

February 11, 2016

**Minutes of the Washington County Commissioners'
Regular Meeting
held February 11, 2016
in the Commissioners' Conference Room
Machias, Maine**

**Attending the meeting were:
Commissioner Christopher M. Gardner
Commissioner John B. Crowley, Sr.
Commissioner Vinton Cassidy
Betsy Fitzgerald, County Manager
Carla Manchester, Administration
Michael Anderson, Jail
Rich Rolfe, Jail
Sheriff Curtis, Sheriff's Office
Chief Deputy Crabtree, Sheriff's Office
Cat Cannon, MVNO
Mike Hinerman, EMA
David Thomas, Machiasport
Sharon D. Strout, Deeds
Joshua Rolfe, RCC
Jill C. Holmes, Finance**

The meeting was called to order at 4:15 p.m.

**Approval of the minutes for the regular Commissioners' meeting held on
January 14, 2016 (Crowley / Cassidy, 3-0)**

AGENDA ITEM: Monthly and Quarterly Reports

The Commissioners were provided reports in their meeting packets.

There was a discussion on space available to the County since the Judicial Branch has settled in to the new addition. The Treasurer's Office has moved to the second floor, leaving their space vacant. Jail Administrator Rich Rolfe has requested the basement space be considered for the use of approximately fifty filing cabinets that contain inmate records. The inmate records are presently located in the Sheriff's Office building and are not easily accessible.

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There were several different options discussed as to how best use the newly acquired space. Commissioner Gardner directed Betsy to solve the reconfiguration of office and storage space.

AGENDA ITEM: Payroll Change Notices

By consensus, the Commissioners accepted the resignations of two part-time Corrections officers, Wayne Robbins and Nicholas Johnson, effective 01/28/16. Both resignations were accepted without prejudice.

By consensus, the Commissioners accepted the resignation of Martha Getchell as full-time Corrections Officer effective 02/08/16 without prejudice.

Jail Administrator Rich Rolfe recommended the hire of Wanda Akoa as full-time Jail Cook effective 01/30/16.

***MOTION* Commissioner Cassidy moved to hire Wanda Akoa as full-time Jail Cook effective 01/30/16. Commissioner Crowley seconded the motion which passed 3-0.**

Chief Deputy Michael Crabtree requested approval to hire Keith Albee as a part-time Patrol Deputy. Commissioner Gardner asked if there was a hiring process. Chief Crabtree confirmed that there was. Commissioner Gardner asked if Keith would be paid a differential rate when working patrol. Jail Administrator stated that Keith would be paid a differential rate; that the position is more jail-related; and there will be no issues.

***MOTION* Commissioner Crowley moved to hire Keith Albee as part-time Patrol Deputy effective 02/14/16 not to exceed 30 hours per week except for training and emergency purposes. Commissioner Cassidy seconded the motion which passed 3-0.**

Unorganized Supervisor Heron Weston recommended Benjamin Robinson to be hired as part-time U.T. ACO/Shellfish Warden. Heron requested approval during the January meeting of the Commissioners'. The request was tabled until the hiring process was complete. The process is now complete and the background check is done. This would be a lateral move for Ben from a contractual vendor to part-time employee of Washington County Unorganized Territories.

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***MOTION* Commissioner Crowley moved to hire Benjamin Robinson as part-time ACO/Shellfish Warden effective 02/11/16. Commissioner Cassidy seconded the motion which passed 3-0.**

County Manager Betsy Fitzgerald presented a rate increase request for U.T. Interim Supervisor Heron Weston. She explained that when he was hired to cover Dean Preston during his leave of absence, his pay rate was set at the same rate as the previous time he covered for Dean. Commissioner Gardner asked Treasurer Jill Holmes if the increase is in the budget. She confirmed that it is. Based on his experience to be Interim Supervisor for Unorganized Territories the Commissioners approved a rate increase for Heron Weston by consensus.

A termination request for part-time Patrol Deputy William Scull was presented. The request was tabled until the proper documentation for the reason of termination is given.

AGENDA ITEM: Signatures on Six-Month Certificates

Six-month certificates were presented and signed for Frank Gardner, Rodney Merritt and Joshua Rolfe.

AGENDA ITEM: Signatures on County Taxes for 2016

Treasurer Jill Holmes stated that the State Valuation has been received. She presented the County Tax list of assessments for the municipalities of Washington County to be signed by the Commissioners. Commissioner Gardner summarized by reporting that the mil rate has been set at .0001549843 with a total amount of \$5,456,533 to be raised by taxation. He noted that the highest tax will be paid by the Unorganized Territories, followed by Baileyville and Lubec respectively.

***MOTION* Commissioner Crowley moved to sign the County Taxes for 2016 as presented. Commissioner Cassidy seconded the motion which passed 3-0.**

AGENDA ITEM: Courthouse Project Update

The County Manager reported that construction is nearly finished

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The last of the windows have been installed on the third floor. The window shades were the wrong size; window shades have been reordered.

The Probate bench installation is complete. The rug is being laid and finishing touches to the Probate Court are being made. Lyman Holmes is happy with the results.

The Treasurer's Office has completed their move and is now located upstairs on the second floor.

The Administrative office will be the next to move.

The Commissioners' scan keys are ready and must be picked up.

MOTION Commissioner Crowley moved to go into Executive Session pursuant to Title 1 MRSA § 405 (6) (A) (3) to discuss a personnel issue. Commissioner Cassidy seconded the motion which passed 3-0. It was 4:35 p.m.

MOTION Commissioner Cassidy moved to come out of Executive Session. Commissioner Crowley seconded the motion which passed 3-0. It was 5:15 p.m.

The National Corrections Employee Union contract negotiations were discussed. The contract was approved and signed as presented.

ADJOURNMENT

5:25 p.m.

ATTEST:

Carla J.R. Manchester, Admin. Asst.