

September 8, 2022

**Minutes of the Washington County Commissioners'  
Regular Meeting  
held September 8, 2022  
in the Probate Courtroom  
Machias, Maine**

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**Attending the meeting were:  
Commissioner Christopher Gardner  
Commissioner Vinton Cassidy  
Commissioner John Crowley, Sr.  
Betsy Fitzgerald, County Manager  
Carla Manchester, Administrative Assistant  
Jill C. Holmes, Treasurer  
Tammy C. Gay, Deeds  
Paula Johnson-Rolfe, WCSO  
Joshua Rolfe, WCSO  
Rich Rolfe, WCSO  
Michael Crabtree, WCSO**

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Executive Department business was called to order at 4:30 p.m.

**Approval of the minutes for the Regular Commissioners' meeting held on August 11, 2022. (Cassidy / Gardner, 2-0)**

**AGENDA ITEM: Monthly and Quarterly Reports**

Rich Rolfe reported funding of \$498,000.00 was just received from Maine Corrections. Rich noted this amount is \$100,000.00 more than what was received the previous year. Commissioner Gardner asked if those funds can be used to offset the FY 2023 budget. Treasurer Jill Holmes stated the funds can only be used for jail budget operation expenditures.

Commissioner Gardner asked Treasurer Jill Holmes if the 2019 audit has been completed. Treasurer Jill Holmes stated the 2019 audit is in the auditor's hands. Jill explained the County audit is behind due to several separate issues. Jill noted the new auditor, Stephen Hopkins, is extremely thorough.

**AGENDA ITEM: Payroll Change Notices**

**\*MOTION\* Commissioner Crowley moved to hire Kenneth Smead as full-time Corrections Officer effective 09/04/22.  
(Crowley / Cassidy, 3-0)**

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**\*MOTION\* Commissioner Crowley moved to hire Zena Holzworth as full-time Corrections Officer effective 09/04/22.  
(Crowley / Cassidy, 3-0)**

It was noted there was a hiring process. Kenneth Smead has seniority over Zena Holzworth.

**AGENDA ITEM: Signatures of six-month certificate**

None.

**AGENDA ITEM: Signature on Motus Memorandum of Understanding**

County Manager Betsy Fitzgerald presented an agreement between the Northeast Motus Collaboration and Washington County. Betsy explained this group has a bird monitoring program, and their interest is in animal migration patterns across the United States. Josh Rolfe stated the group would like the County to host the Motus equipment on the tower at Mitten Mountain. Josh stated he sees no issues with the request. Josh noted the County will not be responsible for the maintenance of the equipment.

**\*MOTION\* Commissioner Crowley moved approve the agreement between the Northeast Motus Collaboration and Washington County as presented. (Crowley / Cassidy, 3-0)**

The agreement was signed by the Board of Commissioners Chair Christopher Gardner.

**AGENDA ITEM: Community Garden Update**

Regina Grabrovac reported that testing of the soil at the Community Garden site has been done and shows no signs of PFAS. Regina stated the site has been mowed. Regina noted the next steps in the plan will be to put a well in and prepare to plant in the Spring. Commissioner Gardner raised some questions regarding details. Commissioner Gardner stated Healthy Acadia and Washington County should have an agreement in place with details such as terms and oversight of the project. Commissioner Gardner requested Ms. Grabrovac present an update of the project and an agreement for the Board of Commissioners to approve.

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**AGENDA ITEM: Building Committee Update**

County Manager Betsy Fitzgerald reported that she spoke with the architect from Port City Architecture today. Betsy stated the architect is waiting for more definitive plans from the County before he can put together a proposal. Betsy noted the architect has been told the County would like a plan that would stay within a budget of \$5.5 million; there would need to be cuts to the original plan proposed by the Building Committee to stay within that budget. The architect reported to Betsy the Sheriff would like a larger building with more space. Betsy stated the architect is at a stand-still until the budget is determined. Chief Deputy Crabtree asked what is being cut for space from the original floor plan. Chief Deputy Crabtree stated the Sheriff's Office has not even seen the new proposed floor plan. Betsy stated a space needs report has been sent to the Sheriff's Office. Commissioner Gardner stated he has not seen a floor plan either. Commissioner Gardner noted, with the present state of the economy, asking for more than what the County has received in ARPA funds would not be the right thing to do. Commissioner Gardner stated the County may need to renovate the buildings and rearrange office space that the County already owns. Josh Rolfe asked if we know what the County could build for \$5.5 million. Commissioner Gardner stated there may be options. Commissioner Gardner requested the County Manager to arrange for the architect to meet with the Commissioners and give a presentation of the County options. Chief Deputy Crabtree asked that the Sheriff be kept in the loop. Commissioner Gardner requested materials from the architect be forwarded to the Board of Commissioners before the presentation.

**AGENDA ITEM: Commissioner's Issues**

Commissioner Gardner stated both Governor Janet Mills and Former Governor Paul LePage will be attending the next MCCA meeting. The topic of the State Police coverage issue will be discussed. Representatives from the Maine Sheriff's Association will also be present. Commissioner Gardner intends on proposing that funds should not continue to go to the State Police budget if they continue to decrease their coverage areas. Commissioner Gardner stated the County budget cannot continue to absorb that expense.

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A motion was made to adjourn the meeting at 4:55 p.m.

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Michael Schoppee asked to address several issues with the Commissioners. Mr. Schoppee had intended to voice his concerns during public comment in the Executive Department of the meeting. Commissioner Gardner stated there is no Public Comment in the Executive Department portion of the meeting. Commissioner Gardner apologized for the oversight and made a motion to reconvene.

Mr. Schoppee stated he had two concerns to bring to the Commissioners attention. The first concern is in regards to the policy on county vehicle use. Mr. Schoppee stated he has a particular concern that county vehicles may be used for personal purposes, and the direct effect it would have on the county fuel budget. Mr. Schoppee also wanted to know if the County tracks laptops that have been issued to employees. Commissioner Gardner replied the County is completely lacking in this area. Commissioner Gardner explained the County does not have a designated IT position at this time. Commissioner Gardner acknowledged Mr. Schoppee's input and thanked him for bringing these concerns to light.

Commissioner Gardner directed that Public Comment be added to the end of Commissioners' meeting agendas.

**ADJOURNMENT**

**5:04 p.m.**

**ATTEST:**

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

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