

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – January 12, 2016 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, January 12, 2016, 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, Chief Deputy Tim Carroll (*arrived at 2:29 p.m.*) Airport Manager Jeff Northgraves, Systems Administrator Mike Dean (*arrived at 2:19 p.m.*), and Finance Director Kathy Robinson.

Regular Meeting – Agenda Tuesday – January 12, 2016 – 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 Election of Officers**
 - 1. Elect Chair for 2016.
 - 2. Elect Vice-Chair for 2016.
 - 3. Elect Representative for 2016 to:
 - i. CLEO
 - ii. Union Negotiations
 - iii. Airport Public Advisory Committee
 - iv. MCEDD
- IV. 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 December 8, 2015.
 - iii. Minutes of Special Commission Meeting of December 17, 2015.
 - iv. Minutes of Joint Commission Meeting (2016 Budget Public Hearing) of December 17, 2015.
 - v. Monthly Written Departmental Reports.
 - vi. Reserve Withdrawals.
- V. 2:25 Action Items**
 - 1. Act on Approval of the Transfer of Forfeited Assets in the form of \$915.00 (*or any portion thereof*) to Knox County in the *State of Maine v. Bryan Cobb*.
 - 2. Act on Approval of the Transfer of Forfeited Assets in the form of \$922.00 (*or any portion thereof*) to Knox County in the *State of Maine v. Duane Natale*.
 - 3. Act on Approval of the Transfer of Forfeited Assets in the form of \$922.00 (*or any portion thereof*) to Knox County in the *State of Maine v. John Walsh*.
 - 4. Act to Approve the Revised Administrative Assistant to the Sheriff Job Description.
 - 5. Act to Approve the Revised Civil Process Deputy - PT Job Description.
 - 6. Act to Authorize the County Administrator to Approve, Sign and Execute Grant and Project Documents Associated with the FAA Airport Improvement Program (AIP) Grants for 2016.
 - 7. Act to Amend Prior Lease Financing Authorization.
- VI. 3:00 Discussion Items**
 - 1. Discussion of Building Envelope 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 2:03 p.m.

II. Public Comment

Commission Chair Roger Moody asked if there was any public comment. There was none.

III. Election of Officers1. Elect Chair for 2016

- Commissioner Richard Parent nominated Commissioner Roger Moody to serve as Commission Chair for 2016. Commissioner Carol Maines seconded the nomination. A vote was taken with 2 in favor, and 1 abstention (Commissioner Roger Moody).

2. Elect Vice-Chair for 2016

- Commissioner Carol Maines nominated Commissioner Richard Parent to serve as Commission Vice-Chair for 2016. Commissioner Roger Moody seconded the nomination. A vote was taken with 2 in favor, and 1 abstention (Commissioner Richard Parent).

3. Elect Representative to MCEDD, CLEO, Union Negotiations, and APAC for 2016

- Commissioner Carol Maines nominated Commissioner Richard Parent to serve as Commission representative to CLEO. Commissioner Roger Moody seconded the nomination. A vote was taken with 2 in favor, and 1 abstention (Commissioner Richard Parent).
- Commissioner Carol Maines nominated Commissioner Richard Parent to serve as Commission representative to the management team during union negotiations. Commissioner Roger Moody seconded the nomination. A vote was taken with 2 in favor, and 1 abstention (Commissioner Richard Parent).
- Commissioner Richard Parent nominated Commissioner Carol Maines to serve as Commission representative to the Airport Public Advisory Committee (APAC). Commissioner Roger Moody seconded the nomination. A vote was taken with 2 in favor, and 1 abstention (Commissioner Carol Maines).
- Commissioner Richard Parent nominated Commissioner Roger Moody to serve as Commission representative to MCEDD. Commissioner Carol Maines seconded the nomination. A vote was taken with 2 in favor, and 1 abstention (Commissioner Roger Moody).

