

# KNOX COUNTY COMMISSION

**Regular Meeting**

**Tuesday – April 10, 2012 – 2:00 p.m.**

The regular monthly meeting of the Knox County Commission was held on Tuesday, April 10, 2012, 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, Airport Manager Jeff Northgraves, Finance Director Kathy Robinson, KRCC Director Linwood Lothrop, Sheriff Donna Dennison (*left the meeting at 3:13 p.m.*), Chief Deputy Tim Carroll (*left the meeting at 3:13 p.m.*), Jail Administrator Major John Hinkley (*left the meeting at 3:13 p.m.*), EMA Director Ray Sisk (*arrived at 3:02 p.m.*), Dispatcher John Gamage, Dispatcher Melissa Olson, Dispatcher Renee Grover, Dispatch Supervisor Sandi Stauffer-Freeman, DA Prosecutorial Assistant Shane Riley (*arrived at 2:31 p.m.*); DA's Office Victim Witness Advocate Stephanie Laite (*arrived at 2:31 p.m.*), Registrar of Deeds Lisa Simmons, Register of Probate Elaine Hallett, and Deputy Register of Probate Julie Allen.

Others in attendance: George Chappell of the *Courier Gazette*; James Kierstead.

## **Regular Meeting – Agenda** **Tuesday – April 10, 2012 – 2:00 p.m.**

- I. 2:00 Meeting Called To Order**
- II. 2:01 Presentation** – Commission Chair will present commendations to three dispatchers.
- III. 2:05 Public Comment** - Public Comment during other portions of the meeting will only be granted by permission of the chair.
- 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 Joint Commission and Budget Committee Work Session of March 1, 2012.
    - iii. Minutes of Regular Commission Meeting of March 14, 2012.
    - iv. Minutes of Special Commission Meeting – Public Hearing – 2012 Budget of March 15, 2012.
    - v. Minutes of Special Commission Meeting of March 20, 2012.
    - vi. Minutes of Special Commission Meeting with the Municipalities of March 20, 2012.
    - vii. Monthly Written Departmental Reports.
    - viii. Reserve Withdrawals.
    - ix. Budget Line Transfers.
- V. 2:25 Action Items**
  - 1. Act to Approve and Authorize the Chair to Execute Concessionaire's Agreement with Richard & Sherree Craig to Operate the "Aviary Café" in the Airport Terminal.
  - 2. Act on Appointments to the Airport Public Advisory Committee.
  - 3. Act on Approval of Purchase of Tasers for the Sheriff's Department from Drug Forfeiture Funds.
  - 4. Act to Approve the FY2013 Jail Budget & Submit to the Board of Corrections for Their Approval.
  - 5. Act on Elected Officials Compensation.
  - 6. Act on Grandfathered Health Benefits.
  - 7. Act to Award TAN Bid.
  - 8. Act to Set Mil Rate for 2012.
  - 9. Act on Expenditures from Projected Fund Balances.
  - 10. Act on Approval of Three Appointments to the PENQUIS Knox County Steering Committee.
  - 11. Act on Orthoimagery Buy-Up Process.
  - 12. Act to Authorize County Administrator to Sign Owner's Representative Agreement for 301 Park Street Project.
- VI. 3:00 Discussion Items**
  - 1. Update on 301 Park Street Project.
- VII. 3:15 Other Business**
- VIII. 3:20 Executive Session**
  - 1. Convene in Executive Session to discuss a Personnel Matter pursuant to 1 M.R.S.A. §405(6)(A).
- IX. 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. Presentation**

Commission Chair Roger Moody explained that the Commission was presenting commendations to three dispatchers.

