

May 11, 2023

**Minutes of the Washington County Commissioners'
Regular Meeting
held May 11, 2023
in the Washington County Probate Courtroom
Machias, Maine**

Attending the meeting were:
Commissioner Christopher M. Gardner
Commissioner John Crowley, Sr.
Commissioner Vinton Cassidy
Betsy Fitzgerald, County Manager
Carla Manchester, Administrative Assistant
Paula Johnson-Rolfe, WCSO
Susan Sullivan, D.A.'s Office
Rachel Worcester, D.A.'s Office
Tammy C. Gay, Register of Deeds
Heather Green, Deeds
Jill C. Holmes, Treasurer
Lisa M. Hanscom, EMA
Barry Curtis, Sheriff
Michael Crabtree, Chief Deputy
Rich Rolfe, WCSO, Jail Administrator

Executive Department business was called to order at 4:09 p.m.

Approval of the minutes for the Regular Commissioners' meeting held on April 6, 2023. (Cassidy / Crowley, 3-0)

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)

AGENDA ITEM: Signature on Six-month certificates

The six-month certificates for Ryan Murry and Victoria Dore were signed as presented.

AGENDA ITEM: Payroll Change Notices

D.A. Granger recommend termination of Nicole in her position of Victim Witness Advocate for the Machias D.A.'s Office. D.A. Granger was unable to extend the FMLA beyond the required timeframe for Nicole

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Craig and needed to fill the position.

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***MOTION* Commissioner Cassidy moved to terminate Nicole Craig as full-time Victim Witness Advocate for the Machias District Attorney's Office effective 03/31/23.
(Cassidy / Crowley, 3-0)**

By consensus, the Commissioners accepted the resignation of Paul Comeau as part-time Civil Process Patrol Deputy effective 04/13/23. It was noted Paul Comeau has worked for the County for 25 years.

The Commissioners accepted the resignation of Brian Mozeliak as part-time ECS effective 04/21/23 by consensus.

***MOTION* Commissioner Crowley moved to hire Kinsman Corthell as full-time Patrol Deputy effective 05/21/23.
(Crowley / Cassidy, 3-0)**

Chief Deputy Crabtree reported that Patrol Deputy Corthell must attend the Maine Justice Criminal Academy. He will be completing field training before he attends the academy.

By consensus, the Commissioners accepted the resignation of Lisa Lord as full-time Victim Witness Advocate for the Calais D.A.'s Office effective 06/09/23. Lisa is retiring after working for the County for 25 years. Lisa has worked in the capacity of both Secretary for the D.A.'s Office, then as a Victim Witness Advocate. The Commissioners' give congratulations and well wishes to Lisa.

***MOTION* Commissioner Crowley moved to re-classify Melissa Campbell from Administrative Assistant to Victim Witness Advocate in the Calais Office of the District Attorney effective 05/11/23. (Cassidy / Crowley, 3-0)**

***MOTION* Commissioner Crowley moved to promote Rachel Worcester from full-time Clerk/Secretary to Administrative Assistant in the Machias District Attorney's Office effective 05/11/23.
(Crowley / Cassidy, 3-0)**

AGENDA ITEM: Building Committee Update

County Manager Betsy Fitzgerald presented the Request for Qualifications/Proposals for Construction Management Services for the Safety Building project. Betsy asked the Commissioners to authorize

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her to move forward with the advertising with the proposal presented.
(See attached RFQ/RFP)

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MOTION Commissioner Crowley moved to authorize the County Manager to move forward on advertising for a Construction Manager for the Safety Building Project with the RFQ/RFP as presented. (Crowley / Cassidy, 3-0)

AGENDA ITEM: Commissioner Issues and Comments

Commissioner Gardner stated that during the last months' Executive Session County Manager Betsy Fitzgerald announced to the Board of Commissioners that she will be retiring. Commissioner Gardner asked for an update on the hiring process to fill the County Manager position. Betsy stated the ad has been put in the local publications, on the County Website and on-line. Commissioner Gardner stated the plan will be to hire someone by July 1st. Commissioner Gardner noted the hiring process will be done by the Board of Commissioners. Commissioner Gardner directed Betsy to forward applications to the Commissioners as they are received.

MOTION Commissioner Cassidy moved to go into Executive Session. Commissioner Crowley seconded the motion which passed 3-0. It was 4:27 p.m.
(Cassidy / Crowley, 3-0)

MOTION The Commissioners declared themselves to have closed the Executive Session. It was 4:32 p.m.
(Crowley / Cassidy, 3-0)

No decision.

ADJOURNMENT

4:32 p.m.

ATTEST:

Carla J.R. Manchester, Admin. Asst.

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