

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES  
MARCH 21, 2023

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: Fedler, O'Brien, Haff, Shaw, Rozell, Fisher

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Haff

SUPERVISORS: Henke, Hall, Nolan, Campbell, Skellie

Debra Prehoda, Clerk of the Board

Roger Wickes, County Attorney

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – February 21, 2023
- 3) Department Requests/Reports
  - A. Buildings & Grounds
    1. Updates on Ongoing Projects
  - B. Board of Elections
    1. Funds to Purchase 55 On Demand Poll Site Printers
    2. Quotes for the Purchase of New Voting Machines
  - C. County Attorney – Internship Discussion
- 4) Other Business
- 5) Adjournment

Chairwoman Fedler called the meeting to order at 10:39 A.M. in the Supervisors classroom Room B214, Municipal Center, Fort Edward.

Motion to accept the minutes of the February 21, 2023 meeting was moved by Mr. Shaw, seconded by Mr. Rozell, and adopted.

**DEPARTMENT REPORTS/REQUESTS:**

**BUILDINGS & GROUNDS** – Matt Jones, Superintendent of Buildings and Grounds, addressed the following items with the committee:

- **Updates on Ongoing Projects:** All projects that he has talked about in the last few months are moving along. Regarding the Town of Fort Ann and County highway barn are working on getting some easements for the sewer to go down through the National Grid line and have moved the salt shed to the west of the building. Just signed engineering contract for the Middle Falls barn. The Law Enforcement roof work starts April 3<sup>rd</sup> and have started some prep work already. Probably in the next month, the chillers and the last two roof top units will go out to bid.
- **County Parks:**
  - **Park Manager Position** – In 2019 could not find a Parks Manager so the Lauderdale Park Manager covered both parks and increased his salary, salary x 1.5. One Park Manager is not ideal and would like to go back to two Park Managers. The current Park Manager would return to doing just Lauderdale and he does have a couple of candidates (former lifeguards) for the manager position at Huletts. The salary would need to be adjusted for having two Park Managers and the parks each have their own budget accounts. The difference in salary for the county budget is an increase of \$4,150 for setting the Park Manager salary at \$8,000 at both parks. He proposes to cover the County increase with breakage and does not believe additional funding is needed. Need to recreate the Park Manager position for Huletts. Motion to move to the Personnel Committee creating the Huletts Park Manager position and amend the staffing pattern and move to the Finance Committee amending the Salary Schedule for the Park Manager position was moved by Mr. Fisher, seconded by Mr. Rozell and adopted.
  - **Condition of Buildings at Huletts Park** – A town of Dresden resident a few months ago addressed the Board of Supervisors over concerns with the condition of some buildings, roofs,

porches, railings, etc. He only budgets a small amount of funding for items/repairs at the park, \$4,000 annually. He did get quotes for materials for the roofing of shed and cabin, doors, railings, steps, bathroom floor and buoys that totals about \$15,000 worth of materials. Labor for the projects would be done with Buildings and Grounds employees. Requesting a budget amendment for the \$15,000 or he could use Buildings and Grounds funds and track the project within the Buildings and Grounds budget. He does feel there is merit to doing these projects and trying to get them done this year. The Superintendent stated you can either budget \$15,000 or the \$15,000 minus the \$4,000 = \$11,000 already budgeted for repairs. The Treasurer would like to see the cost in the park budget but you can move the funds from Buildings and Grounds to Huletts Park. Motion to move budget amendment from Buildings and Grounds account A. 1620 to Huletts Park A. 7110 in the amount of \$11,000 was moved by Mr. Hicks, seconded by Mr. O'Brien, and adopted.

- Cabin at Lauderdale Park – The County's contract with the State for leasing the park is up this year so in negotiations with the new lease will bring up the deteriorating/unsafe condition of the cabin.

BOARD OF ELECTIONS – Agenda items will be addressed at the April meeting.

COUNTY ATTORNEY – Roger Wickes, County Attorney, addressed the following item with the committee:

- Paid Internship Discussion – The County Attorney has an vacant attorney position for a year now and has not been able to fill the position or even get any applications for it. Asked if the Board would be willing to use some of the funding toward getting a paid legal intern over the summer. A legal intern if they work for government can go to court and act under the supervision of another attorney so it is pretty valuable experience for them. Might get second year student who might turn into a new attorney for the department. He has spoken with the Personnel Director who suggested putting on the Grade Schedule at a Grade 8. This would be for about ten to twelve weeks in the summer. With a paid intern you do not have to be connected to a particular school program and the private practice internships are all paid. Would need to establish the position title and place on the Grade Schedule. The funding for the position is already in his budget. Motion to move to the Personnel Committee creating the title and setting the salary for a paid internship was moved by Mr. O'Brien, and seconded by Mr. Rozell. Discussion. The County Administrator stated Grade 8 is extremely low for a position of that caliber. The Personnel Director recommended Grade 8 because it is about half of what the entry-level attorney would make. The County Administrator recommends a Grade 12 or 13 and this can be discussed more prior to the Personnel meeting. The motion to move to the Personnel Committee creating the title and setting the salary for a paid internship was moved by Mr. O'Brien, seconded by Mr. Rozell and adopted.

#### OTHER BUSINESS:

Purchasing Policy – The County Administrator stated last month the committee agreed on a cap of \$20,000 for best value. In talking to departments it seems there are other opportunities to use best value with items higher than \$20,000. The best value we are looking to adopt in the County is for us to be able to look at cooperatives that are there with bids that have already been done and awarded and with best value in our policy allows the County to be able to look at those awards. Not looking to put bids out at the County level including best value language. Just looking to expand our options and get the best prices. The example of a wheel loader purchased off State contract was used to show if the County had best value the purchasing cooperative price was \$11,900 less. A lot the state bids are now using best value. Recommending to change the policy to incorporate the fact that if something was awarded best value that it is brought to committee if it is \$50,001 or more it will come to committee for approval and that there

would be the option shown to the committee so that you can see it is the lower price. Motion to remove the \$20,000 best value cap and anything over \$50,001 purchased with best value would come back to committee and the full Board for approval was moved by Mr. O'Brien, seconded by Mr. Shaw and adopted.

The meeting adjourned at 11:13 A.M.

*Debra Prehoda, Clerk*  
*Washington County Board of Supervisors*