

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – October 10, 2017 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, October 10, 2017, 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 Sharyn L. Pohlman, Commissioner District #3.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Candice Richards, Airport Manager Jeff Northgraves, EMA Director Ray Sisk (*arrived at 2:33 p.m.*), Sheriff Donna Dennison, Patrol Administrator Patrick Polky, and Building Maintenance Supervisor Chris Caron (*left at 3:12 p.m.*).

Others in attendance: Siemens Industry, Inc. Representatives Darryl Joudrey and Gary Robinson II (*left at 3:12 p.m.*); Rockland resident Theodore Berry (*left at 2:03 p.m.*); Erin Armbruster and Casey Dominguez, owners of the Salty Owl Café at the Airport (*left at 3:25 p.m.*); Knox County Budget Committee member Nick Lapham; Knox County Budget Committee member Roger Peabody (*arrived at 2:10 p.m.*); and Knox County Budget Committee member Dorothy Meriwether (*arrived at 2:08 p.m., left at 3:08 p.m.*).

Regular Meeting – Agenda Tuesday – October 10, 2017 – 2:00 p.m.

- I. 2:00 Meeting Called To Order**
- II. 2:10 Public Comment** - Public Comment during other portions of the meeting will only be granted by permission of the chair.
- III. 2:25 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 September 12, 2017.
 - iii. Minutes of Special Commission Meeting (Executive Session Only) of September 29, 2017.
 - iv. Minutes of Special Commission Meeting of September 29, 2017.
 - v. Monthly Written Departmental Reports.
 - vi. Reserve Withdrawals.
- IV. 2:30 Action Items**
 - 1. Presentation by Siemens Industry, Inc. on the Knox County Courthouse HVAC Replacement/Upgrade Project and Discussion and Vote on How to Move Forward and Determine the Funding Mechanism for this Project.
 - 2. Act to Award Bid(s) for New Patrol Vehicles for Use by the Knox County Sheriff's Office.
 - 3. Act to Approve and Authorize the County Administrator to Execute a Lease Amendment Allowing the Salty Owl Café to Serve Beer and Wine.
 - 4. Act to Approve to Fund the 2016 Amount of \$26,185.52 from Airport Undesignated Fund Balance for Airport Projects Not Covered by PFC Funds.
 - 5. Act to Approve the Employment Contract Renewal for the County Administrator.
- V. 2:50 Discussion Items**
 - 1. Update on Jail Security Electronics Control Project.
- VI. 3:00 Other Business**
- VII. Adjourn**

I. Meeting Called to Order

Commission Chair Carol Maines called the regular meeting of the Knox County Commission to order at 2:00 p.m.

II. Public Comment

Commissioner Maines asked for public comment, if there be any.

Theodore Berry – Rockland resident

Mr. Berry stated that two months ago, he had attended a Commission meeting and asked questions about the KRCC’s ability, or inability, to act as an agent of law enforcement personnel and the Commission had promised to get answers for him. He wanted to know what those answers were.

Commissioner Maines noted that there was something in Communications Director Lothrop’s monthly report to the Commission that seemed to relate to the topic but that Director Lothrop was not present to ask about it. She said that she wanted to check with Director Lothrop about that to see if it’s related and because she wasn’t quite sure whether it answered Mr. Berry’s questions or not. She said she wasn’t sure she had an actual answer for Mr. Berry yet but that she will work on it. Mr. Berry said that he appreciated that the Commission was making an effort and thanked the commissioners for their professionalism.

There was no further public comment.

III. Consent Items

1. Approve Consent Items as Presented:

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- v. Monthly Written Departmental Reports.
- vi. Reserve Withdrawals

- A motion was made by Commissioner Richard Parent to approve the consent items as presented. The motion was seconded by Commissioner Sharyn Pohlman.

Commissioner Maines noted that she had wanted to ask Communications Director Lothrop, if he was at today’s meeting, about his report describing a meeting Director Lothrop had recently with Budget Committee member Nick Lapham to discuss the KRCC budget. Administrator Hart stated that although Director Lothrop wasn’t present, Mr. Lapham is. Commissioner Maines asked Mr. Lapham if he had anything to add about the meeting. Mr. Lapham said that it was just an informational meeting so he could learn more about the department’s budget, needs and concerns. He said that he has also met with other department heads, and has done so every year that he’s been on the Budget Committee. Administrator Hart commented that new Budget Committee member Roger Peabody had also asked to do the same thing and Administrator Hart thought it was a good idea and wishes that all of the Budget Committee members would do that so they can get a better understanding of the departments.

Commissioner Maines asked Administrator Hart about the end of Director Lothrop’s report where he said he wanted to make a presentation to the Budget Committee. She asked if that would be this year or next year. Administrator Hart explained that both Director Lothrop and Airport Manager Northgraves had asked to do that and probably these educational presentations will be done next year in 2018 at one of the quarterly meetings.

