

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – October 13, 2009 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, October 13, 2009, at 2:00 p.m., at the county courthouse, 62 Union Street, Rockland, Maine. Administrative Assistant Candice Richards was present to record the minutes of the meeting.

Commission members present were: Anne Beebe-Center, Commissioner District #1 and Richard L. Parent, Jr., Commissioner District #2. County staff present included: County Administrator Andrew Hart, Administrative Assistant Candice Richards, Airport Manager Jeff Northgraves, Finance Director Kathy Robinson, CIO/CSO Jeff Lake, Chief Deputy Ernie McIntosh, and EMA Director Ray Sisk.

Also present were: Thomas Nickerson, Workforce Solutions Director for Goodwill Industries of Northern New England; Esther Clenott; Barbara Brosius, Supervisor of the Goodwill Workforce Solutions in the Rockland CareerCenter; Kathy Allain, Chair of the APAC Business Plan Sub-Committee; Ken Wexler of the APAC Business Plan Sub-Committee; and Marilyn Hotch of the APAC Business Plan Sub-Committee.

Regular Meeting – Agenda Tuesday – October 13, 2009 – 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. Approve Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Approve Minutes of Regular Commission Meeting of August 11, 2009.
 - iii. Approve Minutes of Special Meeting with Municipalities of August 13, 2009
 - iv. Approve Minutes of Special Meeting – Work Session of September 8, 2009.
 - v. Approve Minutes of Regular Commission Meeting of September 8, 2009.
 - vi. Accept Monthly Written Departmental Reports.
 - vii. Approve Reserve Withdrawals.
 - viii. Approve Budget Line Transfers.
- IV. 2:20 Action Items**
 - 1. Act to Approve EMA Job Description for a Part-Time Programs Planner (R. Sisk).
 - 2. Act on Approval of Transfer of Forfeited Assets in the Form of One 1999 Buick Century 4D (or any portion thereof) to Knox County in *State of Maine v. Kahlil T.P. Nigro* (D. Dennison).
 - 3. Act on Approval of Transfer of Forfeited Assets of \$2,911.20 (or any portion thereof) to Knox County in *State of Maine v. Bruce Melanson* (D. Dennison).
 - 4. Act on Approval of Transfer of Forfeited Assets in the Form of One .12 gauge Mossberg Model 88 Pump Shotgun and One .22 caliber Stevens Model 62 Rifle (or any portion thereof) to Knox County in *State of Maine v. Vincent Murray* (D. Dennison).
 - 5. Act on Approval of Lease Assignment and Consent and Assignment for Hangar 44 from Richard Rowland to Glenn Ruesswick (J. Northgraves).
 - 6. Act on Approval of Lease Assignment and Consent and Assignment for Hangar 52 from Douglas Koeppen to Francis Mormile (J. Northgraves).
 - 7. Act to Set the Airport's Long-Term Strategic Funding Policy (C. Shrum, J. Northgraves).
- V. 2:40 Discussion Items**
 - 1. Goodwill Industries of Northern New England (Esther Clenott, Thomas Nickerson).
- VI. 3:00 Other Business**
- VII. 3:05 Adjourn**

I. Meeting Called to Order

Commission Chair Anne Beebe-Center called the October 13, 2009 regular meeting of the Knox County Commission to order at 2:00 p.m.

II. Public Comment

Commissioner Anne Beebe-Center asked for public comment. There was none.

III. Consent Items

1. Approve Consent Items as Presented:

- i. Approve Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
- ii. Approve Minutes of Regular Commission Meeting of August 11, 2009.
- iii. Approve Minutes of Special Meeting with Municipalities of August 13, 2009
- iv. Approve Minutes of Special Meeting – Work Session of September 8, 2009.
- v. Approve Minutes of Regular Commission Meeting of September 8, 2009.
- vi. Accept Monthly Written Departmental Reports.
- vii. Approve Reserve Withdrawals.
- viii. Approve Budget Line Transfers.

