

KNOX COUNTY COMMISSION

Regular Meeting

Monday – August 15, 2016 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Monday, August 15, 2016, 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 3:30 p.m.*), Sheriff Donna Dennison (*left at 3:18 p.m.*), Jail Administrator John Hinkley (*left at 3:18 p.m.*), Systems Administrator Mike Dean, Communications Director Linwood Lothrop (*left at 3:41 p.m.*), Register of Deeds Lisa Simmons (*left at 3:30 p.m.*), Register of Probate Elaine Hallett (*left at 3:30 p.m.*), Finance Director Kathy Robinson (*arrived at 2:05 p.m.*), DA Administrative Secretary/Computer & Network Systems Admin Kelly Leland (*left at 3:30 p.m.*), and Victim & Witness Advocate Stephanie Laite (*left at 3:30 p.m.*).

Others in attendance: Clerk of Courts Eileen Bridges (*left at 3:04 p.m.*); and HR consultant Laurie Bouchard (*left at 3:40 p.m.*).

Regular Meeting – Agenda Monday – August 15, 2016 – 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 July 12, 2016.
 - iii. Monthly Written Departmental Reports.
 - iv. Reserve Withdrawals.
- IV. 2:20 Action Items**
 - 1. Act to Award Bid for One Used UTV.
 - 2. Act to Approve the Knox Regional Communications Center Contingency Action Plan.
 - 3. Act to Approve Step 16 “Special Bonuses” for Employees at the Top of Their Salary Ranges, Based on the Recommendation of the County Administrator.
 - 4. Act to Approve and Authorize the Chair to Sign a Contract Between Knox County and the Towns of Cushing, Thomaston, Saint George, South Thomaston, Warren, and the Georges River Regional Shellfish Management Committee for Shellfish Warden Services for the Term of September 1, 2016 to December 31, 2016.
 - 5. Act to Approve Date & Time for 2017 Budget Review with the Commission.
 - 6. Act to Approve 2017 Budget Process Calendar.
 - 7. Act to Approve List of Program Grants to be Invited to Request Funding in the County’s 2017 Budget.
- V. 2:40 Discussion Items**
 - 1. Discussion of the 2016 Compensation Study Results.
 - 2. Discussion of the Change in the Courts Hours of Operation.
 - 3. Discussion of Criehaven Being Placed Into Knox County Budget Committee District #1.
 - 4. Discussion of the Courthouse Cupola Project.
- 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 2:02 p.m. He briefly reminded everyone that all Commission meetings are being live-streamed on the internet. He noted that the microphone was pretty sensitive and asked members of the audience to please refrain from having side conversations because the audio would pick that up.

II. Public Comment

Commissioner Roger Moody asked for public comment, if there be any. 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 July 12, 2016.
- iii. Monthly Written Departmental Reports.
- iv. Reserve Withdrawals

- A motion was made by Commissioner Richard Parent approve the consent items as presented. The motion was seconded by Commissioner Carol Maines.

Commissioner Maines asked Communications Director Lothrop about his mentioning the termination of the MaineStream Solutions contract in his monthly report. Director Lothrop explained that the County originally had a contract with Active Communications, which included maintenance as part of the agreement. Active Communications then became MaineStream Solutions. He said that he ended up terminating the contract with MaineStream because it was discovered that the County was paying for a service that it was not receiving. He said that he was trying to get the County's money back. Commissioner Maines asked if the fact that the KRCC went several months without a maintenance contract and maintenance not being done was going to cause problems in the future. Director Lothrop stated that there was a penalty for getting the maintenance reinstated, but that the County was able to get that waived since it wasn't the County's fault that the maintenance lapsed – it was the prior vendor's fault. Director Lothrop added that Attorney Peter Marchesi is reviewing what the County will need to do to get the money back if MaineStream Solutions won't pay it, and expects to be meeting shortly with Administrator Hart about that.

Commissioner Maines asked Communications Director Lothrop about Uivo tags, which were mentioned in his report. Director Lothrop explained that a dispatcher with the Brunswick Police Department started her own business to provide tracking tags for personal property so that if someone else were to find it, it could be returned to the original owner. There is a monthly fee of \$1.99 for property owners to maintain their identity in the database that contains the information of their property. Counties were given free access to the site so if equipment is found, agencies can get it to the right person. The example given would be if you had a canoe at your camp and it broke free and floated down the river. The Uivo tag on it would make it easier to determine who it belonged to.

