

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – February 11, 2014 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, February 11, 2014, 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 2:35 p.m.*), Sheriff Donna Dennison (*left at 2:35 p.m.*), Domestic Violence Detective Dwight Burtis (*left at 2:21 p.m.*), Detective Don Murray (*left at 2:21 p.m.*), Patrol Administrator Kirk Guerrette (*left at 2:21 p.m.*), Detective Supervisor Reginald Walker (*left at 2:21 p.m.*), Communications Director Linwood Lothrop (*left at 2:47 p.m.*), EMA Director Ray Sisk (*left at 2:47 p.m.*), and Airport Manager Jeff Northgraves.

Others present: Building Maintenance Supervisor Don Decker (*left at 2:25 p.m.*); Allen Mitchell of McCormick & Associates (*left at 2:25 p.m.*); Chris Wolf from the *Pen Bay Pilot*; and Knox County Attorney Lance Walker (*arrived at 2:53 p.m. for the executive session*).

Regular Meeting – Agenda

Tuesday – February 11, 2014 – 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 with the Municipalities of January 7, 2014.
 - iii. Minutes of Regular Commission Meeting of January 14, 2014.
 - iv. Minutes of Special Commission Meeting of January 22, 2014.
 - v. Monthly Written Departmental Reports.
 - vi. Reserve Withdrawals.
 - vii. Budget Line Transfers.
- IV. 2:20 Action Items**
 1. Act to Award Bid for the County's 2014 Tax Anticipation Note.
 2. Act to Award Bid for One Used Patrol Vehicle for Use by the Sheriff's Department.
 3. Act to Award Bid for the Courthouse Exterior Trim Painting and Soffit Repair and/or Replacement.
 4. Act to Approve Expenditure of State Forfeiture Funds to Purchase In-Cruiser Video Camera Equipment.
 5. Act on Approval of Safety and Health Policy Statement.
 6. Act to Authorize the County Administrator to Sign an Agreement Between Knox County and the American Red Cross for Office Space at the EMA Office.
 7. Act to authorize the County Administrator to Approve, Execute and Sign All FAA 2014 Airport Improvement Program (AIP) Grant Documents.
 8. Act to Approve the APAC Appointment Timeline and Press Release Calling for Nominations.
 9. Act to Approve the APAC's Recommendation to Designate Stantec, FST or Hoyle Tanner Associates as the County's Airport Engineering Consultant and Authorize the County Administrator to Execute a 5 year Contract with Them.
 10. Act on PETITION BY JEFFERY NORTHGRAVES AND WILLIAM E. O'BRIEN FOR PROPERTY ACQUISITION BY EMINENT DOMAIN by approving and authorizing the following actions to be taken on February 13, 2014, if by that date, no one has filed an appeal on the common convenience and necessity of the acquisition by eminent domain or on the amount of damages awarded:
 - 1) Issuance of a check in the amount of \$18,500 as damages, payable to:
 - a) Bayview Loan Servicing, LLC if it provides a Release and Indemnification, signed by its duly authorized representative and in a form acceptable to the County's counsel, or if not,
 - b) The Maine Superior Court, Knox County, in order for it to determine to whom payment should be made, in light of the existing encumbrances on the title to the Premises that are

the subject of this eminent domain proceeding.

2) Recording of the Return of Doings and Order in the Knox County Registry of Deeds.

V. 2:30 Discussion Items

1. Discussion of County/Municipal Meeting Summary and Action Plan.
2. Discussion of Building Maintenance and Janitorial RFP's for the Courthouse, Airport, and County Public Safety Building.

VI. 2:55 Other Business

VII. 3:00 Executive Session

1. Convene in Executive Session for Consultations with Legal Counsel pursuant to 1 M.R.S.A. §405(6)(E).

VIII. Adjourn

I. Meeting Called to Order

Commission Chair Carol Maines called the February 11, 2014 regular meeting of the Knox County Commission to order at 2:00 p.m.

II. Public Comment

Commission Chair Carol Maines asked if there was any public comment.

Sheriff Dennison asked to speak. She stated that Knox County considers domestic violence to be very serious. She said that on 11/12/13, Domestic Violence Detective Dwight Burtis investigated a very serious domestic situation. A victim had fled Illinois with her two-year-old daughter to Maine in order to leave a dangerous situation. Detective Burtis had heard threats being made against the victim by William McBroom-Steeves who was threatening to kill the victim and her family. Due to Detective Burtis' diligence, Mr. McBroom-Steeves was arrested in Illinois and extradited to Maine and is currently in prison. Sheriff Dennison stated that Detective Burtis' devotion to service has not gone unnoticed. She stated that he has been chosen as Deputy of the Year for 2013. Sheriff Dennison presented Detective Burtis with a plaque and certificate award.

