

KNOX COUNTY COMMISSION

Regular Meeting

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

The regular monthly meeting of the Knox County Commission was held on Tuesday, January 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, Sheriff Donna Dennison, Jail Administrator John Hinkley, Register of Deeds Lisa Simmons, Register of Probate Elaine Hallett, Communications Director Linwood Lothrop, Airport Manager Jeff Northgraves, and Finance Director Kathy Robinson.

Others present: Pen Bay Pilot reporter Chris Wolf.

Regular Meeting – Agenda Tuesday – January 10, 2017 – 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 Election of Officers**
 - 1. Elect Chair for 2017.
 - 2. Elect Vice-Chair for 2017.
 - 3. Elect Representative for 2017 to:
 - i. CCWI
 - ii. Union Negotiations
 - iii. Airport Public Advisory Committee
 - iv. MCEDD
- IV. 2:20 Consent Items**
 - 1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Joint Commission Meeting (2017 Budget Public Hearing) of December 8, 2016.
 - iii. Minutes of Regular Commission Meeting of December 13, 2016.
 - iv. Monthly Written Departmental Reports.
 - v. Reserve Withdrawals.
- V. 2:25 Action Items**
 - 1. Act to Approve the North Haven Deputy Services Contract January 1 - December 31, 2017.
 - 2. Act to Approve 2017 Personnel Policy Handbook.
 - 3. Act to Approve 2017 Commissioner Handbook.
 - 4. Act on Appointment of a Commissioner to the Strategic Plan Sub-Committee.
 - 5. Act on Authorizing the County Administrator to Proceed with a Qualifications Based Selection Process for the Installation of the Knox County Jail Security Electronics Control Systems.
- VI. 3:00 Discussion Items**
 - 1. Cupola Copper Roof/Downspout Replacement Project.
- VII. 3:10 Other Business**
- VIII. Adjourn**

I. Meeting Called to Order

Commissioner Carol Maines called the regular meeting of the Knox County Commission to order at 2:05 p.m.

II. Public Comment

Commission Chair Carol Maines asked if there was any public comment. There was none.

III. Election of Officers

1. Elect Chair for 2017

- Commissioner Richard Parent nominated Commissioner Carol Maines to serve as Commission Chair for 2017. Commissioner Sharyn Pohlman seconded the nomination. A vote was taken with 2 in favor (Commissioners Parent and Pohlman) and 1 abstention (Commissioner Maines).

2. Elect Vice-Chair for 2017

- Commissioner Carol Maines nominated Commissioner Richard Parent to serve as Commission Vice Chair for 2017. Commissioner Sharyn Pohlman seconded the nomination. A vote was taken with 2 in favor (Commissioners Maines and Pohlman) and 1 abstention (Commissioner Parent).

3. Elect Representative to MCEDD, CCWI, Union Negotiations, and APAC for 2017

- Commissioner Carol Maines nominated Commissioner Richard Parent to serve as Commission Representative to CCWI for 2017. Commissioner Sharyn Pohlman seconded the nomination. A vote was taken with 2 in favor (Commissioners Maines and Pohlman) and 1 abstention (Commissioner Parent).
- Commissioner Carol Maines nominated Commissioner Richard Parent to serve as Commission Representative for Union Negotiations for 2017. A vote was taken with 2 in favor (Commissioners Maines and Pohlman) and 1 abstention (Commissioner Parent).
- Commissioner Richard Parent nominated Commissioner Carol Maines to serve as Commission Representative to the Airport Public Advisory Committee (APAC) for 2017. Commissioner Sharyn Pohlman seconded the nomination. A vote was taken with 2 in favor (Commissioners Parent and Pohlman) and 1 abstention (Commissioner Maines).
- Commissioner Richard Parent nominated Commissioner Sharyn Pohlman to serve as Commission Representative to the Midcoast Economic Development District (MCEDD) for 2017. Commissioner Carol Maines seconded the nomination. A vote was taken with 2 in favor (Commissioners Parent and Maines) and 1 abstention (Commissioner Pohlman).

The list as it stands for the 2017 year:

- MCCA – Commissioner Carol Maines
- MCCA Risk Pool - Commissioner Carol Maines
- MCEDD - Commissioner Sharyn Pohlman
- CCWI - Commissioner Richard Parent
- Union Negotiations – Commissioner Richard Parent
- APAC – Commissioner Carol Maines
- Strategic Planning Sub-Committee – Commissioner Sharyn Pohlman

IV. Consent Items

1. Approve Consent Items as Presented:

- i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Joint Commission Meeting (2017 Budget Public Hearing) of December 8, 2016.
 - iii. Minutes of Regular Commission Meeting of December 13, 2016.
 - 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 Sharyn Pohlman. A vote was taken with all in favor.

