

December 2, 2015

**Minutes of the Washington County Commissioners'
Regular Meeting
held December 2, 2015
in the Commissioners' Conference Room
Machias, Maine**

**Attending the meeting were:
Commissioner Christopher M. Gardner
Commissioner John B. Crowley, Sr.
Commissioner Vinton E. Cassidy
Betsy Fitzgerald, County Manager
Carla Manchester, Administration
Susan Hatton, SCEC
Lora Whelan, Quoddy Tides
Johanna Billings, Bangor Daily News
Mariah Garnett, D.A.'s Office
Susan Spencer, D.A.'s Office
M.F. Hinerman, EMA
Barry Curtis, Sheriff
Josh Rolfe, RCC
Jill Holmes, Treasurer**

The meeting was called to order at 4:30 p.m.

**Approval of the Public Hearing for F/Y 2016 County Budget meeting
minutes held on November 12, 2015 (Crowley / Cassidy, 3-0)**

**Approval of the regular Commissioners' meeting minutes held on
November 12, 2015 (Crowley / Cassidy, 3-0)**

**Approval of the Special Meeting minutes to Consider Resolution for a
Moratorium for new moorings in the Unorganized Territories Territorial
Waters held on November 23, 2015 (Crowley / Cassidy, 2-0-1)**

AGENDA ITEM: Monthly and Quarterly Reports

The Commissioners were provided reports in their meeting
packets.

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Captain Rolfe requested the Commissioners reconsider his proposal to increase wages for all part-time Corrections Officers that he presented during the November Commissioners' meeting. Captain Rolfe had proposed an increase in wages for all part-time Corrections Officers from the current rate of \$10.87 to \$14.06 in hopes to attract and keep part-time employees. During the same meeting, RCC Dispatch Supervisor Josh Rolfe had stated that he would request the same for part-time Emergency Communication Specialists. The proposal had been tabled during the November meeting as recommended by the Treasurer to allow the Commissioners time to consider the proposal. Captain Rolfe stated that he has revised his proposal. He is requesting that the part-time wage be increased to a starting rate of \$12.00 per hour with an increase to \$14.06 after the successful completion of a six-month introductory period. Supervisor Josh Rolfe stated that he has no part-time ECS personnel that are in the six-month introductory period therefore would be requesting the \$14.06 wage to become effective immediately. Captain Rolfe proposed this payroll change to become effective January 1, 2016. Commissioner Gardner reiterated that the line items for overtime wages and part-time wages would need to reflect this change. Commissioner Gardner stated that in order for the Commissioners to approve this increase, it must be agreed that there will be a net zero change in the overall budget. Commissioner Gardner asked Treasurer Jill Holmes for input. Jill stated that she has had discussions with both Captain Rolfe and Supervisor Josh Rolfe. Commissioner Crowley stated that a memo will be needed outlining the proposal. Captain Rolfe affirmed that he will prepare a memo with the details of the proposal for the Commissioners approval. Commissioner Gardner requested that the proposal for wages increase for part-time Jail and RCC employees be set as an agenda item for the December 16th Special meeting of the commissioners. Captain Rolfe stated that he would wait to post job openings to fill the part-time vacancies in the Jail.

Captain Rolfe requested permission to purchase two Bow Flex Workout units as a sole purchase from the Inmate Benefit Account without going out to bid. It is a purchase that can only be made from Bow Flex. The purchase price is approximately \$1599.00 per workout unit. Commissioner Gardner inquired if the purchase would still be run through the Treasurer's Office. Treasurer Jill Holmes confirmed that it would.

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MOTION Commissioner Crowley moved to authorize the sole purchase of two Bow Flex workout units for the sum of \$3,737.98, not to exceed \$4,000.00. Commissioner Cassidy seconded the motion which passed 3-0.

