

April 6, 2023

**Minutes of the Washington County Commissioners'
Regular Meeting
held April 6, 2023
in the Washington County Courtroom, Courtroom 3
Machias, Maine**

Attending the meeting were:

**Commissioner Christopher M. Gardner
Commissioner John Crowley, Sr.
Commissioner Vinton Cassidy
Betsy Fitzgerald, County Manager
Carla Manchester, Administrative Assistant
Sarah Dedmon, Machiasport
Will Tuell, East Machias
E. Harrison, Lubec
Nancy Harrison, Lubec
Sam Whitney, Machias Savings Bank
Faye Allen, Machias Savings Bank
Lora Whelan, Quoddy Tides
Tammy C. Gay, Deeds
Paula Johnson-Rolfe, WCSO
Christine Day, EMA
Jill Holmes, Finance
Dean Preston, UT Supervisor
Rich Rolfe, Jail Administrator
Lisa M. Hanscom, EMA
Josh Rolfe, RCC
Barry Curtis, Sheriff
Michael Crabtree, Chief Deputy**

Executive Department business was called to order at 3:35 p.m.

Approval of the minutes for the Regular Commissioners' meeting held on March 9, 2023. (Cassidy / Crowley, 3-0)

AGENDA ITEM: Monthly and Quarterly Reports

The Commissioners were provided a written report from the Treasurer's Office. The report was accepted under the gavel. (See attached)

Treasurer Jill Holmes reported the County has been assessed an additional worker's compensation charge of \$8218.00. The charge is due to outside contractors/vendors that are not in compliance with

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documentation of liability coverage. By consensus, the Commissioners directed Treasurer Jill Holmes to emphasize an effort to address this issue.

AGENDA ITEM: Payroll Change Notices

The Commissioners accepted the resignation of Whitney Bassett as full-time Corrections Officer effective 03/12/23. Whitney's resignation was accepted by consensus and without prejudice.

***MOTION* Commissioner Crowley moved to hire Brian Mozeliak as part-time ECS effective 03/30/23.
(Crowley / Cassidy, 3-0)**

Standard part-time provisions apply to Brian's employment.

By consensus and without prejudice, the resignation of Hayden Gardner as full-time Patrol Deputy was accepted. Hayden's resignation is effective 04/01/23.

***MOTION* Commissioner Crowley moved to hire Kyla Townsend as full-time Corrections Officer effective 04/02/23.
(Crowley / Cassidy, 3-0)**

***MOTION* Commissioner Crowley moved to hire Brody Border as part-time Corrections Officer effective 04/02/23.
(Crowley / Cassidy, 3-0)**

Standard part-time provisions apply to Brody's employment.

With the recommendation of Jail Administrator Rich Rolfe, Michael Perkins was demoted from Corporal in the Corrections division to Corrections Officer effective 04/02/23. Rich explained this was a voluntary demotion by Michael for the purpose of changing shifts. This is not a demotion for merit.

AGENDA ITEM: Signature on Six-month certificate

The six-month certificate for Kenneth Smead was signed as presented.

AGENDA ITEM: Spillman Expense Approval

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County Manager Betsy Fitzgerald stated that during the Commissioners' December 2021 meeting the Commissioners authorized the purchase of a

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Spillman/Motorola Solutions RMS/CAD system. The purchase price was quoted and approved for \$250,000.00. The expense was considered an eligible expense with ARPA funds. The Board of Commissioners authorized the purchase with a unanimous vote. The original proposal was the cost of the RMS system working with Hancock County and utilizing Hancock as the host agency. After the authorization for the expense of \$250,000.00, information was presented for an additional \$116,000.00 in order for the County to be able to host the program on its own. The additional cost includes maintenance and would allow the Sheriff's department to bring on the Fire Departments and Ambulance Services within the County. Chief Deputy Crabtree stated it was initially thought the County would not be able to host the program on its own due to IT staffing. Chief Deputy Crabtree explained the situation has change with the hiring of a part-time IT person. Chief Deputy Crabtree noted the County already has the infrastructure in place. Treasurer Jill Holmes confirmed the additional \$116,000.00 has already been paid from ARPA funds.

***MOTION* Commissioner Cassidy moved to ratify additional cost of \$116,000.00 for the Spillman/Motorola Solutions RMS/CAD system. (Cassidy / Crowley, 3-0)**

AGENDA ITEM: Award Banking Services

Treasurer Jill Holmes presented bids for banking services. Bids were received from three banks: Campden National, Bar Harbor Banking and Trust and Machias Savings Bank. Jill stated the bids were reviewed by County Manger Betsy Fitzgerald and herself, looking at 13 different criteria. After careful review, Jill recommended the Commissioners award the banking services bid to Machias Savings Bank with an interest rate of 4.35%. The banking services have a term of three years. The agreement includes an option to extend services for another three years at the end of the first term.

***MOTION* Commissioner Crowley moved to award the Banking Services to Machias Savings Bank with an interest rate of 4.35% with a term of three years and an option for a three-year extension. (Crowley / Cassidy, 3-0)**

AGENDA ITEM: Meal Reimbursement Per Diem Policy Modification

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County Manager Betsy Fitzgerald recommended the Commissioners modify the meal reimbursement per diem process. The original policy stated that county employees who will be away for three or more days may be

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paid per-diem prior to their travel. Employees were to submit their request at least two weeks in advance. Betsy explained that with the Treasurer's office moving to a bi-weekly accounts payable system, two weeks will not be sufficient time to process the request. The recommendation is to modify the policy to require requests be made three weeks in advance.

MOTION Commissioner Cassidy moved to modify the meal reimbursement per diem policy as presented. (Cassidy / Crowley, 3-0)

AGENDA ITEM: Building Committee Update

See Port City Architecture presentation and discussion above.

AGENDA ITEM: Commissioner Issues and Comments

Commissioner Gardner stated he would like to actively support Penobscot County in their efforts for State Police coverage in rural areas.

MOTION* Commissioner Cassidy moved to actively support Penobscot County in their efforts to refute Maine States' Police efforts to illuminate rural patrols in the counties. (Cassidy / Crowley, 3-0)

There was a discussion on the interest in building a regional facility in the State of Maine for mental health and drug addiction patients.

MOTION Commissioner Cassidy moved to go into Executive Session. Commissioner Crowley seconded the motion which passed 3-0. It was 3:58 p.m. (Cassidy / Crowley, 3-0)

MOTION The Commissioners declared themselves to have closed the Executive Session. It was 4:05 p.m. (Crowley / Cassidy, 3-0)

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MOTION

Commissioner Crowley moved to approve a phased retirement of County Manager Betsy Fitzgerald and directed Betsy to move forward with the next step of advertising said position. (Crowley / Cassidy, 3-0)

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ADJOURNMENT

4:05 p.m.

ATTEST:

Carla J.R. Manchester, Admin. Asst.

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