Communications Director Linwood Lothrop explained that three dispatchers, Melissa Olson, Renee Grover, and John Gamage were recently recognized at the Maine NENA Annual Conference in Augusta for a Critical Incident Award, which recognizes any individuals, team, center or centers, who by deed or act, make a noteworthy contribution which results in the successful handling of a major incident or combination of incidents beyond the average or normal activity level. He read a statement from the 2011 Award Nominations:

“On August 24, 2011 Dispatcher Olson received a 9-1-1 call from a hysterical female that could hardly be understood. After several attempts Dispatcher Olson was able to obtain a location. The caller was reporting three people in masks on just broke into the house looking for drugs. The caller's boyfriend took the phone reporting that the subjects started assaulting everyone in the residence with weapons. The caller was hit in the face with a crowbar and his girlfriend was hit in the head with a hammer and was badly beaten and actively bleeding. During the attack the caller and his girlfriend were able to leave the residence in a vehicle. Dispatcher Olson got the caller to pull into a safe location so they could meet up with Law Enforcement and Rescue.

Dispatcher Grover received a second call from another female victim who was still inside the residence. The caller reported that the three assailants had smashed a window with a crowbar and entered the residence, attacking everyone inside the home. The caller reported that the intruders had smashed a female in the face with the butt end of a shotgun, breaking the shotgun. The caller reported that this victim was bleeding and there was blood everywhere. The caller stated that the intruders had left in a vehicle and was afraid they were going to go back. During the attack they threatened to kill people in the residence. Dispatcher Grover was able to calm the caller down and gather more information about the assailants all while administering the control bleeding protocol Law Enforcement responders were updated at all times till they arrived on scene.

All five victims were assaulted by the attackers during this home invasion. Following a thorough investigation by law enforcement, all three assailants were identified, arrested and subsequently prosecuted.

During this incident, Dispatcher Gamage supported his co-workers, logging radio traffic, starting mutual aid for a second ambulance, fielding other calls for service and assisting wherever needed.”

Commissioner Moody presented commendations to three dispatchers and thanked them for their professionalism during the incident in August during a home invasion.

*(Dispatchers Gamage, Grover, Olson, and Stauffer-Freeman left the meeting after the presentation.)*

**III. Public Comment**

Commissioner Roger Moody asked for public comment. There was none.

**IV. Consent Items****1. Approve Consent Items as Presented:**

- i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.

- ii. Minutes of Joint Commission and Budget Committee Work Session of March 1, 2012.
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  - vi. Minutes of Special Commission Meeting with the Municipalities of March 20, 2012.
  - vii. Monthly Written Departmental Reports.
  - viii. Reserve Withdrawals.
  - ix. 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.

Commissioner Maines asked Communications Director Lothrop about the “T Band Giveback” that he mentioned at the end of his monthly report. Director Lothrop explained that in exchange for the 20 MHz spectrum, the State wanted something back. The State will auction the T Band equipment to help fund building the new nation-wide 700 MHz band network. It is not a project that will happen overnight. The new network will be called the D Block, and numerous agencies, including the FBI, Police Departments, etc. will all use this data network country-wide.

- A vote was taken with all in favor.

Reserve Withdrawals – 2012:

Airport Computer	461608-14600	\$129.85
Courthouse Computer	200008-12660	\$1,011.75
DARE	300008-10070	\$1,781.57
Deeds Surcharge	200008-12740	\$735.50
Dispatch Computer	561800-12605	\$1,425.00
Legal Expense	200008-12650	\$1,569.40
	Total	\$6,653.07

2011 Budget Line Transfers:

**FROM:**  
**AIRPORT**

**TO:**

Heating Fuel	416005-55205	\$1,404	Building Repairs	416004-54595	\$1,404
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**JAIL**

Flex Benefits	818003-3905	\$27	Inmate Medical	818004-4017	\$3,430
Hourly Differential	818003-3607	\$321	Parking Lots	818004-4617	\$810
Sanitation	818004-4028	\$269	Plumbing	818004-4619	\$399
Auto Mileage	818004-4102	\$64			
Lodging	818004-4104	\$738			
Meals – staff	818004-4106	\$486			
Tolls	818004-4108	\$105			
Registration	818004-4907	\$450			
Auto	818005-5202	\$584			
Cleaning Supplies	818005-5214	\$713			
Computer Supplies	818005-5215	\$298			
Kitchen Supplies	818005-5226	\$134			
Photographic	818005-5231	\$250			
Record Books	818005-5236	\$200			

