

March 20, 2014

**Minutes of the Washington County Commissioners  
Regular Meeting held  
March 20, 2014  
in the Commissioners' Conference Room  
Machias, Maine**

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**Attending the meeting were:**

**Commissioner Christopher M. Gardner  
Commissioner Vinton E. Cassidy  
Commissioner John B. Crowley, Sr.  
Betsy Fitzgerald, County Manager  
Carla Manchester, Administration  
Ken Daye, SCEC  
Heidi Herzberger, Trescott Twp.  
Harold L. Cokayne, East Machias  
Anisa Beale-Cokayne, East Machias  
Mike Hinerman, EMA  
Judith A. Alexander, Treasurer's Office  
Jill C. Holmes, Treasurer  
Josh Rolfe, RCC  
Donnie Smith, Sheriff  
Michele L. Johnson, Marshfield**

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The meeting was called to order at 4:16 p.m.

**AGENDA ITEM: Approval of the February Regular Commissioners' Meeting Minutes (February 6, 2014) (Cassidy / Crowley 3-0)**

**AGENDA ITEM: Approval of the February Special Meeting Minutes on the Tax Anticipation Note (TAN) held February 19, 2014. (Cassidy / Crowley 3-0)**

In review, Treasurer Jill Holmes stated that Machias Savings Bank was awarded the TAN as lowest bidder with a bid of .89% interest.

**AGENDA ITEM: Monthly and Quarterly Reports**

The Commissioners were provided monthly reports in their meeting packets. (See attached)

March 20, 2014

21

**AGENDA ITEM: Payroll Status Change Notices**

With the recommendation of County Manager Betsy Fitzgerald and Interim U.T. Supervisor Heron Weston,

**\*MOTION\* Commissioner Cassidy moved to hire Thomas Fredette as part-time U.T. Shellfish / ACO effective 03/09/14. Commissioner Crowley seconded the motion which passed unanimously.**

Commissioner Gardner stated that it was his pleasure to welcome Tom and anticipates that he will do a tremendous job.

RCC Supervisor Josh Rolfe recommended Michele Johnson for the new flex position that was approved by the budget committee. Josh stated that Michele has been employed part-time as an ECS since 1999 and will be a good fit for this position.

**\*MOTION\* Commissioner Cassidy moved to hire Michele Johnson as full-time ECS in the flex position effective 03/20/14. Commissioner Crowley seconded the motion which passed unanimously.**

**AGENDA ITEM: Six-Month Certificate for Jeremy Alley.**

The six-month certificate presented was signed.

**AGENDA ITEM: Signatures on Teamsters Union Contract**

County Manager Betsy Fitzgerald reviewed the details of the Teamsters Clerical Union contract. The Contract will be for a two year period as it has been in the other union contracts. The wage increases will be 3% for the first year and 2% or COLA, whichever is greater, for the second year. The contract will expire December 31, 2015. The same provisions and standards as in other union contracts will apply.

**\*MOTION\* Commissioner Crowley moved to approve the Teamsters Clerical Union contract as presented. Commissioner Cassidy seconded the motion which passed unanimously.**

March 20, 2014

22

**\*MOTION\*            Approval of Capital Outlay and Reserve Accounts brought forward for 2014**

The following 2014 carry-over figures for Capital Outlay accounts were presented by Treasurer Jill Holmes for approval:

DA Superior Court Fees	\$ 1,982.24
Buildings-Motor Vehicle Reserve	\$ 14,079.17
Building Improvements	\$ 77,512.89
RCC Communications Equipment	\$ 81,702.96
RCC Computer Equipment	\$ 4,300.00
Deeds Map Copy	\$ 5,641.63
Safety Reserve	\$ 5,000.00
Sheriff Vehicle / Equipment Reserve	\$ 10,135.78

It was noted that Building Expansion funds were transferred to Building Improvements. The total Capital Outlay carry-over for 2014 is \$200,354.67.

**\*MOTION\*            Commissioner Crowley moved to approve the 2014 Capital Outlay carry-over totaling \$200,354.67. Commissioner Cassidy seconded the motion which passed 3-0.**

The following 2014 carry-over figures for the Reserve accounts were presented by Treasurer Jill Holmes for approval:

Registrar of Deeds Surcharge	\$276,386.42
Registrar of Probate Surcharge	\$ 22,397.32
Community Corrections	\$142,394.90
Unemployment	\$ 8,609.67
Leave Reimbursement	(\$ 4,213.61)
LEPC (Local Emergency Preparedness Committee)	\$ 4,178.80
Archive Reserve - Grant Funds & Atlas Sales	\$ 531.14
Drug Action Team	\$ 409.50
Forfeited Assets	\$ 10,303.61

The total Reserve carry-over for 2014 is \$460,997.75.

**\*MOTION\*            Commissioner Crowley moved to approve the 2014 Reserve carry-over accounts totaling \$460,997.75. Commissioner Cassidy seconded the motion which passed 3-0.**

March 20, 2014

23

**AGENDA ITEM: Cruiser Bids**

Bids for two new cruisers were opened by the Sheriff's Department on Friday, March 12, 2014. Three dealerships submitted and met the outlined specifications as advertised. Sheriff Smith made a recommendation that the apparent low bidder, Darling's of Bangor, be awarded this bid in the amount of \$45,780.00. This amount is for the total price for both cruisers minus the trade in-allowance for two currently owned cruisers.

