

July 14, 2016

**Minutes of the Washington County Commissioners'  
Regular Meeting  
held July 14, 2016  
in the Commissioners' Conference Room  
Machias, Maine**

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**Attending the meeting were:  
Commissioner Christopher Gardner  
Commissioner Vinton E. Cassidy  
Commissioner John Crowley, Sr.  
Betsy Fitzgerald, County Manager  
Carla Manchester, Administration  
Mike Hinerman, EMA  
Susan Hatton, SCEC  
Rich Rolfe, Jail Administrator  
Josh Rolfe, RCC  
Cat Cannon, MVNO  
Sharon D. Strout, Deeds  
Barry Curtis, Sheriff  
Michael Crabtree, Chief Deputy  
Soraya Patel Crabtree, Eastport  
Rebecca Johnston, Eastport  
Dean Preston, U.T. Supervisor**

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**Approval of the minutes for the Regular Commissioners' meeting held on  
June 16, 2016 (Cassidy / Gardner, 2-0-1)**

**AGENDA ITEM: Monthly and Quarterly Reports**

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

Registrar of Deeds Sharon Strout reported that she contacted three companies for a price to preserve 147 plans. Only one company responded to the request. Kofile Technologies gave a quote of \$16,052.50. This price includes conservation for 147 plats in envelopes; 50 archival envelopes, glides and barrier paper and shipping. Commissioner Gardner inquired if the price was within reason. Sharon stated that price was reasonable and recommended accepting the bid for this preservation project.

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**\*MOTION\*** Commissioner Cassidy moved to authorize the expenditure of \$16,052.50 for the preservation project for the Registry of Deeds so presented. Commissioner Crowley seconded the motion which passed 3-0.

Commissioner Gardner questioned the current standard of archiving plans on microfilm and asked if putting documents on-line would be considered archiving. Sharon stated that archiving to microfilm is the only preservation method at this time. She also noted that some registries have had some trouble with the microfilm known as "vinegar syndrome". Steps are being taken to correct this issue and the cost will be taken from the surcharge account. Commissioner Gardner asked Sharon to suggest to the State Registry of Deeds that they consider updating the standard of archiving to scanning documents into digital files as a viable preservation method.

**AGENDA ITEM: Six-month Certificate**

A six-month certificate for Wanda Cox was signed as presented.

**AGENDA ITEM: Payroll Change Notices**

By consensus, the Commissioners accepted Heron Weston's resignation as full-time Interim U.T. Supervisor effective 07/01/16. On behalf of the Board of Commissioners, Commissioner Gardner thanked Heron for his availability to step in when needed during the times Dean Preston has been on military leave. Dean acknowledged that Heron was considered a component to the pillar of support needed and for that he is very appreciative.

**\*MOTION\*** Commissioner Crowley moved to hire Drew Greenlaw, Ryan Eylar and Holly Preston as part-time U.T. Summer Maintenance effective 07/17/16. Commissioner Cassidy seconded the motion which passed 3-0.

Commissioner Gardner asked how long the summer maintenance crew would be working. U.T. Supervisor Dean Preston responded that they will be working through mid-August.

**\*MOTION\*** Commissioner Cassidy moved to hire Jeremy Ally as part-time Corrections Officer effective 07/15/16 not to exceed 30 hours per week except for training and emergency purposes. Commissioner Crowley seconded the motion which passed 3-0.

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Captain Rolfe recommended the re-classification of two part-time Corrections Officers to full-time Corrections Officers and confirmed that a process per union contract had been followed.

**\*MOTION\* Commissioner Cassidy moved to re-classify Susan Bolles to full-time Corrections Officer effective 07/24/16 and Daniel Nicol to full-time Corrections Officer effective 07/31/16. Commissioner Crowley seconded the motion which passed 3-0.**

**AGENDA ITEM: Approval of Sheriff's, Chief Deputy and Patrol Deputies Bonds**

The verification of the sufficiency of the Sheriff's bonds is done annually. These are prepared by District Attorney Matthew Foster and have been found sufficient.

**\*MOTION\* Commissioner Crowley moved to approve the Sheriff's, Chief Deputy and Patrol Deputies Bonds as so presented by D.A. Foster as of 07/14/16. (Crowley / Cassidy 3-0).**

All three bonds were signed by Board Commissioner Chair Gardner as presented.

**AGENDA ITEM: Approval of caucus schedule**

Commissioner Gardner stated the notice of caucus to elect representatives to the Washington County Budget Advisory Committee is in accordance with MRSA Title 30-A, §900-B. One member for a three-year term for each district will be elected for the BAC for FY 2017. The Commissioners reviewed the schedule for the caucus presented. Each Commissioner was satisfied with the schedule to caucus for their district.

**\*MOTION\* Commissioner Cassidy moved to approve the caucus schedule for the FY 2017. Commissioner Crowley seconded the motion which passed 3-0.**

**AGENDA ITEM: Ideas for next legislative session from County Commissioners**

County Manager Betsy Fitzgerald stated that the Maine County Commissioners Association requested the Commissioners to identify any ideas they feel should be addressed during the next legislative

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session. After a brief discussion, the following ideas were listed:

- transition method of archiving documents to be done digitally;
- find a long-term solution for the Jail; and
- allow 911 surcharges to be used for unfunded mandated training.

All departments were asked if they had any input or ideas that they would like to see addressed. There were none. Commissioner Cassidy stated that there may be other ideas brought forward in the months ahead.

**AGENDA ITEM: Budget Process for 2017**

County Manager Betsy Fitzgerald stated that the budget process for 2017 is just around the corner. She reported that the Treasurer's Office and she will begin meeting with each department head beginning the first of August to review and discuss their budgets. As it has been in the past, the budget for FY 2017 will be handed over to the Budget Advisory Committee at the September Commissioners' meeting. The Budget Advisory Committee will elect a chair for the BAC and set the schedule for the BAC meetings. The budget is traditionally returned to the Commissioners to be approved during the November Commissioners' meeting. Betsy stated this year there will be a new process used during the meetings, digitally recording the figures so they can be updated as they are discussed.

**AGENDA ITEM: Creation of Deputy Director Position for the RCC**

Sheriff Barry Curtis addressed the Board of Commissioners and explained that as previously discussed, he is requesting the Operational Supervisor position be re-classified as Deputy Director. Sheriff Curtis explained that the job duties and description are not changing; they are the same. He stated "that by all definitions the position meets the standard as an exempt employee", and should therefore, not be a union position. RCC Operational Supervisor Josh Rolfe stated that he requested the Treasurer's Office to discontinue his union dues deduction, arguing that he should not have to pay union dues since his position should not be in the union anyway. Josh did note that the National Corrections Employees Union does not agree with the re-classification and elimination of the Operational Supervisor position. Commissioner Gardner suggested beginning the process of re-classifying the Operational Supervisor union position to that of a

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Deputy Director exempt non-union position. By consensus, the Commissioners agreed and directed Sheriff Curtis work with the County Manager, Treasurer and County Attorney.

Commissioner Gardner asked EMA Director Mike Hinerman if any Homeland Security grant funds are available, and would it be appropriate to use those funds to help with the Simulcast upgrade. Mike responded that there have been drastic cut backs and \$17,000.00 has already come to the County from Homeland Security funds to support the \$77,000.00 raised by the county for the upgrade. Commissioner Gardner explained that he is concerned about keeping the Tower Project for RCC on track. RCC Operational Supervisor reported that the location for the Tower project has been planned and he continues to work towards that project.

**ADJOURNMENT**

**4:55 p.m.**

**ATTEST:**

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**Carla J.R. Manchester, Admin. Asst.**