

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – November 13, 2012 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, November 13, 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, 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, Communications Director Linwood Lothrop, Finance Director Kathy Robinson, Sheriff Donna Dennison (*arrived at 2:28 p.m.*), and EMA Director Ray Sisk (*arrived at 2:11 p.m.*).

Others in attendance: Camden Fire Chief Chris Farley, Chair of the KRCC Executive Board; and Washington Fire Chief Tom Johnston, Chair of the KRCC Advisory Committee (*left at 3:14 p.m.*).

Regular Meeting – Agenda Tuesday – November 13, 2012 – 2:00 p.m.

- I. 2:00 Meeting Called To Order**
- II. 2:05 Public Comment** - Public Comment during other portions of the meeting will only be granted by permission of the chair.
- III. 2:20 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 October 9, 2012.
 - iii. Minutes of Special Commission Meeting of October 16, 2012.
 - iv. Minutes of Special Commission Meeting with the Municipalities of October 18, 2012.
 - v. Monthly Written Departmental Reports.
 - vi. Reserve Withdrawals.
 - vii. Budget Line Transfers.
- IV. 2:25 Discussion Items**
 - 1. KRCC Executive Board.
- V. 2:45 Action Items**
 - 1. Act on Approval of Transfer of Forfeited Assets of One 2001 Toyota Highlander SUV VIN # JTEGF21A010007737 in the *State of Maine v. Christopher Chaisson*.
 - 2. Act to Award Registry of Deeds and Probate Court Vault Storage System Bid.
 - 3. Act to Approve and Authorize the Chair to Sign Transfer of Hangar 51 from James Nolan to Michael Cranson and Peter Smith.
 - 4. Act to Approve and Authorize the Chair to Sign Amendment 1 to the Concessionaire Agreement for the Airport Terminal Gift Shop (Blue Yonder Gifts).
 - 5. Act to Approve Job Description – Airport Maintenance Worker – Part-Time.
 - 6. Act to Approve Job Description – Airport Security Deputy – Part-Time.
 - 7. Act to Consolidate Reserve and Investment Accounts.
- VI. 3:00 Discussion Items**
 - 1. Update on Knox County Public Safety Building Project.
- VII. 3:10 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. There was none.

III. 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 October 9, 2012.
- iii. Minutes of Special Commission Meeting of October 16, 2012.
- iv. Minutes of Special Commission Meeting with the Municipalities of July 16, 2012.
- v. Monthly Written Departmental Reports.
- vi. Reserve Withdrawals.
- vii. 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.

Commissioner Moody commented that he had found Chief Deputy Carroll’s statistics during the budget process to be very interesting. He asked Administrator Hart to check with the Sheriff and ask about having monthly statistics as part of her monthly Commission report.

Commissioner Maines had some questions about the Jail portion of the Sheriff’s report which contained data from Maine Pretrial Services. Administrator Hart said that he could have someone attend a later Commission meeting to answer questions if the commissioners wished him to.

- A vote was taken with all in favor.

2012 Reserve Withdrawals:

Deeds Surcharge	200008-12740	\$2,363.74
Resignation Benefits	200008-12670	\$10,843.68
	Total	\$13,207.42

2012 Budget Line Transfers:

FROM:

TO:

Administration & IT

Consultation Fees	004004-54015	1,979	Overtime	004003-53800	3,483
Systems Administrator	004003-53049	3,483	Meals	004004-54110	36
			Training	004004-54545	60
			Copier Rental	004004-54570	1,883

Airport

Runway Maintenance	416004-54354	1,893	Pavement/Vegetation	416004-54200	300
Electricity	416004-54555	2,000	Building Repair	416004-54595	1,693
Ground Maintenance	416004-54590	600	Auto Supplies	416005-55310	2,500

Building Maintenance

Equipment Repairs	006004-54575	904	Sewage	006004-54560	130
			Heating Repair	006004-54610	534
			Gas, Oil, Grease	006004-54650	240

District Attorney

Photography	003004-54060	100	Drug Analysis	003004-54025	2,610
Transcripts	003004-54080	405	Postage	003004-54520	71
Investigative Supplies	003004-54586	300	Copy Machine	003005-55345	173
Safety Supplies	003004-55305	75			

Audio / Video Supplies	003005-55350	51
Computer Supplies	003005-55385	951
Computers	003007-57350	972

Emergency Management

Auto Mileage	002004-54105	145	Administrative Assistant	002003-53021	745
Meals	002004-54110	75			
Tolls	002004-54120	50			
Postage & Shipping	002004-54520	25			
Training & Seminars	002004-54545	200			
Auto Supplies	002005-55310	150			
Training Supplies	002005-55375	100			

