

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – January 11, 2011 – 1:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, January 11, 2011, at 1:00 p.m., at the county courthouse, 62 Union Street, Rockland, Maine. A member of the administrative staff was present to record the minutes of the meeting.

Commission members present were: Carol L. Maines, Commissioner District #1, Richard L. Parent, Jr., Commissioner District #2, and Roger A. Moody, Commissioner District #3.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Candice Richards, Chief Deputy Tim Carroll, EMA Director Ray Sisk, Communications Director Linwood Lothrop, Jail Administrator John Hinkley, Airport Manager Jeff Northgraves, and Sheriff Donna Dennison.

Others present: Lawrence Nash, Budget Committee member and resident of Union; Barry Norris of Union; and Mr. and Mrs. Robert Grierson.

Regular Meeting – Agenda Tuesday – January 11, 2011 – 1:00 p.m.

- I. 1:00 Meeting Called To Order**
- II. 1:05 Public Comment** - Public Comment during other portions of the meeting will only be granted by permission of the chair.
- III. 1:20 Election of Officers**
 1. Elect Chair for 2011.
 2. Elect Vice-Chair for 2011.
 3. Elect Representative for 2011 to:
 - i. MCCA
 - ii. MCCA Risk Pool
 - iii. KWRED
 - iv. EMDC
 - v. CLEO
- IV. 1:30 Consent Items**
 1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Special Commission Meeting of November 17, 2010.
 - iii. Monthly Written Departmental Reports.
 - iv. Reserve Withdrawals.
 - v. 2010 Budget Line Transfers.
- V. 1:35 Action Items**
 1. Act on Award of 2011 TAN Bid.
 2. Authorize the County Administrator to Sign Documents Associated with the 2011 FAA's AIP Grant Packages.
 3. Act to Approve the FY 12 & FY 13 Jail Budgets and to Submit to the Board of Corrections for Their Approval.
 4. Act to Authorize the Expenditure of Funds from the Knox Regional Communications Center (KRCC) Surplus Account for the Benner Hill Tower Replacement Project.
 5. Act to Authorize Expenditures from the Building Reserve Account.
- VI. 1:45 Discussion Items**
 1. Update on County Prescription Drug Program
 2. Discuss Commission Meeting Minutes Format
- VII. 1:55 Other Business**
- VIII. 2:00 Adjourn**

I. Meeting Called to Order

County Administrator Andrew Hart called the January 11, 2011 regular meeting of the Knox County Commission to order at 1:00 p.m.

II. Public Comment

County Administrator Andrew Hart asked for public comment.

Lawrence Nash asked to speak. He stated that he was a resident of Union and that he had a few things to address. He had attended most of the budget meetings. He had asked for copies of everything that the Budget Committee and Commissioners received during the process but was denied getting what he

wanted. He had brought in a ream of paper so that the County could not blame this on lack of resources. As a newly elected member of the Budget Committee (*his term began on January 1st*), he was upset that he was not given the opportunity to be sworn in with the new commissioner. He was also unhappy that the County website had not been updated since December. His last comment was that the County shouldn't have built \$25,000 for compensation/job study into the 2011 budget because if the County was hiring an HR director, that should be their job to do that.

Sheriff Donna Dennison stated that she wanted to recognize a corrections officer, Robert Grierson, who had been a County employee for approximately 10 years and had retired at the end of 2011. She stated that he was very devoted to both his family and his community. He had served in the Army and worked for the Marine Corp for 32 years. In the past, Mr. Grierson had also been a constable, animal control officer, Lions Club member, a member of the Masons, a selectman, and is currently the deputy fire chief for South Thomaston. She presented Mr. Grierson with a plaque in recognition of his years working for the County.

III. Election of Officers

1. Elect Chair for 2011

County Administrator Andrew Hart asked for nominations for Commission Chair.

- Commissioner Richard Parent nominated Commissioner Roger Moody to serve as Commission Chair for 2011. Commissioner Carol Maines seconded the nomination. A vote was taken with two in favor, with one abstaining (Commissioner Roger Moody).

