

May 11, 2017

**Minutes of the Washington County Commissioners'
Regular Meeting
held May 11, 2017
in the Washington County Probate Courtroom
Machias, Maine**

**Attending the meeting were:
Commissioner Christopher Gardner
Commissioner John Crowley, Sr.
Betsy Fitzgerald, County Manager
Carla Manchester, Administration
Nancy Oden, Clean Earth Farms
Jill C. Holmes, Treasurer
Mike Hinerman, EMA
Sheriff Curtis, Sheriff's Office
Mike Crabtree, Sheriff's Office
Josh Rolfe, Regional Communications Center
Paula Johnson-Rolfe, Sheriff's Office
Rich Rolfe, Sheriff's Office
Sharon D. Strout, Registry of Deeds**

Commissioner Vinton Cassidy was not present.

Commissioner Gardner called the meeting to order at 4:25 p.m.

Approval of the regular Commissioners' meeting minutes for April 13, 2017 (Crowley/Gardner, 2-0)

AGENDA ITEM: Monthly and Quarterly Reports

The Commissioners were provided reports in their meeting packets. All reports were accepted under the gavel.

AGENDA ITEM: Signature on Six-month Certificate for Brittany Carter

The six-month certificate for Brittany Carter was signed as presented.

AGENDA ITEM: Payroll Change Notices

By consensus, the Commissioners approved a reclassification for Ashleigh Bickford from the position of full-time Corrections Officer to part-time Corrections Officer effective 04/20/17. Captain Rolfe

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stated C.O. Bickford was unable to fulfill the requirement to attend the academy.

Captain Rolfe stated a hiring process was completed for the hire of four new part-time Corrections Officers. Captain Rolfe recommended the Commissioners hire David Garrison, Randy Harmon, Tara Page and Toni Bridges to fill those positions.

MOTION Commissioner Crowley moved to hire David Garrison, Randy Harmon, Tara Page and Toni Bridges as part-time Corrections Officers effective 04/23/17 not to exceed 30 hours per week except for training and emergency purposes. (Crowley / Gardner, 2-0)

Captain Rolfe recommended the reclassification of C.O. Justin Doran from part-time to full-time to fill a vacant full-time position.

MOTION Commissioner Crowley moved to reclassify C.O. Justin Doran from part-time to full-time effective 04/30/17. (Crowley / Gardner, 2-0)

MOTION Commissioner Crowley moved to accept the resignation of Tara Page as part-time Corrections Officer effective 05/04/17. (Crowley / Gardner, 2-0)

MOTION Commissioner Crowley moved to accept the resignation of Ashleigh Bickford as part-time Corrections Officer effective 06/02/17. (Crowley / Gardner, 2-0)

AGENDA ITEM: Proposal to Prepare Hazard Mitigation Plan

Emergency Management Director Michael Hinerman presented a bid for a proposal to prepare a Hazard Mitigation Plan for Washington County. A bid was put out to assist the county in preparing an update to the 2012 Washington County Hazard Mitigation Plan. One bid was submitted by Rothe Associates. Rothe Associates' proposed fee for the complete project is at a rate of \$65.00 per hour not to exceed \$18,000 maximum charge. The update will include all new regulation requirements by FEMA.

MOTION Commissioner Crowley moved to accept the proposal by Rothe Associates to prepare an updated Hazard Mitigation Plan for Washington County as presented. (Crowley / Gardner, 2-0)

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The Machias Wild Blueberry Festival Committee has requested the use of the county parking lots for the 42nd Annual Machias Wild Blueberry Festival. Traditionally the Sheriff's Office parking lot and the Court Street parking lot has been utilized for the festival. By consensus the Commissioners authorized the use of both parking lots for the purpose of the annual festival activities. Further, the Commissioners agreed by consensus to authorize County Manager Betsy Fitzgerald to coordinate and approve any future requests for the use of the parking lots for the annual festival.

AGENDA ITEM: Schedule Tax Abatement

The tax abatement hearing for John Kelley vs. City of Eastport has been scheduled for Thursday, August 10, 2017 at 3 p.m.

AGENDA ITEM: Request approval for the use of debit and credit cards in Registry of Deeds

Register of Deeds Sharon Strout has been working with Treasurer Jill Holmes to put in place the use of a swipe machine to provide Registry of Deeds customers with the ability to pay using debit or credit cards. Sharon presented a Service Level Agreement with Maine Payport for the Commissioners' approval. There is an initial fee of \$85.00 for the purchase of the swipe machine. Transaction and service fees are directly charged to the consumer for the privilege of using a debit or credit card. The fee schedule is a \$1.00 charge for a transaction of \$40.00 or less. Charges over \$40.00 would be assessed a 2.5% processing fee. Commissioner Gardner inquired how the use of a swipe machine would affect the county budget. Sharon stated that the use of the swipe card has no affect on the county budget. The county will receive the same amount for any fees associated with business done in the Registry and the charge for the use of the swipe machine is paid directly by the consumer. The projected start date is June 12, 2017.

***MOTION* Commissioner Crowley moved to approve the use of debit and credit cards in the Registry of Deeds and to enter into the Service Level Agreement with Maine Payport for the service of electronic transactions as presented. (Crowley / Gardner, 2-0)**

ADJOURNMENT

4:36 p.m.

ATTEST:

Carla J.R. Manchester, Admin. Asst.