

# KNOX COUNTY COMMISSION

**Regular Meeting**

**Tuesday – January 8, 2013 – 2:00 p.m.**

The regular monthly meeting of the Knox County Commission was held on Tuesday, January 8, 2013, 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 (*left at 3:13 p.m.*), Communications Director Linwood Lothrop, Airport Manager Jeff Northgraves, EMA Director Ray Sisk (*arrived at 2:10 p.m., left prior to 2:55 p.m.*), and Finance Director Kathy Robinson (*arrived at 2:11 p.m.*)

Others present: Steve Betts from the *Bangor Daily News* (*left at 2:10 p.m.*)

## **Regular Meeting – Agenda Tuesday – January 8, 2013 – 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 2013.
  - 2. Elect Vice-Chair for 2013.
  - 3. Elect Representative for 2013 to:
    - i. MCCA
    - ii. MCCA Risk Pool
    - iii. MCEDD
    - iv. CLEO
    - v. Union Negotiations
    - vi. Airport Public Advisory Committee
- IV. 2:25 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 19, 2012.
    - iii. Minutes of Regular Commission Meeting of December 11, 2012.
    - iv. Minutes of Special Commission Meeting (Budget Public Hearing) of December 11, 2012.
    - v. Minutes of Special Commission Meeting with the Municipalities of December 12, 2012.
    - vi. Monthly Written Departmental Reports.
    - vii. Reserve Withdrawals.
    - viii. 2012 Budget Line Transfers.
- V. 2:30 Action Items**
  - 1. Act on Appointments to the Knox County Board of Assessment Review.
  - 2. Approve Contract between North Haven and Knox County for Sheriff's Deputy Services for Contract Year January 1, 2013 to December 31, 2013.
  - 3. Act on Interest to be Charged to Municipalities on County Taxes and Fees Paid Late.
  - 4. Act on Request to Change Airport Administrative Assistant's Weekly Hours from 28 to 32.
  - 5. Act to Approve and Authorize the County Administrator to Approve, Execute, and Sign All 2013 FAA AIP Grant Documents.
  - 6. Act to Approve the Amended Job Evaluation and Salary Administration Policy.
  - 7. Act to Approve the Amended Donated Sick Leave Policy.
- VI. 3:00 Discussion Items**
  - 1. Update on Knox County Public Safety Building Project.
- VII. 3:15 Other Business**
- VIII. Adjourn**

**I. Meeting Called to Order**

Commission Chair Roger Moody called the January 8, 2012 regular meeting of the Knox County Commission to order at 2:00 p.m.

**II. Public Comment**

There was none.

**III. Election of Officers****1. Elect Chair for 2013**

Commissioner Roger Moody commented that he had served as Commission Chair for the past two years, and while he would accept if nominated again, he felt it was appropriate for the commissioners to take turns handling those duties. He added that he hoped that one of the other commissioners would be willing to be the Chair in 2013.

- Commissioner Richard Parent nominated Commissioner Carol Maines to serve as Commission Chair for 2013. Commissioner Roger Moody seconded the nomination. A vote was taken with 2 in favor, and 1 abstention (Commissioner Maines).

**2. Elect Vice-Chair for 2013**

- Commissioner Carol Maines nominated Commissioner Richard Parent to serve as Commission Vice-Chair for 2013. Commissioner Roger Moody seconded the nomination. A vote was taken with 2 in favor, and 1 abstention (Commissioner Parent).

**3. Elect Representative to MCCA, MCCA Risk Pool, MCEDD, CLEO, Union Negotiations, and APAC for 2012**

There was a very short discussion of the committees and boards that needed a commissioner representative, and which commissioner was currently serving on each.

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

The list as it stands for the 2013 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 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 18, 2012.
- iii. Minutes of Regular Commission Meeting of December 11, 2012.
- iv. Minutes of Special Commission Meeting (Budget Public Hearing) of December 11, 2012.
- v. Minutes of Special Commission Meeting with the Municipalities of December 12, 2012.
- vi. Monthly Written Departmental Reports.
- vii. Reserve Withdrawals.
- viii. 2012 Budget Line Transfers.

- A motion was made by Commissioner Roger Moody to approve the consent items as presented. The motion was seconded by Commissioner Richard Parent.