- A motion was made by Commissioner Richard Parent to approve the consent items as presented. The motion was seconded by Commissioner Anne Beebe-Center. A vote was taken with all in favor.

Reserve Withdrawals:

Courthouse Computer	20000812660	\$14,694.00
Dispatch Misc. Equipment	56180012625	\$4,729.29
Dispatch GIS	56180012615	\$3,817.38
Dispatch Renovations & Furniture	56180012635	\$27,791.17
Dispatch Professional Services	65180012645	\$10,959.58
	Total	\$61,991.42

Budget Line Transfers:

FROM:			TO:		
Airport Meals	416004-54110	\$50.00	Property Taxes	416004-54770	\$50.00
Build. Maint. Grounds Maint.	006004-54590	\$6,038.00	Landscaping	006007-57395	\$22,500.00
Build. Maint. Heating Fuel	006005-55205	\$36,000.00	Building Upgrade	006007-57390	\$16,988.00
			Sprinkler	008007-57385	\$2,550.00
Communications PT	518003-53820	\$3,000.00	Radio Repairs	518004-54580	\$3,000.00
Deeds Copy Machine supplies	009005-55345	\$201.00	Computer Supplies	009005-55385	\$201.00
Exec Auditing Services	004004-54005	\$3,319.00	Labor Relations	004004-54050	\$12,953.00
Exec Worker's Compensation	004003-53920	\$353.00			
Exec Meals	004004-54110	\$400.00			
Exec Lodging	004004-54115	\$1,500.00			
Exec Printing	004004-54525	\$1,000.00			
Exec Postage & Shipping	004004-54520	\$797.00			
Exec Training & Seminars	004004-54545	\$905.00			
Exec Food, Groceries	004005-55104	\$459.00			
Exec Office Supplies	004005-55335	\$1,242.00			
Exec Copy Machine	004005-55345	\$340.00			
Exec Public Relations	004005-55365	\$422.00			
Exec Computer Supplies	004005-55385	\$1,000.00			
Exec Books, Subscriptions	004005-55505	\$216.00			
Exec Equipment	004007-57335	\$1,000.00			
Finance Training & Seminars	005004-54545	\$150.00	Dues & Registration	005004-54515	\$150.00
Jail Building Repairs	008004-54595	\$4,747.00	Heating Repair	008004-54610	\$4,747.00
Jail Heating Fuel	008005-55205	\$50.00	Haz Materials	008005-55210	\$50.00
Jail Office Supplies	008005-55335	\$712.00	Computer Supplies	008005-55385	\$712.00
Sheriff North Haven Deputy	011003-53318	\$4,192.00	ICMA	011003-53960	\$4,192.00
Sheriff Mileage	011004-54105	\$155.00	Printing	011004-54525	\$155.00
Sheriff Training	011004-54545	\$15.00	Lodging	011004-54115	\$15.00
Total:		\$68,263.00	Total:		\$68,263.00

- A motion was made by Commissioner Richard Parent to amend the agenda to move Discussion Items before Action Items. The motion was seconded by Commissioner Anne Beebe-Center. A vote was taken with all in favor.

IV. Action Items *(taken out of order)*

1. Act to Approve EMA Job Description for a Part-Time Programs Planner (R. Sisk).
EMA Director Ray Sisk explained that he was asking for a part-time programs planner, the budget for which will last for 92 weeks. It is a temporary position of about 25 hours per week. The funding for the position will be provided by the State to cover staffing needs.

Commissioner Richard Parent asked if the position was full-time or part-time.

EMA Director Ray Sisk responded that the position is part-time, at about 25 hours per week. The position will continue until funds are either used up, or when the funds expire on December 31, 2011.

Commissioner Richard Parent asked if the person would be a county employee and if they would get benefits, as part-time employees are not usually eligible for benefits.

EMA Director Ray Sisk responded that since the position is only temporary, the person would be working for pay only.