AGENDA ITEM: Payroll Change Notices

County Manager Betsy Fitzgerald explained that District Attorney Matthew Foster has restructured the office positions in both the Machias and Calais offices. In the recent past, Machias District Attorney's office has had two Administrative Assistants and Calais District Attorney's office has had one Clerk/Secretary and one part-time Office Assistant. With the resignation of one of the Administrative Assistants in the Machias Office, he has reassigned an Administrative Assistant position to the Calais office and reassigned the Secretary/Clerk position to the Machias office. Melissa Campbell was approved for the promotion from Secretary/Clerk to Administrative Assistant in the Calais office during the November meeting. With the recommendation of District Attorney Matthew Foster,

MOTION Commissioner Crowley moved to approve the hire of Mariah Garnett as full-time office Clerk/Secretary for the Machias D.A.'s office effective 12/03/15. Commissioner Cassidy seconded the motion which passed 3-0.

County Manager Betsy Fitzgerald pointed out that the Administrative Assistant position and the Clerk/Secretary position is both clerical union positions. The union has been notified of the restructuring and has no issues with it.

With the recommendation of Sheriff Curtis,

MOTION Commissioner Crowley moved to approve the hire of Ryan Allen as a special agent in the Patrol division effective 12/06/15. Commissioner Cassidy seconded the motion which passed 3-0.

Commissioner Gardner expressed his concern in the growing shortage of people being recruited for law enforcement. He stated that the problem goes beyond Washington County. He noted that there is no County at full strength at the present time. The State Police and municipalities are all aggressively recruiting to fill vacancies.

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AGENDA ITEM: Signatures on Six-Month Certificates

A six-month certificate was presented and signed for David Lund.

AGENDA ITEM: Approval of Commissioners' Meeting Dates for 2016

County Manager Betsy Fitzgerald stated that the Commissioners' meeting dates were scheduled for the second Thursday of the month as in past practice. By consensus, the Commissioners' approved the Commissioners' meeting dates for 2016 as presented. Commissioner Gardner noted that the meeting times would stay at the 4 p.m. start time. (See attached schedule)

AGENDA ITEM: Approval of Holiday schedule for 2016

By consensus, the Commissioners approved the holiday schedule for 2016 as presented. (See attached schedule)

AGENDA ITEM: Consideration of Teamsters Clerical Union Contract

Commissioner Gardner stated that this item would be addressed in executive session.

AGENDA ITEM: Update on Court House Project

The County Manager Betsy Fitzgerald reported that many of the trades have been on site working diligently to complete the project. The Commissioners have had a tour of the new facility. The target complete date was December 31st, 2015 but there has been a drop dead target deadline of January 14th, 2016 set. The State is planning an Open House in May. Commissioner Gardner stated that he has been involved in Washington County Government for twenty years; big changes have been made and it is quite an improvement. He noted that this renovation has made the County Building a much better asset for Washington County residents.

It was noted that the Treasurer's Office is set to be moved to the second floor in the previous Court Clerk's space. Captain Rolfe inquired about the use of the space that the Treasurer's Office will be leaving vacant. He is looking for file and storage space for the jail. County Manager Betsy Fitzgerald stated that definite plans have not been made for that space as of yet. Captain Rolfe stated that his impression was that the original plan was for the jail to use the

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vacated Treasurer's Office space for files. County Manager Betsy Fitzgerald assured Captain Rolfe that she will work towards finding an appropriate space for the Jail files. Commissioner Gardner commented that he understood that the Archives and Machias Historical Society has a designated space in the newly renovated Court House. He stated that the work of the Archives is appreciated but the County must first provide room to facilitate County government operations. Commissioner Gardner stated that he trusts it will be worked out.

MOTION Commissioner Crowley moved to go into Executive Session pursuant to Title 1 MRSA § 405-A 6A(3) to discuss a personnel issue. Commissioner Cassidy seconded the motion which passed 3-0. It was 4:55 p.m.

MOTION Commissioner Crowley moved to come out of Executive Session. Commissioner Cassidy seconded the motion which passed 3-0. It was 5:30 p.m.

There were no motions or decisions made after Executive Session

ADJOURNMENT

5:30 p.m.

ATTEST:

Carla J.R. Manchester, Admin. Asst.