

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – October 9, 2012 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, October 09, 2012, at 2:00 p.m., at the county courthouse, 62 Union Street, Rockland, Maine.

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

County staff present included: County Administrator Andrew Hart, Administrative Assistant Candice Richards, Systems Administrator Mike Dean, Communications Director Linwood Lothrop, Finance Director Kathy Robinson (*left at 2:58 p.m.*), Airport Manager Jeff Northgraves, Sheriff Donna Dennison (*left at 2:59 p.m.*), and EMA Director Ray Sisk (*left at 2:58 p.m.*).

Others in attendance: Joseph Cuetara, Senior Vice President at Moors & Cabot Investments, HR Consultant Laurie Bouchard (*left at 3:12 p.m.*), Bane Okholm of the *Courier Gazette*, Holly Edwards of the *Penobscot Bay Pilot*, and Steve Betts of the *Bangor Daily News* (*arrived at 2:10 p.m., left before 2:59 p.m.*).

Regular Meeting – Agenda

Tuesday – October 9, 2012 – 2:00 p.m.

- I. **2:00 Meeting Called To Order**
- II. **2:01 Public Comment** - Public Comment during other portions of the meeting will only be granted by permission of the chair.
- III. **2:16 Discussion Items**
 1. Discussion of Knox County's Bond Rating and Bond Bid with Joseph Cuetara, Senior Vice President at Moors & Cabot Investments.
- IV. **2:35 Consent Items**
 1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Regular Commission Meeting of September 11, 2012.
 - iii. Minutes of Special Commission Meeting of September 19, 2012.
 - iv. Monthly Written Departmental Reports.
 - v. Reserve Withdrawals.
 - vi. Budget Line Transfers.
- V. **2:40 Action Items**
 1. Act to Award Snow Removal and Sanding Bid.
 2. Act to Approve the Amended Job Evaluation and Salary Administration Policy.
- VI. **3:00 Discussion Items**
 1. Update on Knox County Public Safety Building Project.
- VII. **3:20 Other Business**
- VIII. **Adjourn**

I. Meeting Called to Order

Commission Chair Roger Moody called the regular meeting of the Knox County Commission to order at 2:00 p.m.

II. Public Comment

Commissioner Roger Moody asked for public comment.

EMA Director Ray Sisk asked to update the Commission on something that was not on the agenda. He said that as he had noted in his monthly report, there would be a large-scale exercise going on this coming weekend. He briefly gave a synopsis of the exercise to take place, which involved numerous agencies as well as some volunteers who would be acting as accident victims. The exercise is designed to help the agencies improve working together in the event of a plane crash in Penobscot Bay. The Pen Bay Medical Center is also participating by having their exercise for large influx of injured at the same time. A cruise ship (not part of the exercise) will be coming into Rockland Harbor during the exercise, but the people running the cruise ship already know this is just an exercise and the harbor master is helping keep track so the cruise ship and exercise participants aren't in each other's way.

III. Discussion Items

1. Discussion of Knox County's Bond Rating and Bond Bid with Joseph Cuetara, Senior Vice President at Moors & Cabot Investments.

Administrator Hart explained that Joseph Cuetara was in attendance at this meeting to present the information on the Bond rating and the Bond bid and to answer questions. Mr. Cuetara provided a presentation packet to the Commission for them to follow along with him as he did an overview of the process that Moors & Cabot followed on behalf of the County. Some of the things Mr. Cuetara reviewed:

- Chronology
- Bond Financing Bid results
- Costs of borrowing (effective net cost \$6,302.34 / effective "out of pocket" on Oct 1, 2012 \$8,602.32). A lot of banks won't loan money for more than 10 years so the interest rate would have cost the County a lot more than it did doing by financing through Moors & Cabot. A bond bank would have done it for more than ten years, but would have charged more for it.
- Long-term ratings (both Moody's and Standard & Poor's)

Other points Mr. Cuetara noted:

- The County needed money so Moors & Cabot loaned it to the County. The County will be paying it back over the next 15 years.
- No budgetary impact on the 2012 budget so there is still time to budget for 2013.
- There is a separate bond for each year.
- Knowing the County's national bond rating now, will help the County get better interest rates later on when going out to bid on Tax Anticipation Notes.
- Bond ratings are good for 15 years but can be adjusted if something happens. These Investors Services agencies are required every 2 or 3 years to review the County and show that the rating is accurate on the County's credit.

