

June 8, 2023

**Minutes of the Washington County Commissioners'
Regular Meeting
held June 8, 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
Rich Rolfe, WCSO, Jail Administrator
Barry Curtis, Sheriff
Michael Crabtree, Chief Deputy
Josh Rolfe, WCSO, RCC
Susan Sullivan, District Attorney's Office
Tammy C. Gay, Deeds
Heather Green, Deeds
Lynn Dwelley, District Attorney's Office
Dean Preston, U.T. Supervisor
Jill C. Holmes, Finance
Megan Huffman, Finance
Christopher Simpson, F.O.P.
Renée Gray, Addison
Sonnie Shepherd, Star 97.7 News, Ellsworth
Darlene Perry, Probate**

Executive Department business was called to order at 4:26 p.m.

Approval of the minutes for the Regular Commissioners' meeting held on May 11, 2023. (Cassidy / Crowley, 3-0)

AGENDA ITEM: Monthly and Quarterly Reports

The Commissioners were provided written reports from the Treasurer's Office and Emergency Management Agency. The reports were accepted under the gavel. (See attached)

AGENDA ITEM: Payroll Change Notices

By consensus, the Commissioners recognize the promotion of Kenneth

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Smead to the rank of Corporal in the Corrections Division effective 05/21/23. Jail Administrator Rich Rolfe confirmed CO Smead was chosen by union contract process.

Treasurer Jill Holmes introduced Megan Huffman as her recommendation to fill the position of Accounts Payable/Payroll Clerk. Current Accounts Payable/Payroll Clerk Marie Chute has announced her intentions to retire at the end of July.

MOTION Commissioner Crowley moved to hire Megan Huffman as full-time Accounts Payable/Payroll Clerk effective 05/30/23. (Crowley / Cassidy, 3-0)

MOTION Commissioner Gardner moved to hire Lynn Dwelley as full-time Victim Witness Advocate for the Machias District Attorney's Office effective 06/05/23. (Gardner / Cassidy, 3-0)

MOTION Commissioner Cassidy moved to promote Wanda Cox from part-time to full-time Secretary in the District Attorney's Office in Calais effective 06/05/23. (Cassidy / Crowley, 3-0)

MOTION Commissioner Cassidy moved to transfer Kinsman Corthell from full-time Patrol Deputy to full-time Corrections Officer effective 06/11/23. (Cassidy / Crowley, 3-0)

Chief Deputy Crabtree stated a replacement has already been selected for the position in the Patrol Division that was vacated by Kinsman Corthell. The new employee will be presented for hire at the next Commissioners' meeting.

AGENDA ITEM: Signatures on Six-month Certificates

None.

AGENDA ITEM: Records Management System - Register Tammy Gay

Register of Deeds Tammy Gay reported a request for proposals was advertised for a Land Records Management System in March. Ms. Gay stated four proposals were received. The proposals were from Info Quick Solutions Inc., Browntech Inc., Fidlar Technologies and Avenu Insights and Analytics, Inc. Ms. Gay noted Avenu is their current

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vendor. Ms. Gay stated that after a thorough review of all proposals,

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she would like to recommend awarding the proposed contract to Info Quick Solutions Inc. Ms. Gay noted six other counties currently have a contract with IQS, and are satisfied with the services provided. Ms. Gay stated the total proposal cost is \$43,200.00 per year for five years. Commissioner Gardner asked if this cost has already been built into the budget. Ms. Gay responded that it has not been added to this years' budget. Commissioner Gardner asked if any monies could be used from the Document Preservation Funds. Ms. Gay stated not all the funds could be used from that line. Treasurer Jill Holmes asked if their current vendor, Avenu, was already in the budget for this year. Ms. Gay stated the contract amount for Avenu has already been paid. Commissioner Gardner stated he has concerns with obligating funds before the budget process has been done. Ms. Gay stated a records management system must be in place by December 1st as the contract with Avenu runs out. Ms. Gay asked if a payment arrangement could work to fill the gap until the funds have been approved. Commissioner Gardner stated he is not comfortable making a decision at this time. Treasurer Jill Holmes asked Ms. Gay how soon she will need a decision. Ms. Gay responded that she will need an answer within the next couple of weeks. Treasurer Jill Holmes recommended she work on figures with Ms. Gay and come back next month with information. Commissioner Gardner suggested the Board of Commissioners authorize to enter into the contract with IQS with any and all payments beginning in the next fiscal year. Ms. Gay stated she will contact IQS regarding payment details.