Commissioner Carol Maines asked Communications Director Linwood Lothrop about a portion of his report stating that dispatch employees wanted to leave the union. Director Lothrop explained that dispatch employees tend to get outvoted by jail employees or end up being delayed on things because there are more jail employees than dispatch employees. It’s an ongoing discussion and the employees are locked in until 2014, anyway, under the existing contract.

Commissioner Carol Maines asked Director Lothrop about his report mentioning the handling of criminal records checks at the jail. Director Lothrop explained that currently, jail staff has to hand in a written request to the dispatch center and then return to the center later to pick up the report. It takes a lot of time and will be far more difficult once the KRCC moves to 301 Park Street and is no longer in the same facility as the Jail. The new plan is to have these requests handled through the computer system so the need for printing documents and staff running between departments will be eliminated.

Commissioner Roger Moody asked if there would be more budget line transfers in the coming months to cover salary adjustments from 2012 and if it would be covered by reserves. Finance Director Kathy Robinson explained that the departments were still working toward covering the salary line overages from other budget lines. If there just isn’t enough money in the departmental budget to cover the overages, the Commission will need to vote to cover it with surplus at a later date.

- A vote was taken with all in favor.

**Reserve Withdrawals:**

Courthouse Computer	200008-12660	\$463.05
DARE	300008-10070	\$82.03
Deeds Surcharge	200008-12740	\$79.93
Forfeiture Money – Federal	200008-12860	\$1,801.44
Health Insurance	200008-12600	\$5,129.29
Legal Expense	200008-12650	\$11,261.87
Sheriff Vehicles	200008-12770	\$5,385.00
	Total	\$24,202.61

**2012 Budget Line Transfers:**

From:

**Administration & Technology**

To:

Computer Consultant	004004-54051	\$821	Meals	004004-54110	\$10
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Auto Mileage	004004-54105	\$46
Advertising	004004-54510	\$433
Postage & Shipping	004004-54520	\$332

**Building Maintenance**

Building Repairs	006004-54595	\$1,035	Heating Repairs	006004-54610	\$524
			Gas, Oil	006004-54650	\$53
			Food, Groceries	006005-55104	\$13
			Cleaning Supplies	006005-55315	\$445

**Building Maintenance – 301**

Electricity	016004-54555	\$2,961	Heating Fuel	016005-55205	\$2,961
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**District Attorney**

Workers Compensation	003003-53920	\$149	Health Insurance	003003-53910	\$103
Computer Consultant	003004-54051	\$1,316	Auto Mileage	003004-54105	\$79
Dues & Registration	003004-54515	\$239	Lodging	003004-54115	\$14
Postage & Shipping	003004-54520	\$57	Metro Line	003004-54325	\$119
Printing	003004-54525	\$87	Equipment – Copier	003004-54570	\$142
Witness Fees	003004-54540	\$84	Computer Repairs	003004-54585	\$809
Books, Subscriptions	003005-55505	\$99	Copy Machine Supplies	003005-55345	\$40
			Computer Supplies	003005-55385	\$146
			Statutes & Reference	003005-55510	\$579

**Deeds**

Health Insurance	009003-53910	\$1,204	Equipment Repairs	009004-54575	\$110
Internet Services	009004-54326	\$5,000	Microfilming Record	009004-54665	\$6,153
Office Supplies	009005-55335	\$110	Postage & Shipping	009004-54520	\$51

**Emergency Management Agency**

Auto Mileage	002004-54105	\$10	Dues & Registration	002004-54515	\$10
Postage & Shipping	002004-54520	\$20	Telephone	002004-54315	\$381
Radio Repairs	002004-54580	\$321			
Computer Supplies	002005-55385	\$40			

**Finance**

Bank Charges	005004-54535	\$532	Mileage	005004-54105	\$21
Training & Seminars	005004-54545	\$417	Postage & Shipping	005004-54520	\$68
			Office Supplies	005005-55335	\$800
			Copy Machine Supplies	005005-55345	\$60

**Probate**

Health Insurance	010003-53910	\$111	Auto Mileage	010004-54570	\$57
Workers Compensation	010003-53920	\$167	Equipment – Copier	010004-54105	\$2
Transcripts	010004-54080	\$132	Statutes	010005-55510	\$1,575
Computer Repair	010004-54585	\$19	Auto Mileage - Judge	010014-54105	\$36
Attorneys - Appt	010004-54680	\$1,241			

