

July 13, 2023

**Minutes of the Washington County Commissioners'
Regular Meeting
held July 13, 2023
in the Washington County Probate Courtroom
Machias, Maine**

Attending the meeting were:

**Commissioner Christopher M. Gardner
Commissioner Vinton Cassidy
Betsy Fitzgerald, County Manager
Renée Gray, Deputy County Manager
Carla Manchester, Administrative Assistant
C. DeFalco, Machiasport
Paula Johnson-Rolfe, WCSO
Rich Rolfe, Jail Administrator
Barry Curtis, Sheriff
Mike Crabtree, Chief Deputy
Josh Rolfe, WCSO, RCC
Dennis Dorsey, WCSO
Dean Preston, Unorganized Territories
Tammy C. Gay, Registry of Deeds
Susan Sullivan, D.A.'s Office
Lisa Hanscom, EMA
Jill Holmes, Finance**

Commissioner John Crowley, Sr. was not present.

Executive Department business was called to order at 4:17 p.m.

Approval of the minutes for the Regular Commissioners' meeting held on June 8, 2023. (Cassidy / Gardner, 2-0)

Approval of the minutes for the Special Commissioners' meeting held on June 22, 2023.

Commissioner Gardner stated the approval for the Special Commissioners' meeting minutes will be tabled.

AGENDA ITEM: Monthly and Quarterly Reports

The Commissioners were provided written reports from the Treasurer's Office and Sunrise County Economic Council. The reports were accepted under the gavel. (See attached)

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AGENDA ITEM: Signatures on Six-month Certificates

Six-month certificates were presented and signed for Jason Cilley, Laurence Hayward and Denise Sullivan.

AGENDA ITEM: Payroll Change Notices

By consensus, the Commissioners accepted the resignation of Darrell Daniels as p/t Corrections Officer effective 06/29/23.

By consensus, the Commissioners accepted the resignation of Allen Rolfe as f/t Corrections Officer effective 06/29/23. Captain Rolfe asked that the record reflect that Allen Rolfe quit without notice.

***MOTION* Commissioner Gardner moved to hire Marc White as full-time Patrol Deputy effective 06/19/23.
(Gardner / Cassidy, 2-0)**

By consensus, the Commissioners accepted the resignation of Elmer Farren as p/t Patrol Deputy effective 06/28/23, and the resignation of John Peterson as p/t Patrol Deputy effective 06/14/23.

***MOTION* Commissioner Cassidy moved to hire Adam Imhof as part-time Emergency Communications Specialist effective 07/10/23.
(Cassidy / Gardner, 2-0)**

Commissioner Gardner noted that the standard provisions apply to ECS Imhof's part-time position.

By consensus, the Commissioners recognized the promotion of Tyler Look to Corporal in the Corrections Division effective 07/16/23. Captain Rolfe noted the promotion was made through the union process and as a result of the resignation of Allen Rolfe.

***MOTION* Commissioner Gardner moved to hire Karen Lockenwitz as part-time Secretary for the District Attorney's Office in Calais effective 07/31/23. (Gardner / Cassidy, 2-0)**

AGENDA ITEM: Deputy County Manager Employment Agreement

An employment agreement between the County of Washington and Renée

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Gray for the position of Deputy County Manager was presented for the Commissioners' signatures. Commissioner Gardner stated that he did

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not agree with creating a new position for the transition period of the current County Manager Betsy Fitzgerald. Commissioner Gardner asked what the financial impact will be on the budget during this transition period. Commissioner Cassidy stated he had a discussion with Treasurer Jill Holmes and County Manager Betsy Fitzgerald regarding the budget impact. Commissioner Cassidy noted Betsy will be working on a part-time basis until her direction is no longer needed. Commissioner Gardner stated the Board of Commissioners will need to see what that layout looks like. Commissioner Cassidy stated it is his understanding the Treasurer and County Manager have worked through the funding concerns. Commissioner Gardner asked that those figures are provided to him for his edification. Commissioner Gardner concluded the discussion by stating that he does not agree with creating the Deputy County Manager position but will yield to the decision made by the other two Commissioners.

