

December 8, 2016

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

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**Attending the meeting were:  
Commissioner Christopher Gardner  
Commissioner John Crowley, Sr.  
Commissioner Vinton Cassidy  
Betsy Fitzgerald, County Manager  
Carla Manchester, Administration  
Cat Cannon, MVNO  
Paula Johnson-Rolfe, WCSO  
Rich Rolfe, WCSO  
Mike Hinerman, WNEMA  
Sharon W. Strout, Register of Deeds  
Marga James, Machias Monitor  
Laura Baker, Pembroke  
Carlene Holmes, Register of Probate  
Jill Holmes, Treasurer**

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Executive Department business was called to order at 4:24 p.m.

**Approval of the Public Hearing for F/Y 2017 Budget meeting minutes  
held on November 10, 2016 (Cassidy/Crowley 3-0)**

**Approval of the minutes for the Regular Commissioners' meeting held on  
November 10, 2016 (Crowley / Cassidy 3-0)**

**AGENDA ITEM: Monthly and Quarterly Reports**

The Commissioners were provided a written report from EMA and the Treasurer's Office. (See attached)

**AGENDA ITEM: Payroll Change Notices**

The resignation of Dale Mclean as part-time Corrections Officer effective 11/30/16 was accepted without prejudice.

With the recommendation of Sheriff Curtis,

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**\*MOTION\*** Commissioner Cassidy moved to approve the re-classification of Matthew Stanhope from part-time to full-time Corrections Officer effective 12/04/16. (Cassidy/Crowley 3-0)

**\*MOTION\*** Commissioner Crowley moved to approve the re-classification of Ashleigh Bickford from part-time to full-time Corrections Officer effective 01/01/17. (Crowley / Cassidy 3-0)

By concensus, the Commissioners approved the promotion of Philip Ray to Sergeant effective 12/04/16.

By consensus, the Commissioners approved the promotion of Albert Alley to Sergeant effective 01/01/17.

**AGENDA ITEM: Approval of Commissioners' Meeting Dates for 2017**

The schedule for Commissioners' meeting dates was presented for approval.

**\*MOTION\*** Commissioner Cassidy moved to approve the schedule of Commissioners' meeting dates as presented. (Cassidy / Crowley 3-0)

It was noted the Commissioners' meetings will continue to be on the second Thursday of each month.

**AGENDA ITEM: Approval of Holiday schedule for 2017**

A schedule for state and federal holidays to be observed in 2017 was presented for approval.

**\*MOTION\*** Commissioner Cassidy moved to approve the schedule of 2017 Holiday dates as presented. (Cassidy / Crowley 3-0)

**AGENDA ITEM: 28 Center Street roof bids - discussion**

County Manager Betsy Fitzgerald presented bids received for the roof replacement at 28 Center Street. Three bids were received. (See attached) Commissioner Gardner listed the three bid amounts. The bid from Indoor Air Technologies, Inc. of Victor, New York was very low in comparison to the other two bids of \$29,970.00 from Costal Construction of Perry and \$26,980.00 from G.R. Roofing Company of

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Brewer. Commissioner Gardner stated the low bid "seems too good to be true". Commissioner Cassidy asked what IAT had for specs. County Manager Betsy Fitzgerald stated IAT had the same specs as everyone else but did not have the proper size of the roof. Commissioner Crowley suggested tabling the bid award. Commissioner Gardner recalled a county policy that states a 10% local bid preference can be figured. Commissioner Crowley stated that had been discussed once but was never implemented. Commissioner Cassidy was concerned about awarding the bid to IAT with such a low bid. Commissioner Gardner suggested giving County Manager Betsy Fitzgerald authorization to research what work would be done for the bid from IAT of \$15,700.00. The Commissioners all agreed they would like to go with the local bidder if there is any reason the bid should not go with the lowest bid received.

**\*MOTION\* Commissioner Cassidy moved to authorize County Manager Betsy Fitzgerald to get clarification on the specs used for the bid received from Indoor Air Technologies, Inc. of \$15,700.00. If the bid does not cover all the details of the work to be completed, the bid will be awarded to Coastal Construction with a bid of \$29, 970.00. (Cassidy / Crowley 3-0)**

**AGENDA ITEM: Award Audit Bid**

Treasurer Jill Holmes presented the bids received annual audits to be conducted for Washington County government and the Unorganized Territories of Washington County. (See attached) Concerns were voiced during the budget meetings by the Budget Advisory Committee that the audit was not done in a timely manner. Commissioner Gardner wanted confirmation the scope of the audit specified a timeframe. Treasurer Jill Holmes confirmed a timeframe was specified. With the recommendation of Treasurer Jill Holmes,

**\*MOTION\* Commissioner Crowley moved to accept the low bid of Ron Beaulieu for the Audit as presented. (Crowley / Cassidy 3-0)**

By consensus, the Commissioners rescheduled the Tax Abatement hearing for Tardiff vs. Town of Lubec for Thursday, February 9<sup>th</sup> at 3 p.m.

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Commissioner Gardner stated that it had come to the attention of the Board of Commissioners that the City of Calais has grave concerns with what the Commissioners have done with the County Budget for FY 2017. Commissioner Gardner stated the Commissioners do not set the budget. The budget is set by the towns and municipalities. The Commissioners do make recommendations, but the numbers are set by the Budget Advisory Committee which is made up of town and municipal officials. County Manager Betsy Fitzgerald pointed out the budget passed with a final vote with only one BAC member abstaining; Billy Howard. Commissioner Gardner reviewed the budget process and the challenges faced by the Budget Advisory Committee each year. He also pointed out the 5 percent of the 5.8% increase was connected to the jail system which is out of the County's control. The BAC was commended on the work they did. Commissioner Cassidy stated he is anxious to meet with the city's leadership about their issues and concerns.

**\*MOTION\***            **Commissioner Crowley moved to go into Executive Session pursuant to Title 1 MRS § 405 (6) (C) to discuss legal issues. Commissioner Cassidy seconded the motion which passed 3-0. It was 4:45 p.m.**

**\*MOTION\***            **Commissioner Crowley moved to come out of Executive Session. Commissioner Cassidy seconded the motion which passed 3-0. It was 5:26 p.m.**

There were no motions or decisions.

**ADJOURNMENT**

**5:26 p.m.**

**ATTEST:**

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