

September 12, 2024

**Minutes of the Washington County Commissioners'  
Regular Meeting  
held September 12, 2024  
in the Probate Courtroom  
Machias, Maine**

---

**Attending the meeting were:  
Commissioner Christopher Gardner  
Commissioner John Crowley, Sr.  
Commissioner Vinton Cassidy  
Renée Gray, County Manager  
Carla Manchester, Administrative Assistant  
Rich Rolfe, Jail  
Barry Curtis, Sheriff  
Michael Crabtree, Chief Deputy  
Susan Sullivan, D.A.'s Office  
David Bibber, Charlotte  
Dennis Perry, Machias  
Sondra Small, Jonesport  
Darlene Perry, Probate  
Toni Bridges, WCSO  
Ryan Allen, WCSO  
Lisa Hanscom, WC EMA  
Marianne Moore, Calais (State Senate)  
Chris Simpson, WCSO / F.O.P.  
Paul Sylvain, MVNO  
Reid Albee, County Wide  
David Davis, Alexander  
Paula Johnson-Rolfe, WCSO  
Cynthia Beauvais, Jonesport Economic Development Committee  
Bryan Hardison, Orono Fire Department  
Heather Green, Deeds**

---

Executive Department business was called to order at 4:50 p.m.

**Approval of the minutes for the Regular Commissioners' meeting held on August 8, 2024. (Cassidy / Crowley, 3-0)**

**AGENDA ITEM: Monthly and Quarterly Reports**

There were no written reports submitted this month.

September 12, 2024

**AGENDA ITEM: Payroll Change Notices**

RCC Director Josh Rolfe reported interviews were held to fill two Emergency Communications Specialist positions. He noted there was a great pool of candidates. Josh highly recommends the hire of Abigail Sargent and Gloria Rodriguez.

**\*MOTION\* Commissioner Crowley moved to hire Abigail Sargent as a full-time ECS effective 09/09/24.  
(Crowley / Cassidy, 3-0)**

**\*MOTION\* Commissioner Crowley moved to hire Gloria Rodriguez as a full-time ECS effective 09/22/24.  
(Crowley / Cassidy, 3-0)**

By consensus, the Commissioners accepted the resignation of Victoria Dore as full-time Corrections Officer effective 9/19/24. C.O. Dore will remain as a part-time Corrections Officer.

**AGENDA ITEM: Signatures on Six-month Certificate**

A Six-month certificate for Emmitt Gardner was signed as presented.

**AGENDA ITEM: Award Bid for Snow Removal**

An ad for RFP's was published in three local papers, posted on the Washington County website and posted on the Washington County Facebook page. Two bids were received. The By "US" Company submitted a bid for \$18,107.00 for a one-year contract. McGuire Seasonal Services submitted a bid for \$27,000.00 for a one-year contract or a 5% discount for a three-year agreement. With the recommendation of County Manager Renée Gray,

**\*MOTION\* Commissioner Crowley moved to award the snow removal bid to The By "US" Company as low bidder.  
(Crowley / Cassidy, 3-0)**

September 12, 2024

80

**AGENDA ITEM: Award Bid for Solid Waste Removal**

An ad for RFP's was published in three local papers, posted on the Washington County website and posted on the Washington County Facebook page. One bid was received from Ohio Brook Disposal for a monthly cost of \$700 per month. Casella (previously Mark Wright's Construction and Disposal) is currently providing solid waste removal for the County with a monthly cost of \$753.42 plus an additional energy and environmental fee. County Manager Renée Gray recommends the bid be awarded to Ohio Brook Disposal.

**\*MOTION\* Commissioner Crowley moved to award the solid waste removal services bid to Ohio Brook Disposal per County Manager Renée Gray's recommendation. (Crowley / Cassidy, 3-0)**

**AGENDA ITEM: Amendment to Meeting Minutes of November 4, 2021 per Auditor**

During the audit being performed for the fiscal year 2021, Auditor Stephen Hopkins noted there was no motion in the minutes to accept the final FY 2022 budget. Mr. Hopkins recommended the Commissioners make an amendment to those meeting minutes. He stated he is unsure at this point that the lack of an original motion would be grounds for an audit finding. Mr. Hopkins stated he would have to research this specific situation. If it turns out that there should have been a motion, then it would seemingly be better to have amended the original meeting minutes at a later date so that action could be outlined in the finding. The Commissioners asked the record to reflect that they certify the original meeting minutes of November 4, 2021 to approve the FY 2022 budget.

**AGENDA ITEM: 2023 Approved Carry Over Lines Reallocation**

The Treasurer's Office presented a request for the reallocation of the 2023 carry over lines for Deeds Office. The lines to be reallocated are Office Equipment (609-7313), Equipment/Furniture (609-7325), and Map Cabinets (609-7365). Jill Holmes is making this adjustment per the request of Register of Deeds Tammy Gay. Tammy explained that funds can go under her Equipment and Furniture line. As so recommended,

September 12, 2024

**\*MOTION\*** Commissioner Cassidy moved to approve the reallocation of the 2023 carry over lines as presented.  
(Cassidy / Crowley, 3-0)

81

**AGENDA ITEM: Personnel Policy Amendment**

County Manager Renée Gray presented an amendment to the personnel policy. She stated the policy for sick time has been that an employee will begin accruing sick leave during the introductory period but may not be used until the introductory period is successfully completed. Her recommendation is to amend the policy to allow sick time to be used, but "upon termination or resignation during this period, all accrued sick leave benefits are forfeited and any used sick leave will be deducted from final paycheck."

**\*MOTION\*** Commissioner Crowley moved to amend the personnel policy as presented. (Crowley / Cassidy, 3-0)

**AGENDA ITEM: County Manager's Report**

County Manager Renée Gray submitted a written report and is attached.

Renée reports:

- There are no updates from Armor Roof for the completion of the replacement of slates and the membrane repairs.
- Kone is still waiting for parts for the elevator repair work.
- The MMA risk pool inspection went well with only minor finds that will be corrected.
- Union negotiations are ongoing.
- A massive bee hive was removed from the Sheriff's Office building.

**AGENDA ITEM: Commissioner Issues and Comments**

Commissioner Gardner stated he serves as Treasurer for the MMA Risk Pool. He noted his concern that insurance rates are going to skyrocket due to inflation. Commissioner Gardner stated we need to

September 12, 2024

try to help with smart policy to be prepared for the increases that are coming. County Manager Renée Gray noted the good news is that Washington County has the lowest Worker's Compensation rate in the state.

82

**\*MOTION\*** Commissioner Crowley moved to go into Executive Session. Commissioner Cassidy seconded the motion which passed 3-0. It was 5:13 p.m.

**\*MOTION\*** The Commissioners declared themselves to have closed the Executive Session. It was 6:05 p.m.  
(Cassidy / Crowley, 3-0)

No decision.

ADJOURNMENT

6:05 p.m.

ATTEST:

\_\_\_\_\_  
Carla J.R. Manchester, Admin. Asst.

September 12, 2024

**83**