There was no other public comment.

III. 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 with the Municipalities of January 7, 2014.
- iii. Minutes of Special Commission Meeting of January 7, 2014.
- iv. Minutes of Regular Commission Meeting of January 14, 2014.
- v. Minutes of Special Commission Meeting of January 22, 2014.
- vi. Monthly Written Departmental Reports.
- vii. Reserve Withdrawals.

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

Commissioner Moody asked about the withdrawals for legal expenses coming out of the reserve. Administrator Hart explained that this was just for 2013. Starting in 2014, all legal bills are coming out of the Administrative General Legal line rather than Legal Reserve.

Commissioner Parent asked about the federal forfeiture reserve withdrawals. Administrator Hart explained that the withdrawal in December of 2013 was for the 301 Park Street project, which the Commission had authorized earlier. The January 2014 withdrawal is to purchase the vehicles that the Sheriff's Department had ordered in 2013. Chief Deputy Carroll stated that since the 2013 vehicles didn't arrive or get invoiced until January 2014, the finance director transferred the money for the vehicles from the 2013 budget into reserves so it could be used to pay for the vehicles in 2014.

- A vote was taken with all in favor.

2013 Reserve Withdrawals:

Courthouse Computer	200008-12660	\$621.38
Forfeiture Money – Federal	200008-12860	\$44,007.11
Legal Expense	200008-12650	\$15,163.78
Sheriff’s Computer	200008-12760	\$868.65
	Total	\$60,660.92

2014 Reserve Withdrawals:

Courthouse Computer	200008-12660	\$169.85
Forfeiture Money – Federal	200008-12860	\$7,059.00
Sheriff’s Vehicles	200008-12770	\$44,211.00
Sheriff’s Computer	200008-12760	\$1,399.01
	Total	\$52,838.86

IV. Action Items

1. Act to Award Bid for the County’s 2014 Tax Anticipation Note.

The County went out to bid on January 16th for the 2014 Tax Anticipation Note. Copies of the RFP were sent to 15 Banks and Credit Unions. The County received three bids back by the due date of January 31st. Machias Savings Bank was the lowest bidder. The TAN documents have been prepared by Jim Saffian of PierceAtwood and the Commission needed to sign portions of the documents.

Bidder	Interest Rate	Potential Interest
Machias Savings Bank	0.79%	\$20,830.59
Camden National Bank	0.89%	\$23,855.12
The First	0.90%	\$23,793.00

**KNOX COUNTY, MAINE
VOTE OF COUNTY COMMISSIONERS
AUTHORIZING TAX ANTICIPATION BORROWING**

IT IS HEREBY:

VOTED: That, pursuant to 30-A M.R.S.A. §932, the Finance Director is hereby authorized and empowered to borrow, at one time or from time to time during the fiscal year ending December 31, 2014, singly or in series, an amount or amounts not exceeding \$3,006,000 in anticipation of the collection of receipts from taxes, such borrowing to be evidenced by the issuance of the County’s tax anticipation note (the “Note”).

VOTED: That following a solicitation of bids, the County Commissioners award the winning bid to Machias Savings Bank (the “Bank”), and direct that the Note shall be issued to the Bank on an “as needed” basis, with an interest rate of 0.79% to mature on or before December 31, 2014.

VOTED: That the Note shall be signed in the name of and on behalf of the County by the Finance Director and countersigned by at least a majority of the County Commissioners, attested to by the County Administrator, and shall be payable at maturity out of money raised by taxation during the fiscal year ending December 31, 2014, and shall contain such terms and provisions, not inconsistent herewith, and be

in such form as shall be approved by the officers and officials signing the same, which approval shall be conclusively evidenced by their execution thereof.

VOTED: That the Finance Director, to the extent permitted and available under the Internal Revenue Code of 1986, as amended (the “Code”) be and hereby is authorized to designate the Note as qualified tax-exempt obligations for purposes of Section 265(b) of the Code.

VOTED: That the Finance Director be and hereby is authorized to covenant with the Bank, in the name of an on behalf of the County, that the County shall take whatever steps, including filing any reports and rebating any excess earnings, as may be required by federal law, and shall refrain from taking any action, as may be necessary or appropriate to ensure that interest on the Note will remain exempt from federal income taxes.

