

June 16, 2016

**Minutes of the Washington County Commissioners'
Regular Meeting
held June 16, 2016
in the Commissioners' Conference Room
Machias, Maine**

**Attending the meeting were:
Commissioner Christopher Gardner
Commissioner Vinton E. Cassidy
Betsy Fitzgerald, County Manager
Carla Manchester, Administration
Rich Rolfe, Jail Administrator
Barry Curtis, Sheriff
Mike Crabtree, Chief Deputy
Susan Corbett, Axiom Education and Training
Susan Hatton, SCEC
Michelle Potter, D.A.'s Office
Sharon Strout, Deeds
Toff Toffolon, D.A.'s Office
Nicole Graves, D.A.'s Office
Jill C. Holmes, Treasurer
Carlene Holmes, Probate**

Commissioner John Crowley, Sr. was not present.

The meeting was called to order at 2:30 p.m.

**Approval of the minutes for the Regular Commissioners' meeting held on
May 12, 2016 (Cassidy / Gardner, 2-0)**

AGENDA ITEM: Monthly and Quarterly Reports

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

Treasurer Jill Holmes reported the total proceeds from the yard sale were \$1,046.37. A written report is attached.

Chief Deputy Crabtree requested an extension on the six-month introductory period for John Francis. Chief Deputy Crabtree explained that there is Maine Criminal Justice Academy paperwork that must be completed by no fault of John. By consensus, the Commissioners extended the introductory period not to exceed three months in order to complete paperwork for MCJ.

June 16, 2016

Commissioner Gardner initiated a conversation about a building owned by Bayley Grant. The building was located on a piece of property that was in Centerville, that disorganized and became a township. The building had been purchase by Mr. Grant but not the property. The owner of the property is unclear. Commissioner Gardner asked U.T. Supervisor Heron Weston as to the progress of the research he has done to learn who is the owner of the property. Heron stated that he has been working on the issue. He has researched the deed and found there was never a deed issued. Heron stated that the state may not know they own the property if they do, in fact, own it. Commissioner Gardner asked the advice of Assistant District Attorney Toff Toffolon as to how the land could be deeded over to Mr. Grant. Commissioner Gardner noted that the county does not own the land, but the U.T. does through the ownership of the state. Assistant D.A. Toffolon recommended issuing a quit claim deed. Commissioner Gardner stated that the state does not have record that Unorganized Territories own the property so that will start a record.

***MOTION* Commissioner Gardner moved to authorize County Manager Betsy Fitzgerald to administer the issuance of a Quit Claim deed to Bayley Grant for the property on which his building is located. Commissioner Cassidy seconded the motion which passed 2-0.**

Commissioner Gardner noted that by deeding the property to Mr. Grant it will begin the record of ownership of the above discussed property.

AGENDA ITEM: Payroll Change Notices

Captain Rolfe recommended discharge of Elizabeth McAdams as part-time Corrections Officer. He stated that Ms. McAdams moved in 2014. By consensus, the Commissioners approved the discharge of Elizabeth McAdams effective 01/01/16.

Captain Rolfe recommended discharge of Timothy Rogers as part-time Corrections Officer due to lack of completing introductory training. By consensus, the Commissioners approved the discharge of Timothy Rogers effective 05/04/16.

Treasurer Jill Holmes recommended discharge of Judith Alexander as part-time Financial Accountant. Treasurer Holmes stated that Judith Alexander had remained as part-time on an "as needed" basis. By consensus, the Commissioners approved the discharge of Judith Alexander effective 06/01/16.

June 16, 2016

MOTION Commissioner Cassidy moved to hire Lauren Sabattus as part-time Emergency Communication Specialist effective 05/22/16 not to exceed 30 hours except for training and emergency purposes. Commissioner Gardner seconded the motion which passed 2-0.

MOTION Commissioner Cassidy moved to hire Nicole Graves as full-time Clerk/Secretary for the D.A.'s office in Machias effective 06/06/16. Commissioner Gardner seconded the motion which passed 2-0.

MOTION Commissioner Cassidy moved to hire Michelle Potter as full-time Victim-Witness Advocate for the D.A.'s office in Machias effective 06/22/16. Commissioner Gardner seconded the motion which passed 2-0.

Assistant District Attorney Toff Toffolon noted that the Machias Office is now back to full staff.

MOTION Commissioner Cassidy moved to hire Jennifer Weaver as part-time Office Assistant for the Sheriff's office effective 06/19/16. Commissioner Gardner seconded the motion which passed 2-0.

