

Knox County Commission

Courthouse – 62 Union Street – Rockland, Maine 04841

Carol L. Maines – Commissioner District #1
Richard L. Parent, Jr. – Commissioner District #2
Roger A. Moody – Commissioner District #3

Regular Meeting – Agenda

Tuesday – September 13, 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 August 15, 2016.
 - iii. Monthly Written Departmental Reports.
 - iv. Reserve Withdrawals.
- IV. 2:20 Action Items**
 1. Act to Approve Revised Job Descriptions:
 - a) Administrative Assistant to the County Administrator
 - b) Administrative Assistant to the Jail Administrator
 - c) Administrative Assistant to the Sheriff
 - d) Airport Maintenance Supervisor
 - e) Dispatcher
 - f) Dispatch Supervisor
 - g) Victim & Witness Advocate
 2. Act to Approve Job Description for Deputy Communications Director.
 3. Act on Amendment to 6.5.9 – Personal Leave of Absence (LOA) of the County of Knox Personnel Policy Handbook.
 4. Act on County Administrator Recommendation for Elected Officials' Compensation.
 5. Act on Amendment to Position Classification & Salary Administration Policy.
 6. Act to Approve and Authorize the Chair to Sign the Request for Lease Assignment and Consent and Assignment for Transfer of Hangar #52 from the Estate of Francis Mormille to Jonathan Beitler.
 7. Act to Approve Downeast Air's Request to Sub-Lease One of their Hangars to Budget/Avis Rent-a-Car.
 8. Act to Approve 2017 Maine Historic Preservation Commission Fund Grant Documents for the Courthouse Cupola/Roof Project.
- V. 2:40 Discussion Items**
 1. Discussion of 2017 Budget Calendar.
- VI. 2:55 Other Business**
- VII. Adjourn**