VOTED: That the officers and officials executing the Note be and hereby are individually authorized to covenant, certify, and agree, in the name of and on behalf of the County and for the benefit of the holders of the Note, that the County will file any required reports, make any annual financial or material event disclosure, and take any other action that may be necessary to ensure that the disclosure requirements imposed by Rule 15c2-12 of the Securities and Exchange Commission, if applicable, are met.

VOTED: That the Finance Director, County Commissioners, and County Administrator be and hereby are authorized and empowered on behalf of the County to undertake all such acts and things and execute and deliver all such documents and certificates as may be necessary or convenient in connection with the issuance, sale, execution, and delivery of the Note.

VOTED: That if the Finance Director or County Administrator are for any reason unavailable to approve and execute the Note or any related documents, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had himself/herself performed such act.

- A motion was made by Commissioner Roger Moody to award the TAN bid to Machias Savings Bank at an interest rate of 0.79%. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
- A motion was made by Commissioner Roger Moody to approve the Vote of the County Commission authorizing Tax Anticipation borrowing and approve the document authorizing Tax Anticipation borrowing and authorize the county administrator to sign it. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

2. Act to Award Bid for One Used Patrol Vehicle for Use by the Sheriff’s Department.

Administrator Hart explained that the County went out to bid on January 21st for one used program vehicle for the Sheriff’s Department. Copies of the RFP were sent to seven vendors. The County received five bids back from four vendors by the due date of February 7th. He stated that the Sheriff and Chief Deputy were present to give their recommendation to the Commission.

Chief Deputy Carroll stated that he and the Sheriff recommended going with the bid that was the car with the lowest bid price and lowest mileage, which is the 2013 Chevy Impala LS from Fuller’s for a bid price of \$15,534. He said that the vehicle will be an “administrative vehicle” and used by one of the detectives whose current vehicle won’t pass the next state inspection.

					Price	Miles	Color
Quirk	Bid 1	2012	Chevy	Impala LT	\$15,682	22,795	Black
Rockland Ford	Bid 1	2013	Ford	Taurus	\$21,520	22,820	Gray
Fuller	Bid 1	2013	Chevy	Impala LS	\$15,534	14,000	Silver
O'Connor's	Bid 1	2013	Chevy	Impala LS	\$16,279	18,000	Silver
	Bid 2	2013	Chevy	Impala LS	\$16,279	18,000	Silver

- A motion was made by Commissioner Richard Parent to award the bid for one used patrol vehicle to Fuller for a bid total of \$15,534. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

3. Act to Award Bid for the Courthouse Exterior Trim Painting and Soffit Repair and/or Replacement.

Administrator Hart explained that the County went out to bid for the exterior trim painting and soffit repair and/or replacement on the courthouse on December 28th. The RFP was sent out to 6 painting vendors. Three of them attended the mandatory pre-bid meeting, but only two of them submitted bids which were due in on February 4th. McCormick & Associates was the lowest bidder. That’s for the painting and scraping of all the exterior trim. He said that he and Allen Mitchell of McCormick & Associates agreed it would be done on a time and material basis. He added that Mr. Mitchell was present at the meeting.

North Atlantic Painting	McCormick & Associates, Inc.
\$70,700.00	\$46,303.00
	Bid included an “Attachment A” for an option to replace 2 high roof/flashings with copper. This would add an additional \$6,863 to the bid total.

Commissioner Maines invited Mr. Mitchell to come forward.

Mr. Mitchell explained that it’s impossible to know all of the work that will need to be done until you get up there and start working on it. He said that he would be using two lifts to get up there to reach the 180-190 blocks that have to be scraped and painted. Since it’s all lead paint, the workers will have to protect the area below. He said he didn’t think there will be much rot but that he wouldn’t know until his team starts working on it. He noted that he had also given with his bid a quote to do the copper roofing because he will already be up there, using the lifts to access the area so it would be cheaper to have him take care of it instead of hiring someone else just to come do that piece. He said his team would do the scraping and painting, and if they identify any areas showing rot, they would take Building Maintenance Supervisor Don Decker up there to show him. They will keep track of time and material as they go. There will be a couple areas that staging will be used, but mostly everything will be done using the two lifts. The work would start sometime in April as soon as the weather gets better and the nights aren’t so cold. They will do primer and then two coats of paint, plus caulking, once the old paint has been scraped off. He added that it will be a lot of work – the paint is peeling badly.

Commissioner Maines asked when this project was last done. Building Supervisor Decker said that he didn’t have any records of it so no one knows.

