

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – April 14, 2015 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, April 14, 2015, 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 2:39 p.m.*), Systems Administrator Mike Dean, Airport Manager Jeff Northgraves, Communications Director Linwood Lothrop, and Finance Director Kathy Robinson.

Others in attendance: MCCA Executive Director Rosemary Kulow (*left at 3:50 p.m.*); APAC nominee Gregory Peet of South Thomaston (*left at 2:27 p.m.*).

Regular Meeting – Agenda Tuesday – April 14, 2015 – 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 Regular Commission Meeting of March 10, 2015.
 - iii. Minutes of Special Commission Meeting of March 16, 2015 (12:00 p.m.)
 - iv. Minutes of Special Commission Meeting of March 16, 2015 (Executive Session)
 - v. Minutes of Special Commission Meeting of March 16, 2015 (5:30 p.m.)
 - vi. Minutes of Special Commission Meeting of April 9, 2015.
 - vii. Monthly Written Departmental Reports.
 - viii. Reserve Withdrawals.
- IV. 2:20 Action Items**
 - 1. Act on Approval of the Transfer of Forfeited Assets in the form of \$967.00 (*or any portion thereof*) to Knox County in the *State of Maine v. Joshua Ross*.
 - 2. Act to Approve Revised Administrative Assistant to the Sheriff Job Description.
 - 3. Act to Approve Revised Civil Process Deputy - PT Job Description.
 - 4. Act on Appointments to the Airport Public Advisory Committee to Fill the Environmental Seat, District #3 Seat and the Business Seat.
 - 5. Act on Approval to Fund 2014 Department Budget Overages.
 - 6. Act on Appointment to the Knox Regional Communications Center Executive Board.
 - 7. Act on Approval and Authorize the Chair to Sign the Knox County Letter to the Economic Development Administration Supporting the Transfer of EDA's "District Organization" Designation for the Midcoast from MCEDD to the Midcoast Council of Governments (MCOG).
- V. 2:45 Discussion Items**
 - 1. Discussion of Maine County Day 2015.
- VI. 2:55 Other Business**
- VII. Adjourn**

I. Meeting Called to Order

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

II. Public Comment

Commissioner Roger Moody asked for public comment. Administrator Hart asked to speak. He explained that he had received a memo from Chief Deputy Tim Carroll regarding the security audit of the Sheriff's Department and the role that Systems Administrator Mike Dean had played in the very positive results.

Administrator Hart said that Blair Stanhope with the Maine State Access Integrity Unit of Maine State Police had conducted the audit and told the County that this was the first time in his many years that an agency has had 100% compliance. Administrator Hart added that this was a major accomplishment. Systems Administrator Dean gave the Chief Deputy as much credit for the perfect score, indicating that it was largely due to the Sheriff's Department's administration implementing the policies that he had requested.

There was no other public comment.

III. Consent Items

1. Approve Consent Items as Presented:

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 - vii. Monthly Written Departmental Reports.
 - viii. Reserve Withdrawals
- A motion was made by Commissioner Richard Parent to approve the consent items as presented. The motion was seconded by Commissioner Carol Maines.

Commissioner Maines asked for clarification on the two legislative bills that Administrator Hart had mentioned at the March regular meeting: LD 530 and LD 564. MCCA Executive Director Rosemary Kulow explained that LD 564 would require a member of the decision-making body to participate in the negotiations for labor relations contracts. The bill is expected to pass even though the MCCA is opposed to it because the counties feel that the issue of who is on the negotiating team should be a local decision. She said that many times county administrators invite their commissioners to participate anyway, so MCCA just doesn't feel there needs to be legislation to force them to do it.

Commissioner Maines asked for an update on bill LD 530, which would increase the borrowing ability of counties. Ms. Kulow said that the Committee voted 9-1 in opposition to that bill, in part because the Maine Municipal Association (MMA) opposed the bill. MMA thought it would just result in increased tax burden on the municipalities. She added that even though she had testified to the Committee about how responsible and careful county commissioners are, the Committee still would not support the bill. Commissioner Moody commented that he had attended that hearing with Administrator Hart, who had testified as well.

Commissioner Maines asked Communications Director Lothrop about what Emergency Services Communications Bureau (ESCB) Director Maria Jacques gave him for a response to the feedback he gave her during a routine PSAP visit meeting. Director Lothrop said that Ms. Jacques said that she would be sending out a survey to the communications directors to see what they would like to see for help from the Bureau. There's been a lot of changes in technology and upgrades to the network that affect the citizens so the PSAP directors want to get that information out to the public.