V. Action Items

1. Act to Approve the North Haven Deputy Services Contract January 1 - December 31, 2017.
Administrator Hart explained that this is a renewal of the 2016 contract. There have not been a lot of changes made. North Haven Town Administrator Joe Stone has approved the proposed changes.
 - A motion was made by Commissioner Richard Parent to approve the North Haven Deputy Services Contract for January 1 – December 31, 2017. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.
2. Act to Approve 2017 Personnel Policy Handbook.
Administrator Hart explained that HR Consultant Laurie Bouchard has been working with department managers on making some updates to the County's Personnel Policy Handbook. This is being done on an annual basis in order to keep up with issues as they crop up during the year. All employees will receive a copy of the new policy once it's approved.
 - A motion was made by Commissioner Richard Parent to approve the 2017 Personnel Policy Handbook, effective January 1, 2017. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.

Commissioner Maines asked about comp time calculation because she felt it was a little confusing as written. Finance Director Robinson said she would look at it again after the meeting and see if anything needed further clarification.

Commissioner Maines asked if the nepotism issue was resolved now. Administrator Hart reminded her that he had given the Commission a memo from HR consultant Laurie Bouchard at the last Commission meeting that addressed the issues raised by a member of the public as well as what has been changed in the personnel policy to address them. He added that he feels confident that the issue has been dealt with, but that doesn't mean someone in the community won't disagree at some point.

3. Act to Approve 2017 Commissioner Handbook.
The idea to create this Handbook arose from former Commissioner Moody's request for policies to be all in one book, as well as wanting to give new Commissioner Pohlman information she'll need. The Handbooks will be continuously updated as various policies change. The statutes that apply to counties are not in there yet because just the list of statutes is 192 pages, and that's not including how many pages the statutes themselves are. Administrator Hart said that he was going to go through those and figure out which ones should be put in the handbook.
 - A motion was made by Commissioner Sharyn Pohlman to approve the 2017 Commissioner Handbook. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
4. Act on Appointment of a Commissioner to the Strategic Plan Sub-Committee.
This agenda item had been on the December 13th agenda but the Commission voted to table it until January when a new commissioner would be in place. The sub-committee would start the process to begin developing a strategic plan for the County as a whole. Administrator Hart noted that he would like the sub-committee to start meeting soon.
 - A motion was made by Commissioner Carol Maines to appoint Commissioner Sharyn Pohlman to serve on the Strategic Plan Sub-Committee. The motion was seconded by Commissioner Richard Parent. A vote was taken with 2 in favor (Commissioners Maines and Parent) and 1 abstention (Commissioner Pohlman.)

Commissioner Maines asked that the meetings be organized to happen either before or after the Regular Commission meetings to make it easier for Commissioner Pohlman to attend them.

5. Act on Authorizing the County Administrator to Proceed with a Qualifications Based Selection Process for the Installation of the Knox County Jail Security Electronics Control Systems.

The Lease/Purchase RFP for financing was e-mailed out to financial institutions on January 6th. The RFP requested a 12-year term, 15-year term, and 20-year term for an amount not to exceed \$900,000 for the installation of the Knox County Jail Security Electronics Control Systems. Administrator Hart asked for authorization to proceed with a qualifications based selection process for the installation of the Knox County Jail Security Electronics Control Systems.

- A motion was made by Commissioner Richard Parent to authorize the county administrator to proceed with a qualifications based selection process for the installation of the Knox County Jail Security Electronics Control Systems, and to pursue Option 1 (*as described below*). The motion was seconded by Commissioner Sharyn Pohlman.

The need for improvements at the jail had been discussed during the recent budget process, which including the replacement of the electronic controls system. It had been discussed waiting until the end of 2017 to see what will happen with the new legislature. Since then, the control system has continued to get progressively worse, causing further loss of control over the system. Administrator Hart stated that the County needs to move quicker on replacing the system than was originally thought would be necessary, so he sent out an RFP for the lease/purchasing for the funding. The RFP was sent to the same banking institutions included when the County did the financing for the courthouse repairs. The \$900,000 is a rounded up figure that was arrived at after consulting bond counsel. He said that the Commission had been provided with copies of an email from David Lay of SMRT, which included two options for how the County could proceed with upgrading the electronics system at the jail. He stated that Mr. Lay recommended doing process number 1. Jail Administrator Major John Hinkley said that he also would prefer the first option. He noted that jail staff are having to use keys for most doors now because of the electronics system getting worse. Also, because the system controls everything in the jail, the facility is having problems with heating, the cameras are starting to fail, and when the weekly generator test happens, it's shorting out various electrical systems, and it's all related to the control system dying. Commissioner Maines asked Sheriff Dennison which options she preferred. Sheriff Dennison said she thought the second option might be better but system needs to be replaced regardless, so she would go along with whatever the Commission decided. She added that the most serious thing she is concerned with are the security cameras because they are failing, which creates a dangerous situation. It's not that there is something wrong with the cameras themselves – it's just the control system. Commissioner Maines asked if the second option would take longer; Administrator Hart said that it would.