**\*MOTION\* Commissioner Cassidy moved to accept the recommendation of the Sheriff to award the bid for two cruisers to Darling's of Bangor for the total purchase price of \$45,780. Commissioner Crowley seconded the motion which passed unanimously.**

Sheriff Smith has conferred with the Treasurer's Office. Financial arrangements are all set.

**AGENDA ITEM: Meal reimbursement allowance discussion**

County Manager Betsy Fitzgerald informed the Commissioners that in a recent Department Head meeting the County meal reimbursement allowance was discussed. The meal reimbursement allowance has not been updated for some time and the inquiry was made as to the possibility of updating the rates. Currently, the County allows for \$28.00 per day (\$5.00 for breakfast, \$8.00 for lunch and \$15.00 for dinner). By Consensus, the Commissioners requested that Betsy present recommendations for new rates at the April Commissioners' meeting.

**AGENDA ITEM: Repair strategy for front stairs of Sheriff's Office**

Sheriff Smith reported that the concrete stairs leading to the front entrance of the Sheriff's Office have begun to shift and move again. This has caused leaks and the need for repair is crucial. Commissioner Gardner agreed. Commissioner Crowley reminded the Sheriff that such an extensive repair would require the bid process. Sheriff Smith added that other building issues will need to be addressed. The roof is leaking and mold complaints had been received. The air quality complaints necessitated testing. Tests results showed that the air quality had not been affected by the mold as there is enough air flow. Commissioner Cassidy stated that there will be problems if these issues are not addressed. It was agreed that steps will need to be taken. Commissioner Gardner directed the Sheriff to forward the air quality

March 20, 2014

24

test results to the Commissioners' Office. Commissioner Gardner asked Captain Rich Rolfe if the Board of Corrections had been informed of the air quality concerns. Captain Rolfe answered that it was brought to the Board of Corrections attention at the last BOC meeting. By consensus, the Commissioners agreed that the repairs will need to be made a priority this Spring. In preparation, identification of the problem and gathering preliminary estimates will be needed; then the matter of financial responsibility by the County or the State for the repairs will need to be addressed.

**\*MOTION\***            **Commissioner Cassidy moved to direct the County Manager to seek repair strategies for the Jail and Sheriff's Office roof, stairs and mold issues. Commissioner Crowley seconded the motion which passed 3-0.**

**AGENDA ITEM:      Approval of Transfer of Forfeiture Assets**

The District Attorney's Office requested that the assets of \$330.74 from the criminal forfeiture of State of Maine vs. John D. Baumgardner be approved to be transferred to the Washington County Forfeiture account. One hundred percent of the assets are to go to the Washington County Sheriff's Office.

**\*MOTION\***    **Commissioner Cassidy moved to accept the forfeiture assets of \$330.74. Commissioner Crowley seconded the motion which passed unanimously.**

**AGENDA ITEM:      Update on water damage**

County Manager Betsy Fitzgerald gave the Commissioners an update on the repair work that will need to be done due to water damage that occurred in January when pipes burst. All paperwork has been submitted to the Risk Pool for insurance purposes. All repair work will be covered with the exception of a \$1000 deductible. Contact has been made with a professional asbestos removal contractor. Commissioner Gardner inquired as to the reason for pipes bursting. Betsy stated that it was due to an oil delivery failure. Commissioner Gardner suggested that the County should look to be reimbursed by the oil company for the \$1000 deductible.

**AGENDA ITEM:      National Veterans' Burial Ground in Washington County**

March 20, 2014

25

The Veterans' Administration recently contacted the Commissioners' Office to inform the County that they will be looking at several areas in Washington County for a National Veterans' Cemetery to be located. Commissioner Gardner stated on behalf of the Commissioners and Washington County that it would be an honor and privilege to have a National Veterans' Cemetery located in our County.

Commissioner Gardner opened the floor to public comment.

Harold Cokayne of East Machias stated that he had a complaint against the Sheriff's Department. A packet of information was submitted to the Commissioners for their review. After briefly reviewing the basis of the complaint, Commissioner Gardner stated that due to the nature of his complaint, he must refer Mr. Cokayne to the Office of the Governor. By Maine State Constitution, Commissioners only reside over the finances of the Sheriff's Office. Mr. Cokayne then made a direct request to the Sheriff that the Sheriff's patrol deputies refrain from coming to his home after daylight hours. Sheriff Smith stated that this is the first he has heard of this complaint and he would not be able to make that promise. Commissioner Gardner recommended that Mr. Cokayne work with the Sheriff to resolve the issue, noting that Sheriff Smith has done an exemplary job and he is sure the Sheriff will give the issue his full attention and be able to offer a remedy. Sheriff Smith affirmed that he would work with Mr. Cokayne to resolve the matter.

**\*MOTION\*** Commissioner Cassidy moved to go into Executive Session pursuant to Title 1 MRSA § 405-A 6 E to discuss a legal issue. Commissioner Crowley seconded the motion which passed unanimously. It was 4:50 p.m.

**\*MOTION\*** Commissioner Crowley moved to come out of Executive Session. Commissioner Cassidy seconded the motion which passed 3-0. It was 5:00 p.m.

There were no motions or decisions made after Executive Session.

**Adjournment 5:00 p.m.**

**Attest:** \_\_\_\_\_  
**Carla J.R. Manchester, Admin. Asst.**

March 20, 2014

**26**