

January 12, 2023

**Minutes of the Washington County Commissioners'
Unorganized Territories Regular Meeting
Held January 12, 2023
in the Washington County Probate Courtroom
Machias, Maine**

**Attending the meeting were:
Commissioner Christopher Gardner
Commissioner John Crowley, Sr.
Commissioner Vinton Cassidy
Betsy Fitzgerald, County Manager
Carla Manchester, Administrative Assistant
Dennis Dorsey, WCSO
Paula Johnson-Rolfe, WCSO
Michael Crabtree, Chief Deputy
Barry Curtis, Sheriff
Rich Rolfe, Jail Administrator
Susan Hatton, SCEC
Susan Sullivan, D.A.'s Office
Rachel Worcester, D.A.'s Office
Regina Grabrovac, Healthy Acadia
Lisa Hanscom, EMA Director
Jill C. Holmes, Treasurer
Tammy C. Gay, Register of Deeds
Heather Green, Deeds
Susan Bolles, Probate
Darlene Perry, Register of Probate
Lyman Holmes, Probate Judge
Josh Rolfe, RCC Deputy Director**

County Manager Betsy Fitzgerald called the meeting to order at 4 p.m. Betsy requested nominations for a chairman for the Board of Commissioners.

Commissioner Gardner was elected as Chairman of the Washington County Commissioners for 2023. (Cassidy / Crowley, 2-0)

Andrew Hyland of Port City Architecture was introduced. Commissioner Gardner stated the Board of Commissioners have had a chance to look at the preliminary plans and would like to address some of the comments, complaints and concerns from the Sheriff.

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Mr. Hyland distributed the proposed site floor plans and a space needs summary. Mr. Hyland noted the floor plan consists of the square footage that was requested. The floor plans needed to be reworked after the site for the proposed safety building was moved. The original plan was to build at the corner of Court Street and Center Street. The new proposed site is on Center Street. Mr. Hyland stated that after plans for the proposed site for the safety building was changed, he and Commissioner Gardner did a walk-through. The old house attached to the RCC space will be taken down and a new building will be built.

The plan is to attach the new building to RCC and utilize the basement for some program functions. The new safety building space is 8400 square feet. RCC will remain where they are. Mr. Hyland reviewed all three floor plans and answered questions. In summary, the first floor is designed for a reception area; records room; detectives' offices; patrol offices and working space and Unorganized Territories office. The second floor would include a multipurpose conference room; offices of the Sheriff, Chief Deputy and Office Manager; and MDEA work space. The existing basement space would include IT and server space; evidence storage; fitness area; lockers and showers; and mechanical space.

Paula Johnson-Rolfe stated that the Sheriff's Office has reviewed the floor plans and the lay-out just does not work at all. Paula noted she and the building committee re-worked the floor plans to better accommodate their needs. Mr. Hyland stated walls can be moved and rearranged to suit the needs. Mr. Hyland stated he is looking for a first approval on the concept and overall space needs. Commissioner Gardner noted there is still flexibility to re-arrange the space within the overall footprint, but a lot of boxes for the space needs have been checked off. Commissioner Gardner stated this is a good first pass as far as land use and location. Commissioner Gardner noted that the safety building should be planned with the ability to absorb needs as growth happens. Many other details were discussed such as an office space for the Jail Administrator and Emergency Management Agency. Commissioner Gardner suggested it would seem that the Jail Administrator should stay in the current Sheriff's Office space near the jail. Jail Administrator Rich Rolfe stated he has regular contact with the Sheriff's Office staff. Commissioner Cassidy noted the Board of Commissioners need to depend on the Sheriff's Office staff in determining what they need for space and how it works best for them.

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Commissioner Gardner suggested the current Sheriff's Office space may be a good location for the EMA Office. Lisa Hanscom pointed out the current Sheriff's Office space is in need of renovations. Lisa stated she would like to be consulted of the EMA space needs. Mr. Hyland noted that with the new plan and being able to utilize the basement space at RCC, and with the softening of costs, the project cost is under by \$268,500. Commissioner Gardner stated those funds may be used for some renovations for the current Sheriff's Office space. Mr. Hyland closed his presentation by stating this will be a quality building; modern, long lasting, but with a look of the other County Complex buildings with a brick front. Mr. Hyland stated the life span of this building is 70 years with little maintenance needed.

Commissioner Cassidy noted the heating system should be a system that has options for the future. Mr. Hyland stated those are details that can be considered as the project continues forward. Mr. Hyland pointed out this is the schematic stage; suggested systems and pricing will be done during the study portion of the project. Commissioner Gardner asked what the next steps will be in this process. Mr. Hyland responded the next step will be to engage a building manager to fine tune the costs and plans. A building manager will vet the site a little more, prepare cost estimates and prepare plans to move forward to construction.

Commissioner Gardner asked about the preparation of a bid package. Mr. Hyland stated the current contract the County has with Port City Architecture is to complete floor plans and vet the project. Mr. Hyland noted the next phase will include organizing bid packages. Commissioner Gardner asked for a time-frame from the bid process to construction. Mr. Hyland responded the bid process takes about four months. County Manager Betsy Fitzgerald stated ARPA funds must be committed before 2024. Commissioner Gardner concluded the Safety Building presentation by stating the Board of Commissioners are forward leaning for this project. Commissioner Gardner asked that a final floor plan be presented at the next Commissioners' meeting. Mr. Hyland concluded that, with his architectural expertise, the location and use of the current space is a great way forward.

A 10-minute recess was taken at 4:55 p.m. The meeting was called back to order at 5:05 p.m.

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Approval of the Public Hearing minutes for the FY 2023-24 UT Budget of December 8, 2022. (Crowley / Cassidy, 3-0)

Approval of the U.T. regular meeting minutes of December 8, 2022 (Crowley / Cassidy, 3-0)

AGENDA ITEM: Monthly Report

Unorganized Territories Supervisor Dean Preston's monthly report was submitted. (See attached)

In Dean's absence, County Manager Betsy Fitzgerald highlighted items of interest from Dean's written report.

- Dean has interviewed for the Animal Control Officer position and plans to hire an ACO in February.
- The U.T. has pre-ordered seed clams for the 2023 season's shellfish conservation program.
- The U.T. Office has been informed by Maine D.O.T. that the request for 50/50 cost sharing for the bridge replacement project for the Mill Stream Bridge is in the work plan. The bridge replacement is a \$350,000.00 project. The work plan is scheduled to be signed and the project will become active in February. Once the project is active, U.T. will work with project managers to design, advertise, schedule and build.

Commissioner Gardner stated he has been alerted to the possibility of the State looking at closing all land septage spreading sites due to PFAS. Industry experts will be gathering in Augusta to discuss this issue.

AGENDA ITEM: TIF Grant Committee Update

A report was submitted and is attached.

Ms. Hatton presented a request for interest only payments for six months for Michael Griffin, DBA Coastal Trap Shop. The original loan, #MG-TIF-05-28-14, for \$45,000 was closed in 2014. In 2020 a Note Modification Agreement was signed, adding \$15,000.00 to the loan amount. The current balance of this loan is approximately \$27,000.00.

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Mr. Griffin had filed for bankruptcy, but it was dismissed and Mr. Griffin is working on an asset redistribution. The Loan Committee recommended approval with a review at three months.

MOTION Commissioner Cassidy moved to approve the six-month interest only payments for loan #MG-TIF-05-28-14 for Coastal Trap Shop as presented. (Cassidy / Crowley, 3-0.)

AGENDA ITEM: Public Comment

None.

ADJOURNMENT

5:11 p.m.

ATTEST:

Carla J.R. Manchester, Admin. Asst.