Sheriff

Patrol Supervisor	011003-53313	1,527	Sheriff	011003-53310	7,562
Patrol Deputy	011003-53316	11,865	Chief Deputy	011003-53311	1,161
North Haven Deputy	011003-53318	512	Patrol Administrator	011003-53312	386
Health Insurance	011003-53910	3,500	Administrative Assistant	011003-53314	1,417
Workers Compensation	011003-53920	16,219	Domestic Violence	011003-53315	2,549
Unemployment	011003-53930	3,437	Vinalhaven Deputy	011003-53317	5,316
Resignation	011003-53940	9,892	Detective	011003-53319	4,355
Consulting	011004-54015	2,100	MDEA	011003-53332	2,356
Radio Repairs	011004-54580	400	Detective Supervisor	011003-53333	416
Radar Repairs	011004-54725	450	Overtime	011003-53800	10,545
			FICA	011003-53900	889
			Lodging	011004-54115	83
			Medical Exams	011004-54550	120
			Gas	011004-54650	10,000
			Airline	011004-54690	450
			Criminal Investigations	011004-54730	275
			Criminal Investig. Supplies	011005-55390	368
			Uniforms	011005-55405	1,654

Total:	\$64,360
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IV. Discussion Items

1. KRCC Executive Board.

Administrator Hart explained that at the last meeting of the Knox Regional Communications Center Executive Board, the Board had decided that they wanted to meet with the Commission to talk about the bylaws and the vision that the Commission has for the Advisory Committee and Executive Board. The bylaws had been written before the County’s Charter was adopted and an administrator created. The bylaws also need to be brought in line with current State statute. The Board had questions about authority over approval of the Communications Budget and whether the Budget Committee should be reviewing the Communications budget at all. Before the Board works on redrafting the bylaws and having it reviewed by legal counsel, the Board wanted to discuss it with the Commission. Did the Commission feel like things should change direction? Should the County still have an Executive Board?

Washington Fire Chief Tom Johnson noted that the Communications Center is not funded through taxes but through fees charged to those municipalities paying for the service (which includes a town that is not part of Knox County). The Advisory Committee consists of a wide representation of the County and so the assumption has been that the Advisory Committee has the right to be working on the budget and developing policy.

Commissioner Parent asked what the Advisory Committee’s recommendation was. Camden Fire Chief and Executive Board Chair Chris Farley stated that there are a few issues. Historically, the need was for the Regional Communications Center (RCC) to have input from all of the users. He stated that the users should have some input into the product that’s being delivered and provide support to the RCC director. The bylaws aren’t in line with the Charter and some State statutes so the Executive Board wanted to suggest that those changes be made but there still ought to be some input from a users group in a mechanism that works.

Commissioner Moody commented that he agreed that there should be a process by which the Advisory Committee is involved with the budget. Administrator Hart said that the issue is that the communications budget is not tax-based and the way the bylaws read now it says that the Advisory Board would review the budget “in its entirety”. He said that he was not sure what that means or what the original intent of the language was. He reminded everyone present that there was a budget in recent years when the Budget Committee had tentatively approved the budget but then at a later date went back and cut the budget without the Advisory Committee being told. The Director wasn’t even at that meeting so he didn’t know about it either. The users of the system feel that because they are willing to pay for a level of service, the Budget Committee shouldn’t be cutting it after the users have already approved the budget they are willing to fund.

The general consensus of the Commission seemed to be that the current setup wasn’t a bad model but that it just needed to be tweaked. The Administrator noted that he needed to know if the Commission wanted the bylaws reviewed by legal counsel; all commissioners agreed that was the best way to proceed. After legal review has had a chance to edit the bylaws to bring them in line with current statute and the County Charter, the Executive Board would have a chance to review it. It would then be brought before the Commission for their input. There was some discussion regarding whether both the Advisory Committee and Executive Board needed to exist or whether the Advisory Committee alone would suffice, but no decision was made on the matter.

V. Action Items

1. Act on Approval of Transfer of Forfeited Assets of One 2001 Toyota Highlander SUV VIN # JTEGF21A010007737 in the State of Maine v. Christopher Chaisson.

This is a standard request for the Commission’s authorization to transfer forfeited assets. The State cannot release the property until the Commission has approved the transfer, indicating acceptance of the property.

- A motion was made by Commissioner Richard Parent to approve the transfer of forfeited assets of one 2001 Toyota Highlander SUV VIN # JTEGF21A010007737 in the State of Maine v. Christopher Chaisson. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

2. Act to Award Registry of Deeds and Probate Court Vault Storage System Bid.

Requests for bids were sent out via email on October 17th to 7 vendors. The County received bids back from 3 vendors. Union Office had the lowest bid of \$20,522.74, but did not follow the RFP directions and neglected to include required elements in their bid (examples of similar prior work, work references from previous projects, and any of the insurance certificates required by the RFP), which rendered their bid package incomplete. The next lowest bid was from TAB, with a bid of \$22,257. Administrator Hart recommended awarding the bid to TAB in the amount of \$22,257.

