

September 8, 2016

**Minutes of the Washington County Commissioners'  
Regular Meeting  
held September 8, 2016  
in the Probate Courtroom  
Machias, Maine**

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**Attending the meeting were:  
Commissioner John B. Crowley, Sr.  
Commissioner Vinton E. Cassidy  
Betsy Fitzgerald, County Manager  
Carla Manchester, Administration  
Lora Whelan, Quoddy Tides  
Rosemary Kulow, MCCA  
Cat Cannon, MVNO  
Sharon D. Strout, Deeds  
Jill C. Holmes, Treasurer  
Rich Rolfe, Jail  
Carlene M. Holmes, Probate**

**Commissioner Christopher M. Gardner was not present.**

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Executive Department business was called to order at 2:15 p.m.

**Approval of the minutes for the Regular Commissioners' meeting held on August 11, 2016 (Crowley/Cassidy, 2-0)**

**AGENDA ITEM: Monthly and Quarterly Reports**

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

**AGENDA ITEM: Payroll Change Notices**

**\*MOTION\* Commissioner Crowley moved to accept the resignation of Jessy Timpe Walker as full-time ECS effective 09/03/16. Commissioner Cassidy seconded the motion which passed 2-0.**

Brittany Carter Scull was recommended to fill the full-time position vacated by Jessy Timpe Walker.

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**\*MOTION\*** Commissioner Crowley moved to approve the re-classification of Brittany Carter Scull from part-time ECS to full-time ECS effective 09/11/16. Commissioner Cassidy seconded the motion which passed 2-0.

**AGENDA ITEM: Personnel Policy Amendment**

County Manager Betsy Fitzgerald presented an amendment to the section in the personnel policy that primarily deals with compensation. The amendment is not a change in policy but clarification to the procedure already used when figuring compensation approved by the Board of Commissioners. Betsy read the following phrase to be added: "Any raises agreed upon during the year will not be implemented until January 1<sup>st</sup> or the end of an employee's probationary period. No retroactive compensation will be considered during an employee's first six months of employment."

**\*MOTION\*** Commissioner Crowley moved to approve the amendment to the personnel policy in relation to the compensation plan as proposed. (Crowley / Cassidy 2-0).

Prior to the Commissioners entering into Executive session, Sheriff Curtis requested to be added to the agenda during the October Commissioners' meeting to discuss a proposal to increase the Sheriff's Office credit card credit limit.

**\*MOTION\*** Commissioner Crowley moved to go into Executive Session pursuant to Title 1 MRSA § 405 6 (A) (3) to discuss personnel issues. Commissioner Cassidy seconded the motion which passed 2-0. It was 2:25 p.m.

**\*MOTION\*** Commissioner Crowley moved to come out of Executive Session. Commissioner Cassidy seconded the motion which passed 2-0. It was 2:35 p.m.

No motions or decisions were made.

**ADJOURNMENT**

2:35 p.m.

**ATTEST:**

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Carla J.R. Manchester, Admin. Asst.