- A vote was taken with all in favor.

Reserve Withdrawals:

Courthouse Renovations & Maintenance	200008-12680	\$10,220.00
DARE	200008-10070	\$281.40
Forfeiture Money – State	200008-12870	\$14,421.46
Jail Capital, Renovations & Maintenance	861808-12820	\$105,807.12
	Total	\$130,729.98

IV. Action Items

1. Presentation by Siemens Industry, Inc. on the Knox County Courthouse HVAC Replacement/Upgrade Project and Discussion and Vote on How to Move Forward and Determine Funding Mechanism for this Project.

Administrator Hart explained that Representatives from Siemens Industry Inc. including Darryl Joudrey and Gary Robinson II were present to discuss drawings and options that they have created for repairs/replacement of Knox County's HVAC System on the County side of the facility. He noted that the Budget Committee had been invited to the meeting to hear the presentation but only one was present so far. Commissioner Maines asked if the Commission should skip over the agenda item and go back to it when other Committee members show up but Administrator Hart said that the Siemens representatives needed to leave for an appointment so it was best to get started now.

Mr. Robinson explained that he is a licensed engineer. Siemens Industry, Inc. was asked to come in and take an assessment of the systems in the courthouse.

Mr. Joudrey explained that there are three main issues that need to be addressed:

1. Boiler - the Courthouse currently has a boiler that's a steam system. Siemens was recommending upgrading the courthouse to two propane gas boilers instead of a single boiler that runs on oil. The new boilers would use hot water instead of steam.
2. Chiller - chillers usually last 15 – 20 years and the chiller is around 23 years old so its already past its life expectancy. There are two compressors and only one of them is working, which is why there is so much humidity in the courthouse. If the second compressor goes, that will leave the courthouse without any chilling capacity, which could be a huge problem, especially if it were to happen during the warm part of the year. There is also the issue of how long it takes to get a chiller ordered, delivered, and installed. It can take up to a year, which is a big reason why the chiller should be replaced before it dies completely.
3. Controls – the control system doesn't work like it's supposed to, which is part of why the chiller ends up running during the winter. There either isn't a lot of control, or no control at all.

Siemens had a 50% development plan drawn up to provide the County with a decent budget plan. Without putting together something at that level, it's difficult to get contractors to provide pricing. Mr. Joudrey stated that the bonus to having Siemens do the project is that Siemens owns the risk of the project in the sense that if it doesn't work properly – Siemens is the one that has to fix it. The company wants to continue their relationship with the County for years to come so Siemens is going to be the best agent for the County that they can. Siemens can also finance the project for the County.

Mr. Joudrey stated that the rough estimate to replace all three (boiler, chiller, control system) is \$2.5 million. It's about \$1.3 million for the boiler, and chiller is about \$1.2 million. The 2.5 million would be the cheaper option but hopefully that could be lowered, especially if some components can be retained. Siemens is able to finance the project for the County, and the County would have the option of doing either a 5-year or 7-year term. The County can decide if it wants to do the whole project at once or do it in phases. If the County decides to do a phased approach, Siemens is recommending doing the Chiller first. The problem with doing it in phases, however, is that the controls are tied to both the chiller and the boiler, so if you install a new chiller but don't fix the controls, you are still going to have problems with the system operating correctly. If the whole project is done at once, it should take approximately 4 to 5 months to complete depending on how it goes working around the court schedule. Siemens would also try to do the work in such a way that the lack of heating or cooling while the system is being worked on won't impact the operations of the courthouse too much.

Commissioner Maines asked if the Budget Committee members present had any questions and whether they thought the presentation should be given again to the whole Budget Committee. No one asked any

questions but Nick Lapham commented that it would be useful to have all of the financing options available (all at once vs. in phases, 5 years vs. 7 years, etc.) in terms of how to pay for it.

Commissioner Parent commented that in terms of going forward, the Commission needs more information and actual numbers before deciding which direction to go in. Mr. Joudrey responded that Siemens would have to do 100% drawings to get more specific numbers but that would be incurring costs for nothing if they aren't the vendor that the County decides to go with.

Administrator Hart commented that even if the County isn't going to start the project until 2019, the County is still going to have to put something in the 2018 budget, so this is why he had the subject on the agenda - to get some idea of what the Commission wanted to do. He said he wasn't comfortable making a recommendation on a project this size.

When Building Maintenance Supervisor Chris Caron was asked for his opinion, he stated that he is really concerned about the chiller because if that goes down, it's going to be a horrible summer for anyone in the courthouse. He noted that he has been here since December and can see the bandaids that have been in place for years now instead of truly fixing problems. Clearly that method isn't working so someone needs to bite the bullet financially and start improving things. He said that there are some things that he simply can't fix, in part because the controls don't work. There are some things that could be banded further, but it would be a waste of money because the whole system needs to be replaced.

