

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – April 9, 2013 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, April 9, 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, Finance Director Kathy Robinson, Airport Manager Jeff Northgraves, EMA Director Ray Sisk, Sheriff Donna Dennison, Chief Deputy Tim Carroll, and Jail Administrator John Hinkley.

Others in attendance: Rosemary Kulow, Executive Director of the Maine County Commissioners Association; and Chris Wolf of the *Pen Bay Pilot*.

Regular Meeting – Agenda Tuesday – April 9, 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 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 12, 2013.
 - iii. Minutes of Special Commission Meeting of March 18, 2013.
 - iv. Monthly Written Departmental Reports.
 - v. Reserve Withdrawals.
 - vi. Budget Line Transfers.
- IV. 2:20 Action Items**
 - 1. Act on Appointment to Penquis Knox County Steering Committee.
 - 2. Act to Award Bid for One New Patrol Vehicle for the Sheriff's Department.
 - 3. Act to Set the Interest Rate on Delinquent County Taxes.
 - 4. Act on Appointments to the Airport Public Advisory Committee.
 - 5. Act on Airport Manager's Request to Increase Administrative Assistant's Weekly Hours from 28 to 32.
- V. 2:45 Discussion Items**
 - 1. Discuss State Strategic Workforce Investment Act Plan and Upcoming Meeting.
- VI. 2:50 Other Business**
- VII. 3:00 Work Session - Discussion of Jail Budget and Other Jail Items**
- VIII. Adjourn**

I. Meeting Called to Order

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

II. Public Comment

Commissioner Carol Maines asked for public comment. There was none.

III. 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 12, 2013.
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- iv. Monthly Written Departmental Reports.
- v. Budget Line Transfers

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

Commissioner Moody asked about a blank on the YTD report from Finance. Finance Director Kathy Robinson said that she would send the Commission a corrected copy.

Commissioner Maines asked if Administrator Hart and EMA Director Ray Sisk were able to convince the state to give the County enough money to fund 100% of the EMA’s share of the renovations at 301 Park Street. Director Sisk responded that the state had given as much as they had funding available for, which was the \$186,230. He added, however, that the County has done more in “matching” the award so if additional funding becomes available then hopefully Knox County would be first to get the funds.

Commissioner Maines asked Sheriff Dennison about her report mentioning that jail staff had taken some getting training on a new classification program for pre-trial inmates. Sheriff Dennison explained that it’s very intense classification program and doesn’t quite fit with what the County is contracting with Maine Pre-Trial Services for. Jail Administrator John Hinkley added that the County is currently using the same program that the state is for classifying prisoners, which is a risk assessment tool that’s been nationally validated. It’s primarily set up for sentenced people but you can incorporate some of it into pre-trial. Maine Pre-Trial is the only accredited pre-trial company in the country. They work with both pre-trial and sentenced inmates. The court system will sometimes put people in programs or on home monitoring rather than putting them in jail and Maine Pre-Trial monitors them.

- A vote was taken with all in favor.

2013 Reserve Withdrawals:

Dispatch Computer	561800-12605	\$149.99
Dispatch Misc. Equipment	561800-12625	\$5,098.00
Forfeiture Money – Federal	200008-12860	\$13,688.94
Legal Expense	200008-12650	\$200.00
Matching Funds	300008-10085	\$8,697.00
	Total	\$27,833.93

Commissioner Moody noted that Rosemary Kulow was in attendance and introduced her as now being the new Executive Director of the Maine County Commissioners Association.

IV. Action Items

1. Act on Appointment to Penquis Knox County Steering Committee.

Charlie Newton, the Executive Director for Penquis had sent a letter to the Commission informing the County that Chris Rector has had to resign from the Knox County Steering Committee. The Commission needed to appoint another person to fill that seat for the remaining balance of the term which ends in June of 2017. To be eligible for appointment, a person must be a publically elected official or an appointed official with general governmental responsibilities. The Steering Committee meets on the fourth Wednesday of September, November, January, March and May. Meetings start at the Rustica restaurant in Rockland at 5:30 p.m., end by 7:30 p.m., and include dinner.

