

# KNOX COUNTY COMMISSION

**Special Meeting**

**Monday – November 14, 2011 - 10:30 a.m.**

A special meeting of the Knox County Commission was held on Monday, November 14, 2011, at 10:30 a.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 L. Hart, Administrative Assistant Candice Richards, Communications Director Linwood Lothrop, EMA Director Ray Sisk (*arrived at 10:48 a.m.*), Sheriff Donna Dennison, Patrol Administrator Kirk Guerrette, Chief Deputy Tim Carroll, Finance Director Kathy Robinson, and Airport Manager Jeff Northgraves.

Others in attendance: Laurie Bouchard, HR Consultant; and Daniel Dunkle, Associate Editor for *The Herald Gazette (Village Soup)*.

## **Special Meeting – Agenda** **Monday – November 14, 2011 – 10:30 a.m.**

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| <p><b>I. 10:30 Meeting Called To Order</b></p> <p><b>II. 10:31 Action Items</b></p> <p>1. Act to Approve an Option and Funding for that Option for the Total Compensation/Job Classification Study.</p> <p><b>III. 11:00 Discussion Items</b></p> <p>1. Discuss County Bond Referendum.</p> <p><b>IV. Adjourn</b></p> |
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### **I. Meeting Called to Order**

Commission Chair Roger Moody called the special meeting of the Knox County Commission to order at 10:30 a.m.

### **II. Action Items**

1. Act to Approve an Option and Funding for that Option for the Total Compensation/Job Classification Study.

Administrator Hart explained that the Commission was looking at 4 different options. He and Finance Director Kathy Robinson had started from scratch with their calculations and didn't use Gary Thornton's figures because he hadn't taken into account past history and some other factors.

**Option 1** – Adjusts employees to the 16 steps. No CPI included. There are 12 of about 111 total employees that are above the step they should be on. This option does not take into account elected employees/officials. Completes the adjustments all in one year and brings the County closer to what the goals were for this study. Those above their step stay frozen in place.

**Option 2** - Gives a 4.3% CPI first and then adjust to 16 steps.

**Option 3** - Gives a 2% CPI first and then adjust to 16 steps.

**Option 4** – Adjusts to 16 steps. No outside experience factored in, no CPI, and does not include elected officials.

Options 1 and 4 focus on the 16 steps and do not include the elected officials since the elected officials are not part of the steps. Options 2 and 3 include elected officials because it includes a CPI increase.

Finance Director Robinson recommended not going with option 4 because so much work was already done to include past work experience, and for the small financial impact of including that in the final figures, she felt that it would be a shame to put that off for another year. The calculations for past experience have not been shared with employees yet and there will probably be a lot of confusion about how the calculations were done. She explained that she had stepped out of the process and let the county administrator and Laurie Bouchard work with the department heads on that piece.

- A motion was made by Commissioner Richard Parent to approve Option 1. The motion was seconded by Commissioner Carol Maines.

It was suggested that the Budget Committee would most likely prefer Option 1 because the Committee seemed to want to use the CPI money to bring employees up to the correct step as quickly as possible. Option 1 does it all in one year.

- A vote was taken with all in favor.

It was noted that it was premature to make any decisions on the 12 employees who will be above their step. Finance Director Robinson stated that the 12 will stay at their current salary and the 6 elected will also stay at their current salary.

**Option 1**  
**Adjust to 16 Steps - No CPI**

	<b>16 Steps</b>	<b>% Inc</b>	<b>No Inc Over Step</b>
Administration & IT	\$4,493	2%	1
Deeds	\$8,850	8%	1
District Attorney	\$35,942	16%	
Emergency Management Agency	\$18,311	26%	
Finance	\$21,667	16%	
Probate	\$5,491	5%	
Sheriff	\$71,578	9%	1
<b>Subtotal</b>	<b>\$166,332</b>		<b>3</b>
Airport	\$12,549	6%	2
Communications	\$29,223	6%	
<b>Subtotal</b>	<b>\$208,104</b>	<b>9%</b>	<b>5</b>
Jail	\$72,615	5%	7
<b>Grand Total</b>	<b>\$280,719</b>	<b>7%</b>	<b>12</b>

Notes:

No increase included for elected positions in option (1) 16 steps

EMA clerk changed from 35 hours to 30 hours

County Administrator recommends option 1

11/14/11 County Commission approved option 1

Health Insurance

It was mentioned that at the joint budget meeting last week the issue of grandfathering for employees was brought up for discussion again. It was suggested that the 26 employees currently getting grandfathered health benefits should be informed of a date when that would be discontinued so they would know when it was going to happen.

Administrator Hart commented that health insurance for all non-grandfathered employees for dependent coverage is currently a 75/25 split, with the County paying for 75% and the employee covering the other 25%. The Commission asked to have this issue placed on the December Commission agenda for further discussion.

**III. Discussion Items**

1. Discuss County Bond Referendum.

Administrator Hart stated that he was meeting with Martin Cates of Jaret & Cohn today at 1pm. Per the Purchase and Sales agreement, the County is due to close on the property on January 6<sup>th</sup> (the owners would have to be out of the building by February 6<sup>th</sup>) so the County needs to start getting some funding before then. He said that he was trying to connect with Bond Counsel. At the last budget meeting there were two options discussed of either going through a bond bank or going out to bid for the funding ourselves. If the County does an RFP for funding, the Administration can decide when the County wants to make the payments and be able schedule that to fall after the taxes from the towns come in. Administrator Hart said that he had spoken with Dick Ranaghan from Gorham Savings Bank and believed that the County could go out to bid in the same way it does for the Tax Anticipation Note each year. Mr. Ranaghan could be invited to a future meeting to discuss it with the Commission if they so wished.

Commissioner Maines asked how long the current owner wanted to stay in the building. Administrator Hart responded that he did not know but that he was hoping Mr. Cates will have an answer on that today.

The cost of going through the bond bank (the legal fees) was included in the \$2.5 bond amount.

Commissioner Moody asked Administrator Hart to prepare a timeline of milestones and deadlines and what needs to be done, discussed, or at least looked at over the next 6 to 9 months.

Administrator Hart said that the County has to respond to the seller by November 30<sup>th</sup> to state the results of the bond referendum vote, but obviously the results of the voting are already known.

Commissioner Moody commented that he has seen a few of the Waldo County commissioners at meetings recently. Waldo County is in the process of finishing up a building that is very similar to Knox County's project. The Waldo commissioners offered a tour of their facility to Knox's Commission and department heads. He asked if it made sense for everyone to go together or to see the facility.

Communications Director Linwood Lothrop commented that Waldo's communications department is completely separate from the other two departments. He added that he had already visited the site anyway.

Commissioner Moody stated that he would find out about arranging a time to visit Waldo County. It would be an official Commission meeting if more than one commissioner went at the same time.

#### IV. 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 11:17 a.m.

Respectfully submitted,

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Candice Richards  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting held on December 13, 2011.**