**Sheriff**

Sheriff	011003-53310	\$145	Patrol Deputy	011003-53316	\$453
Chief Deputy	011003-53311	\$169	North Haven Deputy	011003-53318	\$538
Patrol Administrator	011003-53312	\$93	Special Detail	011003-53324	\$280
Administrative Assistant	011003-53314	\$81	Holiday Overtime	011003-53805	\$1,570
Domestic Violence	011003-53315	\$114	Lodging	011004-54115	\$309
Vinalhaven Deputy	011003-55317	\$1,241	Medical Exams	011004-54550	\$95
Detective	011003-53319	\$280	Auto Repair	011004-54655	\$1,717
Detective Supervisor	011003-53333	\$53	Criminal Investigative	011004-54730	\$137
Part-time	011003-53820	\$705	Safety Supplies	011005-55305	\$1,224

Hourly Differential	011003-53850	\$466	Auto Supplies	011005-55310	\$1,480
FICA	011003-53900	\$1,137	Office Supplies	011005-55335	\$212
Health Insurance	011003-53910	\$1,418	Photographic Supplies	011005-55340	\$82
Workers Compensation	011003-53920	\$339	Criminal Inv. Supplies	011005-55390	\$104
ICMA	011003-53960	\$1,485	Uniforms	011005-55405	\$124
Consulting	011004-54015	\$22			
Meals	011004-54110	\$162			
Tolls, Other	011004-54120	\$53			
Postage & Shipping	011004-54520	\$52			
Printing	011004-54525	\$82			
Radio Repairs	011004-54580	\$83			
Food, Groceries	011005-55104	\$145			

Total:	\$24,497
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**V. Action Items**

1. Act on Appointments to the Knox County Board of Assessment Review.

- A motion was made by Commissioner Roger Moody to re-appoint Martin Cates and Lauren Kenniston for another 3-year term, expiring on November 5, 2015, on the Knox County Board of Assessment Review. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

2. Approve Contract between North Haven and Knox County for Sheriff’s Deputy Services for Contract Year January 1, 2013 to December 31, 2013.

- A motion was made by Commissioner Richard Parent to approve the contract between North Haven and Knox County for Sheriff’s Deputy Services for 2013. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

3. Act on Interest to be Charged to Municipalities on County Taxes and Fees Paid Late.

Dispatch fees were due September 1, 2012 and taxes were due September 1<sup>st</sup> but municipalities are not charged interest until November 1, 2012. The Finance Office does send reminders beyond just sending the bills for the taxes and dispatch fees. The interest rate is set by state statute.

Municipality		Date Received	Amount	Days Overdue	Interest Due @ 7%
Friendship	County Tax	11/7/12	\$227,267.85	6	\$261.51
Friendship	Dispatch fees	9/11/12	\$28,423.00	10	\$54.51
Matinicus	Dispatch fees	9/25/12	\$1,826.00	24	\$8.40
Rockland	Dispatch fees	9/10/12	\$180,036.00	9	\$310.75

**TOTAL \$635.18**

- A motion was made by Commissioner Roger Moody to approve charging interest to the three municipalities for having paid their County taxes and dispatch fees late. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

4. Act on Request to Change Airport Administrative Assistant’s Weekly Hours from 28 to 32.

Airport Manager Jeff Northgraves stated that the Airport Business Plan and County's Organizational Study both recommended an additional full-time position at the airport (Assistant Airport Manager or an additional full-time Maintenance position). He said that at the time, the County opted not to do that because of the County doing the Organizational Study. The first increment in 2011 increased the administrative assistant’s hours from 24/week to 28/week. During the budget meetings, Manager Northgraves had requested the second increment (28 to 32) two years in a row, with no success. His

long-term plan is to change the position's hours to 36/week in 2014 and then to 40 hours/week in 2015.

Manager Northgraves felt that he could cover the increase in hours for the administrative assistant position within his existing budget by cutting back on the number of hours worked by the part-time maintenance position. He added that by increasing the administrative assistant's hours, she will be bringing in more revenue from the aircraft parking. He believed that to really tackle the project, she needs more hours.

Commissioner Carol Maines asked Administrative Hart about his concern relating to the fact that he had also denied another department to increase hours for a position during the budget process.

Administrator Hart explained that he had recommended that both requests be taken out of the budget. This came up during the budget review and was not approved as part of the 2013 budget. He said that he was concerned that if changes were made to the budget now, the Commission would be changing the budget after it was already approved by both the Budget Committee and the Commission. He was concerned that it would set a precedent which could encourage other departments, who are turned down during the budget process, to come to the Commission afterwards and try to get their requests granted.

