

# KNOX COUNTY COMMISSION

## **Regular Meeting**

**Tuesday – September 11, 2012 – 2:00 p.m.**

The regular monthly meeting of the Knox County Commission was held on Tuesday, July 10, 2012, 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.

Others in attendance: George Chappell of the *Courier Gazette*.

### **Regular Meeting – Agenda Tuesday – September 11, 2012 – 2:00 p.m.**

- I. 2:00 Meeting Called To Order**
- II. 2:05 Public Comment** - Public Comment during other portions of the meeting will only be granted by permission of the chair.
- III. 2:20 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 August 14, 2012.
    - iii. Minutes of Special Commission Meeting of August 21, 2012.
    - iv. Monthly Written Departmental Reports.
    - v. Reserve Withdrawals.
    - vi. Budget Line Transfers.
- IV. 2:25 Action Items**
  - 1. Act to Set a Date to Meet with Municipalities and Legislative Delegation.
  - 2. Act to Award Communications Simulcast Upgrade Bid.
  - 3. Act to Award Probate Office Window Bid.
- V. 2:40 Discussion Items**
  - 1. Update on Knox County Public Safety Building Project.
- VI. 3:00 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. 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 August 14, 2012.
  - iii. Minutes of Special Commission Meeting of August 21, 2012.
  - iv. Monthly Written Departmental Reports.
  - v. Reserve Withdrawals.
  - vi. Budget Line Transfers

- 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 if the collocation agreement for Vinalhaven has been done yet. Administrator Hart responded that he hasn't received one yet; however, the agreement for Coggins Hill is being reviewed by legal counsel.

Commissioner Maines asked about Communications Director Lothrop mentioning in his report about being against some of the budget cuts for the new KRCC addition at 301 Park Street like the raised floor being removed from the plans. Administrative Hart responded that the Communications Oversight Committee had discussed it and decided to leave the raised floor in the plans. Commissioner Parent explained that the raised floor is essential because it means all of the wires are accessible if you need to reconfigure any of the equipment or to add more dispatch consoles. Otherwise, you'd have to rip up the floor each time you needed to do anything.

Commissioner Moody asked about the following statement from Airport Manager Northgraves' report: "Cape Air enplanements were more than 10% higher than last year, but 5% lower than 2010. Our August ridership is capped by availability of Cape Air aircraft." Commissioner Moody said that if there's a cap due to Cape Air then he wants to know about it. Manager Northgraves was not in attendance at the meeting so more information was unavailable at the moment.

- A vote was taken with all in favor.

2012 Reserve Withdrawals:

Dispatch Renovations & Furniture	561800-12635	\$1.93	(Close account Correction from Machias)
	Total	\$1.93	

2012 Reserve Withdrawals:

Forfeiture Money – State	200008-12870	\$2,185.00
	Total	\$2,185.00

2012 Budget Line Transfers:

FROM:			TO:		
<b>ADMINISTRATION &amp; IT</b>					
Lodging	004004-54115	\$449	Advertising	004004-54510	\$76
			Dues & Registration	004004-54515	\$373
<b>COMMUNICATIONS</b>					
Dispatchers	518003-53812	\$965	Resignation	518003-53940	\$965
<b>EMA</b>					
Computer Supplies	002005-55385	\$109	Computer Repairs	002004-54585	\$109
<b>SHERIFF</b>					
Consulting	011004-54015	\$940	Training	011004-54545	\$680
Office Supplies	011005-55335	\$200	Criminal Investigative	011004-54730	\$139
			Photographic Supplies	011005-55340	\$200
			Criminal Invest. Supplies	011005-55390	\$121
<b>Total:</b>		<b>\$2,663</b>	<b>Total:</b>		<b>\$2,663</b>

#### IV. Action Items

1. Act to Set a Date to Meet with Municipalities and Legislative Delegation:

When the Commission met with the Municipalities of Knox County on July 16, 2012, it was suggested that the Commission should hold a pre-meeting for the municipalities in October to discuss with each other what topics should be reviewed with the legislative delegation, and then have the first meeting with the legislators just after elections in November. Municipal leaders felt that there are some key issues that the municipalities have in common and this would be a good forum for letting the legislature know what the municipalities are concerned about.

Administrator Hart explained that Geoff Herman, Director of the State and Federal Relations Department of the Maine Municipal Association (MMA), is planning to attend both meetings and has suggested that the Commission and municipalities meet with the Legislative Delegation in early December.

The Commission set the meeting with the municipalities for Thursday, October 18<sup>th</sup> at 1:00 p.m.

The Commission decided to wait to schedule the meeting with the municipalities and legislative delegation until after the October 18<sup>th</sup> meeting.

There was a brief discussion of how other counties or towns handle meetings with the legislation and how formal or informal the meetings should be. It was noted that when the Commission meets with the towns that would be a topic discussed, along with what function the municipalities wanted the Commission to serve.

Commissioner Moody noted that no vote was taken for this item but was a consensus.

