

# KNOX COUNTY COMMISSION

**Regular Meeting**

**Tuesday – August 9, 2011 – 2:00 p.m.**

The regular monthly meeting of the Knox County Commission was held on Tuesday, August 9, 2011, 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, Patrol Administrator Kirk Guerrette, DA Prosecutorial Assistant Shane Riley, EMA Director Ray Sisk, Registrar of Probate Elaine Hallett (*arrived at 2:52 p.m.*).

Others in attendance: Steve Betts of the *Herald Gazette*; Laurie Bouchard of LBouchard & Associates; Gary Thornton of Thornton & Associates; Union Fire Chief Barry Norris; and Ken Knight of Active Communications.

## **Regular Meeting – Agenda Tuesday – August 9, 2011 – 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 Special Commission Meeting of July 7, 2011.
    - iii. Minutes of Special Commission Meeting of July 15, 2011.
    - iv. Monthly Written Departmental Reports.
    - v. Reserve Withdrawals.
- IV. 2:20 Action Items**
  - 1. Act on Adoption of the Knox County 2011 Bonds Order Submitting Question to Referendum, Adopt the Knox County 2011 Declaration of Intent, and Vote on the Term of the Bond-301 Park Street & Radio/Microwave Upgrades.
  - 2. Act on Approval and Vote to Set Dates, Times, and Locations for Three Public Hearings on the Referendum, One in Each Commissioner District.
  - 3. Approve and Sign FY2012 Emergency Management Strategic Work Plan.
- V. 3:00 Discussion Items**
  - 1. Presentation of the Total Compensation/Job Classification Study-Gary Thornton, Principal-Thornton & Associates.
  - 2. Discussion of the Knox County 2012 Budget Process.
- VI. 3:15 Other Business**
- VII. 3:20 Executive Session**
  - 1. Convene in Executive Session to discuss a Personnel Matter pursuant to 1 M.R.S.A. §405(6)(A).
- VIII. Adjourn**

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

Commission Chair Roger Moody called the August 9, 2011 regular meeting of the Knox County Commission to order at 2:00 p.m.

### **II. Public Comment**

Commissioner Roger Moody 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 Special Commission Meeting of July 7, 2011.
  - iii. Minutes of Special Commission Meeting of July 15, 2011.
  - iv. Monthly Written Departmental Reports.
  - v. 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. A vote was taken with all in favor.

Commissioner Maines asked KRCC Director Linwood Lothrop about the hour and a half delay in communications relating to the plane that crashed off the coast of Matinicus. Director Lothrop explained that it was a combination of dealing with state agencies, municipal agencies, private sector, etc. For whatever reason, Knox County was not notified right away and therefore was unable to respond and assist until after about an hour into the event. EMA Director Ray Sisk added that there were a lot of moving parts to that process, and depending on which cell phone carrier is involved, it will affect where that 911 call goes, whether it be to the State Police or the Knox Regional Communications Center. The response wheels were in motion as soon as the crash happened, but nobody notified the County that something had happened.

Reserve Withdrawals:

Deeds Surcharge	200008-12740	\$5,483.41
Legal Expense	200008-12650	\$602.70
Matching Funds	300008-10085	\$494.99
Resignation Benefits	200008-12670	\$1,164.00
Sheriff's Vehicles	200008-12770	\$14,000.00
	Total	\$21,745.10

**IV. Action Items**

1. Act on Adoption of the Knox County 2011 Bonds Order Submitting Question to Referendum, Adopt the Knox County 2011 Declaration of Intent, and Vote on the Term of the Bond-301 Park Street & Radio/Microwave Upgrades.

County Administrator Andrew Hart explained that he had given the Commission two different orders because one includes language that calls for a recommendation by the Budget Committee. The statute is vague and bond counsel recommends having the Commission decide whether to have the Budget Committee take a vote on whether to support the referendum or not. Some counties have their budget committee make a recommendation and some don't. One issue would be that if the Budget Committee makes a different recommendation than the Commission, this sends a mixed message to the voters. The referendum question itself as stated in the Order Submitting Bond Question to Referendum:

“Shall the issuance of general obligation bonds (and notes in anticipation thereof) of the County of Knox be authorized in an amount not to exceed \$2,500,000 to finance (a) the acquisition, renovation and expansion of land and a building located at 301 Park Street in Rockland, Maine, (b) minor renovations to the existing County building located at 327 Park Street, in Rockland, Maine, and (c) upgrades and improvements to the County’s communication infrastructure, system and equipment throughout the County, including the acquisition of base radio locations, IP communication consoles and microwave equipment, in order to provide necessary office space and improved communication capability for the Knox County Sheriff’s Department, Knox County Regional Communications Center, and the Knox County Emergency Management Agency, with such bonds and notes having such dates, maturities, denominations, interest rate(s) and other details (including provisions that the bonds may be subject to call for redemption prior to maturity with or without premium) as the County Commissioners shall determine?”