The general consensus of the Commission seemed to be support for option 1 due to the increased need to replace the current electronic system, as long as the Commission can continue to have input and are updated throughout the process. There was some concern that choosing option 1 committed the County without knowing what the actual cost will end up being as well as whether the county administrator should be authorized to make the decisions and to handle this himself, or whether the Commission should have involvement as well. Administrator Hart assured the commissioners that he would keep them updated.

Commissioner Maines asked if there was anything salvageable from the system or whether everything would need to be replaced. Major Hinkley stated that he and his staff would be working with the vendor through the entire process, and if there are any components that can be saved, they will be. The wiring may not need to be completely replaced, but everything will be tested to see what can stay intact and what has to be replaced.

Administrator Hart noted that SMRT will put out a Request for Qualifications to find a vendor to do the work, and that he should have an update at the next regular Commission meeting in February.

- A vote was taken with all in favor.

VI. Discussion Items1. Cupola Copper Roof/Downspout Replacement Project.

Administrator Hart explained that BES had done an assessment of the roof and cupola that will be used when going out to bid for the project. An addendum will be sent with the RFP explaining that if the whole project comes in higher than the County wants to spend, the County will be able to pick and choose which portions the Commission wants to do. The grant funds from the Maine Historic Preservation Commission have to be used by September, so the work should be completed no later than August.

VII. Other BusinessCourthouse Commissioning

Administrator Hart explained that right now the County has HVAC services through AAA, but the courthouse has been having a lot of problems with heating and cooling, and inconsistent temperatures throughout the building. The building supervisor for the State side of the courthouse sent AAA an email saying that they didn't want AAA touching the State's equipment anymore and from now on the State will use its own vendor, which happens to be Siemens. He said that he had a meeting with Jesse McCue from MREM, the new building maintenance supervisor Chris Caron, Curt Lefebvre, and another representative from the State. A walkthrough of the building was conducted to look at the equipment on both the State and County sides. There are many components to the control system that don't show on the computer system and some components aren't even hooked up. Siemens recommended doing a commissioning of the entire building to determine the current status and what needs fixing. The commissioning would take three days on the County side, and five days on the State side. The County and State will receive a full report of what needs to be repaired. The estimate for the County's side of the building is \$8,888. Curt Lefebvre has already authorized it to proceed for the State side. Administrator Hart said that he would like to proceed with this because the whole system has never really been looked at, and it makes sense to have one whole system for the whole courthouse, with one vendor. The funding will come from the Building Maintenance Reserve because there isn't extra money in the Building Maintenance operating budget to cover it. This should ultimately result in a cost savings after repairs are made to the system. The agreement with AAA ended 12/31/16 but that was just preventative maintenance anyway, not comprehensive. Administrator Hart said that he didn't really blame AAA because the County has spent too long band-aiding issues and has to catch up now. Once the system works like it's supposed to, the vendor will be able to log in remotely instead of having to travel all the way here, which will save the County money.

Commissioner Maines asked Airport Manager Jeff Northgraves for his opinion since the airport also has AAA as a vendor. Manager Northgraves answered that the airport has only had AAA for about a year and they're a lot better than the vendor the County had before them. He said that he is happy with AAA. Siemens did come down to look at the airport's system at one point, but they didn't seem interested.

Commissioner Parent asked what the Commission was being asked to do. There was a discussion of whether it was okay to take a vote on the issue since it wasn't on the agenda in advance. The Commission decided that since time was a factor, it would vote to amend the agenda, and also vote on authorizing Administrator Hart to proceed with the commissioning of the courthouse.

- A motion was made by Commissioner Richard Parent to amend the meeting agenda to include an action item to authorize the County Administrator to move forward with a commissioning of the current HVAC system for the Courthouse, and to spend up to \$9,000 from the Building Maintenance Reserve. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.

VIII. Adjourn

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

The meeting adjourned at 3:12 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

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