

November 10, 2016

**Minutes of the Washington County Commissioners'
Regular Meeting
held November 10, 2016
in the Probate Courtroom
Machias, Maine**

**Attending the meeting were:
Commissioner John B. Crowley, Sr.
Commissioner Vinton E. Cassidy
Commissioner Christopher M. Gardner
Betsy Fitzgerald, County Manager
Carla Manchester, Administration
Rick Heller, Quoddy Tide
Jill C. Holmes, Treasurer
Rich Rolfe, Jail Administrator
Paula Johnson-Rolfe, Sheriff's Office
Mike Hinerman, EMA Director
Joshua Rolfe, RCC Supervisor
Susan Hatton, SCEC
Barry Curtis, Sheriff
Dean A. Preston, U.T. Supervisor
Cat Cannon, MVNO
Sharon D. Strout, Registrar of Deeds
Marga James, Machias**

Executive Department business was called to order at 4:15 p.m.

**Approval of the minutes for the Regular Commissioners' meeting held on
October 12, 2016 (Cassidy/Crowley 3-0)**

AGENDA ITEM: Monthly and Quarterly Reports

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

AGENDA ITEM: Payroll Change Notices

County Manager Betsy Fitzgerald requested the payroll changes be considered in executive session. The Commissioners agreed to postpone the payroll changes until the end of the meeting.

November 10, 2016

AGENDA ITEM: Six-month Certificates

Six-month certificates were signed for Michael Congelosi and Daniel Thibodeau.

AGENDA ITEM: Bid award for Deeds Preservation Project

Registrar Sharon Strout presented a bid for a preservation project for the Registry of Deeds. The request for proposals for the project is to preserve 326 plans from deterioration; removing documents from the vinyl sleeves the plans are now in and replace the plans into new sleeves. This project would clean up all the bad sleeves previously used. Sharon's recommendation is to accept the bid of \$36,050.00 from Kofile Preservation Company. Commissioner Gardner inquired if there was only one bidder. Sharon confirmed there was only one bid received of the three companies that were asked to submit a bid.

***MOTION* Commissioner Cassidy moved to accept the bid from Kofile Preservation in the amount of \$36,050.00 for the Deeds preservation project as presented. (Cassidy/Crowley 3-0)**

Sharon requested the Commissioners' recommendation for further preservation work needed in her office. Sharon stated there are many books of maps that should also be preserved from deterioration. Sharon asked if another request for proposals would need to be done. Sharon inquired about using Kofile Preservation's services to preserve the maps as Kofile was the only company to bid on the current preservation project. Commissioner Gardner stated an effort should be made to bid out the preservation of the maps. More bids may be received due to the quantity of work to be done; the preservation cost would be for the whole project instead of per book.

Sharon also reported that Susan Wright of the Archives Committee has been trying to scan three old books. Her efforts have been unsuccessful. Sharon has contacted Xerox. Xerox can scan the images but would like to have books sent to them. Sharon asked for the Commissioners recommendation. Commissioner Gardner inquired about the rate of the use of these books. Sharon stated the books are used very little but are within the time period the Deeds office is trying to archive. Sharon stated the Maine State Library is asking to have the work done. The Commissioners have concerns about sending the books off-site. If the books were to be sent, the Commissioners directed Sharon to have an agreement with Xerox for a time-certain return.

November 10, 2016

County Manager Betsy Fitzgerald recommended taking the books to the Maine State Library for scanning. Commissioner Gardner stated he would prefer that Sharon work with Betsy to transport the books to the Maine State Library. By consensus, the Commissioners approved sending the books off-site to be archived with the understanding that reasonable precautions are taken and there is a time-certain return for the books.

AGENDA ITEM: Bid award for Belfry

County Manager Betsy Fitzgerald presented a bid to be awarded to Beldon Morse in the amount of \$50,000.00 to repair the Belfry. The project entails refurbishing the belfry. The belfry is in need of repair due to years of deterioration. Betsy stated a request for proposals was publicized but only one response was received. Commissioner Gardner asked how much is in the Reserve Account for building improvements. Betsy reported there is \$81,000.00 in the Reserve Account. Commissioner Gardner inquired about other building improvement projects needing to be done. Betsy listed several building maintenance and infrastructure projects that are needing to be addressed as well as the belfry. Among those projects listed was re-roofing the Center Street building. After some discussion about the condition of the roof, Commissioner Gardner stated the roof repair at Center Street is a priority. The Commissioners were in agreement that the re-roofing of Center Street should be done before it snows. Betsy was directed to put a request for proposals out immediately.

***MOTION* Commissioner Crowley moved to authorize County Manager Betsy Fitzgerald to accept and award the bid for re-roofing 28 Center Street building with specification for a 30 year shingle to the apparent low bidder. (Crowley/Cassidy 3-0)**

The belfry repair will have to be delayed. County Manager Betsy Fitzgerald was directed to notify Beldon Morse of the change in plans.

AGENDA ITEM: Selection of 2017 MCCA Board Representative

The Bylaws of the Maine County Commissioners Association states that by December 1 of each year the County Commissioners shall elect a Director for the coming year from their county to serve as a Director on the Board of the Maine County Commissioners Association.

November 10, 2016

MOTION Commissioner Crowley moved to nominate Commissioner Christopher Gardner as the 2017 MCCA Board of Directors for Washington County. County Manager Betsy Fitzgerald was named as proxy should no Commissioner be available to attend meetings. (Crowley / Cassidy 2-0-1)

AGENDA ITEM: Signatures on reprinted M.O.U. between Maine Judicial Branch and Washington County

The Commissioners re-signed the Memorandum of Understanding between State of Maine Administrative Office of the Courts and the Inhabitants of the County of Washington. There were no changes made to the agreement previously signed during the October meeting. A clean copy with signatures was needed.

Commissioner Gardner stated an Executive Session would be needed to discuss personnel issues. Before the Executive Session began Commissioner Gardner stated Lewis Pinkham would not be able to make the Public Hearing on the FY 2017 Budget. It was agreed to enter into the Public Hearing segment at this time. It was 4:35 p.m. (See minutes of Public Hearing)

The Public Hearing for the FY 2017 Budget adjourned at 4:53 p.m.

MOTION Commissioner Cassidy moved to go into Executive Session pursuant to Title 1 MRSA § 405 6 (A) (3) to discuss personnel issues. Commissioner Crowley seconded the motion which passed 3-0. It was 4:55 p.m.

MOTION Commissioner Cassidy moved to come out of Executive Session. Commissioner Crowley seconded the motion which passed 3-0. It was 5:23 p.m.

MOTION Commissioner Crowley moved to authorize County Manager Betsy Fitzgerald to consult with the county attorney regarding new overtime rules (effective as of 12/01/2016). Commissioner Cassidy seconded the motion which passed 3-0.

November 10, 2016

MOTION

Commissioner Crowley moved to decline to participate in the early retirement proposal by Michael Hinerman. Commissioner Cassidy seconded the motion which passed 3-0.

ADJOURNMENT

5:25 p.m.

ATTEST:

Carla J.R. Manchester, Admin. Asst.

102