***MOTION* Commissioner Cassidy moved to sign the Deputy County Manager Employment Agreement as presented. (Cassidy / Gardner, 3-0)**

AGENDA ITEM: Approval of Sheriff's Bonds

District Attorney Robert C. Granger provided the necessary documents to confirm that the member coverage of the Maine County Commissioners Association self-funded risk management pool provides sufficient coverage to the Sheriff, Chief Deputy and the Sheriff's deputies.

***MOTION* Commissioner Gardner moved to approve the Sheriff's bond, the Chief Deputy's bond and the Sheriff's deputies' bonds as presented. (Gardner / Cassidy, 2-0)**

AGENDA ITEM: Approval of Caucus Schedule

The Commissioners were provided a schedule for the annual caucuses to elect members to the fiscal year 2024 Washington County Budget Advisory Committee. Commissioner Gardner reviewed the schedule for each district. The schedule is attached. County Manger Betsy Fitzgerald noted Commissioner Gardner's District has two seats to fill; one will be filled through the election process and the other seat will be filled by the new administrator for the town of Lubec. Commissioner Gardner asked that the new administrator's transition to

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the BAC be confirmed.

***MOTION* Commissioner Cassidy moved to approve the caucus schedule as presented. (Cassidy / Gardner, 2-0)**

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AGENDA ITEM: Award Vehicle Bid for Sheriff's Office

Sheriff Curtis stated a request for bids for the purchase of their new patrol vehicles were sent to vendors across the State of Maine. Sheriff Curtis presented the one bid that was received from Darling's Ford. The bid submitted by Darling's is \$116,925.00 for three new cruisers, or \$103,925.00 for the three cruisers with trade-ins. Commissioner Gardner asked about the mileage on the cruisers to be traded. There was a brief discussion regarding the use of the older vehicles, the advantage of keeping spares and the importance of keeping a reliable fleet of vehicles.

***MOTION* Commissioner Gardner moved to authorize the Sheriff to proceed with purchasing three new patrol vehicles and accept the bid from Darling's Ford with the bid of \$116,925.00 or \$103,925.00 considering trade-ins. (Gardner / Cassidy, 2-0)**

AGENDA ITEM: Motion to Award Info Quick Solutions Proposal - Deeds

County Manager Betsy Fitzgerald stated a motion was needed to award a Land Records Management System proposal that was presented during the previous Commissioners' meeting. Register of Deeds Tammy Gay had recommended the Commissioners accept the proposal and authorize her to enter into a five-year contract with Info Quick Solutions Inc. Treasurer Jill Holmes noted that the discussion at the last meeting was regarding what the impact of entering into a contract would have on the Deeds budget. Treasurer Jill Holmes stated there would be no impact. The use of Info Quick Solutions Inc. would take the place of a previous vendor and it would be business as usual. Commissioner Gardner stated that with the understanding there is no fiscal impact on the Deeds budget,

***MOTION* Commissioner Gardner moved to award the Land Records Management System proposal to Info Quick Solutions Inc. (Gardner / Cassidy, 2-0)**

AGENDA ITEM: Carry Over

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Treasurer Jill Holmes presented 2022 proposed Carry Over. Commissioner Gardner noted the total amount proposed to be carried over is \$1,613,460.17. Commissioner Gardner stated this amount of carry over should be looked at and considered when building the budget. Commissioner Gardner pointed out this is a large amount that has been budgeted for but not used. Treasurer Jill Holmes noted

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\$471,331.71 is in Building Improvements which will be needed for the County Buildings.

MOTION* Commissioner Cassidy moved to approve the 2022 Carry Over Lines as presented. (Cassidy / Gardner, 2-0)

Treasurer Jill Holmes requested the Commissioners authorize her to move the amount of \$46,855.54 under County Buildings, Building Maintenance (606-4610) to Building Improvements (606-7205). It was explained that there are future building improvement projects that will need to be completed.

MOTION* Commissioner Cassidy moved to authorize Treasurer Jill Holmes to move the amount of \$46,855.54 from the Building Maintenance line to the Building Improvement line as presented. (Cassidy / Gardner, 2-0)

Commissioner Gardner asked if the 2022 Carry Over Line are audited figures. Treasurer Jill Holmes responded they are not audited figures but she is comfortable with these amounts.