- A motion was made by Commissioner Richard Parent to award the bid to TAB for a bid total of \$22,257 (\$18,026 for Deeds, and \$4,231 for Probate). The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

3. Act to Approve and Authorize the Chair to Sign Transfer of Hangar 51 from James Nolan to Michael Cranson and Peter Smith.

This transfers the hangar lease from James Nolan to Michael Cranson and Peter Smith. Mr. Nolan has already sold them the hangar but the Commission needed to authorize the reassignment of the lease.

- A motion was made by Commissioner Richard Parent to approve and authorize the Chair to sign the transfer of Hangar 51 from James Nolan to Michael Cranson and Peter Smith. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

4. Act to Approve and Authorize the Chair to Sign Amendment 1 to the Concessionaire Agreement for the Airport Terminal Gift Shop (Blue Yonder Gifts).

Airport Manager Jeff Northgraves explained that the original agreement allows opportunity for the parties to renegotiate the terms annually. He had met with Jane Newcomb and negotiated a change to the terms. The original terms set the first year rent at \$0 and required a 10% gross payment to the County. The second year terms were scheduled to change the rent to \$637.50/quarter (half of the fair market value) and decrease the percent of gross to 8%. Ms. Newcomb has requested to change the rent to \$50 a month but keep the gross percent at 10%. Manager Northgraves recommended the approval of these new terms.

- A motion was made by Commissioner Carol Maines to approve and authorize the Chair to sign Amendment 1 to the Concessionaire Agreement for the Airport Terminal Gift shop as recommended by the Airport Manager. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

5. Act to Approve Job Description – Airport Maintenance Worker – Part-Time.

The current Job Evaluation & Salary Administration policy says that, effective 1/1/13, part time (on call, per diem) employees will be paid \$0.50 below the minimum of the grade for his/her respective position. Administrator Hart explained that he and HR Consultant Laurie Bouchard had decided that if a position has a different list of duties and/or a different level of responsibility/independent action, there should be a separate job description and the position should be evaluated. They felt that this applies to this particular position. The Job Classification Committee met and graded the position as Grade 7, compared to the full time position which is Grade 9.

- A motion was made by Commissioner Richard Parent to approve the job description for Airport Maintenance Worker – Part-time. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

6. Act to Approve Job Description – Airport Security Deputy – Part-Time.

This job description had the same explanation as the previous agenda item except that this position was given a Grade of 11, compared to the full time position which is Grade 12.

- A motion was made by Commissioner Carol Maines to approve the job description for Airport Security Deputy – Part-time. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

7. Act to Consolidate Reserve and Investment Accounts.

The Commission requested during their discussion and review of the 2013 budget on October 19th that a review be done of the reserve accounts to see if some could be eliminated and rolled into other accounts where funding needed. The following recommendations were being made by Finance Director Kathy Robinson:

<u>Current Balance</u>	<u>Transfers</u>	<u>Updated Balance</u>
Courthouse Maintenance & Renovations	\$33,826	\$175,232
Courthouse Computers	\$13,202	\$40,858

Account	Amount	Description	Opened	Last Activity	Last Amount	Recommendation
Courthouse Furniture	\$12,597	Courthouse furniture & fixtures	12/2/03	6/20/11	\$662	Transfer to Courthouse Maintenance & Renovations
Health Insurance	\$41,229	Health Insurance when exceeded budget amounts	1/14/97	5/17/08	\$12,238	Reduce to \$20,000 and transfer \$21,229 to Courthouse Maintenance & Renovations
Safety	\$13,202	Safety training and awards	1/17/00			Transfer to Courthouse Computers
Total:	\$67,028					

- A motion was made by Commissioner Carol Maines to approve the proposed changes to the reserve and investment accounts. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

VI. Discussion Items

1. Update on Knox County Public Safety Building Project.

Administrator Hart noted that the project is moving along very well. Paving had been scheduled for November 12th to make use of the warmer temperatures and is now about 3/4ths done. Exterior siding is continuing to be applied on the rear of the building and the addition. The addition will be insulated and sheetrock is now being installed. Some wiring is also being installed on the EMA side. The bollards are in. The existing building on the interior has had all of the walls in the Sheriff’s Department area finished with one coat of paint. The flagpole is in.

Communications Director Lothrop noted that the E-911 bid award to FairPoint had been deemed invalidated so he did not know what will happen next. He thought he would get an update at an upcoming meeting that he was attending. He said it will probably be a long time before the new system could be implemented in Knox County. Administrator Hart noted that Communications will likely be moving into the new addition on 301 Park Street during the month of February.

VII. Other Business

Legislative Delegation Meeting with the Municipalities

Commissioner Moody stated that the Commission couldn’t hold the legislative meeting on the 5th of December after all because it turned out that that’s the day the legislature is being sworn in. He suggested changing it to the 12th of December and noted that the delegation should be contacted soon so that a headcount could be taken. If the 12th wasn’t going to work, it would have to be rescheduled.

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 3:39 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on December 11, 2012.