IV. Consent Items

1. Approve Consent Items as Presented:

- i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
- ii. Minutes of Regular Commission Meeting of September 11, 2012.
- iii. Minutes of Special Commission Meeting of September 19, 2012.
- iv. Monthly Written Departmental Reports.
- v. Reserve Withdrawals.
- vi. Budget Line Transfers

- A motion was made by Commissioner Carol Maines to approve the consent items as presented. The motion was seconded by Commissioner Moody.

Commissioner Maines asked Sheriff Dennison about a reference in the Sheriff's monthly report regarding Detective Walker spending a large amount of his time doing polygraph exams for the County and other agencies. Sheriff Dennison explained that Detective Walker has been busy helping with the hiring process for new jail employees. He also does polygraph tests for the DA's office but doesn't

charge them for tests done as part of investigations. He can charge other agencies or Counties if they need it as part of a hiring process. He has had to limit the number of tests he does because he has a lot of other work that needs to get done. The Sheriff was asked how much money had been made so far from doing this, but she didn't know the figure offhand.

Commissioner Maines asked Sheriff Dennison if she found an adult education teacher to replace the one that just retired. Sheriff Dennison said that she did not have anyone yet. When asked if the person who had just retired had been working full-time, Sheriff Dennison said that it was not a full-time job and that the previous person worked around 20 hours a week.

Commissioner Maines asked Communications Director Lothrop regarding a comment in his report about the Communications Executive Board bylaws needing to be reviewed by legal counsel. There was some confusion about whether the Communications budget should be reviewed and approved by the Executive Board vs. the Budget Committee since the KRCC budget is funded through user fees and not assessed taxes. The Executive Board was not trying to in any way remove the Commission from the process. Administrator Hart noted that the Executive Board had asked him to send their questions for legal review. He has not yet received the attorney's response to those questions. The bylaws were written before the Knox County Charter was adopted and do not say anything about the Budget Committee having any review authority over the Communications budget.

Commissioner Moody asked Airport Manager Northgraves about a statement in last month's airport report that there seemed to be a lack of flights coming in. Manager Northgraves explained that Cape Air would fly more aircraft to meet the demand but they are only subsidized for five flights a day, so if they fly more flights than that a day, they either have to charge extra fees to balance out the cost or eat the cost themselves for flying non-subsidized flights.

- A vote was taken with all in favor.

2012 Reserve Withdrawals:

Courthouse Maintenance & Renovations	200008-12680	\$3,400.00
Deeds Surcharge	200008-12740	\$5,089.21
Legal Expense	200008-12650	\$3,077.83
	Total	\$11,567.04

2012 Budget Line Transfers:

FROM:

TO:

ADMINISTRATION & IT

Health Insurance	004003-53910	\$5,500	Systems Administrator	004003-53049	\$3,483
Consultant	004004-54015	\$1,214	Labor Relations	004004-54050	\$381
Computer Consultant	004004-54051	\$9,000	Legal	004004-54055	\$3,835
Lodging	004004-54115	\$301	Meals	004004-54110	\$16
Other, Tolls	004004-54120	\$50	Dues & Registration	004004-54515	\$290
Training & Seminars	004004-54545	\$1,940	Equipment	004007-57335	\$10,000

AIRPORT

Training	416004-54545	\$300	Cleaning Supplies	416005-55315	\$500
Hangar Owner Electric	416004-54750	\$800	Dues & Registration	416004-54515	\$300
Gas	416004-54650	\$1,000	Maintenance Supplies	416005-55325	\$1,200
			Office Supplies	416005-55335	\$100

DISTRICT ATTORNEY

Office Supplies	003005-55335	\$609	Other, Tolls	003004-54120	\$12
			Liability Insurance	003004-54425	\$78
			Postage	003004-54520	\$250