Commissioner Maines also asked Director Lothrop about the Owls Head Fire Department calling for a discontinuance of Rockland and South Thomaston Fire Departments' automatic response to emergencies at the Knox County Regional Airport. Director Lothrop stated that in March the KRCC wanted to update municipal response plans so the municipalities were asked to update their protocols. Owls Head had apparently changed their protocols, which affected the Emergency Action Plan at the Airport. Owls Head Fire Chief Frank Ross had explained that he was trying to cut down on the number of units responding to the Airport because he felt that there are too many units assigned and it's confusing. Director Lothrop stated that during the time since he'd written his

monthly Commission report, Fire Chief Ross and Airport Manager Northgraves have talked about it and everything is all straightened out now.

Commissioner Parent noted that EMA Director Ray Sisk had included a copy of his speech that he had presented before a legislative committee in his monthly report. Commissioner Parent said that he wanted to recognize Director Sisk for doing such a great job.

- A vote was taken with all in favor.

December 2014 Reserve Withdrawals:

Courthouse Computer	200008-12660	\$318.80
Courthouse Renovations & Maintenance	200008-10070	\$39.00
	Total	\$357.80

IV. Action Items

1. Act on Approval of the Transfer of Forfeited Assets in the form of \$967.00 (or any portion thereof) to Knox County in the State of Maine v. Joshua Ross.

- A motion was made by Commissioner Richard Parent to approve the transfer of the forfeited assets in the form of \$967.00 or any portion thereof. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

2. Act on Approve Revised Administrative Assistant to the Sheriff Job Description.

The Position Classification Committee recommended that some changes be made to the job description for the Administrative Assistant to the Sheriff, in part because she is very involved in civil process and sometimes does civil process herself. The Pay Grade will be kept the same.

- A motion was made by Commissioner Richard Parent to approve the revised Administrative Assistant to the Sheriff job description as presented. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

3. Act on Approve Revised Civil Process Deputy - PT Job Description.

Administrator Hart explained that the only change was the removal of the 100 Hour Course, which was done because it's not actually called that anymore and the correct course title is already in the job description, so it was technically duplicated.

- A motion was made by Commissioner Richard Parent to approve the revised civil process deputy – PT job description as presented. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

4. Act on Appointments to the Airport Public Advisory Committee to Fill the Environmental Seat, District #3 Seat and the Business Seat.

Airport Manager Jeff Northgraves stated that the County had had more people interested in filling the APAC seats than the County has ever had. He commented that having so many people interested is great but it means it can be a little harder for the Commission to make a choice.

o Environmental Seat:

- a. Bill Jones: Currently serving. If reappointed, this would be his second term. He has since bowed out and recommended that Vivian do it instead
- b. Vivian Newman (nominated by Friends of the Weskeag)

- District #3 Seat:
 - a. Dick Witherspoon (nominated by Town of North Haven): Currently serving. If appointed, this would be his first full term because he is currently finishing the last year of a vacancy
 - b. Eva Murray (nominated herself, from Matinicus)
 - c. Steve Corson (nominated by the Rockport Selectboard)
- Business Seat:
 - a. Gregory Peet (nominated by the Penobscot Bay Regional Chamber of Commerce)
 - b. Steve Corson (nominated by the Rockport Selectboard)

The recommendations of both Manager Northgraves and the APAC are as follows:

- Environmental Seat: Vivian Newman
- District #3 Seat: Dick Witherspoon
- Business Seat: Gregory Peet

Manager Northgraves explained that the votes of the APAC were unanimous on the nominees except for when one member voted for Steve Corson for the Business Seat. Mr. Corson was nominated for both the District #3 Seat and the Environmental Seat by the Rockport Selectboard. The general consensus of the APAC supported Mr. Peet for the Business Seat because he was nominated by a Chamber of Commerce and has already served for several years on APAC subcommittees. There was also a concern expressed by APAC Chair Pennie Alley that since Mr. Peet and Vivian Newman are both from South Thomaston, and even though these seats do not represent geographical areas, it could be viewed negatively by the other towns. Other APAC members who were not from South Thomaston did not see it as a significant issue.

Manager Northgraves said that he wanted to send letters to anyone who is not chosen by the Commission to serve on the APAC to ask them to join a sub-committee instead, and also send thank-you letters to those who have been on the committee and are now done. He asked if the Commission was comfortable with him sending the letters or if they should come from the County Administrator. Commissioner Moody felt that the Airport Manager sending the letters was fine but suggested that copies be given to the commissioners.