2. Elect Vice-Chair for 2011

Commissioner Roger Moody asked for nominations for Vice-Chair.

- Commissioner Carol Maines nominated Commissioner Richard Parent to serve as Commission Vice-Chair for 2011. Commissioner Roger Moody seconded the nomination. A vote was taken with two in favor, with one abstaining (Commissioner Richard Parent).

3. Elect Representative to MCCA, MCCA Risk Pool, KWRED, EMDC and CLEO for 2010

There was a very short discussion of what board was which commissioner was currently already serving on each board. They also discussed the meeting schedules for said boards. It was decided for the time being, to keep Commissioners Parent and Moody as serving on the boards they are currently serving as much work is already in process. It was suggested that Commissioner Maines was welcome to attend any of these boards to see where her interests my lie in the future. Changes could be made later in the year if desired.

- MCCA – Commissioner Roger Moody
- MCCA Risk Pool - Commissioner Roger Moody
- KWRED - Commissioner Roger Moody
- EMDC - Commissioner Roger Moody
- CLEO - Commissioner Richard Parent

- Commissioner Carol Maines nominated Commissioner Roger Moody to continue serving as Commission representative to the MCCA, MCCA Risk Pool, KWRED, and EMDC. She also nominated Commissioner Richard Parent to serve as the Commission representative to the CLEO board. Commissioner Roger Moody seconded both nominations. A vote was taken with all in favor.

IV. Consent Items

1. Approve Consent Items as Presented:

- i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
- ii. Minutes of Special Commission Meeting of November 17, 2010.
- iii. Monthly Written Departmental Reports.
- iv. Reserve Withdrawals.
- v. 2010 Budget Line Transfers.

- A motion was made by Commissioner Richard Parent to approve the consent items as presented. The motion was seconded by Commissioner Carol Maines . A vote was taken with all in favor.

Reserve Withdrawals:

Airport Terminal Building	46160814660	\$23,535.25
Airport Computer	46160814600	\$2,350.91
Building	20000812655	\$3,908.00
Legal Expense	20000812650	\$7,475.19
Sheriff Vehicles	20000812770	\$5,966.05

Sheriff Computer	20000812760	\$1,139.96
	Total	\$44,375.36

2010 Budget Line Transfers:

**From:
AIRPORT**

To:

Uniforms	416005-55405	\$573	Office Supplies	416005-55335	\$400
Equipment- Copiers	416004-54570	\$100	Dues & Registration	416004-54515	\$100
Electricity	416004-54555	\$400	Small Tools	416005-55610	\$173
Plumbing	416004-54615	\$53	Telephone	416004-54315	\$400
			Heating	416004-54610	\$53

BUILDING MAINTENANCE

Ground Maintenance	006004-54590	\$1,312	Plumbing Repairs	006004-54615	\$12
Auto Mileage	006004-54105	\$25	Elevator Repairs	006004-54605	\$1,511
Signs	006005-55710	\$1,312	Equipment Repairs	006004-54575	\$278
			Building Repairs	006004-54595	\$848

COMMUNICATIONS

Stipends	518003-53860	\$2,000	Office Supplies	518005-55335	\$78
Health Insurance	518003-53910	\$4,806	Equipment Rental	518004-54570	\$135
Meals	518004-54110	\$200	Radio Repairs	518004-54580	\$3,382
			Holiday Overtime	518003-53805	\$146
			Computer Supplies	518005-55385	\$117
			Training & Seminars	518004-54545	\$92
			Repairs Other	518004-54780	\$56

DEEDS

Copy Machine	009005-55345	\$155	Flexible Benefits	009003-53950	\$25
			Equipment Repairs	009004-54575	\$130

DISTRICT ATTORNEY

Drug Analysis	003004-54025	\$1,539	Computer Repairs	003004-54585	\$206
			Statutes & Reference	003005-55510	\$991
			Computer Consultant	003004-54051	\$314
			Equipment - Copier	003004-54570	\$28

EMA

Copy Machine Supplies	002005-55345	\$43	Computer Supplies	002005-55385	\$43
-----------------------	--------------	------	-------------------	--------------	------