Commissioner Moody asked what the time and materials rate for Mr. Mitchell’s bid would be. Administrator Hart explained that the bid stated that the cost was \$39.70 for labor, materials cost plus 10%, and the lift cost is \$75 per day (there are two lifts).

Commissioner Moody asked if the award of the bid should include the replacing of two high roof/flashings with copper that Mr. Mitchell had included in his bid as an Attachment A. The total

would be 53,166 if that was added in. The consensus from the other commissioners was that it made sense to do the work mentioned in Attachment A while McCormick & Associates was already up there working on the roof.

- A motion was made by Commissioner Roger Moody to award the bid to McCormick & Associates, Inc. for a bid total of \$53,166, and to authorize the county administrator to approve additional work as necessary upon inspection. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

4. Act to Approve Expenditure of State Forfeiture Funds to Purchase In-Cruiser Video Camera Equipment.

Chief Deputy Carroll explained that cameras are like computers – after a few years they’re out of date. Using the forfeiture funds as matching funds for two grants will allow the department to get new equipment. The state grant is going to match the funds so that if the department buys one, the State will buy one, so the County gets two for the price of one. The cameras are invaluable for officer safety and prosecution of cases. The second grant is part of the Department of Public Safety’s 2014 Highway Safety Plan, which will help departments purchase the cameras to encourage them to focus more on OUI enforcement. The program will allow the County to purchase two cameras at 50% of the cost, so this is also like getting two cameras for the price of one. Both grants together will give the County 4 new cameras total. The video equipment not only assists with prosecution of cases, but it also helps clear up complaints against officers. Right now, all patrol and patrol supervisor vehicles have cameras in them. The administrative cars don’t have them because administrative staff mostly works in buildings. The cameras themselves do not record sound but the deputies record sound by wearing a microphone on their belt.

- A motion was made by Commissioner Richard Parent to approve expenditure of State Forfeiture Funds in the amount of \$4,721 to purchase in-cruiser video camera equipment. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

5. Act to Approval of Safety and Health Policy Statement.

Administrator Hart explained that as part of the Action Plan recommended by MMA Loss Control Consultant Ann Schneider after her visit, the Safety Committee worked on a Safety and Health Policy Statement for the County. The Safety Committee voted on January 16th to approve the Statement. Once approved by the Commission, a copy will be sent to Ann Schneider at MMA. He added that EMA Director Sisk is the Chair of the Safety Committee and can answer questions.

Commissioner Maines asked who else is on the Committee. Director Sisk stated that there is one person from each department on the Committee. Commissioner Maines asked if the Committee talked about accidents. Director Sisk responded that they talk about accidents and what could be done in the future to prevent them from happening again.

- A motion was made by Commissioner Richard Parent to approve the Safety and Health Policy Statement. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

Commissioner Moody asked about whether this policy really would be reviewed on an annual basis and be updated with other County policies or if it would just disappear. Administrator Hart stated that his office was actually working on reviewing old policies and compiling them into a single book. The project is not finished because there have been too many other things going on. He added that the Safety Committee would annually review the Safety and Health Policy Statement. Director Sisk commented that it also gives the Commission a chance to say annually, “yes, safety is important and we support it.”

6. Act to Authorize the County Administrator to Sign an Agreement Between Knox County and the American Red Cross for Office Space at the EMA Office.

Administrator Hart explained that when this agenda item was on the January Regular Commission meeting agenda, the commissioners had some questions and concerns that were brought up during the meeting. County Attorney Peter Marchesi revised the agreement to reflect the commissioners' comments. The Red Cross approves of this current version.

- A motion was made by Commissioner Richard Parent to authorize the county administrator to sign the agreement between Knox County and the American Red Cross for office space at the EMA office. The motion was seconded by Commissioner Roger Moody.

Commissioner Maines said that she had a hard time understanding what the County is getting for free as listed in section **6.0 Training to Knox County Personnel**. She asked which people counted as the 5 students - County personnel? Director Sisk responded that the students could be County staff or it could be Knox County residents. It gives the County the chance to offer scholarships for fee based programs to some residents as well as staff.

- A vote was taken with all in favor.

7. Act to authorize the County Administrator to Approve, Execute and Sign All FAA 2014 Airport Improvement Program (AIP) Grant Documents.