- A motion was made by Commissioner Richard Parent to appoint Vivian Newman to the Environmental Seat, Dick Witherspoon to the District #3 Seat and Gregory Peet to the Business Seat. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

Manager Northgraves commented that the APAC has recommended that the revisions made to the bylaws be sent out for feedback. Municipalities would have 30 days to respond. After the comment period was up, the matter would be brought back to the Commission in June for a vote on the changes.

There was a discussion about the fact that the person fairly recently appointed to the APAC, Elaine Clark, has resigned as the town manager of Warren. Ms. Clark resides in Waldoboro but was nominated by the Town of Warren because she was their town manager and felt she would do a good job representing the town. Manager Northgraves stated that Ms. Clark assumed she would have to resign from the APAC as well, but the bylaws do not prohibit her continuing to represent Warren even though she does not actually live in Knox County. Commissioner Parent, who lives in and represents the Town of Warren, stated that Ms. Clark is an asset to the APAC, and said that he would check with the Town of Warren to get their opinion on the matter since Manager Northgraves had not received a response back from them yet.

5. Act on Approval to Fund 2014 Department Budget Overages.

Administrator Hart explained that a few departmental budgets had expenditures had either exceeded the 2014 approved budgeted amounts had their revenues come in under projections. He said that he was requesting that the Commission approve funding the net overage from Surplus. He noted that he needs to work more with department managers to deal with overages within the budget before the end of the year. The Administration & IT budget is already spending a lot on legal so that line will likely be overspent before the end of the year. He added that he would try to keep the Commission up to date on the budget more often. *Below is a summary of the information provided to the Commission:*

<u>Department</u>	<u>Amount run over</u>
Building Maintenance – Courthouse	\$21,415
Building Maintenance – Public Safety Building	\$9,802
Deeds	\$17,861
Sheriff’s Department – Patrol Division	<u>\$24,535</u>
Total:	\$73,613
<i>Offset by other budgets coming in under budget</i>	<u>\$47,595</u>
Amount to be covered by General Fund Surplus:	\$26,018

Airport	\$9,907
Amount to be covered by Airport Surplus:	\$9,907

- A motion was made by Commissioner Carol Maines to cover the general fund overages from general fund surplus and the airport funds overages from airport surplus. *(It was noted that the above figures might change when the 2014 County audit is done.)* The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

6. Act on Appointment to the Knox Regional Communications Center Executive Board.

Administrator Hart explained that EMS representative on the KRCC Executive Board, Justin Hill, had resigned from the Board in January. The Executive Board and the User Group recommends appointing Francis Brandon to finish out Mr. Hill’s term, which expires on December 31, 2015.

- A motion was made by Commissioner Richard Parent to appoint Francis Brandon from Thomaston to the KRCC Executive Board as the EMS representative until the term expires on December 31, 2015. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

7. Act on Approval and Authorize the Chair to Sign the Knox County Letter to the Economic Development Administration Supporting the Transfer of EDA's "District Organization" Designation for the Midcoast from MCEDD to the Midcoast Council of Governments (MCOG).

Commissioner Moody gave a brief explanation about the plan for MCEDD to dissolve into MCOG. He said that MCOG had been paying MCEDD to handle the economic development work in Sagadahoc County. Since MCEDD has received very little funding support from Knox and Lincoln Counties, MCOG has decided to not support MCEDD anymore. MCEDD will dissolve and MCOG will be the dominant Economic Development designation. Commissioner Moody noted that two MCEDD employees have already resigned because of the uncertainty of MCEDD’s future, so now there is only one employee left. MCOG is still working on their bylaws to adjust for the absorption of MCEDD. Administrator Hart commented that if MCEDD doesn’t exist, the County can’t send MCOG the money that was appropriated to MCEDD in the 2015 budget. The commissioners felt that would be a decision the commission could make. Commissioner Maines suggested a few wording changes in the letter. It was agreed that those would be fixed prior to the Chair signing it.