**PROBATE**

Computer Repairs	010004-54585	\$2,220	Advertising	010004-54421	\$2,220
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<b>Total:</b>	<b>\$6,043</b>
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<b>Total:</b>	<b>\$6,043</b>
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Reserve Transfer – 2012:

Legal Expense	200008-12650	\$35,000
Unemployment Compensation	200008-12610	(\$35,000)
	Total	\$0

**V. Action Items**

1. Act to Approve and Authorize the Chair to Execute Concessionaire’s Agreement with Richard & Sherree Craig to Operate the “Aviary Café” in the Airport Terminal:

At the Regular Commission Meeting in March, the Commission accepted the proposal of Rob and Sherree Craig for use of the restaurant space in the new Airport terminal to operate a café. The Commission needed to approve the agreement and authorize the Chair to execute it. Richard Craig had already signed the agreement and has already started moving his equipment in. Mr. Craig is hoping to start service the first of May but it has to be inspected by the state before he can start, so it will probably be between May 1 - 15.

Right now the Craigs are only leasing the kitchen. There are vending machines, etc. so if the Craigs wanted sole rights to that area of the airport terminal, they would have to lease more than just the kitchen. The FAA will not allow the County to issue any agreement that will limit other food vendors from coming in. The agreement was reviewed by the County’s legal counsel. If Mr. Craig were to decide after a few months that he didn’t want to continue, he’s obligated to come to the County if he can’t make the numbers work. If he and the County can’t come to an agreement, he has the right to bail out; however, if he leaves, he has to make sure that part of the terminal is left in better condition than how he found it.

- A motion was made by Commissioner Carol Maines to Approve and Authorize the Chair to Execute Concessionaire’s Agreement with Richard & Sherree Craig to Operate the “Aviary Café” in the Airport Terminal. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

2. Act on Appointments to the Airport Public Advisory Committee:

Airport Manager Jeff Northgraves explained that the nominations for APAC seats are as follows:

- |                    |  |
|--------------------|--|
| Business Seat      | 1. William Maddox (reappoint for a 3 <sup>rd</sup> term)   |
| Environmental Seat | 1. William Jones (nominated by Georges Valley Land Trust and the Coastal Mountains Land Trust)   |
| District #3 Seat   | 1. James Kierstead (incumbent, nominated by Camden for a 2 <sup>nd</sup> term)<br>2. Marjorie Stratton (nominated by the Vinalhaven Selectboard) |

The APAC met on April 9<sup>th</sup> to make their recommendations. Six of them were in favor of recommending James Kierstead, who is the incumbent in the District #3 seat. One APAC member recommended Ms. Stratton because she would add island representation, which has been difficult to gain in the past. She would also help maintain the diversity the County hopes to achieve. The Commission had been provided with nominee questionnaires for both District #3 seat nominees.

Commissioner Maines commented that she was at that meeting and she felt that Mr. Kierstead’s experience was a plus. A newer member of APAC felt that his experience would be helpful to the newer members. It was also suggested that Ms. Stratton could start out on one of the sub-committees and work her way in that way.

- A motion was made by Commissioner Richard Parent to appoint William Maddox for the Business Seat, William Jones for the Environmental Seat, and James Kierstead for the District #3 Seat on the Airport Public Advisory Committee. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

Commissioner Moody commented that he was pleased that there was some interest from an islander in participating. He asked if Ms. Stratton would be getting notice of meetings, etc. so she could still attend if she wanted to. Manager Northgraves said yes and that the APAC was willing to change the meeting time from 4:30 to 4:00 p.m. to make it easier for her to attend.

3. Act on Approval of Purchase of Tasers for the Sheriff's Department from Drug Forfeiture Funds:

The Commission had been provided with a memo from Chief Deputy Tim Carroll to the Sheriff requesting the purchase of six Tasers for the Sheriff's Department. These are considered for approval by the Commission since they are being asked to be funded with drug forfeiture funds which require approval by the Commission. The new Tasers would add to the previous four Tasers that were purchased through a grant last year and are currently in use by supervisors only.