- A motion was made by Commissioner Roger Moody to appoint Commissioner Carol Maines to fill the vacant seat on the Knox County Steering Committee. The motion was seconded by Commissioner Richard Parent. A vote was taken with two in favor (Moody and Parent) and one abstention (Maines).
2. Act to Award Bid for One New Patrol Vehicle for the Sheriff's Department.
 Administrator Hart explained that the Commission had voted at the March 12th Commission meeting to award the bid to Quirk Auto for a 2013 Ford Utility Police Interceptor for a bid total of \$26,773; however, at the time of the meeting Administrator Hart was unsure of which vehicle the Sheriff wished to purchase and neither the Sheriff or the Chief Deputy were in attendance to answer that question. He stated that he was correct about the vendor the County would purchase from, but not the vehicle. The Sheriff wishes to purchase the 2013 Ford Utility Police Interceptor for a bid total of \$27,886 which includes the installation of equipment that the county would have had to pay another company extra to install, so the Commission needed to re-award the bid.
- A motion was made by Commissioner Roger Moody to withdraw the awarding of the vehicle bid at the March 12, 2013 Regular Commission Meeting. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
 - A motion was made by Commissioner Richard Parent to award the bid to Quirk Auto for one new 2013 Ford Utility Police Interceptor for a bid total of \$27,886. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.
3. Act to Set the Interest Rate on Delinquent County Taxes.
 Pursuant to 30-A MRSA § 706 the County Commission shall apportion taxes on the municipalities, and the County may collect delinquent taxes and charge interest at the rate of 7% simple annual interest (36 MRSA 892-A). The county tax is due September 1, 2013, but late payment charges will begin on November 1, 2013 as defined by statute. Per Title 36 Section 892-A, the rate of interest shall be specified by vote of the county commissioners and a notification of this rate shall be included in the warrant to assessors. The rate of interest is established by the State Tax Assessor and the annual rate of interest for 2013 is 7% simple annual interest (compounded monthly at the rate of 0.5833% making the effective annual rate of interest 7.2290%).
- A motion was made by Commissioner Roger Moody to set the interest rate on delinquent County taxes for 2013 at 7% simple annual interest (compounded monthly at a rate of 0.5833% making the effective annual rate of interest 7.2290%). The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
4. Act on Appointments to the Airport Public Advisory Committee.
 At the Commission meeting on March 12th, Airport Manager Jeff Northgraves presented the Commission with a schedule for appointments and a press release that went out, calling for nominations. Below is a breakdown of the nominations Manager Northgraves had received:

Nominations for APAC (2013):

District #1 Seat:

1. Gray Smith - Nominated for a 3rd term by Town of South Thomaston. Desires a third term.
Recommended for appointment by the APAC.
2. Ken Wexler - Nominated by Town of Owls Head.
3. Jan Gaudio - Self Nominated. From Town of South Thomaston

District #3 Seat:

1. Marjorie Stratton - Nominated by Town of Vinalhaven (and supported by Town of Camden). Currently on the Master Plan Sub-Committee. ***Recommended for appointment by the APAC.***
2. Bill Morang - Self Nominated. From Camden (Camden indicated support for Ms. Stratton). Mr. Morang did not return questionnaire.
3. Jerry White - Self Nominated. From Vinalhaven.

Flying Club Seat:

1. Dale Flint - Nominated for a 1st full-term by the Flying Club. Desires to continue. ***Recommended for appointment by the APAC.***

Commercial Pilot Seat:

1. Kevin Waters - Eligible for a 3rd term. ***Recommended for appointment by the APAC.***
2. Kattie Oldakowski – Nominated by Cape Air.

Manager Northgraves said that he supported all of the APAC recommendations.

- A motion was made by Commissioner Richard Parent to appoint Gray Smith to the District 1 seat on the APAC. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.
- A motion was made by Commissioner Richard Parent to appoint Marjorie Stratton to the District 3 seat on the APAC. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.
- A motion was made by Commissioner Roger Moody to appoint Kevin Waters to the Commercial Pilot seat on the APAC. 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 appoint Dale Flint to the Flying Club seat on the APAC. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

Commissioner Moody said that it concerned him that none of the APAC members are from Owls Head but he noted that all of the meetings are public and the agendas and information are out there.