Commissioner Gardner inquired if there is money in the budget to fund this position; a new position cannot be created and added to the budget. Both Sheriff Curtis and Captain Rolfe confirmed that there is money in the budget. Supervisor Josh Rolfe noted that the previous position of Office Assistant was completely funded by the Jail. The Sheriff's Department, Corrections and RCC will all be contributing funds as the Office Assistant will be utilized by all three departments. By consensus, the Commissioners agreed with the funding of the position of part-time office assistant with the understanding of the mechanism of payment. Commissioner Gardner stated that the funds for this position should be consolidated for next years' budget.

By consensus, the Commissioners approved the re-classification of Adam Davis from RCC Shift Supervisor to Emergency Communications Specialist effective 06/19/16. Commissioner Gardner inquired if there will be a promotion of another Shift Supervisor to that position. Sheriff Curtis stated there would not be at this time.

June 16, 2016

By consensus and without prejudice, the Commissioners accepted the resignation of Jeremy Alley as full-time Corrections Officer effective 06/24/16.

AGENDA ITEM: Approval of Safety Manual

County Manager Betsy Fitzgerald requested the Commissioners' approval of the revisions to the Safety Manual. The revised copy was given to the Commissioners to review at the May meeting. Betsy explained that the revisions consisted of some general verbiage updates.

***MOTION* Commissioner Gardner moved to approve the Safety Manual as so presented at the May meeting. Commissioner Cassidy seconded the motion which passed 2-0.**

AGENDA ITEM: Award bid for audit

Treasurer Jill Holmes supplied the Commissioners with the minutes of the 2016 audit bid opening. (See attached minutes.) Three bids were submitted. After reviewing all bids, Treasurer Holmes recommended awarding the bid to Ron Beaulieu as apparent low bidder and without prejudice to all other bids.

***MOTION* Commissioner Cassidy moved to accept the bid for audit services for a one year period from Ron Beaulieu. Commissioner Gardner seconded the motion which passed 2-0.**

AGENDA ITEM: Discussion of Heating System Upgrade

County Manager Betsy Fitzgerald supplied the Commissioners with Boiler Replacement Recommendations by CES, Inc. CES, Inc. was contracted to develop the Contract Document package to seek bids from area heating/mechanical contractors. The project will consist of the replacement of the boiler and any ancillary components needed to provide a fully functioning unit. Based on the evaluation done by CES, it is their opinion that the boilers are in good condition. CES advises replacing valves to control where heat is going and make energy efficiency improvements as outlined in the Boiler Replacement Recommendation document. The recommended upgrades are advised instead of replacement of boilers.

June 16, 2016

MOTION Commissioner Cassidy moved to progress with the recommendation of CES, Inc. Commissioner Gardner seconded the motion which passed 2-0.

AGENDA ITEM: Cruiser Bids

Sheriff Curtis presented the results of request for proposals for two new patrol trucks. RFP's were sent to vendors across the State of Maine. Three dealerships submitted bids. (See attached bid summary.) The bid from Quirk Ford of Augusta was the low bid for a 2016 Ford F-150 XL 4X4 SuperCab 6.5' box. Sheriff Curtis recommended accepting the bid from Darlings in the amount of \$40,578.00. The bid price includes two patrol trucks which will be traded toward the new purchased vehicles. He explained that Darlings submitted a bid price on a crew cab that is higher than that of Quirk, but the bid for crew cabs from Darlings hold their value better than super cabs.

MOTION Commissioner Cassidy moved to award the bid to Darling's Ford for two 2016 Ford F-150 XL 4X4 Super Crew 5.5' box trucks for a bid price of \$40,578.00. Commissioner Gardner seconded the motion which passed 2-0.

Commissioner Gardner directed Sheriff Curtis to work with the Treasurer to coordinate the ordering of the trucks and payment as cashflow allows. Sheriff Curtis stated that there is a 12 week timeframe from the point of ordering and delivery.

County Manager Betsy Fitzgerald stated that an Executive Session was required to discuss the union contract for the Fraternal Order of Police.

MOTION Commissioner Cassidy moved to go into Executive Session pursuant to Title 1 MRSA § 405 6 (A) (3) to discuss personnel issues. Commissioner Gardner seconded the motion which passed 2-0. It was 2:51 p.m.

MOTION Commissioner Cassidy moved to come out of Executive Session. Commissioner Gardner seconded the motion which passed 2-0. It was 3:15 p.m.

June 16, 2016

MOTION

Commissioner Cassidy moved to approve the FOP contract with an amendment to change some wording for the purpose of clarification only. Commissioner Gardner seconded the motion which passed 2-0. It was 3:16 p.m

ADJOURNMENT

3:20 p.m.

ATTEST:

Carla J.R. Manchester, Admin. Asst.