- A motion was made by Commissioner Richard Parent to approve the job description for the Part-Time Programs Planner for the Emergency Management Agency office. The motion was seconded by Commissioner Anne Beebe-Center.

Commissioner Anne Beebe-Center asked where Director Sisk would recruit from.

EMA Director Ray Sisk stated that he planned to advertize. He added that finding a good person to fill the position that can handle the responsibilities, is a bit of a challenge.

Commissioner Anne Beebe-Center commented that for \$15 an hour, it would be hard to find someone.

EMA Director Ray Sisk stated that this was something that he struggled with, and that he would like to be able pay more.

- A vote was taken with all in favor.

2. Act on Approval of Transfer of Forfeited Assets in the Form of One 1999 Buick Century 4D (or any portion thereof) to Knox County in *State of Maine v. Kaihlil T.P. Nigro* (D. Dennison).

- A motion was made by Commissioner Richard Parent to approve the transfer of forfeited assets in the form of One 1999 Buick Century 4D (or any portion thereof) to Knox County in *State of Maine v. Kaihlil T.P. Nigro*. The motion was seconded by Commissioner Anne Beebe-Center. A vote was taken with all in favor.

3. Act on Approval of Transfer of Forfeited Assets of \$2,911.20 (or any portion thereof) to Knox County in *State of Maine v. Bruce Melanson* (D. Dennison).

- A motion was made by Commissioner Richard Parent to approve the transfer of forfeited assets of \$2,911.20 (or any portion thereof) to Knox County in *State of Maine v. Bruce Melanson*. The motion was seconded by Commissioner Anne Beebe-Center. A vote was taken with all in favor.

4. Act on Approval of Transfer of Forfeited Assets in the Form of One .12 gauge Mossberg Model 88 Pump Shotgun and One .22 caliber Stevens Model 62 Rifle (or any portion thereof) to Knox County in *State of Maine v. Vincent Murray* (D. Dennison).

- A motion was made by Commissioner Richard Parent to approve the transfer of forfeited assets in the form of one .12 gauge Mossberg Model 88 Pump Shotgun and one .22 caliber Stevens Model 62 Rifle (or any portion thereof) to Knox County in *State of Maine v. Vincent Murray*. The motion was seconded by Commissioner Anne Beebe-Center. A vote was taken with all in favor.

5. Act on Approval of Lease Assignment and Consent and Assignment for Hangar 44 from Richard Rowland to Glenn Ruesswick (J. Northgraves).

Airport Manager Jeff Northgraves explained that hanger 44 was being sold to a new individual. The lease is for the ground that the hangar is sitting on. The way the County's leases are structured, the lease goes with the property. The lease is just transferred to the new owner of the hangar. It is a two step process because the owner often subleases the hangar before actually selling it.

- A motion was made by Commissioner Richard Parent to approve the Lease Assignment and Consent and Assignment for hangar 44 from Richard Rowland to Glenn Ruesswick. The motion was seconded by Commissioner Anne Beebe-Center. A vote was taken with all in favor.
6. Act on Approval of Lease Assignment and Consent and Assignment for Hangar 52 from Douglas Koeppen to Francis Mormile (J. Northgraves).
- A motion was made by Commissioner Richard Parent to approve the Lease Assignment and Consent and Assignment for hangar 52 from Douglas Koeppen to Francis Mormile. The motion was seconded by Commissioner Anne Beebe-Center. A vote was taken with all in favor.
7. Act to Set the Airport's Long-Term Strategic Funding Policy (C. Shrum, J. Northgraves).
- Airport Manager Jeff Northgraves explained that the Airport Public Advisory Committee's Business Plan Sub-Committee has been working on the Business Plan for a little over two years. The Business Plan helps to develop what direction the airport to go in, and the policies used to run it. The Policy that the Commission is being asked to approve is a really important statement policy. It sets policy guidance and will direct funding for the airport for the next five to ten years. When the Business Plan is completed, it will codify the actions that have to happen as a result of the Business Plan. He added that he expects to bring the Business Plan before the Commission in December for approval. He stated that if the Commission wanted to table the approval of the Policy so that it might be brought before the Budget Committee, that is possible, but it may impact the final version of the Business Plan. The paperwork provided to the Commission explained three possibilities, with two being extremes. If the Commission wanted to table the actual wording for the Policy statement, the Commission could do that if it voted that the two extreme options are out of the question. That would allow the Business Plan to continue in the direction it is currently headed. The Policy is the guidance of the Commission to the airport manager on how to operate the airport in the future.

