

August 8, 2019

**Minutes of the Washington County Commissioners'
Regular Meeting
held August 8, 2019
in the Probate Courtroom
Machias, Maine**

**Attending the meeting were:
Commissioner Christopher Gardner
Commissioner John Crowley, Sr.
Commissioner Vinton Cassidy
Betsy Fitzgerald, County Manager
Carla Manchester, Administration
Paula Johnson-Rolfe, WCSO
Rich Rolfe, Jail
Barry Curtis, Sheriff
Michael Crabtree, Chief Deputy
Jill Holmes, Treasurer
Lynn Dwelley, EMA
Reagan Gardner, Edmunds**

Executive Department business was called to order at 4:36 p.m.

**AGENDA ITEM: Approval of Record of Caucus to Elect representatives
for BAC for Budget 2020**

By consensus the Commissioners so recognized and approved the record of the members elected for the Budget Advisory Committee for the FY 2020 budget.

**Approval of the minutes for the Regular Commissioners' meeting held on
July 18, 2019. (Crowley/Cassidy, 3-0)**

AGENDA ITEM: Monthly and Quarterly Reports

The Commissioners were provided a written report from Emergency Management Agency. The report was accepted under the gavel. (See attached)

Treasurer Jill Holmes presented a Financial Statement Audit Engagement Letter for the Commissioners review. The purpose of the letter, from Ron L Beaulieu & Company, is to confirm the understanding of the

August 8, 2019

services provided to County of Washington for the year ending December 31, 2018.

Commissioner Gardner inquired how the audit was progressing. Treasurer Jill Holmes replied she is in communication with Ron Beaulieu & Company three times a week.

Commissioner Gardner directed the records to reflect that the Board of Commissioners have reviewed the Financial Statement Audit Engagement Letter and responded to general audit procedures as follows:

- ☐ The Board of Commissioners have no concerns of fraudulent financial reporting;
- ☐ The risk of fraud is standard fair to that of any organization; and,
- ☐ One Commissioner reviews all County transactions on a weekly basis, and a monthly review is done by all three board members.

***MOTION* Commissioner Crowley moved to sign the standard audit agreement as presented. (Crowley/Cassidy, 3-0)**

The letter was signed by Chairman Commissioner Gardner.

AGENDA ITEM: Signatures on Six-Month Certificates

Six-month certificates were presented and signed for Jonathan Curran, Corin Dowling and Alan Stanwood.

AGENDA ITEM: Payroll Change Notices

Captain Rolfe requested Leslie Look, Sr. be reclassified from full-time to part-time Corrections Officer effective 07/15/19. Captain Rolfe stated Leslie is moving into a semi-retirement status. By consensus, the Commissioners accepted the reclassification of Corrections Officer Leslie Look, Sr.

Captain Rolfe presented a resignation for Daniel Nichol. Captain

Rolfe stated Daniel has moved to Calais and was unable to remain full-time. By consensus, the Commissioners accepted the resignation of Daniel Nichol as full-time Corrections Officer effective 08/02/19 without prejudice.

August 8, 2019

MOTION Commissioner Crowley moved to reclassify Adam Viera from part-time to full-time Corrections Officer effective 08/04/19. (Crowley/Cassidy, 3-0)

MOTION Commissioner Crowley moved to reclassify Amanda Barnard from part-time to full-time Corrections Officer effective 09/01/19. (Crowley/Cassidy, 3-0)

AGENDA ITEM: Approve Agreement between Washington County Sheriff's Office and Town of Jonesport

Chief Deputy Michael Crabtree presented a Memorandum of Understanding between the Town of Jonesport and the Washington County Sheriff's Office. Chief Deputy Crabtree stated the Town of Jonesport has allocated \$25,000.00 to pay the costs associated with a selective enforcement effort. The conditions of the M.O.U. are as follows:

- ☐ Term agreement is for July 14, 2019-June 27, 2020;
- ☐ Costs not to exceed \$25,000.00;
- ☐ In addition to actual overtime rates, the town will be billed an additional \$15.00 per hour: \$10.00 per hour for payroll costs (FICA, Comp, etc.), and another \$5.00 per hour to offset fuel costs;
- ☐ Billing to Jonesport monthly;
- ☐ Reporting summary bi-monthly;
- ☐ Final report to be submitted at the end of the term of this agreement summarizing expenditures and enforcement actions within the period set forth; and
- ☐ Either the Town of Jonesport or Washington County Sheriff's Office may terminate this M.O.U. at any time prior to the completion with 24 hours' notice with payment for all services due through the termination date.

