

# KNOX COUNTY COMMISSION KNOX COUNTY BUDGET COMMITTEE

## Quarterly Budget Committee Meeting Knox County Commission and Budget Committee

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Thursday – May 2, 2013 – 5:00 p.m.

A Quarterly Budget Meeting of the Budget Committee was held on Thursday, May 2, 2013, at 5:00 p.m., at the county courthouse, 62 Union Street, Rockland, Maine. The administrative assistant was present to record the minutes of the meeting.

Commission members present were: Roger A. Moody, District 3, Commissioner Carol L. Maines, District 1, and Richard L. Parent, District 2.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Candice Richards, and Airport Manager Jeff Northgraves.

Budget Committee members present were: Committee Chair Bob Duke, Bill Jones, Ann Matlack (*arrived at 5:09 p.m.*), Lawrence Nash, Dorothy Meriwether, and Randy Stearns. *Budget Committee members not present: Henry Carey.*

### Quarterly Meeting – Agenda Thursday, May 3, 2012 – 5:00 p.m.

- I. 5:00 Meeting Called To Order** (Chair Bob Duke for the Knox County Budget Committee, Commission Chair Carol Maines for the Knox County Commission)
- II. 5:01 Approve Minutes** (Chair Bob Duke)
  - 1. Minutes of the 2013 Budget Public Hearing of December 11, 2012.
- III. 5:05 Administrative Assistant to the Airport Manager – Increase Hours from 28 to 32 and Funding Mechanism**
- IV. 5:25 Quarterly Budget Review**
  - 1. Review of 1<sup>st</sup> Quarter of 2013 (A. Hart)
  - 2. Review Projects / Items of 2013 Budget (A. Hart)
  - 3. Schedule Next Meeting Date for July / August 2013
- V. Adjourn**

#### **I. Meeting Called to Order**

The May 2, 2013 joint meeting of the Knox County Budget Committee and the Knox County Commission was called to order by Budget Committee Chair Bob Duke and Commission Chair Carol Maines at 5:04 p.m.

#### **II. Approve Minutes**

1. Budget Public Hearing of December 11, 2012.

Chair Bob Duke asked for a motion to approve the minutes.

- Lawrence Nash motioned to approve the minutes as presented unless there are any revisions or errors. Randy Stearns seconded the motion.
- Bill Jones motioned to amend the motion on the minutes to include making two corrections to the minutes. Dorothy Meriwether seconded the motion. A vote was taken with all in favor (Duke, Jones, Matlack, Meriwether, Nash, Stearns).
- A vote was taken on whether to approve the minutes as amended with all in favor (Duke, Jones, Matlack, Meriwether, Nash, Stearns) – the motion therefore passed.

### III. Administrative Assistant to the Airport Manager – Increase Hours from 28 to 32 and Funding Mechanism

Administrator Hart explained that the Commission had discussed this at their regular Commission meetings and felt that they wanted to let the Budget Committee know that this request was being reviewed. There will be no votes taken by the Budget Committee – it's just a discussion.

Commissioner Maines explained that the Airport Manager wanted to give the change a try for just this summer so they could get some figures and see if the increase in hours would actually pay for itself. This would allow the County to get those figures without committing anybody to these additional hours in coming budgets. If the Airport staff doesn't start this now in May, the Airport Manager wouldn't have a full season to have accurate numbers.

Commissioner Moody commented that the Commission was sympathetic to the Airport Manager's request but didn't want to make any decision without running it by the Budget Committee. He said that he would rather do this experiment to get some hard data instead of making a guess this fall and just assume the position would pay for itself in the 2014.

Airport Manager Northgraves reminded those present that the Airport's Business Plan and the manpower study both indicated a need. He has been trying to increase her over time to full-time since 2010. It was discussed during the budget process but Andy didn't put it forward so it wasn't even brought up for a final decision. If this works out, then I want to increase her hours again. The commission didn't want to do anything that would force the budget committee to commit to anything in 2014. Allowing her to do this for the summer will allow her to generate income as a one-year test and then I'll come back in 2014 to request this change as permanent and then in 2015 he will ask to set her to full-time.

Commissioner Parent said that the Commission didn't know that the part-time maintenance position wouldn't end up being needed as much as originally anticipated, so there was funding available to do this. It allows the Airport Manager to do the trial within his current budget. Airport Manager Northgraves added that the part-time maintenance position was still new so he didn't know how many hours he would end up needing him for.

Various Budget Committee members voiced opinions of support of the experiment, some noting they were in support because the Airport Manager would be able to do it within his operating budget and it doesn't commit the Commission or the Budget Committee to anything in future budgets. Budget Committee Chair Bob Duke noted that no one was contrary to the temporary change in the position.

### IV. Quarterly Budget Review – Discussion Items

#### 1. Review of 1<sup>st</sup> Quarter of 2013

Administrator Hart explained that the County was pretty much where it should be in terms of expenditures, but it also depends on when bills are paid during the year. The budget as a whole is going pretty smoothly – going pretty much as planned. The Deeds revenues are being watched closely.

#### 301 Park Street

The building is completed and all three departments are moved in. There was a meeting last week on the punch list. Now that it's warming up, some things on the punch list can now be completed, including the paving, some of which needs to be redone. They need to come back and fix some of the landscaping and reseed the lawn. The departments are happy with the building. Cleaning has been tough because of the tile that was selected on the Patrol side. It's difficult to keep looking clean because of the color. The departments are glad to have the space. The generator is being periodically tested and so far it works great.

Jail Facility

The space at the jail vacated by Patrol and Communications is being renovated and the jail staff is moving their offices into that area, which was where the jail administration was supposed to be.

Communications Project

The project is ongoing. The Benner Hill issue was finally resolved today, so the County is hoping to have it significantly done by June 15<sup>th</sup> and start testing the system.

Airport Terminal

The Airport electric bills are coming down. The compressors are being looked at right now, which is a good time for it because there's no need for air conditioning yet.

Jail Budget

Administrator Hart briefly gave a review of the issues the counties are having with their jail budgets around the state because of the state not providing the funding needed. Knox should be okay for 2013 because there were two corrections officer positions that were left not filled and the jail staff has done what they could to stop spending any money for the remainder of the year.

2. Review Projects/Items of 2013 Budget

Administrator Hart explained that he was looking at doing some more maintenance on the courthouse but that the County is getting pretty much caught up with that. Some more windows are being replaced out of the 2013 budget. The 5 chimneys on the courthouse are being repaired. One needs to be replaced while four just need re-pointing. In the 2014 budget there will be some more windows replaced and some exterior painting done.

The County is still on the vehicle replacement schedule for patrol vehicles. Heating fuel is higher than last year right now but the County will lock it in if/when it gets down to the same as last year. Patrol had been full-staffed but is down one right now – trying to get that filled.

3. Schedule Next Meeting Date for July/August 2013

There was a discussion of when a good time for the next quarterly meeting would be. It sounded like August was probably the best time, but not specific date was set. It was suggested that it would be helpful to have department heads give overviews of their department at some point, especially to any prospective or new Budget Committee members.

**V. Adjourn**

- Lawrence Nash motioned to adjourn the meeting. Randy Stearns seconded. A vote was taken with all in favor.
- Commissioner Richard Parent motioned to adjourn the meeting. Commissioner Roger Moody seconded. A vote was taken with all in favor.

The meeting adjourned at 5:59 p.m.

Respectfully submitted,

Candice S. Richards  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting held on June 11, 2013. The Knox County Budget Committee approved these minutes at their next quarterly Budget Committee meeting held in 2013.**