

November 4, 2021

**Minutes of the Washington County Commissioners'
Regular Meeting
held November 4, 2021
in the Probate Courtroom
Machias, Maine**

Attending the meeting were:

**Commissioner Christopher Gardner
Commissioner John B. Crowley, Sr.
Commissioner Vinton E. Cassidy
Betsy Fitzgerald, County Manager
Carla Manchester, Administration
Lewis Pinkham, Milbridge
Paula Johnson-Rolfe, WCSO
Rich Rolfe, WCSO
Michael Crabtree, Sheriff's Office
Tammy Gay, Deeds
Carlene Holmes, Probate
Lisa M. Hanscom, EMA**

Executive Department business was called to order at 5:00 p.m.

Lewis Pinkham, Chair of the Budget Advisory Committee, was present to return the FY 2022 Budget to the Commissioners. Lewis stated the final budget is \$6,588,577.15. Lewis stated this amount is an increase of 5.4083% over last years' budget. On behalf of the BAC, Lewis thanked the Commissioners and all those that were involved in the process. Lewis stated that a lot was accomplished. The Board of Commissioners thanked Lewis and the BAC for their work on the budget. The budget document will be presented at the December meeting for signatures.

***SEE AMENDMENT TO MINUTES RE: APPROVAL OF FY 2022 BUDGET IN SEPTEMBER 12, 2024 COMMISSIONERS' MEETING MINUTES, PAGE 81.**

Approval of the minutes for the Regular Commissioners' meeting held on October 13, 2021. (Crowley / Cassidy, 3-0)

Approval of the minutes for the Emergency meeting of the Commissioners held on October 20, 2021. (Crowley / Cassidy, 3-0)

The ambulance service and health service crisis happening in Washington County due to Governor Mills COVID vaccination mandated was discussed at length during the October 20th meeting. Lisa Hanscom reported that formal inquiries to MEMA and Maine Emergency Management

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have been sent asking for an answer as to how these agencies will respond should the crisis continue to grow. Commissioner Gardner stated the Commissioners will continue to press Governor Mills with the concern of available EMS personnel and critical hospital services due to the COVID mandate.

AGENDA ITEM: Monthly and Quarterly Reports

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

Probate Register Carlene Holmes stated she would like to fill the Secretary/Clerk position in her office with a full-time employee as soon as possible. Carlene noted this position was approved for funding beginning January 2022, but the Probate Office is short-handed and in need of the help sooner. Carlene reported the Treasurer's Office has confirmed there are enough funds available for the remainder of 2021 to fill the position based on a hire date of November 8th.

***MOTION* Commissioner Crowley moved to authorize the Probate Register to fill the full-time position of Secretary/Clerk for Probate effective 11/08/21. (Crowley/Cassidy 3-0)**

AGENDA ITEM: Payroll Change Notices

RCC Director Josh Rolfe recommended the reclassification of Carlene Jay to full-time ECS. Josh stated Carlene Jay was the successful candidate selected through a proper hiring process.

***MOTION* Commissioner Cassidy moved reclassify Carlen Jay from part-time to full-time ECS effective 10/24/21. (Cassidy/Crowley, 3-0)**

***MOTION* Commissioner Crowley moved to hire Whitney Bassett as part-time Corrections Officer effective 10/24/21. (Crowley / Cassidy, 3-0)**

Commissioner Gardner noted all part-time standard provisions apply to Whitney Bassett's employment.

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Jail Administrator Rich Rolfe recommended the termination of Kimberly LeBlanc as she did not successfully complete her six-month introductory period.

***MOTION* Commissioner Cassidy moved to terminate Kimberly LeBlanc as full-time Corrections Officer effective 10/25/21 without prejudice. (Cassidy / Crowley, 3-0)**

By consensus, the Commissioners accepted the resignation of Kyle Davis as part-time Corrections Officer effective 10/26/21.

By consensus, the resignation of Michael Prenier as full-time Buildings and Grounds was accepted effective 11/09/21.

AGENDA ITEM: Signatures on six-month certificates

A six-month certificate was signed for Lisa Hanscom as presented.

AGENDA ITEM: Signatures on 2021 Maine County Emergency Management Mutual Aid Agreement

Emergency Management Director Lisa Hanscom presented the 2021 Maine County Emergency Management Mutual Aid Agreement for the Commissioners approval. The purpose of the agreement between Officers of the 16 Counties in the State of Maine is to render reciprocal disaster and emergency management aid and assistance to on another. The agreement is in accordance with Title 37-B M.R.S.A. Chapter 13 § 784.

***MOTION* Commissioner Crowley moved to approve the 2021 Maine County Emergency Management Mutual Aid Agreement between all sixteen counties of the State of Maine. (Crowley / Cassidy, 3-0)**

The agreement was signed as presented.

AGENDA ITEM: Observation of Juneteenth in 2022

Juneteenth has been established as a Federal Holiday. By consensus, the Board of Commissioners will not add the holiday to the County holidays to be observed. Commissioner Gardner stated the County will wait for guidance from the State in observing this holiday.

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AGENDA ITEM: Building Committee Update

County Manager Betsy Fitzgerald reported that the Building Committee has met several times. The Committee has several ideas about building plans. Betsy recommended the next step should be to select an architect to prepare a design proposal. Betsy stated she has checked with two separate architects for an estimated cost of a new facility. Tom Hitchins of Steuben gave an estimate of approximately \$325.00 per square foot to build the structure. Based on that figure, it would cost approximately \$9.6 million. Commissioner Gardner suggested a new building should be built on the spot the lower parking lot is presently located. Commissioner Gardner recommended a separate building that could be incorporated with the present Sheriff's Office building. Chief Deputy Crabtree questioned if a building could even be built on that location. Commissioner Gardner stated that is why a site plan is necessary. Chief Deputy Crabtree asked if there was any other space available to the County for a new building. There was a suggestion that the 15 acres owned by the County on Broadway may be able to be utilized. Commissioner Gardner stated it would be best to utilize a space closer in proximity to keep the connection with the Sheriff's Office and other county offices. By consensus, the Board of Commissioners directed County Manager Betsy Fitzgerald to develop a Request for Proposals to design a safety building in order to visualize the plan. Commissioner Gardner stated it is important to continue to stay active in deciding how to use the ARPA funds appropriately as there is a timeframe involved.

MOTION **Commissioner Crowley moved to go into Executive Session. Commissioner Cassidy seconded the motion which passed 3-0. It was 5:15 p.m. (Crowley / Cassidy, 3-0)**

MOTION **The Commissioners declared themselves to have closed the Executive Session. It was 5:30 p.m. (Crowley / Cassidy, 3-0)**

No decision.

ADJOURNMENT

5:15 p.m.

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ATTEST:

Carla J.R. Manchester, Admin. Asst.
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