$14.06 per hour for employees in the jail. Captain Rolfe supported his proposal with several reasons why it would be beneficial to increase the part-time wage.

- 1) It would be helpful for attracting interested candidates for Corrections Officer positions;
- 2) It would enable the jail to have savings in wages by having part-time staff available to fill over-time shifts when no full-time Corrections Officer wants the shift; and,

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- 3) All Corrections Officers are to be full-time certified by the MCJA within a year of employment.

Commissioner Gardner stated that he expects a cascading effect if the request is approved. RCC Supervisor Josh Rolfe confirmed that he would be pursuing the same increases for RCC employees. Sheriff Curtis was then asked if he would be requesting rate adjustments for his part-time employees as well. County Manager Betsy Fitzgerald stated that an adjustment was made last year to part-time deputies' wages that were academy certified. Commissioner Gardner inquired if all provisions of the union contract are in compliance when part-time employees are filling shifts for full-time employees. Captain Rolfe confirmed that this practice is in compliance. Captain Rolfe stated that the new Affordable Care Act (ACA) also needs to be considered. The ACA defines a full-time employee or full-time equivalent employee as one that has worked 30 or more hours per week. Both Rich and Josh stated that they are having difficulties in covering shifts with minimum staffing. The Treasurer was asked to validate Captain Rolfe's theory. She responded that his theory is sound. Commissioner Gardner voiced his concern that if wages are increased, there is no going back. Commissioner Crowley stated that raising part-time employees' wages may cause issues with union members. Captain Rolfe respectfully disagreed. Josh Rolfe pointed out that full-time employees' wages are not a true reflection of what they earn as the benefit package is not included in that figure. Benefits should be considered. Commissioner Gardner stated that a transfer in the budget would need to be done from the over-time wage line to the part-time wage line in order to show truth in budgeting. Captain Rolfe did not see this as a problem because the bottom line would be zero change in the dollar amount either way. Treasurer Jill Holmes suggested the proposal be tabled until the next meeting giving the Commissioners a chance to consider the request.

**\*MOTION\*** Commissioner Crowley moved to table the wage increase proposal for all part-time jail employees from \$10.87 to \$14.06 per hour. Commissioner Cassidy seconded the motion which passed 3-0.

**AGENDA ITEM: Payroll Change Notices**

Based on the recommendation of Captain Rolfe,

**\*MOTION\*** Commissioner Crowley moved to discharge Charles Allen as part-time Corrections Officer effective 10/27/15. Commissioner Cassidy seconded the motion which passed 3-0.

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**\*MOTION\*** Commissioner Crowley moved to accept the resignation of Ryan Murry without prejudice as p/t ECS only effective 10/29/15. Commissioner Cassidy seconded the motion which passed 3-0.

**\*MOTION\*** Commissioner Crowley moved to accept the resignation of Amanda Donaghy without prejudice as f/t Administrative Assistant for D.A.'s office effective 11/06/15. Commissioner Cassidy seconded the motion which passed 3-0.

**\*MOTION\*** Commissioner Crowley moved to accept the resignation of Tami Lane without prejudice as p/t Clerk for D.A.'s office effective 10/16/15. Commissioner Cassidy seconded the motion which passed 3-0.

**\*MOTION\*** Commissioner Crowley moved to accept the resignation of Judith Alexander without prejudice as f/t Financial Accountant/Office Manager effective 11/06/15. Commissioner Cassidy seconded the motion which passed 3-0.

The Commissioners wished Judith well. Commissioner Gardner asked the Treasurer what the plan is to fill this position. Treasurer Jill Holmes responded that she is still planning how to staff her office.

Captain Rich Rolfe is recommending a promotion in the Corrections Division. The NCEU process has been followed and he recommends Christopher Simpson for this promotion.

**\*MOTION\*** Commissioner Crowley moved to approve the promotion of Christopher Simpson to Corporal in the Corrections Division effective 11/01/15. Commissioner Cassidy seconded the motion which passed 3-0.

County Manager Betsy Fitzgerald recommended Heather Lee to fill a vacancy in the Buildings and Grounds Department.

**\*MOTION\*** Commissioner Cassidy moved to hire Heather Lee as f/t Buildings and Grounds Custodian effective 10/20/15. Commissioner Crowley seconded the motion which passed 3-0.

RCC Supervisor Josh Rolfe recommended Daniel Thibodeau to be hired as p/t ECS. Daniel has worked for RCC before and expressed an interest in coming back.

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**\*MOTION\*** Commissioner Cassidy moved to approve the hire of Daniel Thibodeau as p/t ECS effective 11/15/15 not to exceed 30 hours per week except for training or emergency purposes. Commissioner Crowley seconded the motion which passed 3-0.

With the recommendation of District Attorney Foster,

**\*MOTION\*** Commissioner Cassidy moved to approve the hire of Wanda Cox as p/t Clerk for the D.A.'s office in Calais effective 11/13/15 not to exceed 30 hours per week except for training or emergency purposes. Commissioner Crowley seconded the motion which passed 3-0.