2. Act to Award Communications Simulcast Upgrade Bid:

Proposal requests were sent out to eleven communications vendors in the State of Maine via email on August 7<sup>th</sup>. The County only received one proposal, from Active Communications, by the deadline of 10 a.m. on August 31<sup>st</sup>. The Communications Oversight Committee has been reviewing the bid with the Communications Engineer vendor, Marcus Communications. The RFP asked for 2 options to be priced. Marcus had reviewed both options and made a recommendation of which to go with. Administrator Hart stated that he recommended awarding the bid for an amount not to exceed \$920,000 and to not sign a contract with Active Communications until the County receives a quote from them that falls below that amount.

Commissioner Moody asked if the \$920,000 fits into what the County figured as part of the \$1,500,000 from the bond. Administrator Hart replied that the estimate had been \$900,000, so it wasn't too far off.

- A motion was made by Commissioner Carol Maines to award the communications simulcast upgrade bid to Active Communications in an amount not to exceed \$920,000. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

3. Act to Award Probate Office Window Bid:

Bid requests were sent out to four vendors via email on August 21<sup>st</sup>. Three of the four vendors supplied bids at the public bid opening held on September 4<sup>th</sup> at 1 p.m. Administrator Hart recommended awarding the bid to McCormick & Associates as they were the lowest bidder. He noted that they were also the vendor that had previously installed windows in the Probate Court for Knox County as part of the EECBG project so the County already has a working relationship with them. \$28,000 was in the budget for the project and the rest will come out of building reserve.

- A motion was made by Commissioner Richard Parent to award the Probate Office Windows bid to McCormick & Associates for a bid total of \$38,347.00. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

## V. Discussion Items

### 1. Update on the Knox County Public Safety Building Project.

Administrator Hart gave an overview of some of the projects being worked on at the Public Safety Building at 301 Park Street. All of the siding has been removed off the side of the building. Windows have been taken out and new windows have been installed except for three of them. The crews will start working on the roof next Thursday, taking the old metal roof off and installing a new one. Concrete for the new addition is being poured today. The road out back of the property is roughed-in. The foundation for the tower is in. Some of the plumbing is in and will be finished soon. The project is on schedule, if not a little ahead of schedule, and it's slated to be done by the end of January with departments moving in during February. Dale Rowley has been very helpful, especially with reviewing change orders. There have been 14 change orders that weren't in the original specs, and also some credits. So far the change orders have resulted in a \$4,000 increase on the overall project costs. Administrator Hart had an architect sketch from John Hansen to show the Commission what the outside of the building is going to look like in terms of colors, etc. He said that change orders usually happen with renovations and not new construction so it shouldn't be happening when they construct the addition.

The Bond packet is for a 15-year bond but it's not known yet what the interest will end up being. The bids for that are being opened tomorrow and Administrator Hart, Finance Director Robinson, and Joe Cuetara at Moors & Cabot will have a conference call to review them. The County will award the Bond to whomever has the lowest interest rate. The County could always pay it off early since there's no pre-payment penalty but the County can't refinance until after 10 years if that's something that the Commission wanted to do. The County isn't exceeding what the voters authorized and will not be borrowing any money over the \$2.5 million authorized at the vote last November. If the County receives additional money from FEMA or other grants, it may not be necessary to use forfeiture funds.

Commissioner Moody stated that it would be helpful to him to see the total cost for the project and the funding sources for the project (bond, grants, reserve, forfeiture, etc.).

Commissioner Maines asked how the bond counsel and financial advisors get paid. Administrator Hart replied that it comes out of the \$2.5 million bond.

Administrator Hart noted that he would send an email to the commissioners tomorrow with the results of the bid.

## VI. Other Business

### National Correctional Employees Union (NCEU)

Since the last Commission meeting, the NCEU membership met to vote on the contract already approved by the Commission. The membership voted it down based on four lines in the contract that they had a problem with. At this point it's up to the union on what happens next. The union might ask to go to mediation or they might just take another vote. If the union decides to go with mediation, the County will have to split the costs with them. Since the NCEU employees are still working without an approved contract, the County is operating on the old AFSCME contract and the union employees won't get their wage adjustments until a new contract is finally approved.

### 2011 Audit Question

Commissioner Maines asked Administrator Hart about the audit question from the last Commission meeting that Auditor Jim Wadman had said he would research. She noted that Mr. Wadman had said he

would report to Administrator Hart so he could notify the Commission. Administrator Hart stated that didn't remember to check with Mr. Wadman on that question and hasn't received any further information from him.

State Workforce Investment Board

Commissioner Maines asked Commissioner Parent if there had been any effect from the letter that the Commission had sent to the Workforce Investment Board. Commissioner Parent stated that the only thing he knew was that the State of Nevada had made the same request to the Federal Government that Governor LePage has made, and that request was denied. He said that he was not sure what impact that might have on the State of Maine. He said that right now, the workforce board that Knox is part of is planning to continue operating as planned until the end of the year unless something changes.

**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 3:15 p.m.

Respectfully submitted,

Candice Richards  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting held on October 9, 2012.**