Chief Deputy Carroll explained that the County has had a lot of incidents where using a taser is needed to lower the intensity of the situation. The officers don't want to have to use lethal force if it can be avoided. Purchasing these Tasers allow the deputies to keep their Taser during their four-day shift rotation so they don't have to come into the office to get one before going out on patrol. The Tasers will be checked at the end of each rotation. Any staff carrying the Tasers will have to be trained on them before they can carry them.

Commissioner Maines asked if that meant that the deputies would have to be shot with the Taser themselves. Chief Deputy Carroll said yes. He said that the training included experiencing the Taser yourself because officers need to know the end result of the tool being used and how it feels so they will know how a suspect is going to react when the tool is used on someone else. Sergeant Michael Sprague has been certified as an instructor so he will be training the other officers. He will also be keeping track of the usage of the Tasers.

Sheriff Dennison commented that she was originally opposed to the use of Tasers in her department but with the introduction of bath salts and other unsafe behavior to the County in recent months, she wanted her deputies to be safe and for them to be able to use non-lethal force to incapacitate violent subjects.

- A motion was made by Commissioner Richard Parent to approve the purchase of six Tasers for the Sheriff's Department from State drug forfeiture funds. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

4. Act to Approve the FY2013 Jail Budget & Submit to the Board of Corrections for Their Approval:

The Sheriff, Jail Administrator, Finance Director, and County Administrator have been spending time on developing the FY 13 Jail Budget. The Commission previously approved the FY 12 & FY 13 budget back when the biennium budget was due in January 2011. The BOC approved the FY 12 budgets, but never approved the FY 13 budgets at that time. They are now asking County jails to submit FY 13 budgets that are 1% less than the approved FY 12 Budgets.

Jail Administrator Hinkley explained that the BOC is asking the County to take 1% off the current year's budget, but the problem is that the jail is already running over this year. He said that he didn't feel comfortable presenting a budget that doesn't even cover the jail's costs. He added that he will be going to Augusta to tell the BOC what the reduction will cost the County in the long run. The County will probably have to give up Maine Pretrial to come up with a reduction and yet still have to find

another \$68,000 to cut, probably. Some things can't be cut, like food, electricity, water, medical, etc. The 1% reduction is hard to do without eliminating positions and/or closing a pod in the jail.

Sheriff Dennison stated that after the county jails were incorporated into the BOC, the budget was supposed to be capped to save the taxpayers money but the state is out of money. Her recommendation was to submit the budget that the County actually needs. She said that she was worried that the employees wouldn't get their increases.

There was a discussion about whether the County should submit a budget that the County feels covers the needs of the jail, or to comply with the BOC request of submitting a budget at a 1% reduction. There were mixed feelings about both because the County needs the full budget so the administration didn't want the BOC to approve a budget cut by 1%, but that is what the BOC had requested of all 16 counties. When it was suggested that the County could perhaps send both budgets, Finance Director Robinson explained that it is submitted electronically so she can only submit one budget. Any other budget would have to be mailed or delivered to the BOC separately. No one seemed sure of what would happen if the County submitted a full budget instead of the 1% less budget.

Jail Administrator Hinkley wanted to send the BOC the full budget. Administrator Hart thought that the BOC wanted to know the impact of the 1% reduction on each county so that they could go before the legislature to say this is what will happen if we don't get the full funding. His recommendation was to submit both budgets with an explanation of why Knox County can't make the 1% cut. He said that the BOC needs to fund what it truly costs to run the jail and that if the jail employees don't get their increases now, Knox County will probably never get them caught up to the correct salaries.

Jail Administrator Hinkley commented that \$240,000 is about how much Knox County would have to cut out of its budget, which is pretty drastic. He added that he would take the 1% decreased budget with him to show the BOC what the effect would be. He said that the County will probably get our hands slapped for not submitting that decreased budget.

