

September 7, 2023

**Minutes of the Washington County Commissioners'
Regular Meeting
held September 7, 2023
in the Probate Courtroom
Machias, Maine**

Attending the meeting were:
Commissioner Vinton Cassidy
Commissioner John Crowley, Sr.
Renée Gray, County Manager
Carla Manchester, Administrative Assistant
Jill C. Holmes, Treasurer
Tammy C. Gay, Deeds
Lisa M. Hanscom, EMA
Paul Sylain, Machias
Joshua Rolfe, Sheriff's Office
Barry Curtis, Sheriff
Mike Crabtree, Chief Deputy
Robert Granger, District Attorney
Lynn Dwelly, District Attorney's Office
Darlene Perry, Probate
Heather Green, Deeds
Susan Sullivan, District Attorney's Office
Nancy Harrison, Lubec
Mae Garvin, Trescott Twp.
E. Harrison, Lubec
George Finch, Eastport
Reid Albee, Press
Dean Preston, Unorganized Territories
Paula Johnson-Rolfe, Sheriff's Office
Carlen Jay, Jonesport / RCC

Commissioner Christopher Gardner was not present.

Executive Department business was called to order at 4:15 p.m.

Approval of the minutes for the Regular Commissioners' meeting held on August 10, 2023. (Crowley / Cassidy, 2-0)

AGENDA ITEM: Monthly and Quarterly Reports

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

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AGENDA ITEM: Payroll Change Notices

MOTION Commissioner Crowley moved to hire Patrick McDonald as part-time Patrol Deputy effective 07/28/23.
(Crowley / Cassidy, 2-0)

MOTION Commissioner Crowley moved to accept the resignation of Betsy Fitzgerald as Temporary Administrative Advisor effective 08/31/23. (Cassidy / Crowley, 2-0)

MOTION Commissioner Crowley moved to accept the resignation of Allen Corey II as part-time IT Consultant effective 08/25/23. (Cassidy / Crowley, 2-0)

It was noted that Allen Corey left in good standing.

MOTION Commissioner Crowley moved to hire Anna Strout as part-time Patrol Deputy effective 08/13/23. (Crowley / Cassidy, 2-0)

MOTION Commissioner Cassidy moved to accept the resignation of Kinsman Corthell as full-time Corrections Officer effective 08/19/23. (Cassidy / Crowley, 2-0)

Kinsman's resignation was accepted without prejudice.

AGENDA ITEM: Signatures on Six-Month Certificates

There were no six-month certificates presented for signatures.

AGENDA ITEM: Award Bid for:

- Commercial Door Purchase and Installation at Sheriff's Office
- Assessing and Repairing a Portion of the Jail Metal Roof
- Trash Removal Services
- Renovations to 24 Center Street Building

County Manager Renée Gray reported there was one bid received to replace two existing doors at the Sheriff's Office. The bid was received from Machias Glassworks. The bid for replacement of door #1 was for \$4,472.00. The bid for replacement of door #2 was for \$4,792.00. It was noted the difference in price is due to one door

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having a crash bar. Renée recommended the Commissioners accept the bid from Machias Glassworks for the replacement of both doors.

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MOTION Commissioner Crowley moved to award the bid for the replacement of door #1 in the amount of \$4,472.00 to Machias Glassworks. (Crowley / Cassidy, 2-0)

MOTION Commissioner Crowley moved to award the bid for the replacement of door #2 in the amount of \$4,792.00 to Machias Glassworks. (Crowley / Cassidy, 2-0)

County Manager Renée Gray reported there were no bids received for the RFP for Assessing and Repairing the Jail Metal Roof, and there were no bids received for the RFP for Trash Removal.

County Manager Renée Gray stated two bids were received for the RFP for 24 Center Street Renovations. The renovations are for the construction of a 6X6 deck with doorstep and an approximately 12 ft. ramp. One bid was received from Kare Slowey for a total cost of \$4,437.18. The second bid was received from Wallace Small, DBA W.S. Carpentry for a total of \$4,650.00. Renée recommended the Commissioners accept the bid from Wallace Small. Renée noted that although the bid from Kore Slowey was less, his bid did not include a concrete slab; the bid from Wallace Small did.

MOTION Commissioner Crowley moved to award the bid for renovations to 24 Center Street to Wallace Small, DBA W.S. Carpentry in the amount of \$4,650.00 as presented. (Crowley / Cassidy, 2-0)

AGENDA ITEM: Building Committee Update

County Manager Renée Gray submitted a written report. The written report is attached. Renée stated the renovations will cost more than the original \$10,000.00 previously approved. Renée explained that when it was a private building, it was not required that it be ADA compliant. Now that it will be used as a public space for the District Attorney's Office, it must be brought up to code. Renée requested the Commissioners authorize her to spend funds required to make sure the building is ADA compliant.

MOTION Commissioner Crowley moved to authorize County Manager Renée Gray to spend funds required to make the 24 Center Street Talbot Building ADA compliant. (Crowley / Cassidy, 2-0)

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Renée reported on all the renovations that have been done by the Buildings and Grounds crew to date. Susan Sullivan stated the D.A.

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staff is thankful for all that maintenance has done. Renée stated she has set a soft move-in date of 10/31/23. She also noted the D.A.'s Office will need to close for a least a day to move the telephone system. Commissioner Cassidy asked that Renée continue to keep the D.A. Staff appraised of the progress and move-in date.

AGENDA ITEM: Commissioner's Issues

No issues were discussed.

MOTION Commissioner Crowley moved to go into Executive Session. Commissioner Cassidy seconded the motion which passed 2-0. It was 4:50 p.m.

MOTION The Commissioners declared themselves to have closed the Executive Session. It was 5:10 p.m. (Crowley / Cassidy, 2-0)

There was no decision.

ADJOURNMENT

5:10 p.m.

ATTEST:

Carla J.R. Manchester, Admin. Asst.

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