

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES  
AUGUST 31, 2022

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: Fedler, O'Brien, Hicks, Rozell, Wilson-zoom

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Haff, Fisher

SUPERVISORS: Hall-zoom, Henke, Shaw, Nolan, Campbell, Skellie, Hogan, Clary, Griffith

Debra Prehoda, Clerk of the Board

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Melissa Fitch, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – July 19, 2022
- 3) Department Requests/Reports
  - A. County Attorney – Request to change Secretary to County Attorney from 35 Hours per Week to 40 Hours a Week
  - B. County Clerk – Amend Budget .4 to .2 to Purchase Passport Camera \$1,749
  - C. Buildings & Grounds
    1. Law Enforcement Center RTU 5/6 Engineering Proposal
    2. St. Paul's (River St.) School Roof Replacement Engineering Proposal
    3. Create Budget Lines for Fort Ann & Middle Falls Projects
    4. Permission to Spend \$500 Budgeted for B&G Safety Days
    5. Municipal Building Chiller Replacement Engineering Proposal
    6. Valmet Property Discussion (Demo Trailer)
  - D. County Administrator
    1. Workers Compensation & Disability Contract Renewal
    2. Labor Attorney Contract Renewal
- 4) Other Business
- 5) Adjournment

Chairwoman Fedler called the meeting to order at 11:18 A.M. in the Supervisors classroom Room B214 and via zoom.

A motion to approve the minutes of July 19, 2022 meeting was moved by Mr. Rozell, seconded by Mr. Hicks, and adopted.

**DEPARTMENT REPORTS/REQUESTS:**

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

- Request to Change Hours of Secretary to County Attorney from 35 hours per week to 40. Just hired a new person and requesting to make the change to 40 hours per week now rather at budget time because the workload is there and he has breakage in his budget to cover the cost. Most of the rest of the county is working 40 hours per week and DSS that he works closely with work 40 hours a week and he needs people here when they are here. Most comparable positions work 40 hours a week and that was a reason for the prior employee leaving to go to another department with a 40 hour work week. Motion to increase the hours of the Secretary to the County Attorney from 35 hours per week to 40 hours per week and forward to the Personnel Committee for consideration was moved by Mr. Hicks, seconded by Mr. O'Brien, and adopted.

COUNTY CLERK – Stephanie Lemery, County Clerk, addressed the following item with the committee:

- Budget Amendment – Requesting a budget amendment to move \$1,749 from contractual account A.1410.4030.01 Office Supplies Other to equipment A.1410.2010 Office Equipment to replace an aging, failing camera purchased in 2005 for passport photos. Motion to approve budget amendment transferring funds, \$1,749, within the department's budget to replace an aging camera used to take passport and pistol permit photos and forward to the Finance Committee for consideration was moved by Mr. O'Brien, seconded by Mr. Wilson and adopted.

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

- Law Enforcement Center RTU 5/6 Engineering Proposal – In the Capital Plan scheduled for this year is to start the engineering on the last two roof top units at the Law Enforcement Center, these are the smallest ones units 5 and 6. Currently unit #6 can only be used for cooling because the heat exchangers are cracked. The proposal for the engineering is in the amount of \$13,000. Motion to move Capital Project engineering proposal for Law Enforcement roof top units to the Finance Committee was moved by Mr. O'Brien, seconded by Mr. Wilson and adopted.
- St. Paul's (River St.) School Roof Replacement Engineering Proposal – The roof is at the end of its life, leaking and needs to be replaced. The proposal for the engineering to replace that roof is \$18,000. Motion to move St. Paul's (River St.) School roof replacement engineering proposal to the Finance Committee for consideration was moved by Mr. O'Brien, seconded by Mr. Wilson and adopted.
- Create Budget Lines for Fort Ann & Middle Falls Projects – Need to start creating the budget lines within the Capital Project for the Fort Ann and Middle Falls barns. Getting ready to finish the contract with LaBella for the Fort Ann barn and will need a budget line and funds allocated proposing \$500,000 for Fort Ann and \$250,000 for Middle Falls, to start paying them and also have a bill from the Easton Planning Board for the Middle Falls barn project. Motion to move creating budget lines and budgeted amounts for the Fort Ann and Middle Falls barn projects to the Finance Committee for consideration was moved by Mr. Wilson, seconded by Mr. O'Brien, and adopted.
- Permission to Spend \$500 of Budgeted Funds for B&G Safety Days and also waive the rules to allow purchase of food. Motion to authorize expenditure of budgeted funds for B&G Safety days food/refreshments was moved Mr. Wilson, seconded by Mr. O'Brien and adopted.
- Municipal Building Chiller Replacement Engineering Proposal – One of the two chillers in the Municipal Center went down and recommends replacing. The engineering proposal to replace the chiller is \$12,100. Motion to move Municipal Building chiller replacement engineering proposal to the Finance Committee for consideration was moved by Mr. O'Brien, seconded by Mr. Wilson and adopted.
- Valmet Property Discussion (Demo Trailer) – The Superintendent stated the old Valmet trailer behind the Jail that was used for the meals on wheels program is no longer usable due to the deteriorating unsafe condition of the building should be demolished. The Capital Project workgroup has discussed removal of this trailer. The goal is to first remove the trailer and eventually put another building there that would serve the meals on wheels program at one end who is currently at Burgoyne but will have to move once Public Health is in that space and the remainder of the building would be a mass storage area for Buildings and Grounds, Public Safety and DPW. First step is to get estimates to demo the trailer and the hazmat survey has already been done. Motion to go out and seek an estimate on the cleanup costs for the demolition of the Valmet trailer was moved by Mr. Wilson, seconded by Messrs. Rozell and O'Brien. Discussion. The Treasurer stated this is on the five-year capital plan and it will be a cost in the capital plan capital projects. The motion was adopted.