**\*MOTION\*** Commissioner Crowley moved to approve the promotion of Melissa Campbell from f/t Clerk to f/t Administrative Assistant for the D.A.'s office in Calais effective 11/13/15. Commissioner Cassidy seconded the motion which passed 3-0.

**AGENDA ITEM: Signatures on Six-Month Certificates for Teresa Prescott and Katie Searles**

Six-month certificates for Teresa Prescott and Katie Searles was signed as presented.

**AGENDA ITEM: Amendment to Smoking Policy in Relation to E-Cigaretts**

County Manager Betsy Fitzgerald requested approval to make an amendment to the smoking policy as it pertains to e-cigarettes. The amendment would prohibit e-cigarettes to be used except in designated smoking areas. By consensus, the Commissioners approved the County Manager to make this amendment to the County policy.

**AGENDA ITEM: Selection of MCCA Board Representative**

**\*MOTION\*** Commissioner Crowley moved to nominate Commissioner Christopher Gardner to be the MCCA Board Representative for 2015. Commissioner Cassidy seconded the motion which passed 2-0.

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Commissioner Gardner asked that an amendment to the motion be made naming County Manager Betsy Fitzgerald as proxy should no Commissioner be available to attend meetings.

Commissioner Gardner stated that there has been a change in the MCCA by-laws. The voting body had grown to 20 - 30 people with separate missions other than the associations' mission. The voting body will be changed back to the original 16 members; 16 counties, 16 votes. By consensus, it is the position of the Washington County Commissioners to support this change.

**AGENDA ITEM: Donation of van to Machias Memorial High School**

A recommendation was made to donate the jail van to the Machias Memorial High School vocational program since it is no longer acceptable to even register. Captain Rolfe stated that it would be more suitable to donate the van to the Washington County Community College for the technical program there. Rich asked that the decision to donate the van be tabled until he has the opportunity to speak with the WCCC representative. Commissioner Gardner stated that he was agreeable with the reasonable disposition of the van to WCCC if the donation is accepted.

**AGENDA ITEM: Discussion regarding Lubec contract with Sheriff's Department**

Lubec Town Administrator John Sutherland was present to request that the Memorandum of Understanding that the Town of Lubec entered with the Washington County Sheriff's office for selective enforcement in the Town of Lubec be extended for a 90-day period. John Sutherland reported that the Board of Selectmen voted to request this extension. The purpose of the extension is to determine if it is making a difference. The perspective of the Lubec Board of Selectmen is that they have seen some law enforcement presence. Sheriff Barry Curtis stated that he felt that the coverage was going well. He suggested that some residents may have had the idea that there would be a whirlwind of major busts and this has not been the case. Commissioner Gardner asked how long the Selectmen are asking to extend the agreement. John Sutherland responded that they are asking for another 90-days. Commissioner Gardner was agreeable to the extension but explained that it could not be a long-term provision. The terms of the agreement were for Lubec to pay \$6800.00 for the 90-day

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coverage. Commissioner Gardner stated that this amount covers man-power only and does not cover the overall expenses associated with the Sheriff's Office budget.

**\*MOTION\* Commissioner Crowley moved to approve an extension of the M.O.U. between the Town of Lubec and the Washington County Sheriff's Office for another 90-day period with like provisions. Commissioner Cassidy seconded the motion which passed 3-0.**

An amendment to the motion was made authorizing County Manager Betsy Fitzgerald to sign said agreement.

County Manager Betsy Fitzgerald stated that she will not be available on Thursday, December 10<sup>th</sup> for the next Commissioners meeting. By consensus, the Commissioners rescheduled the December Commissioners' meeting to Wednesday, December 2<sup>nd</sup> at 4:00 p.m. Commissioner Gardner directed that the new meeting date be well posted.

County Manager Betsy Fitzgerald reported that the Courthouse renovation project is on track. It has become apparent that there is structural decay happening around the steeple and trim work of the original Courthouse. Betsy reported that a master carpenter has inspected the decay. It is his recommendation that the County get a structural engineer to give an estimate on the work needed to repair the steeple and trim.

Commissioner Cassidy reported that the plan to disband the Aroostook/Washington County Board is moving forward. Washington County will be moved back into the Tri-County Workforce Development. He will give an update in the months to come. By consensus, the Washington County Commissioners recognize that Commissioner Cassidy has represented the county well while serving on the Aroostook/Washington County Board.

**\*MOTION\* Commissioner Gardner moved to go into Executive Session pursuant to Title 1 MRS § 405-A 6A(3) to discuss a personnel issue. Commissioner Cassidy seconded the motion which passed 3-0. It was 5:55 p.m.**

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**\*MOTION\*** Commissioner Crowley moved to come out of Executive Session.  
Commissioner Cassidy seconded the motion which passed 3-0.  
It was 6:12 p.m.

There were no motions or decisions made after Executive Session.

**ADJOURNMENT**  
6:12 p.m.

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