Commissioner Maines asked Communications Director Lothrop about the Public Utilities Commission not making changes to the Emergency Fire Dispatch rules that the PSAP's had made suggestions for. She asked if the PUC is making decisions without paying any attention to what PSAP directors are suggesting. Director Lothrop said that she was correct. The PSAP directors brought the PUC a bunch of issues that need to be addressed but the PUC chose to ignore them. Commissioner Maines asked if there was any way that the Commission could help. Director Lothrop responded that right now, no, but that later on when the PSAP directors submit some legislation to the state, some support from the Commission will be helpful.

Commissioner Moody commented that he noticed in the financial statements provided by Finance Director Robinson that the overages on departmental budget lines are starting to creep up. He asked Director Robinson if she had any long term concerns about overtime, etc. running over at the end of the year. Director Robinson responded that as far as she knows, the departments are able to handle the expenses so far.

- A vote was taken with all in favor.

Reserve Withdrawals: 2015 Audit Entries

Airport Projects	461608-14640	\$33.05
DARE	200008-10070	\$122.82
	Total	\$155.87

Reserve Withdrawals:

Airport Computer	461608-14600	\$108.75
Courthouse Renovations & Maintenance	200008-12680	\$41,630.72
	Total	\$41,739.47

IV. Action Items

1. Act to Award Bid for One Used UTV.

The RFP for one used utility vehicle was sent to four vendors in the state. The County received four bids from three vendors. The Commission had been given a write-up from EMA Director Ray Sisk with his explanation and his recommendation since he would not be in attendance at the Commission meeting to explain it in person. Chief Deputy Carroll explained that he could answer questions instead.

Commissioner Parent asked how labor-intensive it was going to be to change between tracks and wheels on the vehicle. Chief Deputy Carroll answered that right now the vehicle has the tracks on it and it will stay that way, so it’s not something the County will have to worry about. Commissioner Maines asked if the vehicle was intended for rescues in the woods. Chief Deputy Carroll stated that it likely will be, and would have been useful the other day when there was an ATV accident in the woods. Right now if someone is injured in the woods, the person has to be carried out by other people. The utility vehicle will be able to pull a sled that will facilitate rescues. Wildfire suppression equipment can also be attached to the vehicle if need be. Two people can ride in the cab. When asked where the vehicle will be stored, Chief Deputy Carroll explained that it will be kept in an open trailer at the airport because the airport staff will then be able to use it for perimeter activities at the airport as well.

- A motion was made by Commissioner Richard Parent to award the bid for one used utility vehicle to Union Farm Equipment for a bid total of \$18,939. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

2. Act to Approve the Knox Regional Communications Center Contingency Action Plan.

The Knox Regional Communications Center’s Contingency Action Plan has been updated and has been reviewed by County Attorney Peter Marchesi. Director Lothrop explained that he tries to do a review on the CAP once every two years. When asked how it is decided whether to use Waldo County or Lincoln County for backup, Director Lothrop explained that Waldo County is first because they are closer and use the same CAD system. Lincoln County is the secondary backup. If all else fails, the KRCC would default to the State dispatch center.

- A motion was made by Commissioner Carol Maines to approve the Knox Regional Communications Center Contingency Action Plan as revised in June 2016. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

3. Act to Approve Step 16 “Special Bonuses” for Employees at the Top of Their Salary Ranges, Based on the Recommendation of the County Administrator.

After going through the 2015 special bonuses process in 2015, the Commission had asked management to revisit the Special Bonus provision. Administrator Hart said that the issue had been discussed with department managers at several departmental meetings. He recommended continuing the Step 16 Special Bonus Program and allow the department managers to recommend a bonus percentage somewhere between 0 - 2%, based on performance. He noted that nine employees are at Step 16 this

year, the cost of which was already budgeted for in the 2016 budget. It's a one-time bonus that does not build on to their rate of pay. He said that there's an expectation among the employees that those on Step 16 will be given the bonuses. This agenda item was not to approve specific bonuses for individual employees; the Commission was just approving the process.

Commissioner Moody noted that one of the criteria for getting the bonus is having a very good performance as an employee. He asked Administrator Hart if he intended to use the same process again this year. Administrator Hart responded that he is going to look at the performance evaluations but he will also take into account the recommendation of the department managers before making his recommendation to the Commission in December.

Commissioner Parent expressed his view that if all an employee is doing is just doing their job, that doesn't warrant a bonus. It should be for doing a meritorious job. Administrator Hart responded that employees on Step 16 have been here the longest and the County should provide them with something because Step 16 employees are not getting the 2% Step increase that other employees are each January 1st. He said that if the department manager feels that the employee deserves it, he felt like he should support that.