*Ray Sisk arrived at 3:02 p.m.*

- A motion was made by Commissioner Carol Maines to approve the FY2013 Jail Budget of no greater than \$3,908,076 and submit it to the Board of Corrections for their approval. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

5. Act on Elected Officials Compensation:

The Commission had met with Laurie Bouchard, HR Consultant, Sheriff Dennison, Judge Emery, Registrar of Probate Elaine Hallett, and Administrator Hart on April 9<sup>th</sup> to discuss options for funding the Elected Officials Compensation and what option the County would use to calculate wages and increases now and going forward. Laurie Bouchard, HR Consultant has provided the Commission with the Salary Recommendations for all Elected Officials and Benefit Recommendations for the Judge of Probate. The Commission could approve the recommendations, request additional information, or make a decision at a future meeting. This information will be discussed with the Budget Committee on May 3, and it will be put on the May 8<sup>th</sup> Regular Commission meeting agenda.

No action was taken.

6. Act on Grandfathered Health Benefits:

The Commission has discussed this issue at many prior meetings. A meeting was held with employees late last month. A memo had been given to the Commission by HR Consultant Laurie Bouchard which recommended eliminating this benefit but in phases: 5% in 2013, 10% in 2014, 15% in 2015, 20% in 2016, 25% in 2017. Those would be subject to Union approval and subject to change if the Commission changed the percentage of coverage for all other employees.

Administrator Hart commented that he was hoping to meet May 9<sup>th</sup> with the National Correctional Employees Union (NCEU) and on May 30<sup>th</sup> with the Fraternal Order of Police (FOP). He said that he would discuss this subject at both meetings. He asked if the Commission was interested in the phasing-in approach or if they wanted to do something else. He said that he wanted to know what to approach the unions with.

*(Ray Sisk, CD Carroll, Sheriff Dennison, and Major Hinkley left the meeting at 3:13 p.m.)*

Commissioner Maines commented that she was fine with the phasing in plan. Commissioners Parent and Moody both said that they felt the same way. Commissioner Parent added that this was probably the least painful way to eliminate the grandfathered benefits.

Commissioner Moody asked if HR Consultant Laurie Bouchard was still looking for cost sharing options. Administrator Hart responded that he would have to check with her about that.

*(Shane Riley, Julie Allen, Stephanie Laite, Lisa Simmons, and Elaine Hallett left the meeting at 3:19 p.m.)*

No action was taken.

7. Act to Award TAN Bid :

The Commission awards the bid to the banking institution that submits the lowest bid and fulfills all bid requirements. RF P's were mailed out to 13 banks and credit unions and were due in by 2 p.m. on April 6<sup>th</sup>. Seven banks submitted bids.

*(Ray Sisk returned to the meeting at 3:23 p.m.)*

The lowest bidder was TD Bank with a bid of 0.77%; however, TD Bank's bid was for "lump sum" borrowing, which is not what the RFP required. The County does not borrow in lump-sum but rather on an "as needed" basis so that the County only borrows what is actually needed. The lowest bidder who met all of the RFP requirements was Key Bank with a bid of 0.92%. Key Bank, however, had a stipulation in their bid which required all borrowing to be made in increments no less than \$50,000, which was not requested nor covered by the RFP.

Administrator Hart and Finance Director Robinson recommended awarding the bid to Machias Savings Bank, the next lowest bidder at 0.99%. Director Robinson explained that the County had just awarded banking services to Machias Savings Bank and is therefore establishing a relationship with them. It would make sense to continue that relationship with them especially considering Machias met the bid requirements. The County does not always automatically go with the lowest bid.

Administrator Hart commented that the representative for Key Bank said the \$50,000 minimum was an oversight and he would strike it from the bid if the County wanted him to, but if the County allowed that, then TD Bank could have cause to say that the County was unfair because it didn't let TD Bank alter their bid, which had provided a quote for the wrong kind of borrowing.

- A motion was made by Commissioner Carol Maines to award the 2012 TAN bid to Machias Savings Bank for a bid of \$0.99% interest rate. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

8. Act to Set Mil Rate for 2012:

The Commission needed to set the mil rate for the year 2012 now that the state valuations have been finalized by Maine Revenue Services. The State Valuations were certified as of January 23, 2012. The Budget Committee and the Commission voted to set the Total Municipal Tax Assessment for 2012 at \$6,494,710.00. Therefore, Administrator Hart recommended setting the mil rate for 2012 at 0.0008626603. The overlay figure is \$127,347.00, which is at the 2% maximum as allowed by

statute. The annual interest rate for 2012 is 7% simple annual interest compounded monthly at an effective annual rate of 7.229%, which is the same as last year.