Administrator Hart explained that both versions of the Order contain the following in Section 3:

“...following review by the County Budget Committee, a public hearing be held in each of the County Commissioner districts in the County, at a date and time to be established by the County Administrator.”

The word “review” is not clarified in the statute, but seems to indicate that the Budget Committee would be given the opportunity to look at and discuss the referendum question’s wording, but not necessarily take any sort of vote or action on it.

Section 2 of both versions of the Order states:

“...the County Commissioners recommends that the question be approved by the voters of the County at said referendum election and that a statement to such effect appear on the election ballot.”

However, the alternate version of the Order includes the following sentence at the end of the paragraph in Section 2:

“The County Administrator may, in his discretion, include on the election ballot a recommendation of the County Budget Committee.”

Some of the comments brought up in the meeting by the administrator and the Commission included the idea that it would be beneficial to have the Budget Committee review the referendum question and show their support by voting on it; however, if the Budget Committee choose not to support the referendum, this would send a mixed message to the voters. Having the Committee take a vote was considered risky, but ultimately the Commission felt it was a necessary step in the process.

For the sake of discussion purposes, Administrator Hart stated that it had been suggested that it might be better to have two different referendums so that the purchase of the 301 property and relocation of departments for \$1.8 million was separated from the \$660,000 for communications upgrades. The reasoning was that there have been a lot of discussions about space needs but the dispatch upgrades are a different thing altogether, so it was possible that some people may support the building project, but not the whole thing if they don't want to support the communications upgrades. He stated that he was not supporting either opinion, but just wanted to bring the subject up for discussion since it had been mentioned previously.

Commissioner Roger Moody asked what the KRCC Executive Board thought of that. Union Fire Chief and Vice-Chair of the Executive Board Barry Norris said that this was the first anyone from the Board had heard of that suggestion. It was not something they would consider. He said that in the past, fire departments have had buildings collapse with fire fighters in the basement of the structure without them being able to communicate because of the current equipment and infrastructure. The \$660,000 is very important to keep the responders and the public safe.

Some of the meeting attendees thought that it was possible that the voters would be more interested in supporting either the communications upgrades or the relocation project, but not necessarily both. It would be up to the County to educate the public on the benefits of doing both projects simultaneously and the definite need for both projects to be undertaken at this time. The Lichtman Associates/QA13 Final Report for the County's Space Utilization and Needs Assessment study, completed in 2009, backs up the County on the space needs issues. The communications equipment has to be purchased and implemented whether included in this referendum or not; the timing and the costs are the issues for that.

Administrator Hart stated that currently the bond is written to be paid back in 20 years but that can be changed. He had used the term of 10 years for calculating the impact to the towns. The longer the term is, the more interest the County would have to pay, but the yearly payments would be less than a shorter term, which would accrue far less interest but have much higher yearly payments.

<b>Term Length</b>	<b>Total Interest</b>	<b>Total cost to taxpayers</b>
10 years	\$494,339.04	\$2,994,339.04
15 years	\$818,185.34	\$3,318,185.34
20 years	\$1,162,825.78	\$3,662,825.78

The Commission discussed what length of term would be the best choice. Commissioner Maines felt that the ten-year term would be better because it would be paid off faster and with less interest. Commissioner Moody commented that the shorter the bond period, the bigger the immediate impact on the County budget would be. For the twenty-year term, the yearly impact on the budget would be less but the taxpayers would end up paying for a lot more interest in the end. It was suggested that the fifteen-year term may be a good compromise between the other two.

- A motion was made by Commissioner Carol Maines to use the version of the order that includes having the recommendation of the budget committee per the committee's vote. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
- A motion was made by Commissioner Carol Maines to set the length of the bond on the official ballot at 15 years to maturity (\$2.5 million borrowed with \$818,185.34 estimated in interest for an estimated total of \$3,318,185.34). 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 adopt the Declaration of Intent. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

2. Act on Approval and Vote to Set Dates, Times, and Locations for Three Public Hearings on the Referendum, One in Each Commissioner District.

There was a brief discussion regarding whether members of the commission needed to attend the budget committee meeting. Commissioner Moody indicated it would be a good idea so that the Commission could show its support for the referendum and to answer any questions the Committee might have. It was noted that if more than one commissioner planned to attend, the Administrative

Office would have to put out an agenda. It was decided to do so just in case more than one commissioner attended the meeting.

Administrator Hart suggested that if the commissioners were not sure about possible dates that did not need to be decided today but could be coordinated over email. He felt that it was probably better to schedule the meetings for after Labor Day and finish before early voting starts.