There was a discussion about longevity. The County used to use longevity rather than a step system. People that were employed here a long time still got longevity every year. Commissioner Maines commented that she believed that Commissioner Parent was saying that giving bonuses to employees as long as they're doing their job will essentially come out the same as longevity because everyone got an increase anyway. She asked why the County wasn't just still doing longevity. HR consultant Laurie Bouchard explained that the County does have longevity but that it's just built into the Step system and it stops at Step 16. After that, employees are not rewarded for longevity, except for using the Special Bonus program. Department managers are trusted to use good judgment to make responsible recommendations that those employees who are exceptional employees, and not just average. She stated that this is a good program to have in place for long-term employees because it rewards them for their loyalty in staying with the County. Managers should be held responsible for managing their employees, but it would be a shame to remove this from the Policy when the County has already implemented and budgeted for it.

Administrator Hart noted that last year, the commissioners had been provided with information on which employees were being considered for a bonus when the Commission voted on the amount to be spent on the bonuses. He asked if the commissioners wanted to do that again this year, and whether it will be done that way in future years as well. Administrator Hart didn't think it would be necessary to do that, but the commissioners felt that at least in the beginning the Commission should see that information every year because it's important that the Commission is looking at the execution of the policy closely.

- A motion was made by Commissioner Carol Maines to approve Step 16 "Special Bonuses" for employees at the top of their salary ranges, based on the recommendation of the County Administrator. The motion was seconded by Commissioner Richard Parent. A vote was taken with 2 in favor (Commissioner Maines and Commissioner Moody) and 1 opposed (Commissioner Parent).

4. Act to Approve and Authorize the Chair to Sign a Contract Between Knox County and the Towns of Cushing, Thomaston, Saint George, South Thomaston, Warren, and the Georges River Regional Shellfish Management Committee for Shellfish Warden Services for the Term of September 1, 2016 to December 31, 2016.

The contract was drafted by Knox County Attorney Peter Marchesi and was reviewed by the Georges River Shellfish Management Committee. Administrator Hart, Chief Deputy Carroll and Finance Director Robinson have also worked on changes to the draft. The person filling the warden position would be a County employee – a patrol deputy. The deputy would work 10 hours per week as a patrol

deputy, and 30 hours per week as a shellfish warden, depending on tides and the need. Other sheriff's deputies will be able to cover for the shellfish warden if he is unavailable (vacation, etc.). The funds the County put into the employee's wages and benefits will be offset by the reimbursement money from the Committee. The short term plan is to see how well things will go, for both sides. The Town of Friendship has had their own shellfish warden and will be watching to see how the County's process goes to see if they might want to do the same thing. The Department of Marine Resources (Marine Patrol) are relied upon for towns with no shellfish warden. Any of the fines paid on tickets issued by the warden (the funds) will go directly back to the Committee.

Commissioner Parent asked if the Committee had seen and approved the contract. Chief Deputy Carroll explained that the Committee has seen the contract but has not voted on it because they were going to get in contact with MMA to get a better understanding of the insurance indemnification language to become more comfortable with it. The Commission can still approve the contract subject to the Committee's approval.

- A motion was made by Commissioner Richard Parent to approve and authorize the Chair to sign a contract between Knox County and the Towns of Cushing, Thomaston, Saint George, South Thomaston, Warren, and the Georges River Regional Shellfish Management Committee for Shellfish Warden Services, for the term of September 1, 2016 to December 31, 2016 for a contract cost of \$19,835 (covers wages and benefits) pending the Committee's approval. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

5. Act to Approve Date & Time for 2017 Budget Review with the Commission.

- A motion was made by Commissioner Carol Maines to approve setting the date and time for the 2017 Budget Review with the Commission at 9 a.m. on Thursday, September 29, 2016. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

6. Act to Approve 2017 Budget Process Calendar.

- A motion was made by Commissioner Richard Parent to approve the 2017 Budget Process Calendar. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

It was noted that the next quarterly budget meeting is September 8th at 5 p.m.

7. Act to Approve List of Program Grants to be Invited to Request Funding in the County's 2017 Budget.

The Commission had decided in 2015 to only send invitations to the Mid-Coast Regional Planning Commission, MCEDD, the Knox-Lincoln Soil & Water, and Knox-Lincoln Counties Extension Service for the 2016 budget process (invitations were not sent to Time & Tide RC&D or Restorative Justice).

