

July 13, 2017

**Minutes of the Washington County Commissioners'
Regular Meeting
held July 13, 2017
in the Washington County Probate Courtroom
Machias, Maine**

**Attending the meeting were:
Commissioner Christopher Gardner
Commissioner John Crowley, Sr.
Commissioner Vinton Cassidy
Betsy Fitzgerald, County Manager
Carla Manchester, Administration
Barry Curtis, Sheriff
Mike Crabtree, Chief Deputy
Paula Johnson-Rolfe, Sheriff's Office
Joshua Rolfe, Regional Communications Center
Mike Hinerman, Emergency Management Agency
Sharon D. Strout, Registry of Deeds
Jill C. Holmes, Treasurer
Dean Preston, Unorganized Territories
Gayle Sprague, Machias**

Commissioner Gardner called the meeting to order at 4:18 p.m.

Approval of the Emergency Commissioners' meeting minutes for June 8, 2017 (Crowley/Cassidy, 3-0)

Commissioner Gardner stated the purpose of the meeting was to discuss the legal options available should steps need to be taken to keep Down East Correctional Facility an open and functioning facility. Commissioner Gardner stated that it appears the DECF has a one year reprieve. Commissioner Gardner recommended that the County obtain all legal options in writing from the attorneys. The Commissioners stand ready to meet the threat of a future shut-down of the facility.

***MOTION* Commissioner Crowley moved to obtain all legal options available to the County in writing from the attorneys in preparation of an imminent shut-down of the DECF by the State of Maine. (Crowley/Cassidy, 3-0)**

Approval of the regular Commissioners' meeting minutes for June 15, 2017 (Crowley/Gardner, 3-0)

July 13, 2017

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

A six-month introductory period certificate for Susan Bolles was signed as presented.

AGENDA ITEM: Payroll Change Notices

Jail Administrator Rich Rolfe presented three new hires to fill his part-time roster.

MOTION Commissioner Crowley moved to hire Amanda Barnard, Gary Rhoades and Zachary Atkinson as part-time Corrections Officers effective 06/25/17 not to exceed 30 hours per week except for training and emergency purposes.
(Crowley/Cassidy, 3-0)

U.T. Supervisor Dean Preston recommended the hire of Heron Weston to fill the new position of part-time ACO/Shellfish Warden/Program Manager.

MOTION Commissioner Crowley moved to hire Heron Weston as part-time ACO/Shellfish Warden/Program Manager effective 07/10/17.
(Crowley/Cassidy, 3-0)

AGENDA ITEM: Approval of Sheriff's 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 on 07/13/17. (Crowley/Cassidy 3-0)

AGENDA ITEM: Approval of caucus schedule

Commissioner Gardner stated the notice of caucus to elect representatives to the Washington County Budget Advisory Committee is

July 13, 2017

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 2018. The Commissioners reviewed the schedule presented for the caucus. By consensus, the schedule was approved as presented. The schedule is attached.

AGENDA ITEM: Budget Process for FY 2018

Commissioner Gardner stated the budget process is upon us and summarized the steps involved.

- The Treasurer's Office will be sending out working papers to all department heads.
- There will be a meeting scheduled for each department to meet with the Treasurer's Office and the County Manager. Working documents will be compiled from these meetings to create the budget that will be presented to the Budget Advisory Committee.
- The budget will be presented to the BAC during the September Commissioners' meeting.
- The BAC will elect a chair during the September meeting and schedule dates to meet to work on the budget.
- It is anticipated the completed budget will be returned to the Commissioners at their regularly scheduled November meeting.

The Sheriff requested that his budget be taken care of all in one day. County Manager Betsy Fitzgerald replied that is the plan.

Commissioner Gardner stated the Jail budget will be interesting. Commissioner Gardner noted that the more than \$250,000.00 needed to run the jail will force the County to either pare down the Jail or raise taxes. Commissioner Gardner stated that a point of discussion for the Sheriff's office budget will deal with the continuing drug problem that exists. Commissioner Gardner also suggested the call sharing with the state be re-evaluated. Sheriff Curtis asked if the Commissioners would be willing to schedule a meeting to sit down and discuss the Sheriff's Office budget before the budget process begins. The Board of Commissioners all agreed to meet with the Sheriff's department to discuss the Sheriff's Office budget needs. Commissioner Gardner stated that now is the time.

AGENDA ITEM: Signatures on Revised Meal Allowance Policy

The Commissioners approved an increase in the meal allowance during

July 13, 2017

the July meeting. The revised policy dated 06/15/17 with the changes discussed at the previous meeting was signed as presented. (See attached)

AGENDA ITEM: Decision on Tax Abatement for Deblois vs. Town of Marshfield

The tax abatement request for Deblois vs. Town of Marshfield was heard on June 15, 2017. The Board of Commissioners denied the request for the tax abatement.

AGENDA ITEM: Roof at Masonic Lodge

County Manager Betsy Fitzgerald reported that it has been brought to her attention that there was some damage done over year ago to the roof at the Masonic Lodge. The damage was due to falling trees that were on county property. By consensus, the Commissioners directed Betsy to report the damage to the county risk pool so the cost of repair can be covered.

ADJOURNMENT

4:32 p.m.

ATTEST:

Carla J.R. Manchester, Admin. Asst.