

May 12, 2016

**Minutes of the Washington County Commissioners'
Regular Meeting
held May 12, 2016
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
Mike Crabtree, Chief Deputy
Josh Rolfe, RCC
M.F. Hinerman, EMA
Cat Cannon, MVNO
Jill C. Holmes, Treasurer
Rich Rolfe, Jail Administrator
Sharon Strout, Deeds**

The meeting was called to order at 4:36 p.m.

**Approval of the minutes for the Regular Commissioners' meeting held on
March 10, 2016 (Tabled) (Gardner / Crowley, 2-0-1)**

**Approval of the minutes for the Special meeting for the TAN held on
March 10, 2016 (Tabled) (Gardner / Crowley, 2-0-1)**

**Approval of the minutes for the Regular Commissioners' meeting held on
April, 14, 2016 (Crowley / Cassidy, 2-0-1)**

AGENDA ITEM: Monthly and Quarterly Reports

The Commissioners were provided a written report from EMA. (See attached)

Emergency Management Director Michael Hinerman presented an updated Emergency Operations Plan for the Commissioners' review and approval. He noted the changes made are basic updates. County Manager Betsy Fitzgerald and Sheriff Curtis have already reviewed the plan.

May 12, 2016

***MOTION* Commissioner Cassidy moved to approve the Emergency Operations Plan as presented. Commissioner Crowley seconded the motion which passed 3-0.**

Regional Communications Supervisor Josh Rolfe submitted a proposal for improvements to the radio communications. (The recommendation and proposal for the upgrade is attached.) Several options for improving the effective range and quality of radio communications for firefighters have been discussed. The radio upgrade would repeat the County Fire frequency as well as simulcast it. The proposal submitted by PCT for the upgrade is for \$77,657.00. The RCC has had a plan to add a tower. Josh noted that the tower project estimated cost is \$80,000. Josh stated that the radio upgrade could potentially delay putting the tower up but there is a stronger need for the radio upgrade. Josh recommends proceeding with the radio upgrade and to continue planning to move forward with budgeting for funds to install a tower. Commissioner Gardner suggested that Josh contact the Budget Committee Chair Lewis Pinkham as a courtesy to prepare for the upcoming budget process. It was also noted that a request for proposals would not be necessary as PCT Communications would be installing Motorola equipment. RCC now has Motorola equipment and Motorola will only match Motorola. Treasurer Jill Holmes was conferred with for the availability of funds at this time. She stated that the County does have the TAN in place but it would be best if the funds were not spent until October when the majority of the taxes begin arriving in the office. Commissioner Gardner directed Josh to work with Treasurer Jill Holmes in coordination of the timing of expending the funds.

***MOTION* Commissioner Crowley moved to authorize the expenditure for the radio upgrade as presented. Commissioner Cassidy seconded the motion which passed 3-0.**

An amendment was made to the motion that Supervisor Josh Rolfe work with Budget Committee Chair Lewis Pinkham, County Manager Betsy Fitzgerald and Treasurer Jill Holmes.

Treasurer Jill Holmes reported that only one bid was received for the second request for proposals for the County audit. She made a recommendation that the county puts the bid out for a third time with a revision that it be for a one-year audit period in hopes of received more than one proposal. By consensus, the Commissioners agreed to the recommendation to request proposals for a one-year audit.

May 12, 2016

AGENDA ITEM: Signature on Six-Month Certificate

Six-month certificates for Ryan Murray and Heather Lee were signed as presented.

AGENDA ITEM: Payroll Change Notices

***MOTION* Commissioner Crowley moved to hire John Preston as full-time Patrol Deputy effective 05/03/16. Commissioner Cassidy seconded the motion which passed 3-0.**

Chief Deputy Crabtree reported that all positions are now filled; nine Patrol Deputy positions and two MDEA agent positions. Chief Crabtree noted that John Preston had not completed the six-month introductory period for his part-time status and the six-month introductory period would begin again for the full-time position.

By consensus, the resignation of Abby Hoke as full-time Victim Witness Advocate in the Machias District Attorney's office was accepted without prejudice. Abby will be taking a position in the Ellsworth District Attorney's office.