Chris Shrum stated that the Policy looks at how the airport manager goes about generating revenue to support its operations. At previous Commission meetings, there have been discussions with the Commission about the balance between the need to generate the revenue, and the impacts of development. Not all impacts are negative. One positive impact is that the airport provides travel to the islands. There are impacts on the environment and the surrounding communities. The policy decision helps define how to maintain the balance. The sub-committee has considered the spectrum of plans. The two extremes are to either do whatever it takes to bring in revenue, or the airport becomes public-subsidized and opportunities for earned income are minimized. The Sub-Committee has never embraced either extreme, but is looking for something more in the middle.

Mr. Shrum read aloud the second paragraph of the Policy: "The County will minimize direct taxpayer support of airport operations while recognizing that some amount of public subsidy may be needed to serve the island communities and minimize the negative impacts on neighboring communities."

Mr. Shrum stated that the impacts are both positive and negative. The number of hangars built has a direct impact on generating earned income and reducing taxpayer subsidy. At the same time, a disproportionate number of hangars would have an impact on the environment and the community. The consensus statement is the one that the Sub-Committee is recommending that the Commission approve because it strikes a balance. If the Commission wants the Sub-Committee to do so, they could reconsider the two alternative options

Airport Manager Jeff Northgraves commented that there were members of the Sub-Committee in the audience.

Commissioner Anne Beebe-Center asked if anyone wanted to speak.

Kathy Allain stated that Mr. Northgraves and Mr. Shrum had correctly related the opinion of the Sub-Committee.

Airport Manager Jeff Northgraves stated that the only part that he has a concern with is the end of the statement: "the negative impacts on neighboring communities". He stated that this implies that economic growth at the airport is a negative. He stated that he was uncomfortable with that because he was not sure if that was true. He added that this was his own opinion, and that he was not speaking on behalf of the sub-committee regarding this.

Commissioner Richard Parent suggested changing the word "negative: to "minimal".

Commissioner Anne Beebe-Center suggested simply removing the word “negative” instead of replacing it with another word.

Mr. Northgraves stated that he was not sure how the Sub-Committee felt about it, but that he just did not like the idea of going forward with a policy that emphasizes the negative.

Commissioner Anne Beebe-Center commented that she could understand that. She stated that during her time as a commissioner, she has been working to show the communities that the County has accepted responsibility of stewardship for the airport. She added that she agreed that a statement with the word “negative” in it skews the spirit of the rest of the statement. She asked if anyone from the Sub-Committee had a problem with the new wording.

Mr. Shrum commented that he would prefer changing the wording from “minimize negative impacts” to “balance the impacts”.

Commissioner Anne Beebe-Center commented that she believed that the word “minimize” is the spirit that the County is going for. It is subjective what “impact” means. She stated that she was comfortable with the word minimize and that she felt the wording “to communities” could be changed. She suggested the statement be reworded to state: “some public subsidy may be needed to serve the islands and minimize the impact on the neighboring communities”. She asked if that wording worked for the members of the Sub-Committee who were present at the meeting.

Ms. Allain stated that the suggested wording by Commissioner Beebe-Center would be acceptable.

- A motion was made by Commissioner Richard Parent to accept the Airport’s Long-Term Strategic Funding Policy as presented with a portion of the wording (“some amount of public subsidy may be needed to serve the island communities, minimize negative impacts on neighboring communities”) be changed to: “some public subsidy may be needed to serve the islands and minimize the impact on the neighboring communities”. The motion was seconded by Commissioner Anne Beebe-Center. A vote was taken with all in favor.