Commissioner Gardner asked if the rate paid to the deputies would be

66

at straight pay. Chief Deputy Crabtree responded the rate would be overtime costs. Chief Deputy Crabtree noted the coverage provided to the Town of Jonesport is not considered a special detail. Chief Deputy Crabtree stated the rate will always be overtime. Chief Deputy Crabtree pointed out the purpose of this agreement is for dedicated time in that community. Commissioner Crowley inquired about the detail that would be included in the reports to Jonesport such as peoples' names. Chief Deputy Crabtree stated the reports will be

August 8, 2019

generic and will not divulge names or addresses. Commissioner Gardner stated \$5.00 would not be sufficient to cover fuel costs. Chief Deputy Crabtree agreed the associated costs predicted may need to be revised but it was a good starting point.

***MOTION* Commissioner Crowley moved to approve the M.O.U. between the Town of Jonesport and the Washington County Sheriff's Office for selective enforcement efforts for that community as presented. (Crowley/Cassidy, 3-0)**

Chief Deputy Crabtree reported Lubec has just approved \$5,000.00 for additional coverage from the Sheriff's Office. Commissioner Gardner stated it is great if towns are wanting to pay for extra coverage.

AGENDA ITEM: Award Bid for Bulk Salt

County Manager Betsy Fitzgerald presented the bid results for bulk salt for the 2019/20 season. Requests for bids were sent to six vendors. Four bids packets were received. The bids were as follows: Cargill, Inc. of North Olmsted, OH: NO BID; Morton Salt of Chicago, IL: \$69.00 per ton for all locations; New England Salt Co. of Bangor, ME: \$61.10 per ton for all locations; and, Eastern Salt Company, Inc. of Lowell, MA: NO BID. County Manager Betsy Fitzgerald recommended the bid be awarded to New England Salt Company with a bid of \$61.10 per ton for all locations.

***MOTION* Commissioner Cassidy moved to accept the bid from New England Salt Company as presented per recommendation of County Manager. (Cassidy/Crowley, 3-0)**

67

AGENDA ITEM: Extend contract for Snowplowing/Sanding

County Manager Betsy Fitzgerald reported an offer to extend the winter services contract for snowplowing and sanding was received by The By "US" Company. The offer to extend the services will be for the exact same price as last year. County Manager Betsy Fitzgerald stated there have been no problems with the services provided.

***MOTION* Commissioner Crowley moved to accept the contract extension with The By "US" Company for the 2019/20 winter season as presented. (Cassidy/Crowley, 3-0)**

August 8, 2019

AGENDA ITEM: Schedule Tax Abatements

Tax Abatement Hearings were scheduled for October. Jones vs. Town of Charlotte has been scheduled for October 10th at 2 p.m. The hearing for Bibber vs. Town of Charlotte will follow at 3 p.m. on the same day.

AGENDA ITEM: Reschedule Tax Abatement for Gray vs. Town of Robbinston

Commissioner Gardner noted a previous hearing has been held for Mr. Gray vs. Town of Robbinston. Commissioner Gardner inquired if there was new information. County Manager Betsy Fitzgerald did not believe there was new information to be reviewed. Commissioner Gardner suggested Mr. Gray be asked to send in new information to be reviewed before setting a new hearing date. If there is new information, a hearing date will be set. By consensus, the Commissioners directed County Manager Betsy Fitzgerald to confer with the County Attorney regarding the County's legal rights. If the Commissioners are advised to reschedule another hearing with Mr. Gray, the hearing will be scheduled for Thursday, September 12th at 12 noon.

By consensus, the Commissioners scheduled the Public Hearing on the proposed Budget for Washington County for F/Y 2020 for 1 p.m. on Thursday, September 12th. The regular County meeting will follow immediately after the Public Hearing.

68

The Pledge of Allegiance was recited at the close of the meeting lead by Ms. Reagan Gardner of Edmunds Maine.

**ADJOURNMENT
5:15 p.m.**

**ATTEST: _____
Carla J.R. Manchester, Admin. Asst.**

August 8, 2019