EXECUTIVE

Computer Supplies	004005-55385	\$644	Labor Relations	004004-54050	\$106
			Equipment Rental	004004-54570	\$141
			Mileage Reimbursement	004004-54105	\$134
			Postage	004004-54520	\$130
			Overtime	004003-53800	\$133

DEEDS

Copy Machine	009005-55345	\$131	Equipment Repairs	009004-54575	\$131
--------------	--------------	-------	-------------------	--------------	-------

FINANCE

Office Supplies	005005-55335	\$217	Telephone	005004-54315	110
Copy Machine Supplies	005005-55345	\$131	Health Insurance	005003-53910	238

PROBATE

Binding & Rebinding	010004-54660	\$300	Statutes & Reference	010005-55510	1107
Books & Subscriptions	010005-55505	\$173	Equipment – Copier	010004-54570	6
Copy Machine	010005-55345	\$300	Attorney – Appt. Guard.	010004-54680	1405
Airline	010014-54690	\$450			
Transcripts	010004-54080	\$750			
Computer Repairs	010004-54585	\$545			

SHERIFF

Auto Repairs	011004-54655	\$948	Auto Supplies	011005-55310	1000
Copy Machine Repairs	011004-54572	\$300	Other, Toll, Fees	011004-54120	100
Office Supplies	011005-55335	\$127	Equipment Rental	011004-54570	306
Training & Seminars	011004-54545	\$356	Training Supplies	044005-55375	150
Computer Repairs	011004-54585	\$1,930	Auto Mileage	011004-54105	7
K-9 Contractual	011004-54740	\$1,660	Lodging	011004-54115	80
			Dues & Registration	011004-54515	149
			Gas, Oil Grease	011004-54650	3529

Total:	\$21,480
--------	----------

Total:	\$21,480
--------	----------

V. Action Items

1. Act on Award of 2011 TAN Bid.

Bids for the \$3,534,000.00 2011 Tax Anticipation Note (TAN) were received by the Knox County Administration Office and opened on Friday, January 7th at 2:00 p.m.

Below are the bid results:

Bidder	Interest Rate	Potential Interest
Camden National Bank	1.51 %	\$48,323.52
Machias Savings Bank	1.76 %	\$55,552.54
The First	1.82 %	\$57,446.00
Bar Harbor Bank & Trust	2.09 %	\$66,884.87

County Administrator Andrew Hart explained that Camden National Bank had the lowest bid for at an interest rate of 1.51%, and he therefore recommended awarding the bit to Camden National Bank. Also below is the voting language approved by the Commission and signed by County Administrator Andrew Hart:

**KNOX COUNTY, MAINE
VOTE OF COUNTY COMMISSIONERS
AUTHORIZING TAX ANTICIPATION BORROWING**

IT IS HEREBY VOTED:

That, pursuant to 30-A M.R.S.A. §932, the Finance Director is hereby authorized and empowered to borrow, at one time or from time to time during the fiscal year ending December 31, 2011, singly or in series, an amount or amounts not exceeding \$3,534,000 in anticipation of the collection of receipts from taxes, such borrowing to be evidenced by the issuance of the County’s tax anticipation notes (the “Notes”).

That following a solicitation of bids, the County Commissioners award the winning bid to Camden National Bank (the “Bank”), and direct that the Notes shall be issued to the Bank on an “as needed” basis, with an interest rate of 1.51% to mature on or before December 31, 2011.

That the Notes shall be signed in the name of and on behalf of the County by the Finance Director and countersigned by at least a majority of the County Commissioners, attested to by the County Administrator, and shall be payable at maturity out of money raised by taxation during the fiscal year ending December 31, 2011, and shall contain such terms and provisions, not inconsistent herewith, and be in such form as shall be approved by the officers and officials signing the same, which approval shall be conclusively evidenced by their execution thereof.

That the Finance Director, to the extent permitted and available under the Internal Revenue Code of 1986, as amended (the “Code”) be and hereby is authorized to designate the Notes as qualified tax-exempt obligations for purposes of Section 265(b) of the Code.