Manager Northgraves commented that there are people from Owls Head involved in other areas including the APAC sub-committees. He said he put Ken Wexler on the list of people who are notified of when the meetings are and the agendas, but he said that he does not include draft minutes or reports in those notifications because until the APAC has reviewed those documents, it is inappropriate to distribute them. Any of the people who were not appointed today are welcome to participate on a sub-committee.

Manager Northgraves also asked for permission to set the annual meeting of the APAC at a different date than it's usual date to make sure Marjorie Stratton can make it.

- A motion was made by Commissioner Richard Parent motioned to authorize the Airport Manager to do change the date of the Annual Airport Advisory Committee meeting. The motion was seconded by Commissioner Roger Moody. A vote all in favor.

5. Act on Airport Manager's Request to Increase Administrative Assistant's Weekly Hours from 28 to 32.

At the regular Commission meeting in January, Airport Manager Jeff Northgraves had discussed with the Commission his reasons for wanting to change his administrative assistant's weekly number of hours from 28 to 32. The Commission voted to table making a decision until a later date when Manager Northgraves would have some data on how many hours his part-time maintenance person had worked so far in 2013 and how many hours might still be needed, which would have an effect on whether or not an increase to the administrative assistant's hours could be funded by the 2013 airport budget. If, as Manager Northgraves expects, the Advertising and Aircraft Revenues do increase with the administrative assistant working extra hours, he would propose the 4 hour increase permanently for 2014 during the normal budget cycle deliberations.

Commissioner Maines asked for Administrator Hart's opinion. Administrator Hart said that the organizational study it talked about having an assistant airport manager but didn't really address either the administrative assistant or part-time maintenance worker. He said that he has some concerns about making changes after the budget has already set. Other departments have requested changing their employees' hours but those requests were the easiest things to cut out of the budget so they were. He said that he didn't disagree with what Manager Northgraves had suggested but that he was not comfortable making changes during the year, even on a temporary basis. He added that it was also possible later on that the County might need an assistant airport manager to take on some of that work.

Commissioner Maines stated that the issue is if the position would pay for itself if her hours were increased. Manager Northgraves stated that he believed it would and that there is evidence to support that. When her hours were upped before, she was able to evolve the process of parking fees and is bringing in a lot of revenue. He added, however, an increase in revenue is not the only reason to do it. Now that they are in a terminal building instead of off by themselves in a little trailer, he and his administrative assistant are the County's face to the public. Everyone that comes through the terminal sees her. Part of her job is acting as reception but she only works until 2 p.m. on Monday through Thursday and doesn't work at all on Friday. Manager Northgraves noted that he comes in to work later in the day than his administrative assistant and stays later to try to make sure someone is there the entire day, but this means their hours only overlap a little.

Commissioner Moody commented that the overall goal was to lower the amount of taxes that it takes to run the airport, so any area where the County can increase revenues to do that is important. He said that he was inclined to support the increase in hours for the administrative assistant but that he wanted to do so in cooperation with the Budget Committee. He was afraid of making a decision that would create an adversarial environment with them.

Commissioner Maines reminded everyone that this request wasn't a permanent decision – it's a temporary decision to see if the position change would be able to fund itself.

Commissioner Parent noted that he felt the same as Commissioner Moody – that he was apprehensive about making this decision. He asked when the next quarterly Budget Committee meeting was. Administrator Hart responded that the date has not been set yet. Manager Northgraves stated that the decision couldn't wait until the May Commission meeting because the process needs to be set up now and be in place by May for the big rush of traffic at the airport.

Commissioner Maines stated that the job of the Budget Committee is to look at the bottom line and not how the money is allocated in between. This change can be done completely within the airport manager's operating budget without running over his bottom line.