**COUNTY ADMINISTRATOR** – Melissa Fitch, County Administrator, addressed the following items:

- Workers Compensation & Disability Contract Renewal – The County has a contract with Benetech for workers compensation third-party administration that is due to expire. They have submitted a new contract with a two percent increase for the workers compensation administration for the next three years and also a two percent increase for the next three years for the disability services which they also administer. Motion to request a waiver from Procurement Policy to renew the Workers Compensation and Disability contract with Benetech for the next three years was moved by Mr. Hicks,

seconded by Mr. O'Brien, and adopted.

- Labor Attorney Contract Renewal – Mr. Paltrowitz is the attorney involved in labor contract negotiations and handles some of the labor issues. He has submitted a contract with a \$3,600 increase for 2023 and then a zero percent increase in 2024 and 2025. Motion to waive the Procurement Policy and renew Labor Attorney services contract was moved by Mr. O'Brien and seconded by Mr. Wilson. Discussion. The \$3,600 is a 7.5% increase from his current contract; going from \$48,000 to \$51,600. The motion was adopted.

#### OTHER BUSINESS:

REAL PROPERTY – Laura Chadwick, Director, addressed the following items:

- Newly passed legislation increased the income limits for seniors and people disabled with limited incomes. Current levels are \$24,000 to \$32,000 state increased to \$50,000 to \$58,000.
- State passed legislation that all taxpayers that could be eligible for a senior citizen exemption should be notified 30 days prior to taxable status date of March 1st. Assessors send out renewals in December, the tax bill in January has a notification on it and the school bill has a notification. This change results in increased mailing costs to the towns.
- Budget Amendment – Needs to order envelopes for the town and county tax bills. Just had to order for school bills and the price has increased from \$1,811.25 and took anywhere from three to four weeks to get the special order envelopes used and now the price has gone up to \$6,000 and it takes about two and half to three months to get the envelopes. Only has \$8,500 in the department's office supply budget and requesting a budget amendment to that account in the amount of \$6,000. Motion to amend budget increasing office supplies \$6,000 from contingency and forward to the Finance Committee was moved by Mr. Wilson, seconded by Mr. O'Brien and adopted.
- Towns in reval need to apply for your state aid and the Assessors have been notified; towns of: Fort Edward, Dresden, Jackson, Salem, and Easton. The town of Easton has several lawsuits and there is nothing in the GAR contract that they have to attend Article 78 hearings. Should contact GAR if additional information is needed.
- Completed a submittal for state aid that she was not aware of for county assessment services that they provide.
- The Director has budgeted trainings coming up in October.
- Real Property had space in the building with Public Health for a display at the Washington County Fair.

TREASURER – Al Nolette, County Treasurer, addressed the following item:

- Tomorrow is the measurement date for the due county amounts and will have them available at the Finance meeting. Noted that this is the most small claims and Article 7's he has seen in his career.

The meeting adjourned at 11:56 A.M.

*Debra Prehoda, Clerk  
Washington County Board of Supervisors*