

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – November 8, 2011 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, November 8, 2011, 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 (*left at 2:35 p.m.*), Airport Manager Jeff Northgraves, Finance Director Kathy Robinson, and Chief Deputy Tim Carroll (*arrived at 2:20 p.m. and left at 2:32 p.m.*).

Others in attendance: Dorothy Meriwether, Knox County Budget Committee member; Bob Duke, Chair of the Knox County Budget Committee.

Regular Meeting – Agenda Tuesday – November 8, 2011 – 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. 2:15 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 October 4, 2011.
 - iii. Minutes of Regular Commission Meeting of October 11, 2011.
 - iv. Monthly Written Departmental Reports.
 - v. Reserve Withdrawals.
 - vi. Budget Line Transfers.
- IV. 2:20 Action Items**
 1. Act on Approval of the Transfer of Forfeited Assets of One 2000 Polaris Sportsman 500cc ATV in the *State of Maine v. Christopher Johnson*.
 2. Act to Authorize the County Administrator to Sign and Execute Documents Associated with FAA's Airport Improvement Program (AIP) Grants for FY2012.
 3. Act to Appoint A Commissioner to Work with the APAC to Revise the APAC By-Laws and Charter.
 4. Act to Award Building Automation and Control Systems Upgrades Bid.
 5. Act on Approval of Appointments to the County Board of Assessment Review.
- V. 3:00 Discussion Items**
 1. Discussion and Update of the Total Compensation/Job Classification Study.
- VI. 3:15 Other Business**
- VII. 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.
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- vi. 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 Projects	461608-14640	\$697.47
Building	200008-12655	\$175.00
Legal Expense	200008-12650	\$6,206.32
Resignation Benefits	200008-12670	\$1,164.00
Sheriff's Vehicles	200008-12770	\$896.03
Unemployment Compensation	200008-12610	\$471.18
	Total	\$9,610.00

2011 Budget Line Transfers:

FROM:

TO:

BUILDING MAINTENANCE

Training & Seminars	006004-54545	\$100	Building Repairs	006004-54595	\$3,500
Water	006004-54565	\$525	Heating Repair	006004-54610	\$33,650
Equipment Repairs	006004-54575	\$3,000			
Computer Repairs	006004-54585	\$250			
Ground Maintenance	006004-54590	\$5,000			
Cleaning	006004-54591	\$11,000			
Maintenance	006004-54592	\$5,600			
Electrical Repair	006004-54600	\$1,727			
Plumbing Repair	006004-54615	\$1,000			
Hazmat Materials	006005-55210	\$500			
Maintenance Supplies	006005-55325	\$3,000			
Office Supplies	006005-55335	\$400			
Computer Supplies	006005-55385	\$155			
Books, Subscriptions	006005-55505	\$100			
Building Upgrades	006007-57390	\$4,793			

DISTRICT ATTORNEY

Drug Analysis	003004-54025	\$57	Copy Machine	003005-55345	\$57
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SHERIFF

K-9 Contractual	011004-54740	\$1,072	Printing	011004-54525	\$39
Copy Machine	011004-54572	\$300	Gas	011004-54650	\$7,638
Computer Repairs	011004-54585	\$1,500	Uniforms	011005-55405	\$177
Emergency Transportation	011004-54700	\$800			
Radio Repairs	011004-54725	\$84			
K-9 Supplies	011005-55395	\$1,192			
Vehicles	011007-57346	\$2,906			

PROBATE

Training & Seminars	010004-54545	\$55	Statutes	010005-55510	\$47
Books & Subscriptions	010005-55505	\$47	Training & Seminars	010014-54545	\$55

Total:	\$45,163
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IV. Action Items

1. Act on Approval of the Transfer of Forfeited Assets of One 2000 Polaris Sportsman 500cc ATV in the State of Maine v. Christopher Johnson.

Administrator Hart explained that before forfeited assets can be transferred to the County, the Commission is required to vote to accept it. That does not, however, guarantee that it will be given to the County.

- A motion was made by Commissioner Richard Parent to approve transfer of the forfeited assets of one 2000 Polaris Sportsman 500cc ATV in the *State of Maine v. Christopher Johnson*. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

2. Act to Authorize the County Administrator to Sign and Execute Documents Associated with FAA's Airport Improvement Program (AIP) Grants for FY2012.

Airport Manager Jeff Northgraves explained that every year he asks the Commission to approve having the county administrator be authorized to sign AIP grant documents. The grant paperwork has to be turned around in an extremely short amount of time. The paperwork includes bid documents, purchase and sales agreements, construction/equipment contracts, grant applications, grant acceptances and supporting agreements/contracts.