That the Finance Director be and hereby is authorized to covenant with the Bank, in the name of an on behalf of the County, that the County shall take whatever steps, including filing any reports and rebating any excess earnings, as may be required by federal law, and shall refrain from taking any action, as may be necessary or appropriate to ensure that interest on the Notes will remain exempt from federal income taxes.

That the officers and officials executing the Notes be and hereby are individually authorized to covenant, certify, and agree, in the name of and on behalf of the County and for the benefit of the holders of the Notes, that the County will file any required reports, make any annual financial or material event disclosure, and take any other action that may be necessary to ensure that the disclosure requirements imposed by Rule 15c2-12 of the Securities and Exchange Commission, if applicable, are met.

That the Finance Director, County Commissioners, and County Administrator be and hereby are authorized and empowered on behalf of the County to undertake all such acts and things and execute and deliver all such documents and certificates as may be necessary or convenient in connection with the issuance, sale, execution, and delivery of the Notes.

That if the Finance Director or County Administrator are for any reason unavailable to approve and execute the Notes or any related documents, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had himself/herself performed such act.

- A motion was made by Commissioner Richard Parent to award the 2011 Tax Anticipation Note bid to Camden National Bank for an interest rate of 1.51%, to approve the Authorizing Tax Anticipation Borrowing pursuant to 30-A, authorize the county administrator to sign the Authorizing document, and for commissioners, the administrator, and the finance director to sign the TAN documents as soon as the documents are received by the County Administrative Office. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

2. Authorize the County Administrator to Sign Documents Associated with the 2011 FAA's AIP Grant Packages.

Airport Manager Jeff Northgraves explained the Airport Improvement Project grant packages come in quickly and that they have a very short turn around time for getting the documents back out to the FAA. Every year he asks for the county administrator to authorized to sign the grants because it ensures that the County meets the very tight deadlines.

- A motion was made by Commissioner Richard Parent to authorize the county administrator to sign all documents associated with 2011 FAA AIP Grant packages. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

3. Act to the FY 12 & FY 13 Jail Budgets and to Submit to the Board of Corrections for Their Approval.

Statute requirement that the commission approve the jail budget before it goes to the BOC. First year we've done a multi-year budget. They used the growth factor 2.84% which the county uses anyway, so each county's jail budget now uses its own county's growth factor increase. Will use the same for the 2013 because we don't know yet what the growth factor will be. The process has become more streamlined and using the LD1 formula establishes existing statute authority. The major felt it will make the budgeting process much less cumbersome and hopes the BOC will stick to this process.

- A motion was made by Commissioner Carol Maines to approve submitting the expenditures in the FY 12 and FY 13 Jail Budgets to the Board of Corrections as presented (FY12 \$3,817,834 / FY13 \$3,909,414). The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

4. Act to Authorize the Expenditure of Funds from the Knox Regional Communications Center (KRCC) Surplus Account for the Benner Hill Tower Replacement Project.

Communications Director Linwood Lothrop explained that he was asking to spend \$40,000 out of the Dispatch Surplus account to replace a tower on Benner hill. The County has been working on the radio infrastructure for the past few years. Site reviews are being conducted to make sure it's capable of supporting the structure. The current tower was inspected and is in very poor condition. It would be better to completely replace the tower than to patch it and only have it last another year or two. It needs to be replaced with a heavier duty tower of a higher grade that would support the infrastructure. It would also allow for future expansion of the site. This is the key control point for the communications system and the whole updating of the project cannot move forward with the possibility that it might fail any minute. Replacing it now will reduce maintenance costs in the future. There is currently \$44,886 in the dispatch surplus. The cost of tearing down the old tower is included in the \$40,000.

- A motion was made by Commissioner Richard Parent to authorize the expenditure not to exceed \$40,000 out of the Dispatch Surplus account for the Benner Hill Tower replacement project. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

5. Act to Authorize Expenditures from the Building Reserve Account.

- A motion was made by Commissioner Richard Parent to authorize expenditures from the building reserve account. The motion was seconded by Commissioner Carol Maines.