There was a brief discussion of where the three public hearings should be held. The Commission wanted to make sure the locations chosen were fairly central to make it easier for the public to attend. It was suggested that the administrator would look into setting up meetings at the following municipalities:

District 1	Commissioner Carol Maines	Rockport
District 2	Commissioner Richard Parent	Thomaston
District 3	Commissioner Roger Moody	Union

The County would contact the municipalities to make sure there were no conflicts with Selectmen meetings. A press release would go out once all three meetings were set up and invite all County taxpayers to attend any of the three hearings that they wished to.

- No action taken.

3. Approve and Sign FY2012 Emergency Management Strategic Work Plan.

EMA Director Ray Sisk briefly reviewed a few highlights from his report. He said that he had included an acronym list because the work-plan includes a lot of them. The work-plan is done annually. He asked that the Commission endorse the plan by signing the last page of it. After being signed, the work-plan is forwarded on to MEMA in Augusta and kept on file there. The plan shows the State how the County is spending its EMA money and helps support the County’s funding requests in the future.

- A motion was made by Commissioner Richard Parent to approve and sign the Knox County Emergency Management Agency Strategic Work Plan for Federal Fiscal Year 2012. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

**V. Discussion Items**

1. Presentation of the Total Compensation/Job Classification Study-Gary Thornton, Principal-Thornton & Associates.

Gary Thornton explained that the executive summary from his report was being handed out to those in attendance at the meeting. The full report had been provided to the Commission already. He stated that his main goal for the meeting was to review the process. The following is some of the information Mr. Thornton provided during his PowerPoint Presentation:

Knox County Total Compensation / Position Classification Study  
Presented to the County Commission  
August 9, 2011  
Gary R. Thornton, Thornton & Associates

**Process for Submitting Requests for Classification/Reclassification**

Position Description Questionnaire (PDQ): This is a 7 page questionnaire that documents the purpose of the position; position responsibilities; contacts; decision making responsibility; environmental factors (if applicable); and knowledge, skills, and abilities associated with the position. This form must be completed and submitted to Human Resources to start the review process. The County HR professional, when necessary, will work with the County Administrator, his/her designee, supervisor and/or incumbent, when developing an examination to evaluate a specific position. When this preliminary work has been accomplished the review will then move to the committee for their evaluation.

**Job Evaluation Process**

Panels of subject matter experts (SMEs) rate the job elements.

Process

1. Consistently and objectively evaluates 9 different compensable factors (see attached Position Evaluation Tool).
2. Assigns degrees to basic skill, responsibility and effort.

Factors

1. Knowledge/Education
2. Experience
3. Complexities

4. Accountability (Impact of Errors)
5. Internal Relationships
6. External Relationships
7. Supervision
8. Physical Demands
9. Work Environment

#### **Job Evaluation Committee Recommendations**

The job evaluation committee will prepare a report of their findings and submit to the County Administrator for consideration and for approval of the Commission. **Internal equity considerations as well as external market pay data will be the basis for a position's pay grade assignment. Pay grade assignment will be at the discretion of the County Commission in collaboration with the County Administrator.**

*(End of presentation.)*

The commissioners felt that they could use some help understanding the data in the report. With Gary Thornton attending the department heads' staff meeting on the 18<sup>th</sup> to review the job descriptions, the Commission decided to also attend the meeting so they could hear from the department heads. Revised job descriptions will be sent out to department heads tomorrow so they can have one last look at them before going to the Commission for final approval in September.

#### 2. Discussion of the Knox County 2012 Budget Process.

Administrator Hart explained that the Commission and Budget Committee have been meeting jointly the last few years. He said that he had gotten the feeling from the Commission that it ends up running more as a Budget Committee meeting and the Commission doesn't feel like they are getting much input. The process starts at the end of September. Budget binders usually ready mid-October and meetings start at the end of October, finish up at end of November, and then the budget is finalized in early December. He asked if the Commission wanted to change the time frame for the meetings or change how the meetings are scheduled. A lot of the information doesn't come in until towards the end of the year so that always makes things difficult. It's a long process with a lot to review so having it too delayed can cause a problem too.

Commissioner Moody commented that he would like a chance for the Commission to meet to discuss capital improvement projects and to help set some priorities before the budget gets presented to the Budget Committee. Commissioner Parent said that he was bothered by the fact that the Commission is supposed to be presenting the budget to the committee but don't actually see the draft of the budget prior to when the Budget Committee does.

Administrator Hart asked if the Commission was asking to get copies of the budget before the Budget Committee. Commissioner Moody suggested working towards having it happen that way but added that the Commission knows it's a tight time process.

### **VI. Other Business**

### **VII. 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 Richard Parent 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 Carol Maines. A vote was taken with all in favor.

The executive session convened at 4:16 p.m.

The executive session concluded at 5:02 p.m.

### **VIII. 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 5:03 p.m.

Respectfully submitted,

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Candice Richards  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting held on October 11, 2011.**