AGENDA ITEM: Approval of Carryover

Treasurer Jill Holmes presented the Capital Outlays, Grants and Reserve Account totals to be approved for 2016 carry-over. Commissioner Gardner made one suggestion; that \$5,000.00 of the \$9758.04 in the Sheriff Data Recovery Reserve be transferred to the Sheriff Vehicle/Equipment Reserve instead of letting the total amount lapse. That changed the Sheriff Vehicle/Equipment line total from \$4,484.00 to \$9,484.00, and the Capital Outlay total from \$287,385.91 to \$292,385.91.

***MOTION* Commissioner Crowley moved to approve the total Capital outlay carry-over amount of \$292,385.91, reflecting the recommended changes. Commissioner Cassidy seconded the motion which passed 3-0.**

The Reserve accounts were reviewed. The largest amount to be carried-over in the reserve accounts was for the Registrar of Deeds Surcharge. Commissioner Gardner inquired what the funds could be used for. Registrar Sharon Strout stated the deeds surcharge fund can only be used for restoration and preservation.

May 12, 2016

Captain Rich Rolfe noted that the Community Corrections fund can only be used for "bricks and mortar".

Commissioner Gardner asked about the use of the Forfeited Assets fund balance. Chief Deputy Crabtree stated the Forfeited Assets funds can only be used for training and equipment. There were no changes recommended for the reserves carry-over.

***MOTION* Commissioner Cassidy moved to approve the total Reserves carry-over amount of \$492,089.82 as presented. Commissioner Crowley seconded the motion which passed 3-0.**

The carry-over report is attached.

AGENDA ITEM: Reschedule Tax Abatement Hearing

County Manager Betsy Fitzgerald stated that it has been difficult to set a date for the tax abatement for Sarao vs. Town of Whitneyville due to the unavailability of both parties. The Administrative office will continue to work towards a resolution.

AGENDA ITEM: Machias Wild Blueberry Festival request to use County Courthouse parking lot (both)

By consensus, the Commissioners agreed to give the Centre Street Congregational Church permission to use the Sheriff's Office parking lot on the corner of Court and Center Street for the Machias Wild Blueberry Festival. The Commissioners agreed that Jeffrey Davidson should be consulted in regards to the use of the Court Street parking lot as he shares the space with the County; the Court Street parking lot space may be used for the Machias Wild Blueberry Festival only if Mr. Davidson is in agreement. County Manager Betsy Fitzgerald stated that she will contact Mr. Davidson.

AGENDA ITEM: Consideration of phone system upgrade

County Manager Betsy Fitzgerald reported that she has been working with a local contractor to upgrade the County phone system. Commissioner Gardner stated that the county should have a phone system that can connect to all departments. The present phone system has limited capabilities. Betsy had an initial cost of \$2200.00 to replace the phone system but it may not be able to connect all departments. The Commissioners requested an update on the phone system upgrade at the June meeting.

May 12, 2016

AGENDA ITEM: Date for Yard Sale

County Manager Betsy Fitzgerald reported that there are numerous items stored in a storage box that are no longer being used. Her recommendation is to have a yard sale in order to dispose of the items. Betsy suggested the yard sale be held on the afternoon of Friday, May 27th or on Saturday, June 4th from 8 a.m. to 12 noon. Betsy stated that department heads will have first refusal of any office equipment that they may be able to use in their office space. This is also an opportunity for departments to dispose of any unused equipment and furniture. By consensus, the Commissioners approved the County Yard Sale to be held on Saturday, June 4th. RCC Supervisor Josh Rolfe asked if this would be a good opportunity to sell a generator that is no longer being used. It would not be worth putting out to bid. Commissioner Crowley suggested the generator be put in the yard sale. If it does not sell, give the Fire Department first refusal before disposing of it.

County Manager Betsy Fitzgerald presented a Safety Manual draft. The manual has been updated. Betsy will ask the Commissioners to approve the updated manual at the June meeting.

***MOTION* Commissioner Crowley moved to go into Executive Session pursuant to Title 1 M RSA § 405 6 (A) (3) to discuss personnel issues. Commissioner Cassidy seconded the motion which passed 3-0. It was 5:25 p.m.**

***MOTION* Commissioner Cassidy moved to come out of Executive Session. Commissioner Crowley seconded the motion which passed 3-0. It was 6:23 p.m.**

No motions or decisions were made.

ADJOURNMENT

5:24 p.m.

ATTEST:

Carla J.R. Manchester, Admin. Asst.