When asked about the 100% drawings, Mr. Robinson stated that Siemens has taken on the costs of the 50% drawings in good faith in order to give the County some budgetary figures. If Siemens does the project for the County, the cost of the drawings would get absorbed into the project costs; however, if the County goes with another firm, the County would buy the drawings from Siemens. He said that they just needed to know whether the County wanted to do the whole project at once or to do it in phases, and what those phases would look like, because the documents would need to be drawn up to meet that scope rather than incurring costs for drawings that wouldn't be used. When asked how long would take to do the 100% drawings, Mr. Robinson responded that it would probably take a couple of weeks. Administrator Hart stated that he would like it sooner than two weeks because there are so many moving parts and the County is starting the budget process in two weeks. Mr. Robinson stated that Siemens needs to put together a scoping document and a phasing plan so that the County can see what makes sense. He said they would work with Administrator Hart to get it to the Commission.

Commissioner Parent asked Finance Director Robinson if she would be able to do a projection of energy savings for once the improvements have been made. Director Robinson responded that she could but that it would depend on when the project was actually going to be implemented. Commissioner Parent asked her to do a projection on an annual basis. Mr. Joudrey suggested assuming the project would be done in 2018, with it taking five months to complete, so it was safe to assume that the County wouldn't really see savings until 2019.

Administrator Hart noted that he would put this on the next agenda but if the information is received sooner then he will schedule a special meeting.

- No action was taken.

2. Act to Award Bid(s) for New Patrol Vehicles for Use by the Knox County Sheriff's Office.

Sheriff Dennison explained that she would like to have the bid awarded for two of the Dodge Ram 1500 trucks. She said that they are good hybrid of vehicle types – getting good gas mileage while having the capability to store and tow equipment. While the trucks are not “pursuit rated”, the County doesn't get in that sort of situation very often anyway. The County would get more trade in value out of the trucks than the cars and small SUV's. The trucks would replace one ford interceptor and the other will replace a Chevy Impala being given to the detective division.

- A motion was made by Commissioner Richard Parent to award the bid for Newcastle Dodge for two Dodge Ram 1500 trucks at a bid price of \$24,707 each (for a total of \$49,414). The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.
3. Act to Approve and Authorize the County Administrator to Execute a Lease Amendment Allowing the Salty Owl Café to Serve Beer and Wine.
Airport Manager Jeff Northgraves said that he was hoping to have the updated language from County attorney Peter Marchesi in time for this meeting but he doesn't have it yet. He noted that the owners of the café, Erin Armbruster and Casey Dominguez, were present.
- Commissioner Pohlman asked if the County would have increased liability from selling alcohol on the Airport grounds. Manager Northgraves said that that's what Attorney Marchesi is looking at. Commissioner Pohlman commented that she's heard really good things about the food being served in the café.
- Manager Northgraves noted that most airports have bars or at least restaurants that serve alcohol. One of his concerns is how the County's personnel policy addresses employees having alcohol on County property, but after talking to Administrator Hart, it sounds like as long as the employees aren't on duty at the time, then it's not an issue.
- A motion was made by Commissioner Sharyn Pohlman to approve and authorize the county administrator to execute a lease amendment allowing the Salty Owl Café to serve beer and wine. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
4. Act to Approve to Fund the 2016 Amount of \$26,185.52 from Airport Undesignated Fund Balance for Airport Projects Not Covered by PFC Funds.
Manager Northgraves explained that the County has been funding its 5% share of the AIP projects through direct budgeting or the Passenger Facility Charge (PFC) funds, but the problem is that the PFC funds are tied to specific projects that have limitations on what the funds can be used for. The County did some projects that PFC funds couldn't be used towards. Approving this expenditure should cut the undesignated funds balance in about half. The PFC funds that are still sitting there can be used for other projects.
- A motion was made by Commissioner Richard Parent to approve funding \$26,185.52 from the Airport's Undesignated Fund Balance for the airport projects not covered by PFC funds. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.
5. Act to Approve the Employment Contract Renewal for the County Administrator.
- A motion was made by Commissioner Richard Parent to table this until the November 14th regular commission meeting. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.

V. Discussion Items

1. Update on Jail Security Electronics Control Project.
Administrator Hart explained that the project is progressing very well and is ahead of schedule. Sheriff Dennison commented that about 85 cameras have been installed in the jail and the video quality from them is amazing. Some of the old cameras are still in use and will be updated to work with the new system. Administrator Hart noted that Norris did do a change order for better equipment in the control room because the cheapest option wasn't going to last considering it's a 24/7 facility. The replacement furniture has been ordered. The County also opted for a better computer system than the low grade

system they had initially budgeted for. Workers still have to install some cabinets and furniture but overall they are still ahead of the completion deadline.

VI. Other Business

VII. Adjourn

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

The meeting adjourned at 3:32 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on November 14, 2017.