The list as it stands for the 2016 year:

- MCCA – Commissioner Roger Moody
- MCCA Risk Pool - Commissioner Roger Moody
- MCEDD - Commissioner Roger Moody
- CLEO - Commissioner Richard Parent
- Union Negotiations – Commissioner Richard Parent
- APAC – Commissioner Carol Maines

IV. Consent Items1. Approve Consent Items as Presented:

- i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Regular Commission Meeting of December 8, 2015.
 - iii. Minutes of Special Commission Meeting of December 17, 2015.
 - iv. Minutes of Joint Commission Meeting (2016 Budget Public Hearing) of December 17, 2015.
 - v. Monthly Written Departmental Reports.
 - vi. Reserve Withdrawals.
- 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.

V. Action Items

1. Act on Approval of the Transfer of Forfeited Assets in the form of \$915.00 (or any portion thereof) to Knox County in the State of Maine v. Bryan Cobb.
 - A motion was made by Commissioner Carol Maines to approve the transfer of forfeited assets in the form of \$915.00 (or any portion thereof) to Knox County in the *State of Maine v. Bryan Cobb*. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
2. Act on Approval of the Transfer of Forfeited Assets in the form of \$922.00 (or any portion thereof) to Knox County in the State of Maine v. Duane Natale.
 - A motion was made by Commissioner Carol Maines to approve the transfer of forfeited assents in the form of \$922.00 (or any portion thereof) to Knox County in the *State of Maine v. Duane Natale*. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
3. Act on Approval of the Transfer of Forfeited Assets in the form of \$922.00 (or any portion thereof) to Knox County in the State of Maine v. John Walsh.
 - A motion was made by Commissioner Carol Maines to approve the transfer of forfeited assents in the form of \$922.00 (or any portion thereof) to Knox County in the *State of Maine v. John Walsh*. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
4. Act to Approve the Revised Administrative Assistant to the Sheriff Job Description.

Administrator Hart explained that the job description for this position was being revised to reflect some changes in responsibility. The hours for the position have also been changed from 40 hours per week to 25 hours per week. The “reports to” was altered since the County doesn’t have a patrol administrator for that position to report to.

 - A motion was made by Commissioner Richard Parent to approve the revised Administrative Assistant to the Sheriff job description. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.
5. Act to Approve the Revised Civil Process Deputy - PT Job Description.

Administrator Hart explained that he and Chief Deputy Carroll had determined they didn’t need to make any changes to the job description.

 - A motion was made by Commissioner Carol Maines to not act on this agenda item. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
6. Act to Authorize the County Administrator to Approve, Sign and Execute Grant and Project Documents Associated with the FAA Airport Improvement Program (AIP) Grants for 2016.

Airport Manager Jeff Northgraves explained that he asks for this every year because we often don’t get a lot of time to get paperwork turned around quickly so it is a huge help that Andy can sign things. There are only a few projects planned for 2016:

 - A. Rotating Beacon & Taxiway ‘B’ Edge Lighting Replacement (AIP 51)

Grant submission is expected May 2016 (Pre-design/Scoping Meeting completed Dec 2015). The project includes the design and construction services for the replacement of the airport rotating beacon and edge lighting for Taxiway ‘B’. The rotating beacon has passed its useful life as the tower structure is unsafe to climb for beacon repair or maintenance. A new rotating beacon will be located near the SRE building as height and visibility restriction allow. The beacon was put up during WWII so it won’t be torn

down. Instead, the new beacon will be put up a new pole. It will have an LED light so the airport shouldn't have to change the lights very often.

B. Runway 13/31 Extension and RSA EA (AIP 52)

Grant submission is expected May 2016. Scoping meeting scheduled for January 19, 2016. The project is a direct result of the FAA requiring the airport to revise our ALP and to conduct an Environmental Assessment to determine the best configuration of C-II compliant safety areas with consideration of the Master Plan's recommended extension to runway 13/31.

- A motion was made by Commissioner Richard Parent to authorize the county administrator to approve, sign and execute grant and project documents associated with the FAA Airport Improvement Program (AIP) grants for 2016. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

Commissioner Maines asked about the building that was supposed to house the snow removal equipment. Manager Northgraves explained that the building intended to house that equipment is not built yet, though the construction has been started. The original intent was to have it fully constructed before this winter. Right now all of the equipment is outside since there's nowhere else to store it.