AGENDA ITEM: Building Committee Update

County Manager Betsy Fitzgerald stated all proposals from contractors for a Construction Management Contract were reviewed and four contractors were chosen to be interviewed. The recommendation is to award the contract to Sheridan Construction of Fairfield, Maine. Commissioner Cassidy noted Andy Hyland of Port City Architecture was involved in the interview process. It was noted that Port City Architecture's proposal to provide design development, construction documents, permitting, and construction administration services was accepted and their fees are included in the total budget. Commissioner Cassidy stated all contractors' proposals were considered but Sheridan seemed to be a good choice. Commissioner Gardner asked if there was much difference in the proposed amounts from the Construction Managers. Commissioner Cassidy stated all the proposal

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amounts were close. Deputy County Manager Renée Gray stated Sheridan's proposal was 6% for construction management and \$15,000.00 for preconstruction fees.

MOTION* Commissioner Gardner moved to enter into contract negotiations specifically to go through the contract with Sheridan to finalize the contract. (Gardner / Cassidy, 2-0)

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Commissioner Gardner noted the Board of Commissioners have not made a motion to build a safety building yet. Commissioner Cassidy disagreed. Commissioner Cassidy pointed out the motion was made to build a safety building at the last Commissioners' meeting that Commissioner Gardner did not attend. Commissioner Gardner stated action taken to build the safety building have been made out of sequence. Commissioner Gardner noted the Construction Manager Contract will need to be approved, then a motion to build a safety building will need to be made. Sheriff Curtis asked if a meeting can be held any sooner than the next regular Commissioners' meeting. It was discussed that the contract from Sheridan should be vetted by the County Attorney before making a final decision to enter into the contract. It was decided a meeting will be scheduled before the next regular Commissioners' meeting for the purpose of accepting the proposed Construction Manager Contract with Sheridan. The date of the next meeting will be announced as soon as a date has been determined.

Commissioner Gardner stated a realignment of all offices will need to be a priority in the discussions of the timeline of building the new safety building. Commissioner Gardner noted it will need to be determined where the District Attorney's Office be moved. Demolition of the current D.A.'s Office will need to happen before ground work for the new safety building can begin. Commissioner Gardner suggested the best placement for the D.A.'s Office will be in the Courthouse where the current Administrative Offices are now. He recommended the Administration Offices be moved to the Talbot Building on 24 Center Street. Commissioner Gardner tasked the County Manager to create a timeline for all movement of offices to prepare for construction of the Safety Building.

Commissioner Gardner asked if there were any renovations needed to the Talbot Building before moving office into that space. County Manager Betsy Fitzgerald stated a second exit is needed and a second restroom should be installed. Commissioner Gardner stated a request for bids

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should go out for the renovations needed. County Manager Betsy Fitzgerald pointed out an RFP was sent out once and no bids were received. Commissioner Gardner instructed the County Manager Betsy Fitzgerald to take the steps needed to move this plan along.

Susan Sullivan, Administrative Assistant for the District Attorney's Office in Machias, stated their office staff has not been asked what they need for working space. Sheriff Curtis noted he has had communication with District Attorney Robert Granger. Commissioner Gardner concluded the discussion by stating a plan must be set in

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place. He directed the County Manager to consult with all departments involved in office placement and have a plan ready to recommend to the Commissioner's by the next Commissioners' meeting. Commissioner Cassidy noted the Board of Commissioners will make the final decision based on the input of office staff.

AGENDA ITEM: Commissioner Issues and Comments

Commissioner Gardner reported that at the last MCCA meeting a decision was made to hold a meeting in person of the entire Board of Directors. The purpose of the meeting will be dedicated to concerns of bills be worked on in the legislature. That meeting has been scheduled for August 9th, 2023. Commissioner Gardner stated lobbyist Jim Cohen reported at the MCCA meeting legislative decisions were partisan and the least transparent as ever. Commissioner Gardner stated the rural coverage funding is one of the concerns. Commissioner Gardner also reported a significant bill that was passed concerned employee and employer funded FMLA.

ADJOURNMENT

5:15 p.m.

ATTEST: _____

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Carla J.R. Manchester, Admin. Asst.