

June 13, 2024

**Minutes of the Washington County Commissioners'
Regular Meeting
held June 13, 2024
in the Probate Courtroom
Machias, Maine**

**Attending the meeting were:
Commissioner John Crowley, Sr.
Commissioner Vinton Cassidy
Renée Gray, County Manager
Carla Manchester, Administrative Assistant
Reid Albee, County Wide
Paula Johnson-Rolfe, WCSO
Gordon Faulkingham, WCSO
Jill C. Holmes, Finance
Lisa M. Hanscom, EMA
Barry Curtis, Sheriff
Tammy Gay, Deeds
Heather Green, Deeds
Darlene Perry, Probate
Josh Rolfe, RCC / WCSO
Rich Rolfe, Jail**

Commissioner Christopher Gardner was not present.

Executive Department business was called to order at 4:12 p.m.

Approval of the minutes for the Regular Commissioners' meeting held on April 11, 2024. (Crowley / Cassidy, 2-0)

Approval of the regular meeting minutes of May 9, 2024 was tabled due to Commissioner Gardner's absence.

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)

AGENDA ITEM: Payroll Change Notices

By consensus, the Commissioners accepted the resignation of James Frauenhoffer as full-time Corrections Officer effective 06/07/24.

***MOTION* Commissioner Crowley moved to hire Heather Hanson as part-**

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time Jail Cook effective 06/09/24. (Crowley / Cassidy, 2-0)

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***MOTION* Commissioner Crowley moved to rehire Teresa Prescott as part-time Jail Cook effective 06/16/24. (Crowley / Cassidy, 2-0)**

By consensus, the Commissioners accepted the resignation of Karen Redman as full-time ECS effective 07/07/24. Karen is retiring but will remain on the part-time roster. Deputy Director Josh Rolfe noted Karen has worked for the County for 14 years in the capacity of ECS.

***MOTION* Commissioner Crowley moved to reclassify Sarah Ferguson from part-time to full-time ECS effective 07/07/24. (Crowley / Cassidy, 2-0)**

***MOTION* Commissioner Crowley moved to hire Gordon Faulkingham as part-time Civil / Patrol Deputy effective 07/07/24. (Crowley / Cassidy, 2-0)**

AGENDA ITEM: Signatures on Six-month Certificate

A six-month certificate for Randolph Look was signed as presented.

AGENDA ITEM: Opioid Settlement Funds Proposal - Rich Rolfe, Jail Administrator

Jail Administrator Rich Rolfe presented a proposal for the use of opioid settlement funds. Rich stated the county has received \$394,745.00 to date in the opioid settlement. He explained there are limited applications for the use of the funds. Rich also explained the jail provides necessary and required crisis services to inmates in need. These services were provided for free to the inmate population until December 31, 2023. Rich noted there is usually a direct correlation between Opioid Use Disorder (OUD) and mental health issues. Rich stated he spoke with County Manager Renée Gray, Treasurer Jill Holmes, and Sheriff Curtis regarding the use of the opioid settlement funds to provide the Crisis Services. All agreed this was a legitimate use of the funds. Rich noted this was also a way to utilize the opioid settlement funds for a required service that will not pass the expense on to the Washington County tax payer. Rich reported the annual expense at this time is approximately \$38,576 per year. Commissioner Cassidy stated the proposal for the use of the opioid settlement funds sounded like a wise choice. Treasurer Jill

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Holmes agreed with Commissioner Cassidy. Rich concluded that other uses for the funds will be explored, but the funds will mostly be used for inmates' addiction issues.

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AGENDA ITEM: Personnel Policy Revision

County Manger Renée Gray presented a revision to the personnel policy in regards to compensation time. The personnel policy outlines that full-time non-exempt employees can earn compensation time at time-and-a-half for any hours per week actually worked over their regularly scheduled week. The personnel policy does not outline the ability to cash out any comp time earned. Renée requested the Commissioners approve a revision to the personnel policy that states "employee's may "cash out" compensatory time and may receive in a separate check". She stated this revision will just help to clarify that process. It was noted this policy is in regards to those employees that can accrue compensatory time.

***MOTION* Commissioner Crowley moved to approve revision to the Personnel Policy as presented. (Crowley / Cassidy, 2-0)**

AGENDA ITEM: County Manager's Report

County Manager Renée Gray submitted a written report. See attached.

Renée stated F.O.P. Union negotiations will begin on June 20th.

Renée gave an update on the elevator repair. Renée reported that the repair work would not be done under the State contract with Kone. The work would be awarded by the bid process per statute. After soliciting quotes from other vendors, a contract for the repairs was entered into with Kone for a total cost of \$75,800.00. Renée noted the county's portion after the cost sharing will be \$18,950. She also noted the Risk Pool Insurance does not cover this expense. Renée stated the contract with Kone does not include any excavating if needed when replacing the elevator shaft. This would be an extra cost if any excavating is required. Renée reported three vendors were solicited for the hazardous material cleanup. There were only 2 known companies in the State that perform this type of work. The quotes received were from Clean Harbors for \$12,155.38 and Environmental Projects Inc. for \$8200.00 plus \$325 per ton of dirty dirt disposal. The amount of "dirty dirt" to be disposed of is unknown at this time. Manager Renée Gray recommended the bid be awarded to EPI.

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MOTION Commissioner Crowley moved to award the bid to Environmental Projects Inc. for the hazardous material cleanup County Manager Renée Gray's recommendation.
(Crowley / Cassidy, 2-0)

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Renée gave an update on the new Safety Building. The foundation will begin being poured next week. The project is within budget and the timeframe for completion is March 2025.

Renée stated the Annual Report has been completed and distributed.

Renée reported the County network infrastructure upgrades have begun. She stated this is an upgrade that has been needed for quite some time. Renée noted that after the upgrade is complete, email service and the website will transition to .gov. Currently emails are provided by Axiom Technologies, but they are ending email support in 2024. The email service is being moved to the Computer Guy.

Renée stated the quarterly department head meeting was held on Tuesday, June 11th. During that meeting, the Safety Committee was re-established per the Safety Manual and will meet following department head meetings. Josh Rolfe has been elected to Chair the Safety Committee.

Renée stated the Budget Advisory Committee will be meeting on June 18th at 9 a.m. in the Center Street Conference Room. The BAC meeting has been scheduled to discuss the RCC crisis.

AGENDA ITEM: Commissioner Issues and Comments

Commissioner Cassidy noted there was a good showing for the groundbreaking the new Safety Building and thanked all those came for the event.

MOTION Commissioner Crowley moved to go into Executive Session. Commissioner Cassidy seconded the motion which passed 2-0. It was 4:31 p.m.
(Crowley / Cassidy, 2-0)

MOTION The Commissioners declared themselves to have closed the Executive Session. It was 4:49 p.m.
(Crowley / Cassidy, 2-0)

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No decision.

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ADJOURNMENT

4:49 p.m.

ATTEST:

Carla J.R. Manchester, Admin. Asst.

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