Airport Manager Jeff Northgraves stated that he requests on an annual basis for the Commission to authorize the county administrator to apply, authorize and sign documents necessary for the FAA AIP grant projects. This year he anticipates four projects/grants:

1. Obstruction Easements Ph II (\$150K, \$7,500 from County) to cover the eminent domain easements.
2. Obstruction Removal and lighting (\$435K, \$21,750 from County) to remove trees and/or install obstruction lights.
3. Rebuild the Snow Removal Equipment (SRE) building (\$525K, \$26,250 from County) to add about 7,500 square feet to the existing 6,375 sq feet building. The current building is 22 years old but the airport will add on to it rather than completely constructing a new building. There will be an office and restroom area in there that will be heated but the rest of the building will be kept at 50 degrees in cold weather.
4. Misc. - Pavement Repairs (\$150K, \$7,500 from County) to do crack sealing and paint aprons and runways.

Commissioner Moody asked about the County match for these projects. Manager Northgraves replied that the County is all set for 2014 for being able to fund out of Airport reserves but in 2015 budget the County will need to budget for the County's portion of the funding for the projects.

- A motion was made by Commissioner Richard Parent to authorize the county administrator to approve, execute, and sign all 2014 FAA Airport Improvement Program (AIP) grant documents. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

8. Act to Approve the APAC Appointment Timeline and Press Release Calling for Nominations.

Airport Manager Jeff Northgraves explained that this year, the terms for the District #2 seat (currently filled by John Curtis of Thomaston), the Nearby Citizens Seat (currently filled by Pennie Alley of South Thomaston) and the On-Airport Business Seat (currently filled by Shane Burns of Appleton) expire. They are all willing to serve again. The APAC met yesterday and approved of the time table that was provided to the Commission. Gray Smith has tendered his resignation effective as soon as he's replaced with someone to finish out his term (District 1 seat).

Manager Northgraves said that at the APAC meeting yesterday, they established a five-person subcommittee to work on the bylaws and prevent the lack of an Owls Head resident being on the Committee from happening again. He stated that when the bylaws were initially written, it was a very laborious, long process of going to all the stakeholders. When re-writing the bylaws, the APAC needs to make sure that they don't knee-jerk to one stakeholder but go back and check with all of them. He noted that almost everyone on the APAC committee that wrote the original bylaws were also on the Owls Head Airport Committee. He said that the bylaws don't need a major overhaul. He said that Gray Smith resigning gives the Commission an opportunity to replace him with someone from Owls Head, which would solve the Owls Head's problem in the short term while the County is working on the bylaws. He said that the APAC will make a recommendation on changes to the bylaws and then he would make a recommendation to the Commission.

- A motion was made by Commissioner Richard Parent to approve the APAC appointment timeline and the press release calling for nominations. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

9. Act to Approve the APAC's Recommendation to Designate Stantec, FST or Hoyle Tanner Associates as the County's Airport Engineering Consultant and Authorize the County Administrator to Execute a 5 year Contract with Them.

Airport Manager Jeff Northgraves explained that every five years the FAA requests that the County review its Airport Engineering Consultant. The current contract is with Stantec and expires this July. Three engineering firms, Stantec, Hoyle Tanner Associates, and FST, responded to the Request for Qualifications. The APAC board-scored their submissions on February 10th. FST is fairly new to Maine. Stantec and Hoyle are considered the best engineering firms in Maine. When the APAC scored the submissions, Stantec had the highest score with Hoyle coming in as a very close second. The APAC recommendation to the Commission is to select Stantec.

- A motion was made by Commissioner Roger Moody to approve the APAC's recommendation to designate Stantec as the County's Airport engineering consultant and authorize the county administrator to execute a five-year contract with them. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

10. Act on PETITION BY JEFFERY NORTHGRAVES AND WILLIAM E. O'BRIEN FOR PROPERTY ACQUISITION BY EMINENT DOMAIN by approving and authorizing the following actions to be taken on February 13, 2014, if by that date, no one has filed an appeal on the common convenience and necessity of the acquisition by eminent domain or on the amount of damages awarded:

- 1) Issuance of a check in the amount of \$18,500 as damages, payable to:
 - a) Bayview Loan Servicing, LLC if it provides a Release and Indemnification, signed by its duly authorized representative and in a form acceptable to the County's counsel, or if not,
 - b) The Maine Superior Court, Knox County, in order for it to determine to whom payment should be made, in light of the existing encumbrances on the title to the Premises that are the subject of this eminent domain proceeding.
- 2) Recording of the Return of Doings and Order in the Knox County Registry of Deeds.