AGENDA ITEM: Signature on M.O.U. with Town of Lubec

Chief Deputy Crabtree presented an agreement between Washington County Sheriff's Office and the Town of Lubec. The M.O.U. is for selective enforcement services in Lubec. The agreement covers the period of July 1, 2022 thru June 1, 2023. Chief Deputy Crabtree noted this is a housekeeping item. Chief Deputy Crabtree stated this will be the final agreement for selective enforcement services. Chief Deputy Crabtree explained the Sheriff's Office will not be able to commit to these services due to the withdrawal of State Police coverage in Washington County. Commissioner Gardner asked how many of the selective services agreements does the Washington County Sheriff's Office have. Chief Deputy Crabtree responded there are two agreements paid at the detail rate.

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***MOTION* Commissioner Crowley moved to sign the M.O.U. with the Town of Lubec as presented. (Crowley / Cassidy, 3-0)**

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There was some discussion on using Civil Process Deputies to fill the coverage gaps that will be left when the State Police coverage ends. Commissioner Gardner suggested making civil deputy positions full-time. Chief Deputy Crabtree stated that is something that has already been discussed, but the County area is too large for Civil Process Deputies to fill the coverage gaps. Chief Deputy Crabtree pointed out that civil process paperwork still needs to be delivered. Paula Johnson-Rolfe noted that civil process is self-sustaining as the service generates its' own revenue.

AGENDA ITEM: Possible PFAS Litigation

County Manager Betsy Fitzgerald stated the attorneys that lead the opioid litigation has contacted the County regarding a class action law suit for Per-and polyfluoroalkyl Substances (PFAS). The group is offering the opportunity for government agencies to join the lawsuit. The purpose of the law suit is to establish funds for damage done by PFAS. It was stated there are no claims on PFAS damages at this time but funds from the lawsuit would be available should any claims happen. Commissioner Gardner asked if there are any other counties joining the lawsuit at this time. County Manager Betsy Fitzgerald responded that she was not aware of any counties involved. By consensus, the Commissioners directed County Manager Betsy Fitzgerald to look into this further.

AGENDA ITEM: Building Committee Update

County Manager Betsy Fitzgerald stated five proposals have been received for the Construction Management services for the new Safety Building. She suggested the Commissioners identify and interview three out of the five companies that submitted proposals. County Manager Betsy Fitzgerald stated Port City Architecture has submitted a proposal for services to help with the selection of a Construction Manager. The proposal amount for the cost of Design, Engineering and Construction Administration is \$373,530.00. Commissioner Gardner declined making a decision on the Port City Architecture proposal and directed County Manager Betsy Fitzgerald to create an Executive

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Summary of the Construction Management proposals for the Board of Commissioners to review.

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AGENDA ITEM: Commissioner Issues and Comments

Commissioner Gardner stated interviews have been completed for the position of a new County Manager. Commissioner Gardner noted the Board of Commissioners plan to take a week to make a determination. It was decided a date will be set to reconvene with a final decision. A formal notice will be posted when the date has been set.

Commissioner Gardner stated there has been some legislation that has been proposed to help counties fund the loss of State Police coverage from rural areas. Commissioner Gardner noted it has been suggested that the State funding for the State Police should go to those areas that now need to fund coverage. Commissioner Gardner stated he will take this topic up with the MCCA. Commissioner Gardner also suggested asking the Budget Committee to hold a meeting to discuss funding for the coverage that will be needed to cover the loss of coverage by the State Police. Both Commissioner Cassidy and Commissioner Crowley agreed the Budget Committee should meet to discuss funding needs. Commissioner Gardner directed County Manager Betsy Fitzgerald to send a message to BAC Chair Lewis Pinkham to reconvene the BAC. Commissioner Gardner concluded the County must have the BAC on board if the budget is over-extended due to the necessity for law enforcement coverage.

ADJOURNMENT

5:20 p.m.

ATTEST: _____

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Carla J.R. Manchester, Admin. Asst.