

July 12, 2018

**Minutes of the Washington County Commissioners'  
Unorganized Territories Regular Meeting  
held July 12, 2018  
in the Washington County Probate Courtroom  
Machias, Maine**

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**Attending the meeting were:  
Commissioner Christopher Gardner  
Commissioner John Crowley, Sr.  
Betsy Fitzgerald, County Manager  
Carla Manchester, Administrative Assistant  
Jill Holmes, Treasurer  
Reid Albee, County Wide  
Michael Hinerman, Machiasport  
Susan Hatton, SCEC  
Charles Rudelitch, SCEC  
Paula Johnson-Rolfe, WCSO  
Rich Rolfe, WCJ  
Josh Rolfe, RCC  
Mike Crabtree, WCSO  
Barry Curtis, WCSO  
Geoffrey Fraser, Fraser Associates Architects  
Sharon D. Strout, Deeds  
Dean A. Preston, UT  
Karl Pingree, WCCH Buildings and Grounds  
Heather Lee, WCCH Buildings and Grounds**

**Commissioner Vinton Cassidy was not present**

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Commissioner Gardner called the meeting to order at 4:00 p.m.

Geoffrey Fraser of Fraser Associates Architects was present to review the Sheriff's Office evaluation report. Mr. Fraser stated that Fraser Associates had been commissioned to take a hard look at the Sheriff's Office building. The goal was to identify any structural, mechanical, electrical, life safety, energy efficiency, ADA and /or building code deficiencies; provide recommended solutions or remedial

actions and an itemized opinion of probable cost for any proposed work.

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Both mechanical and structural engineers conducted observational inspections. During the review, significant mechanical and electrical issues were found. Mr. Frasier summarized the findings of the inspection and reviewed recommendations for corrective measures in order of high priority repairs, priority repairs and other repairs. (See complete analysis attached) Mr. Frasier noted the analysis of the building revealed minimal code compliance issues because, as a listed historical structure, the building is exempt from some codes. Although ADA codes were not in place at the time of the most recent large-scale project that was done in 1986, it is the recommendation to bring the public entry, lobby and transaction counter into compliance with current standards.

Mr. Fraser reported the most crucial issue is the lack of a complete, 2-hour fire separation between the Detention and Business uses of the building. The remaining issues are mostly cosmetic and aesthetic issues. Replacement of windows would make the building more efficient. It was noted that it would be costly to replace the windows with historically correct windows. Other improvements that would help to make the building more efficient and secure is bring the insulation up to current standards and replace the exterior public door.

Mr. Fraser reviewed the structural summary. Some details of this summary included:

- Foundation was compromised to allow for fuel tank installation and not repaired following the installation
- Main bulkhead is caving in and need of replacement or repair
- Bulkhead doors need replacement or repair
- A small section of the jail floor and ceiling needs structural support
- Handrails at the Main stairway must be stabilized
- The attic hip rafters are showing signs of separation and settling; additional framing and support is recommended
- Water intrusion at exterior main stair should be mitigated
- Fire alarms do not meet ADA requirements

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- More efficient lighting is recommended
- A higher capacity load panel for the Sheriff's area is recommended for additional equipment that may be added such as air conditioners and/ or air exchange
- Some electrical and device code violations were noted and should

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be repaired

A complete list for the high priority, priority and other repairs and upgrades can be found on page 12 of the Existing Conditions and Code Analysis.

Commissioner Gardner asked the Sheriff if the summary of recommended upgrades is, in his opinion, satisfactory. Sheriff Curtis stated the summary of the upgrades is satisfactory. Sheriff Curtis also noted his agreement with the update to the public entrance and greeting area. Commissioner Crowley stated the needed upgrade is a safety factor as well.

Commissioner Gardner inquired what the timeframe for structural work would be from start to finish. Mr. Fraser stated that in an effort to save on cost and keep disruption to a minimum, the goal would be to complete the work in six months. A lot of the work can be done while the building is occupied.

At the conclusion of the summary, County Manager Betsy Fitzgerald thanked Mr. Fraser for his time. Betsy noted the Budget Advisory Committee will begin meeting in the next six to eight weeks. Betsy asked the Commissioners how they would like to proceed. Commissioner Gardner stated the first step is to have cost estimates to see what funds are needed. Mr. Fraser replied the second step is the design process to acquire an estimate for job costs. A 20% contingency factor built into the cost is suggested for issues unseen or unknown. Mr. Fraser was asked what an approximate cost of the complete project would be as described in the summary. Mr. Fraser replied the project would cost approximately \$1.1 million dollars. Commissioner Gardner stated the decision the Board of Commissioners and the BAC will need to make is whether or not to do a complete overhaul as recommended in the analysis or pick and choose what upgrades and repairs should be done. Commissioner Gardner asked how much more work would be needed by Mr. Fraser to put a bid packet together for a cost estimate. Mr. Fraser stated the cost for a bid packet would be 8% to 9% of the

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construction cost for a formal proposal. It was agreed the next step before committing to the 8-9% bid cost, will be to get a better project number. Commissioner Gardner stated the bid packet with the cost for the project will be shared with the BAC and a decision will need to be made as to whether to request funds through a Bond for voters to decide.

The presentation on the Sheriff's Office Evaluation Report concluded

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and was followed by the business of the Unorganized Territories at 4:41 p.m.