Administrator Hart explained that things had changed a little bit since the agenda was written. Option A was no longer possible. He said that Bayview Loan Servicing was given until noon yesterday to sign the Release and Indemnification agreement but did not do so. Because of that, Attorney Jim Katsiaficas recommended that the Commission vote that the check and damages be made payable to Superior Court, but in Lincoln County, because there's a state law that when a County is filing a suit against a defendant in the same county, it has to do so in an adjoining county.

- A motion was made by Commissioner Richard Parent to approve a warrant for issuance of the check for damages to Lincoln County Superior Court. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

V. Discussion Items

1. Discussion of County/Municipal Meeting Summary and Action Plan.

Commissioner Moody explained that he had taken Administrative Assistant Richards' minutes from the joint meeting that the Commission had with the Municipalities on January 7th and put together a summary. There are 10 subject areas that were brought up by the Municipalities that they would like to have Knox County look into to see what the County could provide for a level of service. He said that Administrator Hart had asked that this be discussed at the March meeting because of the length of today's agenda.

Administrator Hart commented that rather than the commissioners meeting with all the groups that Commissioner Moody identifies in his summary, it might make more sense for the county administrator and maybe one other person to meet with them to get the information and then bring it back to the Commission.

Commissioner Moody noted that the municipal representatives all just said they were struggling with certain issues but didn't really ask the Commission to get actively involved. Administrator Hart commented that it might just be that the County could just help facilitate the municipalities working together.

Administrator Hart stated that he was trying to set up a meeting with some of the larger towns that hadn't attended the meeting on January 7th: Camden, Warren, Rockland, Thomaston. He said he intended to call to find out why they didn't attend – whether it was a lack of interest or some other reason. Commissioner Moody suggested inviting Rockport to that group meeting even though they attended the last meeting since Rockport is one of the bigger towns and has things in common with the others.

2. Discussion of Building Maintenance and Janitorial RFP's for the Courthouse, Airport, and County Public Safety Building.

Administrator Hart explained that the Building Maintenance and Janitorial Contracts are expiring on June 30, 2014 and he was looking at renewing the contracts for another time period. The contracts allow the parties to agree, if in writing signed by both of them, to extend the agreement for additional terms thereafter. He said he had spoken to Paul Cook and Jesse McCue of MREM about the Courthouse facility and they agree to extend the contract at the same price for 42 months (3 ½ years). The extra 6 months allows the contract to expire on December 31st in 2017 to get it back on a calendar year like the County's budget. Administrator Hart stated that he also asked Mr. Cook and Mr. McCue about the building management at the Knox County Public Safety Building since they currently have that contract too, and they said they would agree to the same price for 42 months as well to expire December 31, 2017.

Administrator Hart stated that Lou's Cleaning has the Janitorial Contract for the Public Safety Building. He also has the contract for the Airport, which expires on June 30, 2014. Lou has proposed a \$200.00/month increase since he didn't include the costs of paper supplies when it was bid last time and that was not built into his annual contract. That would increase the annual price of \$15,600 to \$18,000. Administrator Hart requested to go out to bid for janitorial services for both the Airport and the Public Safety Building. He said that when the 301 Park Street facility was first moved into, it wasn't really known yet how much cleaning or what would need to be done. The RFP wasn't that specific and it really needs to be. He said that he and Building Maintenance Supervisor Decker met with Lou Dyer yesterday and told him that the County was probably going to go back out to bid. Mr.

Dyer was fine with that because he knows the original contract wasn't all inclusive. Administrator Hart asked if the commissioners agreed with this approach.

Commissioner Maines said Administrator Hart's suggestions sounded good to her. She asked if there were any issues or if the staff was happy with the current vendors. Administrator Hart said that he and the staff are very happy with Maine Real Estate Management's building maintenance services, and if there are any issues, it's the janitorial side of things but Building Supervisor Decker oversees the cleaners at the courthouse so if something comes up, he immediately deals with it. Administrator Hart added that the State pays for half of these services and he had spoken to Clerk of Courts Eileen Bridges and she's very happy with things.

Commissioners Parent and Moody both said that they were fine with Administrator Hart's proposal.

VI. Other Business

VII. Executive Session

1. Convene in Executive Session for Consultations with Legal Counsel pursuant to 1 M.R.S.A. §405(6)(E).

- A motion was made by Commissioner Roger Moody to go into executive session pursuant to 1 M.R.S.A. §405(6)(E) for consultations with legal counsel. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

The executive session convened at 3:23 p.m.

The executive session concluded at 5:02 p.m.

VIII. Adjourn

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

The meeting adjourned at 5:03 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on March 11, 2014.