Commissioner Carol Maines noted that Manager Northgraves was saying there will be an offset by decreasing the maintenance position so it would not be increasing the bottom line of his budget.

Manager Northgraves stated that the Budget Committee is not the place for this decision to be made unless it affects the bottom line, which this decision does not. The Budget Committee also did not discuss this particular request – they merely accepted the administrator's recommendation on the airport budget, which did not include the increase in hours. The decision for the number of hours an employee works is the Commission's decision and is not part of the budget process or under the authority of the Budget Committee. He added that he has been trying to get the administrative assistant's hours increased for the past 4 years.

Commissioner Roger Moody said he was not comfortable changing the budget after it was already approved by the Budget Committee and Commission. He asked if this had happened before.

Administrator Hart replied that some changes were made after the Organizational Study was completed but those changes were discussed during the 2011 budget process and went into effect in that new budget.

Commissioner Richard Parent asked Administrator Hart what he recommended since Manager Northgraves keeps asking for this but the Administrator wasn't putting it in the budget. Administrator Hart replied that rather than just saying that the airport would be increasing revenue by increasing the position's hours, he wanted to see evidence to support that.

Manager Northgraves noted that the increasing of hours for the administrative assistant was the best way to take some of the work load off the airport manager's administrative burden. The Organizational Study had suggested the possibility of putting some of the burden on the maintenance worker, but maintenance staff does not handle administrative tasks like the administrative assistant does. Manager Northgraves said that during the budget discussions, nobody actually said they didn't agree with his request but it just never got funded. He added that if now is not the right time, he would try again next year, but there was a very real possibility that there will be some other dilemma that will come up and this will get sacrificed again.

Finance Director Kathy Robinson suggested that instead of permanently changing the position itself, the Commission could allow the use of overtime hours (the administrative assistant wouldn't actually get overtime pay since she doesn't work 40 hours). That would give the County time to see how the

year progresses and see if the administrative assistant really does increase revenue by working more hours. That way it doesn't put the Budget Committee in the position of feeling like they have no choice in funding the increase in hours because the Commission already put it into action. By putting it in overtime, Finance can isolate how much is spent and compare it with how much revenue comes in.

Commissioner Roger Moody said he really wasn't comfortable with that idea either. He also noted that the Organizational Study doesn't actually support Manager Northgraves request because it focuses too much on the maintenance position, not on the administrative assistant. He asked about having the Municipal Resources, Inc. report on the airport updated because when the report had been written, the terminal hadn't even been built yet and things have changed since.

Manager Northgraves noted that both he and his administrative assistant have far more contact with the public than before and he wanted his assistant to be visible and accessible for more hours.

Commissioner Richard Parent commented that he thought that the Finance Director's suggestion makes the most sense to him and didn't fly in the face of past decisions made by the Commission or the Budget Committee. Commissioner Carol Maines agreed that it would avoid the problem of making a decision that the Budget Committee would feel like they were bound to.

Finance Director Robinson stated that she probably should have also said that since the budget was just approved for the maintenance position, to diminish the hours for the sake of increasing the hours for the administrative position could indicate to the Budget Committee that the maintenance position was incorrectly budgeted for, or that the administration padded the budget. Since it is still unknown how many hours really needed to be increased or decreased for either position, she recommended leaving the maintenance position as it was budgeted. Administrator Hart commented that he agreed.

Manager Northgraves noted that he expected to have a better idea by the month of March of how many hours the maintenance position would really end up needing for the year because the winter would be mostly over by then. It was suggested that the Commission wait to make a decision on this agenda item until then.

- A motion was made by Commissioner Roger Moody to table making a decision until the March Commission meeting. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

5. Act to Approve and Authorize the County Administrator to Approve, Execute, and Sign All 2013 FAA AIP Grant Documents.

The Commission takes this vote every year to allow the County Administrator to sign the paperwork in order to meet the demanding timelines associated with the FAA's grant cycle.

- A motion was made by Commissioner Roger Moody to approve and authorize the county administrator to approve, execute, and sign all 2013 FAA AIP Grant documents. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

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

The main change is for determining the salary at the time of a demotion, whether voluntarily or involuntarily.

- A motion was made by Commissioner Richard Parent 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.