District Court	003004-54541	\$123
Copy Machines	003005-55345	\$146

FINANCE

Lodging	005004-54115	\$30	Dues & Registration	005004-54515	\$30
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PROBATE

Computer Repairs	010004-54585	\$165	Microfilming Recording	010004-54665	\$165
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SHERIFF

Office Supplies	011005-55335	\$34	Statutes & Reference	011005-55510	\$34
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Total:	\$20,943
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V. Action Items

1. Act to Award Snow Removal and Sanding Bid.

A request for bids was sent out to nine vendors on September 12th. A mandatory pre-bid meeting was held on September 19th. Four vendors attended that mandatory meeting and had a tour of the facilities. The County received three bids which were opened and reviewed on September 26th. Farley & Son, Inc. came in with the lowest overall bid of \$41,302, so the county administrator recommended that the entire bid be awarded to Farley & Son, Inc. for all three County properties.

- A motion was made by Commissioner Carol Maines to award the snow removal and sanding bid to Farley & Son for a bid total of \$41,302. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

2. Act to Approve the Amended Job Evaluation and Salary Administration Policy.

Administrator Hart explained that he had worked with HR Consultant Laurie Bouchard on the changes that were made to pages 4 and 5 of the policy. The question was raised of why employees hired before today are eligible but anyone hired after today will not be eligible for a step increase in January. HR Consultant Bouchard responded that this was because when the most recent employees were hired, they weren't told that they wouldn't be eligible for a step increase on January 1st. All employees would still get the cost of living increase regardless of when they were hired.

Ms. Bouchard explained that the County is continuing to follow the current practice for part-time "on call as needed" employees, which is to pay them a rate lower than the bottom of the range. Setting the rate at \$0.50 below the bottom of the range still brings them closer to the actual wage study but keeps them below the full-time wages. She noted that on-call as needed employees are not always given the same level of responsibility as full-time or regular part-time employees. This will have a big impact on jail employees since part-timers were making far below what full-time employees make.

- A motion was made by Commissioner Carol Maines to approve the amended Job Evaluation and Salary Administration Policy. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

VI. Discussion Items

1. Update on Knox County Public Safety Building Project.

Administrator Hart reviewed the work done at 301 Park Street the previous week (October 1 – 5):

1. Second half of building slab was placed along with several small slabs and pads
2. Site work crew off site until Monday of next week
3. Erection of the new addition / building shell has started

4. Mechanical, Electrical, and Plumbing (M.E.P.) rough in work going well in the existing building
5. Installation of insulation at interior partitions underway in existing building
6. Installation of gypsum board well underway in existing building
7. T&M blocking work by GCC for owner's future wall mounted items continuing
8. Installation of pull down stairways has started
9. 98% of exterior metal wall panel removed from building
- Balance is "still waiting" for electrical entrance work modifications
10. Progress of exterior siding for the front wall and west end wall has slowed due to rain but should be completed by end of this week.

He also reviewed the work going on this current week (October 8 – October 12):

1. Begin installation of light pole bases and flag pole base
2. Continue site work, drainage systems work and preparation for paving at the front parking lot areas
3. Continue rough in of M.E.P. systems
4. Insulation of duct work and piping to begin
5. Continue installation of gypsum board on interior partitions walls at the existing building
6. Finish installation of pull down attic stairs
7. Continue erection of new addition
8. Continue installation of wood blocking where needed

The project is still on schedule. The rain set them back a little but they were able to catch up. The heat has not been turned on inside the building yet.

VII. Other Business

Upcoming Meetings

October 16th at 9 a.m. grievance hearing

October 18th pre-legislation meeting with the municipalities

October 25th first budget review meeting/public hearing

The Commission also scheduled a meeting to go over the draft of the budget for Friday, October 19th at 8:30 a.m.

NCEU

When asked for an update on where the union contract for the NCEU stood, Administrator Hart said that he thought the union was going to take it back for another vote. If not, they may decide to go to mediation.

VIII. Adjourn

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

The meeting adjourned at 3:26 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on November 13, 2012.