- A motion was made by Commissioner Richard Parent to set the 2012 mil rate at 0.0008626603 and charge municipalities 7.229% annually for late payments. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

9. Act on Expenditures from Projected Fund Balances:

A spreadsheet created by Finance Director Robinson had been given to the Commission. The recommendation was for the Commission to approve the following transfer of 2011 Surplus to Reserves:

	<b>2009 Surplus</b>	<b>% of Expense</b>	<b>2010 Surplus</b>	<b>% of Expense</b>	<b>2011 Projection</b>	<b>% of Expense</b>
Airport	\$58,219	16%	\$37,211	9%	\$42,939	10%
Communications	\$44,886	6%	\$31,254	4%	\$70,033	8%
Jail	\$131,319	4%	\$100,946	3%	\$146,371	4%
General Fund	\$884,208	21%	\$966,174	24%	\$1,327,636	34%

Reduce 2012 Budget	<b>(\$175,000)</b>
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**Transfer to Reserves**

Legal	<b>(\$100,000)</b>
Courthouse Computer	<b>(\$10,000)</b>
Courthouse Maintenance	<b>(\$65,000)</b>
<b>Total General Fund</b>	<b>(\$350,000)</b>

<b>Adjusted General Fund Estimated Surplus</b>	<b>\$977,636</b>	<b>25%</b>
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**Transfer to Reserve**

Communications Miscellaneous Equipment	<b>(\$5,400)</b>
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<b>Adjusted Communications Estimated Surplus</b>	<b>\$114,266</b>	<b>13%</b>
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Director Robinson explained that most of the surplus funds (other than the legal) is money that was allocated for specific projects that did not happen in 2011 because of various factors but the County still intends to do those project. If money isn't put into the legal reserve for the next year, the County will be over-spending. This also allows us to properly track spending. She said that every year that she has worked here, money has always been transferred at the end of the year into legal for the following year. Her recommendation was to move the money out of the unemployment compensation reserve that the County knows will not need to be spent and transfer it to legal.

Commissioner Moody said that he thought it was unusual to have an operating line budget replenished by a reserve line. He said that he would prefer the reserve be part of an operating budget rather than a reserve line. He said it was just a budget theory and that the current system seems to be working since it's been done every year the way Director Robinson had just explained.

- A motion was made by Commissioner Richard Parent to authorize the finance director to transfer the funds in the amount of \$350,000 to reserves. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

Director Robinson commented that the total amount needed to include the communications surplus too.

- A motion was made by Commissioner Carol Maines to authorize the finance director to transfer the funds in the amount of \$355,400 to reserves (the two together). The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

10. Act on Approval of Three Appointments to the PENQUIS Knox County Steering Committee:

The County Administrative Office had received a letter from Penquis requesting that the Commission approve the 3 appointments to Public Sector seats on Penquis' Knox County Steering Committee (CSC). Senator Chris Rector and Ann Matlack are ending their first terms on the CSC and are both eligible and willing to be re-appointed. Representative Ed Mazurek is coming to end of his second term on the CSC and is eligible and willing to be re-appointed.

- A motion was made by Commissioner Richard Parent to reappoint Senator Chris Rector, Ann Matlack, and Representative Ed Mazurek to fill seats on the Penquis Knox County Steering Committee for another term. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

11. Act on Orthoimagery Buy-Up Process:

The Commission had previously agreed in preparing the 2012 Knox County Budget to budget funding for the base 24" orthoimagery program for all Knox County Municipalities. Now there is an opportunity to purchase buy-ups which provide clearer and closer imagery. Administrator Hart stated that he wanted to discuss this with the Commission to see if they were interested in purchasing a certain level of buy-ups for Knox County Municipalities. If so, this would require the County to budget more funding in the Knox County 2013 budget for the project. The County is paying for the base and if a town didn't want to participate in the buy up and wanted to do it on their own, they would have to pay the difference.