**Approval of the U.T. meeting minutes of June 14, 2018  
(Crowley / Gardner, 2-0)**

**AGENDA ITEM: Monthly Report**

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

Dean reported the Animal Control Program Manager is actively developing agreements with municipalities to provide ACO Services. He noted the U.T. currently has six towns interested in signing up for this service. This service is above and beyond the animal control service already in place for the U.T. areas. Commissioner Crowley asked if there would be contracts for each town for this service. Dean responded that there would be contracts.

Dean summarized the current summer highway maintenance projects in progress. These projects include cross pipe replacement in Trescott Twp., turn around construction in Marion Twp., ditch-line clean-up throughout the U.T., paving operations throughout the U.T. and roadway surface repairs for pot holes and such throughout the U.T. Commissioner Gardner asked if the highway maintenance included work being done on the Number 19 Road. Dean replied there is continuous work being done on the Number 19 Road but most of the work is done in the Fall and Spring.

Dean stated there are two snow removal contracts up for renewal for this up-coming winter season. Dean has already sent out a bid packet and hopes to have a contract to present to the Commissioners' at the August meeting.

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Dean plans to submit an Unorganized Territories E911 conversion packet to each servicing Post Office for a review and resolve conflicting information. Dean plans to attend a meeting on June 18<sup>th</sup> to discuss some problems with mailing/physical addresses that have been created by front-line people.

Dean presented two animal control agreements for the Commissioners' approval.

The first agreement is for the U.T. provide the Town of Northfield with Animal Control Officer services for a two-year term for an annual

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stipend of \$200.00 plus a per call rate \$20.50 per hour. Mileage reimbursement will be at an additional rate of \$0.44 per mile.

**\*MOTION\* Commissioner Crowley moved to approve the contract for Animal Control Services for the Town of Northfield as presented. (Crowley / Gardner, 2-0.)**

The second agreement is for the U.T. to provide the Town of Jonesboro with Animal Control Officer services for a three-year term for an annual stipend of \$200.00 plus a per call rate of \$20.50 per hour. There will also be an additional mileage reimbursement rate on this agreement of \$0.44 per mile.

**\*MOTION\* Commissioner Crowley moved to approve the contract for Animal Control Services for the Town of Jonesboro as presented. (Crowley / Gardner, 2-0.)**

**AGENDA ITEM: Award bid for Administration of TIF Funds Services**

County Manager Betsy Fitzgerald stated a request for proposals for administration of the TIF loan and grant program was publicized. In response, one bid was received. That bid was from Sunrise County Economic Council. SCEC proposed to administer the U.T. TIF grant and loan programs for an annual cost of \$55,000.00 in year one, and for years two and three for an annual amount of \$55,000.00 plus an adjustment for inflation using the Consumer Price Index (CPI-U) or another mutually agreed upon reference. County Manager Betsy Fitzgerald's recommendation to the Commissioners' was to accept the

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proposal from SCEC for a three-year term as presented. Unorganized Supervisor Dean Preston inquired if, as a point of discussion, had any consideration been given to administer the TIF funds in-house. County Manager Betsy Fitzgerald replied that the work-load would not be possible to be accomplished in-house without hiring an additional employee. Executive Director of SCEC, Charles Rudelitch, asked to speak to the cost of administering the program. Mr. Rudelitch explained that SCEC has additional sources of support for the work-load. Machias Savings Bank donates some day-to-day services. To Machias Savings Bank, those services are relatively small but it equals big savings for SCEC. Several other partnerships with organizations, such as CEI, helps SCEC maintain a full staff that allows for the level of services provided at this price. Commissioner Gardner proposed the Board of Commissioners consider accepting the

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proposal to administer TIF funds from SCEC for a one-year term with an opt out option after the one year. During that year, information can be gathered to decide if it would better suit the County to administer the funds in-house. After some discussion on a timeframe needed by SCEC, Commissioner Gardner proposed the action on this decision be delayed for one month to finish a review of options. Commissioner Gardner stated the Board of Commissioners are not looking for small savings. The consideration to administer the TIF funds in-house has no reflection on the work or price of SCEC. Commissioner Gardner stated it was just a good time to take a look at the whole program and consider changing directions. The contract work already in place with SCEC would not come to an abrupt stop. There would be a transitional period. By consensus, the bid award for administering the TIF fund services was tabled. Commissioner Crowley commented this does not nullify the bid process. A ruling will be made at the next Commissioners' meeting. Mr. Rudelitch thanked the Board of Commissioners for the county's long-term support and partnership. Mr. Rudelitch stated that the fact that SCEC has been successful in establishing a loan program and built partnerships with other organizations is a result of the County's long-term investment and support.

**AGENDA ITEM: TIF Grant Committee Update**

A report was submitted and is attached.

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The Commissioners reviewed the updates provided in the TIF report.

Ms. Hatton reported she met with Leslie Robinson of River Bend Ranch. Ms. Robinson provided a signed lease for the property for a five-year term. Commissioner Gardner asked if it had been agreed that a lease would be acceptable rather than ownership of land for Ms. Robinson to develop her ranch. Dean Preston replied that a lease rather than ownership had been approved.

Heidi Herzberger, Herbminders of Maine, has met all requirements of her grant agreement and it is now complete. Ms. Herzberger has also paid her TIF loan in full.

Clyde Brown, Brown Tractor Service, has also met all requirements of his grant agreement and it is now complete.

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**AGENDA ITEM: Public Comment**

None.

**ADJOURNMENT**

**5:10 p.m.**

**ATTEST:**

**Carla J.R. Manchester, Admin. Asst.**