

March 9, 2023

**Minutes of the Washington County Commissioners'
Regular Meeting
held March 9, 2023
in the Probate Courtroom
Machias, Maine**

**Attending the meeting were:
Commissioner Christopher M. Gardner
Commissioner John Crowley, Sr.
Commissioner Vinton Cassidy
Betsy Fitzgerald, County Manager
Jill C. Holes, Treasurer
Paula Johnson-Rolfe, WCSO
Dean Preston, U.T. Supervisor
Michael Crabtree, WCSO
Joshua Rolfe, RCC
Dennis Dorsey, WCSO
Rich Rolfe, Jail Administrator
Lisa M. Hanscom, EMA**

Executive Department business was called to order at 3:25 p.m.

Approval of the minutes for the Regular Commissioners' meeting held on February 16, 2023. (Cassidy / Gardner, 2-0-1)

AGENDA ITEM: Monthly and Quarterly Reports

The Commissioners were provided a written report from the Treasurer's Office. The report was accepted under the gavel. (See attached)

Treasurer Jill Holmes reported that the Treasurer's Office will be transitioning to biweekly accounts payable processing. Jill explained the accounts payable warrants will be processed on the opposite week of the biweekly payroll. Jill stated this new schedule will begin in April.

AGENDA ITEM: Payroll Change Notices

***MOTION* Commissioner Cassidy moved to hire Tyler Dunbar as full-time Patrol Deputy effective 04/02/23.
(Crowley / Cassidy, 3-0)**

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MOTION Commissioner Cassidy moved to hire Colleen Conrad as part-time U.T. ACO effective 03/10/23.
(Cassidy / Crowley, 3-0)

AGENDA ITEM: Signature on Six-month certificate

None presented.

AGENDA ITEM: Signatures on Sheriff's Contract with Town of Lubec

No Contract was presented.

AGENDA ITEM: Final Review of County Policies

County Manager Betsy Fitzgerald presented the County Policy for a final review by the Commissioners. Betsy highlighted the revisions.

- The 32 to 36-hour grandfathered benefit of being a full-time employee was memorialized on the first page and has been removed on any other pages that it was referenced.
- The addendum of donation of sick time has been added to the policy. The purpose of the addendum is to allow an employee to donate more than one week to a coworker in the case of extraordinary circumstances.
- Earned Paid Leave that relates to part-time employees was added to the policy. This policy follows Maine's Earned Paid Leave Law that became effective January 1, 2021. The policy allows part-time employees to earn one (1) hour of paid leave for every 40 hours the employee works per year.
- The Travel Policy revision that was approved during the January meeting has been added. Betsy explained this revision was to allow employees traveling for three or more days to be paid for their expenses at the per-diem rate prior to their travel.
- The Sheriff's Office Credit Use Policy that was approved during the January meeting has been added. Betsy noted the statute for Title 30 regarding bids, awards and contracts has been included.

MOTION Commissioner Cassidy approved the final County Policy as presented. (Cassidy / Crowley, 3-0)

AGENDA ITEM: Building Committee Update

See Port City Architecture presentation and discussion above.

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AGENDA ITEM: Commissioner Issues and Comments

Commissioner Gardner asked Chief Deputy Crabtree about the Maine Sheriff's Associations' position on the legislation to make Maine Criminal Justice Academy training a non-resident program. Mike stated he did not have much information about the bill. Commissioner Gardner directed Mike to look into this.

ADJOURNMENT

3:45 p.m.

ATTEST:

Carla J.R. Manchester, Admin. Asst.