- A motion was made by Commissioner Carol Maines to approve sending invitations to apply for funding in the 2017 Knox County Budget to the Mid-Coast Regional Planning Commission, Midcoast Economic Development District, Knox-Lincoln Soil & Water, and Knox-Lincoln Counties Extension Service. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

V. Discussion Items

1. Discussion of the 2016 Compensation Study Results (taken out of order).

The original large-scale study was done in 2011 and implemented in 2012. It's been 5 years so it was time to look at the market and make changes if needed. A wage survey was sent to the other 15 counties, as well as 15 municipalities, 4 airports, and the Two Bridges Jail. Ms. Bouchard received responses from 75% of those invited to participate. The Position Classification Committee has been

meeting to review the results. She reminded everyone that in addition to the market study that was done in 2011, the County had also developed the wage plan, which set up Grades and Steps, and then assigned every employee to a grade and step using a point system (except for the three elected officials – Register of Probate, Judge of Probate, and Sheriff) who did not want to be included. The Committee has been looking at positions that seem to be getting paid higher or less than the market. The original program is still standing up very well in comparing it against the current market. Adjusting the wage scale with a CPI each year has kept us up with the market. She noted that the information on which positions are currently underpaid or overpaid based on the market has not been communicated to the departments yet so that information was not included in the commission packets.

Commissioner Maines asked what would happen if someone disagrees with their Grade assignment. Administrator Hart said that there's no appeal process for that. So far, Grades have only been increased in a very few instances. No positions have been moved to a lower Grade since the original study was done in 2011. If there are any recommendations to be made, the changes wouldn't take effect until January 1, 2017.

2. Discussion of the Change in the Courts Hours of Operation (taken out of order).

Administrator Hart explained that he had received a letter from State Court Administrator James T. Glessner indicating that the State Courts Offices (Judicial Branch) will be changing their closing time from 4 p.m. to 4:30 p.m. The change will go into effect on September 6th. Clerk of Courts Eileen Bridges stated that it was just an extension to the time that the court window is open to the public. The change will not have a lot of effect on the County but Administrator Hart noted that he wished the State had discussed the change with the County since they are using space in the County Courthouse and some County departments close at 4 p.m.

3. Discussion of Criehaven Being Placed Into Knox County Budget Committee District #1.

Administrator Hart explained that he had received an email from Director of Elections Melissa Packard because they have had one person who registered to vote from Criehaven. The state needs to determine which Budget Committee District Criehaven is assigned to. When the state did the commissioners' redistricting, Criehaven is included, but for some reason it was left out of the Budget Committee's redistricting. Deputy Secretary of State Julie Flynn has proposed having Criehaven placed into District 1 of the Budget Committee since it includes the other island communities. Ms. Flynn will include it in the Secretary of State elections legislation which has a deadline of submittal of the 1st Wednesday in December, which would be December 7. It usually takes a couple of months for the bill to be printed and go before the Legislature but Ms. Flynn will keep the County informed on the progress.

4. Discussion of the Courthouse Cupola Project.

Administrator Hart explained that the County had received a letter from the Maine Historic Preservation Commission awarding a FY 2016 Federal Historic Preservation Fund Grant in the amount of \$17,500 for the Knox County Courthouse Cupola Project. The grant application had originally requested the maximum amount of the grant, which was \$25,000, but the County was not awarded the full amount requested. Figures that will be used in the 2017 budget will be presented at the quarterly budget meeting in September. The County will go out to bid later this year, and the work will be done next year. BES is doing the drawings, but the County doesn't need them to do any management of the project. There are probably four companies that may bid on it, all of which are specialized companies that are approved contractors by the MHPC.

VI. Other Business

Animal Control

Administrator Hart mentioned that he had heard there might be a meeting on August 30th at 6 p.m. with the towns that are considering having the Sheriff's Department handle their animal control services. He said that he didn't have confirmation on the date and time. Just the Commission Chair was being invited so that it wouldn't be a Commission meeting. It is more of just an informational gathering; no decisions are being

made. If the County was going to actually start providing ACO services, there would have to be a contract with the towns just like with the Shellfish Warden contract. He noted that both Lincoln and Penobscot Counties are providing ACO services for their towns. After some discussion about who should attend the meeting, it was decided that Commissioner Maines would attend instead of Chair Moody.

MTCMA New England Management Institute

Commissioner Maines asked Administrator Hart what surprised him most in what he learned while at the conference he went to last week. Administrator Hart responded that it was mostly about interns: coming up with a plan, funding, etc. There is a grant available to help fund an intern. There aren't a lot of younger people coming into public administration so the idea is to encourage internships to get people more interested in the profession. It probably applies more to municipalities but the counties should also consider it, especially if the County is going to be providing more services to the towns. Administrator Hart commented that he would be interested in having an intern but there's actually a lot of work that's required in order to come up with projects and goals for an intern. The Town of Union has an intern and she has attended selectmen meetings and done a lot of projects for the town.

VII. Adjourn

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

The meeting adjourned at 3:43 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on September 13, 2016.