Commissioner Moody said that he wanted to schedule a meeting with the Budget Committee before the next Commission meeting so the Commission could inform the Budget Committee that Manager

Northgraves request was being considered for approval. Commissioner Parent said he wouldn't mind coming in for a special commission meeting to get this approved.

- A motion was made by Commissioner Richard Parent to table making a decision on this matter until after the Commission could meet with the Budget Committee. The motion was seconded by Commissioner Roger Moody. A vote was taken with 2 in favor (Moody and Parent) and one against (Maines).

V. Discussion Items

1. Discuss State Strategic Workforce Investment Act Plan and Upcoming Meeting.

Commissioner Moody had asked that this be placed on the meeting agenda for discussion so he could make sure that the other Commission members were aware of the upcoming meeting. All commissioners are invited. It's on May 1st at the Maine Department of Labor. Commissioner Parent said that he was intending to attend.

VI. Other Business

VII. Work Session - Discussion of Jail Budget and Other Jail Items

Commissioner Moody explained that he and Administrator Hart had discussed the County's Jail budget and the impacts of the State budget and funding of jails after a meeting they attended with Waldo, Knox, Lincoln, and Sagadahoc Counties. The meeting had discussed ways the four counties and three jails can look at regionalizing to save money and create efficiencies by purchasing services together or providing services together, etc. He said that it seems like jails will eventually become unsustainable because the counties keep getting told to flat-fund their budgets or to lower them and yet the state isn't coming forward with the money they promised. As costs increase, the counties are all running out of money and can't pay their bills. He said that he felt there were four options for the Knox County jail:

1. No Change
2. State Take-Over
3. Mid-Coast Regional Jail Authority (Knox, Waldo, Lincoln, Sagadahoc) (Lincoln County Sheriff Todd Brackett had made this suggestion) in which Knox would be a re-entry center.
4. Close the Facility

Sheriff Dennison commented that when the sheriffs had gotten together to discuss the jails, they were trying to make it work as a whole. The regional design idea also included working with the courts to try to be more efficient. She said she was looking at doing re-entry for women in part of the jail. She would have to go to the BOC to have it approved and then make some changes to that portion of the jail. The women in that section of the jail would be getting work out in the community. It would take less County employees to run that part of the jail but there would still be room to house women who were not part of the re-entry, as well as male prisoners.

Commissioner Parent asked how much it would cost to do that. Sheriff Dennison replied that they would need to put in another door to that portion of the jail. Transport is already making runs between facilities so there wouldn't be any extra transport costs. Jail Administrator Hinkley commented that realistically it won't cost the County anything because the County can't put any more money into corrections. He and the Sheriff would have to go to the BOC and get a change in mission approved. It would probably cost less anyway because it would require less security and supervision. It would be more cost in programming but it would probably be offset by the savings on security. Sheriff Dennison added that they would take advantage the state facility in Warren if they needed to house any inmates.

Rosemary Kulow noted that it sounds like the BOC is paying 3rd quarter money to the counties no problem but it's 4th quarter that is up in the air. It also sounded possible that the BOC will go to the legislature to ask for more money.

Commissioner Moody stated that at the regional group meeting that he had attended with Administrator Hart, they had talked about setting up regional jail authorities around the newest and biggest jails:

- Western
- Eastern
- Kennebec
- Mid-Coast (Knox, Waldo, Lincoln, Sagadahoc)
- Cumberland
- York

Commissioner Moody asked if the commissioners wanted to continue looking at a regional jail authority or do something else.

Sheriff Dennison stated that if Knox County decided to work with the other counties and ended up helping the Two Bridges Jail pay their debt service, that's going to come out of the taxpayer's pockets. Commissioner Moody noted that the Two Bridges Jail would be used for the long-term inmates. Lincoln County would want any savings to come back to them to help them pay for the debt service, but he said that he didn't know yet if the group would be able to achieve that for them by working together. He added that this was only one idea for how this might work and that the purpose of this discussion was really just to have a reality check and get the Commission updated on how things are. There will probably be another meeting with the other three counties in the Mid-Coast area in May but it hasn't been scheduled yet.

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 3:21 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting
held on May 14, 2012.**