Commissioner Parent commented that he would feel more comfortable if Administrator Hart actually checked with every municipality first to see if they wanted to participate or not. If there are only a handful of towns interested, it won't be worth the expense to the taxpayers.

Administrator Hart stated that he could put this on the agenda for another meeting if the Commission wanted to add \$10,000 to the 2013 budget to at least cover the base. He added that he was not sure of the additional amount of the buy-up until he found out what option the municipalities wanted to pursue. He said that he would contact the towns and bring their responses back at a later Commission meeting.

No action taken.

12. Act to Authorize County Administrator to Sign Owner's Representative Agreement for 301 Park Street Project:

The Commission had discussed the possibility of having an Owner's Rep. for the 301 Park Street Project. A decision had not yet been made as to what direction to proceed in. Administrator Hart explained that he had spoken to Waldo County EMA Director Dale Rowley, who is also a licensed engineer, about assisting Knox County in an assessment review of the plans and specifications before it is sent out for the bid process. Director Rowley does not feel that he has the time to be a full owner's representative, however.

Director Rowley had provided a one-page agreement and Administrator Hart asked the Commission to authorize him to sign it. The contract is for \$60.00 per hour, plus mileage at a rate of \$0.50/mile. Administrator Hart stated that he had spoken to both Will Gartley of Gartley & Dorsky and Director Rowley and they both agree with him that this was a benefit to Knox County as well as Gartley & Dorsky since Director Rowley has just gone through the new construction project for the new Waldo County facility.

It was discussed that Director Rowley would work directly with Gartley & Dorsky and would provide reports to the Commission through Commissioner Parent, who is serving as the commissioner representative to the project. Commissioner Parent commented that when Director Rowley meets with the department heads and he is told about it, he would make sure he is there for those.

- A motion was made by Commissioner Carol Maines to authorize the county administrator to sign the owner's representative agreement with Dale Rowley for engineering services on the 301 Park Street Project. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

Administrator Hart stated that Gartley & Dorsky wanted to know what the County wanted to call the project. So far the County has been calling it the "301 Park Street Project" but people won't know what that means. The suggestion was: the Knox County Public Safety Building project.

## VI. Discussion Items

### 1. Update on 301 Park Street.

Administrator Hart explained that he had 2 floor plans, one as of April 3<sup>rd</sup> and one as of April 5<sup>th</sup> which has a change of moving an entrance down closer to EMA. The two plans were pretty close. They are being discussed with the three departments. Gartley & Dorsky will be coming up with a final plan really quickly because they are reviewing the plan next week with Rockland code enforcement, fire chief, planning commission, etc. He also had a site plan which has to be submitted by the 17<sup>th</sup> to get on the city's agenda.

There was a brief discussion about how the site plan allows for pavement right up next to the building which needed to be changed because there needs to be a barrier of space to ensure the security of the building.

## VII. Other Business

### Voluntary meeting for employees on March 30<sup>th</sup> affected by 9%

Administrator Hart explained that employees wanted meetings to further explain the Compensation Study, the process and the Job Evaluation Committee. Two meetings have been scheduled: April 12 & 27. He asked if one commissioner could attend each since Commissioner Moody had attended the previous meeting. Commissioner Moody commented that it was good for him to hear what the employee concerns were and he thought it would be good for the other two commissioners to do it too.

Commissioner Maines will attend the April 12<sup>th</sup> meeting and Commissioner Parent will go to the meeting on the 27<sup>th</sup>.

## VIII. Executive Session

### 1. Convene in Executive Session to Discuss a Personnel Matter pursuant to 1 M.R.S.A. §405(6)(A).

- A motion was made by Commissioner Carol Maines to go into executive session pursuant to 1 M.R.S.A. §405(6)(A) to discuss a personnel matter. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

The executive session convened at 4:27 p.m.

The executive session concluded at 5:55 p.m.

## IX. 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 5:56 p.m.

Respectfully submitted,

Candice Richards  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting held on May 8, 2012.**