7. Act to Approve the Amended Donated Sick Leave Policy.

A memo from HR Consultant Laurie Bouchard to Administrator Hart regarding the Donated Sick Leave Policy had already been provided to the Commission. Department Managers and both Unions had already seen it and were given a chance to make suggestions if they had any. Ms. Bouchard has been working on this since it was last discussed with the Commission in July.

The commissioners had various concerns about the new sick leave donation policy. One concern was that even employees who have abused the system in the past would have as much access to the sick leave bank as other employees. It was explained that to qualify for using sick leave from the sick bank, an employee had to qualify for FMLA, which will prevent employees from abusing the system.

Another concern related to the fact that if there was still time in the bank at the end of the year, the days left did not carry over in to the next year.

A third concern was that if the bank ran out before the end of the year, employees would be required to put in another sick day into the bank to continue being eligible for accessing it. Finance Director Robinson noted that employees would never donate more than a day unless the bank ran out and they were asked to donate another day. Carrying time from year to year becomes a complicated thing for Finance to deal with. If employees don't feel comfortable with the program, or if they feel like they are unlikely to need more sick time than what they've accrued, they don't have to participate. Doing it this way makes it anonymous so that you don't know who your donated time gets used for, whereas in the past, it was very well known who was asking for donated time. If the employee wasn't "popular", they might not get a lot of hours donated to them.

Administrator Hart commented that there were a lot of problems with the old policy, including the issue of some employees staying out for long periods of time and asking for more time being donated to them. It created a hardship for the department.

- A motion was made by Commissioner Roger Moody to approve the amended donated sick leave policy. The motion was seconded by Commissioner Carol Maines.

Commissioners Maines and Moody both felt that it was worth approving the new policy as written with the understanding that it could always be changed and updated later on if it becomes clear that aspects of the policy need some reworking. Commissioner Parent expressed his preference of keeping the original policy, or at least making changes to the existing policy rather than getting rid of it for a completely different one.

- A vote was taken with 2 in favor (Commissioners Moody and Maines) and 1 against (Commissioner Parent).

## **VI. Discussion Items**

1. Update on Knox County Public Safety Building Project.

Administrator Hart explained that the County is nearing the end of the project. Last week there had been a walkthrough that he had expected would be the final walkthrough, but things were a little behind. There will now be a walkthrough of the Sheriff's Department portion of the building on Wednesday, and another walkthrough of the EMA and Communications portions on Thursday. The date of January 11<sup>th</sup> had been set for project completion, but that has been changed to the 19<sup>th</sup>. The 19<sup>th</sup> would be the potential date for the County to take possession of the building, with the exception of the punch list.

Dispatch console installation is currently slated for January 22 -24<sup>th</sup>. There is no official move-in date yet, and no date has been set for doing an open house.

Director Lothrop commented that he wanted the Communications Center to be up and running for a month to get the bugs out and running smoothly before the County entertained the idea of inviting the public in. The Sheriff's Department and EMA will move in first because it will take a little while to get Dispatch moved all in. Director Lothrop didn't want to invite the public in before the dispatch consoles were all moved in because he wanted the public to be able to see the complete picture of what their money had been spent on.

## VII. Other Business

### Notice of Claim

Commissioner Roger Moody asked if the Commission would be briefed about the lawsuit for the airport. Commissioner Maines noted that the Notice of Claim doesn't automatically mean there will be a lawsuit; it just preserves the right of the individual to do so.

Administrator Hart stated that the Notice of Claim letter has been provided to the Bangor Daily News, the Courier Gazette, and Lincoln County news because they had requested it and it's public information. Everything is going through the County's attorney, Peter Marchesi of Wheeler & Arey. The Commission and County staff will direct all questions to Attorney Marchesi.

Commissioner Carol Maines asked Manager Northgraves if he was expecting a report on the investigations being done on the crash. Manager Northgraves noted that the initial NTSB report is available online but it doesn't say very much. He added that the NTSB's final report probably won't be out for at least a year, and probably would not answer the questions that most people are going to have. Administrator Hart commented that he would talk to Attorney Marchesi about what information has been collected so far, but noted that he didn't think Attorney Marchesi has been able to get much information so far because nobody is really talking.

## VIII. Adjourn

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

The meeting adjourned at 3:31 p.m.

Respectfully submitted,

Candice Richards  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting  
held on February 12, 2013.**