V. Discussion Items *(taken out of order)*

1. Goodwill Industries of Northern New England (Esther Clenott, Thomas Nickerson).

Thomas Nickerson introduced himself as the Director of Workforce Solutions for Goodwill Industries of Northern New England. Goodwill recently received an award to provide Workforce Investment Act services in the six-county area of the Workforce Board. He stated that they had opened an office with the State at the Career Center on Camden Avenue in Rockland, and are working to provide Workforce Investment Act employment training services to businesses, as well as assisting adults and older youth looking for work.

Mr. Nickerson stated that Barbara Brosius is the supervisor at the office and she works hand in hand with the State. Esther Clenott works with Goodwill on a number of projects. She is a former county commissioner.

Mr. Nickerson stated that Goodwill is not new to providing employment services and training in Maine. Goodwill is non-profit and serves Maine, New Hampshire, and northern Vermont, as part of a network of other Goodwill’s nationally. Locally, Goodwill is owned and operated by a board of directors. Just recently, a store was opened in Rockland and Goodwill is very glad to be investing in the area. Besides retail, Goodwill has also provided services for adults with disabilities for the past 75 years. With the Workforce Investment Act contract award, Goodwill picked up services in the Mid-Coast area, in addition to Cumberland County. Prior to that award, through the training resource center in Portland, Goodwill was providing the same services. Goodwill strives to reinvest resources and profits from the retail stores back into communities whenever possible. One of the best ways to do that right now is through the Workforce Solutions offices. Goodwill is reaching out to other local groups and nonprofits to handle their training needs. He stated that he had asked Barbara Brosius to attend the Commission meeting to give a quick overview of the types of services that are provided, as well as some of the projects that are being worked on in the Knox County area.

Ms. Brosius stated that her focus is working with people so that they can get back to work. The office helps people by working on building their existing skills, looking for gaps in their training, and developing a plan to get them back to work as quickly as possible. She added that she works with a number of local organizations, as well as Adult Education and the Five-Town CSD, to collaborate on types of training provided. Some people were raised with learning skills while others need to be taught basic working skills, such as showing up at work on time, etc. She commented that she was excited because she had come across a new company called The

Evergreen Home Performance Green Energy. The business is a three-pronged approach with the energy auditors being the first part. They also need people who know how to do the installation. The company is willing to bring people on to do on-the-job training. Maine is a little behind some other states so it is an exciting organization to work with.

Commissioner Richard Parent asked if the Workforce works with the individuals as well as businesses.

Mr. Nickerson stated that sometimes by helping a business, it might improve the skills of their current work force and lead to new work or new positions to fill. By having one provider in the area, it is easier to get information back to the County Commission.

Commissioner Anne Beebe-Center commented that the commissioners needed to be mindful of the connections they have with the community and to keep the Coastal Communities Work Force (CCWF) informed.

Ms. Clenott commented that the CCWF was formed in 1997. Commissioner Beebe-Center was on the Chief Local Elected Officials (CLEO) board, which is made up of an elected official from each county. The six counties are York, Cumberland, Sagadahoc, Lincoln Waldo, and Knox. CLEO has been able to develop programs so it is important for that Commissioner Parent has been attending this year

Commissioner Richard Parent stated that it is a worthwhile organization and that the work done there is very important.

Mr. Nickerson commented that part of the outreach process is to let people know there are resources that Goodwill can provide through the career center.

VI. Other Business

There was no additional business.

VII. Adjourn

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

The meeting adjourned at 2:40 p.m.

Respectfully submitted,

Candice Richards

The Knox County Commission approved these minutes at their regular meeting held on December 8, 2009.

Anne H. Beebe-Center, Chair – Commissioner District #1

Richard L. Parent, Jr. – Commissioner District #2

Roger A. Moody – Commissioner District #3