

June 22, 2023

**Minutes of the Washington County Commissioners'
Special Meeting
held June 22, 2023
in the Washington County Commissioners' Office
Machias, Maine**

**Attending the meeting were:
Commissioner John Crowley, Sr.
Commissioner Vinton Cassidy
Betsy Fitzgerald, County Manager
Carla Manchester, Administrative Assistant
Heather Green, Deeds
Tammy C. Gay, Deeds
Susan Sullivan, D.A.'s Office
Lora Whelan, Quoddy Tides
Paula Johnson-Rolfe, WCSO
Renée Gray, Addison
Barry Curtis, Sheriff
Michael Crabtree, Chief Deputy
Josh Rolfe, WCSO, RCC
Rich Rolfe, WCSO
Jill C. Holmes, Finance
Lisa M. Hanscom, EMA
Andy Hyland, Port City Architecture**

Executive Department business was called to order at 2:05 p.m.

**AGENDA ITEM: Building Committee Progress - Andrew Hyland,
Port City Architecture**

Andrew Hyland of Port City Architecture presented a proposal from PCA to assist Washington County with building design development, permitting, construction documents, and construction administration services (see attached). Mr. Hyland stated he would like to give an explanation of the proposal.

Mr. Hyland noted the first task is to assist the County with the RFP process for the selection of a qualified Construction Manager (CM). Mr. Hyland stated the total project cost is \$5.5 million; the PCA proposal is included in the project costs. Mr. Hyland explained the current estimated construction cost is \$4,620,000. The 7.7% proposed cost for PCA's service is based on the State of Maine B Scale recommended schedule of fees. A permitting fee estimate of \$25,000 is included. The total proposal from PCA is \$373,530.00. Mr. Hyland

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stated the goal is to not spend more than \$5.5 million. Commissioner Cassidy asked if those figures leave any funds in contingency. Mr. Hyland responded that there are two contingency funds built within the numbers provided. Commissioner Cassidy asked about the Sheriff's Office giving input. Mr. Hyland stated once the Construction Manager has been selected, a meeting should be held to review the plans with everyone involved and select the best set of drawings. Commissioner Cassidy stressed the need to keep in communication with the Sheriff's Office.

Commissioner Cassidy stated it is time to move forward with this project. Commissioner Crowley agreed.

***MOTION* Commissioner Crowley moved to approve the proposed contract with Port City Architecture as presented, and authorize County Manager Betsy Fitzgerald to sign documents needed to move the project forward. (Crowley / Cassidy, 2-0)**

County Manager Betsy Fitzgerald stated there are five different proposals for Construction Manager. Proposals were received from Ducas Construction, Bowman Construction, King Construction, Nickerson & O'Day and Sheridan Construction. Mr. Hyland was asked what he recommended. Mr. Hyland responded that Betsy had a good response to cut the selection to three general contractors to interview. Mr. Hyland reviewed the strong points of the three contractors he would recommend interviewing; Ducas Construction, Sheridan Construction and Bowman Construction. Betsy agreed with Mr. Hyland's recommendations. Commissioner Crowley stated he would like to utilize a contractor from Washington County. Betsy asked if the Commissioners would like to add the one local contractor to the list of contractors to interview. By consensus, the Commissioners agreed to add King Construction to the list.

***MOTION* Commissioner Cassidy moved to authorize County Manager Betsy Fitzgerald to schedule interviews with the four recommended contractors; Ducas Construction, Bowman construction, King Construction and Sheridan Construction. (Cassidy / Crowley, 2-0)**

By consensus, the Commissioners agreed that Mr. Hyland will be part of the interviewing process to select a Construction Manager.

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AGENDA ITEM: Discussion - New County Manager

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MOTION Commissioner Crowley moved to go into Executive Session. Commissioner Cassidy seconded the motion which passed 2-0. It was 2:32 p.m.
(Crowley / Cassidy, 2-0)

MOTION The Commissioners declared themselves to have closed the Executive Session. It was 2:35 p.m.
(Crowley / Cassidy, 2-0)

MOTION Commissioner Crowley moved to hire Renee Gray as the Deputy County Manager. (Crowley / Cassidy, 2-0)

Commissioner Cassidy stated three candidates were interviewed. Commissioner Cassidy noted all candidates were well qualified. Commissioner Cassidy stated Betsy has been very committed as the County Manager and she will continue to work with Ms. Gray for the transition period. Ms. Gray stated she is honored and privileged to become part of the team.

MOTION Commissioner Crowley moved to go into Executive Session. Commissioner Cassidy seconded the motion which passed 2-0. It was 2:40 p.m.
(Crowley / Cassidy, 2-0)

MOTION The Commissioners declared themselves to have closed the Executive Session. It was 3:00 p.m.
(Crowley / Cassidy, 2-0)

MOTION Commissioners Crowley moved to start Renee Gray at an annual salary of \$81,800.00 with four weeks of vacation effective 07/06/23 with the understanding that this agreement will be memorialized with signatures on a contract and payroll change form at the Commissioners' meeting of July 13, 2023. (Crowley / Cassidy, 2-0)

ADJOURNMENT

3:07 p.m.

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