- A motion was made by Commissioner Richard Parent to authorize the county administrator to sign and execute documents associated with FAA's Airport Improvement Program

Grants for FY2012. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

When asked about the property easements that the airport would need to obtain in order to cut trees down to FAA regulation height, Manager Northgraves explained that the price paid for the easements is negotiable but the FAA mandates aviation easements. There are 15 to 18 parcels that the County will need to get easements for to have some trees cut. The purpose of cutting the trees is the removal of obstructions for the safety of aircraft. The FAA does occasionally increase safety areas, but in this case, these obstructions have grown into the existing safety areas. The only trees planned to be cut in 2012 are on airport property. The trees on neighboring parcels probably will not be touched until 2014.

3. Act to Appoint a Commissioner to Work with the APAC to Revise the APAC By-Laws and Charter.

At the Regular Commission meeting in October, the Commission heard from Owls Head resident Ken Wexler regarding the procedure by which Airport Public Advisory Committee members are appointed to their seats. During that discussion, the Commission decided that the APAC By-laws and Charter needed to be reviewed and possibly be reworded for clarity, especially where it concerns appointments. The Commission also decided that a commissioner should be appointed to work with the APAC on that endeavor. After changes are proposed, the two documents will go to the County's attorney for review before being approved by the Commission.

- A motion was made by Commissioner Richard Parent to appoint Commissioner Carol Maines act as Commission liaison to the APAC to revise the APAC By-Laws and Charter. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

The next scheduled APAC meeting is the 2nd Wednesday in December, but there may also be one on the 14th of November.

4. Act to Award Building Automation and Control Systems Upgrades Bid.

Administrator Hart explained that this is the last project being awarded as part of the Energy Efficiency project. Bids were sent out to three companies: Honeywell, Johnson Controls, and XL Mechanical, but XL Mechanical was the only vendor to provide a bid. The amount of the bid was \$39,320. The amount built into the EECBG Grant for this project was \$18,200. Paul Cook of Maine Real Estate Management had since been in discussions with XL Mechanical about submitting another price that is within the EECBG Grant figure of \$18,200. There are some additional funds that are available within the total grant that can be used as well. Administrator Hart said that he had received an amended bid price of \$27,800 and asked that the Commission reject the original XL Mechanical bid of \$39,320, and then award the revised bid price of \$27,800 to XL Mechanical.

- A motion was made by Commissioner Carol Maines to reject the \$39,320 bid from XL Mechanical. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
- A motion was made by Commissioner Carol Maines to award the bid to XL Mechanical for the amended bid price of \$27,800. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

5. Act on Approval of Appointments to the County Board of Assessment Review.

The Commission created the Board of Assessment Review in the fall of 2010 with seven seats. Two seats were initially for 1-year terms and two others are for 2-year terms so that eventually all seven seats would be staggered 3-year terms. The two individuals serving in 1-year terms needed to now be reappointed for 3-year terms. Both John Flood and Jim Murphy, Jr. were willing to continue serving on the Board. There is still one vacancy remaining on the Board that needs to be filled.

- A motion was made by Commissioner Richard Parent to appoint John Flood and James Murphy, Jr. to three-year terms on the Knox County Board of Assessment Review. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

V. Discussion Items

1. Discussion and Update of the Total Compensation/Job Classification Study.

Administrator Hart explained that he wanted to set a meeting date to discuss some options for funding. Last Friday he had held a conference call with Commissioner Moody, Finance Director Kathy Robinson and Laurie Bouchard to discuss where the County was at with the process. The Budget Committee has had a lot of discussion about the 1.4% COLA that wasn't given to the employees in the 2011 budget. Administrator Hart's recommendation was to remove the 1.4%

COLA increase that was originally intended for all employees, and instead use that money to bring employees on the wrong step up to where they need to be on the proper step. The County would still use the 4.4% COLA for 2012, but use the 1.4% to help fund the adjustments. A special Commission meeting was set for Monday, November 14th at 1:00 p.m. to present those options to the Commission. It would then be presented to the Budget Committee at the November 22nd Joint Budget meeting.

Director Robinson and Ms. Bouchard are still working on calculating the past experience based on the information collected from the employees. Yesterday, Administrator Hart, Director Robinson and Ms. Bouchard met with all of the department heads one at a time and reviewed the past experience of the employees in their respective departments. That information is now being put into a spreadsheet to present to the Commission later.

VI. Other Business

There was none.

VII. Adjourn

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

The meeting adjourned at 2:37 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

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