7. Act to Amend Prior Lease Financing Authorization.

Administrator Hart explained that at the October 13, 2015 regular monthly Commission meeting, the Commission voted to award the lease/purchase bid to Machias Savings Bank in an amount of \$650,000 at an interest rate of 2.14%, and for a 5-year term. During discussions with the Budget Committee members, several of whom wanted a longer term with a smaller payment each year, the Commission compromised and agreed to do that. The total estimate for what would need to be borrowed has been lowered, so that changes the figures as well.

**KNOX COUNTY, MAINE
ORDER AND RESOLUTION OF COUNTY COMMISSIONERS
AMENDING PRIOR LEASE FINANCING AUTHORIZATION**

WHEREAS, on October 13, 2015, County Commissioners of the County of Knox adopted an Order and Resolution (the "Prior Order") authorizing a lease finance transaction with Machias Savings Bank (the "Lease") to finance Knox County Courthouse Exterior Repairs and Window Replacement (the "Project") with the following terms:

Amount: Not to exceed \$650,000
Term: Not to exceed 5 years
Rate: 2.14%

WHEREAS, the County Commissioners now desire to amend the Prior Order to adjust the amount, term and rate of the Lease;

NOW THEREFORE, BY THE COUNTY COMMISSIONERS OF THE COUNTY OF KNOX, BE IT HEREBY ORDERED AND RESOLVED:

THAT the Lease shall be in an amount not to exceed \$575,000, shall bear interest the rate per annum of 2.97% and shall have a term not to exceed 10 years from the date it commences.

THAT the Treasurer and the County Administrator be and hereby are authorized and empowered in the name of and on behalf of the County to do or cause to be done all such acts and things, and to execute, deliver, file, approve, and record all tax certificates, lease agreements, contracts, agreements, certificates, and other documents as may be necessary or advisable, with the advice of counsel for the County, to carry out the provisions hereof, in order to effect the issuance, execution, sale, and delivery by the County of the Lease.

THAT in all other respects the Prior Order be and hereby is confirmed and ratified as if more fully set forth herein, and remains in full force and effect.

- A motion was made by Commissioner Carol Maines to approve the Knox County, Maine Order and Resolution of County Commissioners amending prior lease finance authorization dated 10/13/15 for a new amount not to exceed \$575,000 for a ten year term at an interest rate of 2.97%, and authorize the treasurer and county administrator to sign and execute all of the associated documents. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

VI. Discussion Items

1. Discussion of Building Envelope Project.

Administrator Hart explained that there was a Knox County Courthouse Building Envelope Project Pre-Construction Meeting held on January 6th. Meeting attendees included Steven Jones of Building Envelope Specialists, Bruce Hackett, Sr., Bruce Hackett, Jr., and Christopher Lewis of Safe Environmental Solutions (Lead/Asbestos Abatement Contractor), David Nazaroff of the Penobscot Company (Window Contractor), Travis Whitehead of Knowles Industrial Services (Building Envelope-Brick Repair/Replacement and Mortar Repair/Replacement Contractor), State Clerk of Courts Eileen Bridges, Don Decker, and Administrator Hart. The timeline of the ordering and delivery of windows, timeline of installation of exterior staging, etc. was discussed. SES is hoping to start with the removal of the basement windows sometime after February 1st, weather permitting. Staging would be constructed for doing the brickwork starting around February 15th, weather permitting. They're looking at it taking around six weeks total.

VII. Other Business

Automatic Dependent Surveillance – Broadcast (ADS-B)

Commissioner Moody asked about the information on a tracking system that Manager Northgraves had included with his report this month. Manager Northgraves explained about how the FAA is moving towards a system of tracking aircraft using satellites and equipment on the ground that echoes the information. It will negate the need for radar and lessen the number of flight controllers needed. Commissioner Moody asked if this technology would help Manager Northgraves track aircraft numbers so the airport can charge landing fees. Manager Northgraves said yes but added that it will be awhile before the technology is in place. The airline community doesn't want this because they will have to pay for the equipment that will be installed on their aircraft. Some passenger aircraft are already being equipped with this new technology but eventually all planes will have to have it. It may just take a few years.

Lawn Mowing

Commissioner Maines asked if the County was going out to bid on mowing for the year. Administrator Hart answered yes, and also noted that the snow removal was already bid out and awarded last fall.

VIII. 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 2:43 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting
held on February 9, 2016.**