

August 13, 2020

**Minutes of the Washington County Commissioners'
Regular Meeting
held August 13, 2020
in the Washington County Probate Courtroom
Machias, Maine**

**Attending the meeting were:
Commissioner Vinton Cassidy
Commissioner John Crowley
Betsy Fitzgerald, County Manager
Carla Manchester, Administrative Assistant
Josh Rolfe, RCC/WCSO
Paula Johnson-Rolfe, WCSO
Rich Rolfe, Jail Administrator
Michael Crabtree, Chief Deputy
Jill Holmes, Finance
Lynn Dwelley, WNEMA
Dean Preston, Unorganized Territories**

Commissioner Christopher Gardner was not present

Executive Department business was called to order at 4:10 p.m.

Approval of the minutes for the Regular Commissioners' meeting held on July 9, 2020. (Crowley / Cassidy, 2-1-0)

AGENDA ITEM: Monthly and Quarterly Reports

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

Captain Rolfe stated he had an issue to address in respect to part-time labor. Captain Rolfe stated that part-time starting rate is minimum wage of \$12.00 per hour. Captain Rolfe also noted his over-time budget for FY 2020 is currently in the red at \$56,000.00. The part-time budget line is currently in the black at \$86,000.00. On that note, Captain Rolfe stated "we need to offer real money" and proposed an increase in the part-time wage from \$12.00 per hour to \$16.00 per hour. Commissioner Cassidy asked for the Treasurer's

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opinion in the matter. Treasurer Jill Holmes stated it is true that Captain's Rolfe's budget is over in the over-time line. Treasurer Holmes also agreed with Captain Rolfe's proposal to increase the part-

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time wage. RCC Director Josh Rolfe stated his budget would also be able to handle that type of increase to part-time wages as well. Commissioner Crowley inquired as to how this increase would impact next years' budget. Captain Rolfe replied that he would not need to ask for additional funds. Captain Rolfe reported that although the Chairman of the Board of Commissioners was not present, he has spoken with Commissioner Gardner and Commissioner Gardner indicated that the County will need to address this issue. One facet of the wage issue is the constant turn-over of part-time Corrections Officers at the Jail. Captain Rolfe stated the jail cannot keep or fill the part-time Cook position. U.T. Supervisor asked why \$16.00 was the proposed increased starting wage. Captain Rolfe stated full-time employees starting rate is \$15.86 plus all the fringe benefits. The benefit package would figure their starting wage to be more than \$16.00 an hour so it would be equitable for both part-time and full-time employees.

***MOTION* Commissioner Crowley moved to approve the recommendation to increase the part-time wage from \$12.00 to \$16.00 per hour effective immediately. (Crowley / Cassidy, 2-1-0)**

Treasurer Jill Holmes asked the Commissioners to clarify if that increase would be effective for all part-time employees at the county. By consensus, the Commissioners responded the increase would be effective for all part-time employees.

AGENDA ITEM: Signatures on Six-month Certificates

Six-month certificates were presented for Eric McLaughlin and Eileen Simpson. Both certificates were signed as presented.

AGENDA ITEM: Payroll Change Notices

***MOTION* Commissioner Crowley moved to accept the resignation of Amanda Dewitt as part-time ECS effective 07/12/20. (Crowley / Cassidy, 2-1-0)**

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With the recommendation of the Sheriff,

***MOTION* Commissioner Crowley moved to promote Lee Bourget from Corporal to Sergeant in the Corrections Division effective 08/01/20. (Crowley / Cassidy, 2-1-0)**

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MOTION Commissioner Crowley moved to accept the resignation of Benjamin Redman as part-time Corrections Officer effective 08/07/20. (Crowley / Cassidy, 2-1-0)

MOTION Commissioner Crowley moved to promote Kyle Davis from part-time to full-time Corrections Officer effective 08/16/20. (Crowley / Cassidy, 2-1-0)

MOTION Commissioner Crowley moved to promote Hayden Gardner from part-time to full-time Corrections Officer effective 08/16/20. (Crowley / Cassidy, 2-1-0)

Kyle Davis and Hayden Gardner were both hired on 08/16/20. For Seniority purposes, Kyle Davis will hold the senior position.

AGENDA ITEM: Award Bid for Bulk Salt

County Manager Betsy Fitzgerald presented the bid results for bulk salt for the 2020 / 21 season. Requests for bids were sent to six vendors. Four bids packets were received. The bids were as follows: Cargill, Inc. of North Olmsted, OH: NO BID; Morton Salt of Chicago, IL: \$69.58 per ton for all locations; New England Salt Co. of Bangor, ME: \$63.65 per ton for all locations; and, Eastern Salt Company, Inc. of Lowell, MA: NO BID. County Manager Betsy Fitzgerald recommended the bid be awarded to New England Salt Company with a bid of \$63.65 per ton for all locations.

MOTION Commissioner Crowley moved to accept the bid from New England Salt Company as presented per recommendation of County Manager. (Crowley / Cassidy, 2-1-0)

AGENDA ITEM: Extend contract for Snowplowing/Sanding

County Manager Betsy Fitzgerald presented an offer provided by The BY "US" Company to extend the 2018-19 winter services contract agreement

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for the upcoming season of 2020-21 at the same price as the previous year.

MOTION Commissioner Crowley moved to extend the contract for Snowplowing/Sanding agreement with The By "US" Company for another year with the same price as the previous year of \$9300.00. (Crowley / Cassidy, 2-1-0)

AGENDA ITEM: Bid for Audit

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Treasurer Jill Holmes stated an RFP was publicized requesting proposals from public accounting firms to conduct annual audits of Washington County government and the Unorganized Territories of Washington County. The RFP covered audit services for a three-year period. Treasurer Holmes reported to-date there has not been any bids received. Treasurer Holmes asked the Commissioners permission to solicit for audit services. In the absence of bids received for audit services,

***MOTION* Commissioner Crowley moved to task the Treasurer and County Manager to solicit for audit services as specified in the recent request for proposal. (Crowley / Cassidy, 2-1-0)**

**ADJOURNMENT
4:30 p.m.**

**ATTEST: _____
Carla J.R. Manchester, Admin. Asst.**