- A motion was made by Commissioner Carol Maines to approve and authorize the Chair to sign the Knox County letter to the Economic Development Administration supporting the transfer of EDA's "District Organization" designation for the mid-coast from MCEDD to the Midcoast Council of Governments (MCOG). The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

V. Discussion Items

1. Discussion of Maine County Day 2015.

Maine County Day 2015 in held in the Hall of Flags in the Maine State House on April 22 from 9 a.m. to 1 p.m. Commissioner Moody noted that he had meant to ask other commissioners at the last MCCA meeting what the other counties were planning to do, but the meeting got caught up with the legislative issues. MCCA Executive Director Rosemary Kulow commented that the counties didn't the event last year and she wasn't sure how many counties are planning to participate or what exactly they intended to display from their county. There was a brief discussion of what Knox County might display if participating. Commissioner Moody said he would be willing to go man a table at the event but needed to figure out what to take. It was suggested contacting the Penobscot Bay Regional Chamber of Commerce to see if they had anything that might be good to display.

VI. Other Business

Budget Committee Resignations

- Tom Mellor has resigned even though he was just re-elected. The term goes to December 31, 2018.
- Ann Matlack is going to work for South Thomaston so she will have to resign from the Budget Committee in May because part of her position in South Thomaston is serving as the register of voters and that's a conflict. That term expires December 31, 2016.

Farnsworth Letter

It was noted that the commissioners had received a thank you letter from the Farnsworth Museum for the Commission's letter of support. The Museum had been able to get the funding they applied for.

Broadcasting Commission Meetings

Commissioner Maines asked Administrator Hart if he had gotten any more information on what the setup costs might be since he had said at the regular meeting in February that he would try to have some information together for the April meeting. Administrator Hart said that he would have the information ready for a later meeting. Commissioner Maines asked if he would have it by the quarterly meeting so that the idea could be run past the Budget Committee. She felt that some of the Committee members had been in favor of broadcasting commission meetings.

Property Next to Public Safety Building

Commissioner Moody asked if the County was still working on trying to buy a strip of land next to the Public Safety Building. Administrator Hart replied that he and Commissioner Parent had met with the new owner not long after she bought the property but said he would need to check on that again.

Legislative Updates

Commissioner Moody asked Ms. Kulow if she had any updates. Ms. Kulow said that legislative session is really busy right now and trying to get though a lot of bills. She said she was concerned about the bill relating to the Board of Corrections because no one seems to really know what's happening with that, including whether it is even being worked on.

AIP Project: Repaving the Runway

Airport Manager Northgraves noted that bids for the repaving of the runway are due on April 29. He said that he hoped to have a quick turn-around with the FAA reviewing the results so that the project could be

done during the month of May because it is still before the peak travel season. He said that if the project can't be done in May, he will try to push it back to October and hope the weather is warm enough.

Quarterly Budget Meeting

Scheduled for Thursday, May 7th at 5 p.m. Administrator Hart noted that he planned to talk about some "ground rules" with the Budget Committee as far as how the budget is reviewed and the role of the commissioners in the whole budget process, YTD reports, reserves and surplus, and give updates on the building repairs project. He said he also wanted to have a discussion about the funding of program grants and what types of programs the County should really be funding. He felt that the program grants who come to budget meetings to represent the program grants and speak take up way too much time and he was not sure they should be invited every year, especially for the ones that are automatically approved every year.

NCEU Grievance Hearing

Scheduled for April 21st at 10 a.m.

FOP Grievance Hearing

This hearing has been postponed. Administrator Hart didn't know if it would be rescheduled.

FOP Union Meeting with Retirement Specialists

Administrator Hart noted that FOP and county management team had met with representatives from MPERS and ICMA to go over their programs. He said that he wanted to schedule a work session for the Commission to go over the information. At a later meeting, the Commission will make a decision on it.

There was a discussion about who should be invited to the work session, including whether it made sense to invite the two representatives back for that. Finance Director Robinson felt that the representatives had already given the County the information that needed to be reviewed, so the reps shouldn't be invited back until if/when the County had more complex questions. In the meantime, commissioners should hear from the county administrator and herself what had been learned so the commissioners can get a basic understanding before going any further. The County needs to review the two plans and then make a decision. As for the costs, that's extremely difficult to estimate because there is no way to know how many employees would be interested in making the switch. It was noted that in an effort to treat all employees the same, if the County decided to participate in the MPERS program, it would be offered to all employees, not just the FOP union employees. Administrator Hart commented that FOP had asked to be provided with how much the buy-back would be so letters had been prepared for each of the FOP employees containing that information. He said that he would email the commissioners some dates so they could choose when they wanted to have the work session.

VII. Adjourn

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

The meeting adjourned at 3:55 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on May 12, 2015.