County Administrator Andrew Hart explained that this agenda item was for the project at 301 Park Street. There had previously been a discussion of the County possibly digging a trench to 327 Park Street from 301 Park Street for communications cables, but the wetland permitting evaluation had been done and Bill at Gartley & Dorsky didn't think the trench would be necessary because the County would end up digging the trench on the higher ground if at all, and that's not a wetland area anyway. Administrator Hart stated that since the expense was no longer necessary, he didn't need to seek authorization from the Commission.

- Commissioner Richard Parent withdrew his motion. Commissioner Carol Maines withdrew her second of the motion as well.

VI. Discussion Items

1. Update on County Prescription Drug Program.

EMA Director Ray Sisk handed out a press release to the commissioners which had already been reviewed by the county administrator. The County provides the discount program through NACo. The Commission is traditionally updated on the statistics in the EMA Director's monthly reports but it is also helpful to have a yearly review. About 2/3rds of the people trying to use the cards are saving money by using it.

- Program has been in place and managed by EMA since February of 2008.
- The Nov, 2010 report (latest available) shows 1563 users have saved \$43,820.83 since program inception. Overall program cost to county has been less than \$100 + staff time.
- Overall savings averaging 24.98% or 13.46 since program inception.
- 64.76% of persons attempting to use the card see a discount (program lifetime average)
- Participation in the 12 month period ending Nov 10 increased 160% over the preceding 12 month period (826 users vs 518 users) Savings increased 146% (\$22,196 vs \$15,210)
- Statewide, 16,101 users saving an average of \$9.58/Rx ; 60.48% Success rate

Cumberland, Franklin, Kennebec (new in Oct '10), Penobscot Somerset & Waldo Counties also participate:

- Penobscot County most prolific user starting in July of '06 savings to date \$160,065 and 9316 users (58.31% success rate at average of \$8.14/Rx)
- Franklin Oldest using the program since Nov '05 Total savings of \$59,774 with 3368 users (59.51% success rate at average of \$9.09/Rx)
- Cumberland Nov '07 total savings \$28,005 with 696 users (70.06% success rate at average savings of \$18.76/Rx)
- Somerset Nov '07 total savings of \$4,167 with 257 users (62.57% Success rate at average savings of \$7.88/Rx)
- Waldo Dec '08 total savings of \$21,048 with 879 users (72.3% success rate at average savings of \$18.04/Rx)

Director Sisk stated that a vote from the Commission in support of the program would be welcome. He also asked them to help inform the community whenever possible.

- A motion was made by Commissioner Carol Maines to support the Knox County Prescription Drug Program. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

2. Discuss Commission Meeting Minutes Format (A. Hart).

County Administrator Andrew Hart has been discussed at previous meetings. The length and content and amount of time spent working on the minutes were discussed. The Organizational Study had recommended outsourcing minutes but that did not seem to be a viable option. Administrative Assistant Candice Richards will continue with the method she has established in the last couple months to shorten them and this can be discussed at a later date if the Commission wished to make any other changes to the format.

VII. Other Business

Rearranging Desks

Commissioner Roger Moody suggested rearranging the commissioners' desks to allow the commissioners to be able to see and speak to each other more easily. County Administrator Andrew Hart stated that he would see what could be done.

Knox County Website

Commissioner Carol Maines expressed some concern regarding the County website not being updated since December. It was explained that the employee who had previously had that job function no longer worked for the County. Most of the information that is time sensitive is emailed out on a regular basis so it was unlikely that the County calendar not being updated would cause anybody any problems. A new website is currently being developed which will be more user friendly to the department heads so they can update their information themselves on a regular basis. The lack of updated meeting/calendar schedules on the current website is only temporary and should be of short duration.

Change Regular Meeting for February

Due to a scheduling conflict for one of the commissioners, the Regular Commission meeting for February, which would normally be on the second Tuesday of the month (which would be February 8th) was rescheduled to the following day, on Wednesday, February 9th, at 2:00 p.m.

VIII. Adjourn

- A motion was made by Commissioner Richard Parent to adjourn the meeting. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

The meeting adjourned at 2:49 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on February 9, 2011.