

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – October 8, 2019 – 2:00 P.M.

The regular meeting of the Knox County Commission was held on Tuesday, October 8, 2019, at 2:00 P.M., at the County Courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Dorothy G. Meriwether, Commissioner District #1, and Richard L. Parent, Jr., Commissioner District #2 and Sharyn L. Pohlman, Commissioner District #3.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Sheriff Tim Carroll, EMA Director Ray Sisk and Finance Director Kathy Robinson. Jeff Northgraves

Others in attendance: Elizabeth Schuh, Executive Director - Making Community Happen (MCH)

Regular Meeting – Agenda Tuesday – October 8, 2019 – 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. 2:05 Consent Items**
 1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Special Commission Meeting of September 4, 2019.
 - iii. Minutes of Regular Commission Meeting of September 10, 2019.
 - iv. Minutes of Special Commission Meeting of September 30, 2019.
 - v. Monthly Written Departmental Reports.
 - vi. Reserve Withdrawals.
- IV. 2:15 Action Items**
 - Act to Approve Revised Job Descriptions:
 - a) Assistant Shift Supervisor
 - b) Correctional Maintenance Mechanic
 - c) Corrections Officer
 - d) Food Service Specialist
 - e) Shift Supervisor
 - f) Transport Officer
 - g) Transport Supervisor
 - h) Programs/Classification Coordinator
 - i) Airport Security Deputy
 - j) EMA Program Coordinator
 - Act to Award the Bid for Two (2) New Vehicles for Use by the Sheriff's Department.
 - Act to Authorize the Chair to Sign the Letter of Interest In and Commitment to the AARP and World Health Organization Network of Age-Friendly Communities.
- V. 2:30 Discussion Items**
 1. Update on Jail HVAC Project.
 2. Update on Courthouse HVAC Project.
 3. Update on Airport HVAC Project.
- VI. 2:45 Other Business**
- VII. Adjourn**

I. Meeting Called to Order:

Commission Chair Parent called the special meeting of the Knox County Commission to order at 2:01 P.M.

II. Public Comment:

Commissioner Parent asked for public comment:
None

III. Consent Items:

1. Approve Consent Items as Presented:
 - vii. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - viii. Minutes of Special Commission Meeting of September 4, 2019.
 - ix. Minutes of Regular Commission Meeting of September 10, 2019
 - x. Minutes of Special Commission Meeting of September 30, 2019
 - xi. Monthly Written Departmental Reports.
 - xii. Reserve Withdrawals.
- *A motion was made by Commissioner Pohlman to approve the Consent Items as presented. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

IV. Action Items:

1. Act to Approve Revised Job Descriptions:
The Position Classification Committee has finished its review of the following job descriptions that required changes in Complexities, Physical Requirements, and Working conditions. Also references to equipment used were moved into Physical Requirements, where they are normally listed for the Jail job descriptions and the Airport Security Deputy (first 9 listed job descriptions). These job descriptions also more closely describe what each position is currently doing in their respective jobs. Ray Sisk requested that the Position Classification Committee review his revisions for the job description for the department's Administrative Assistant, and after review, it was felt that EMA Program Coordinator was a more appropriate title. There are 10 Job Descriptions presented for your approval:

- a) Assistant Shift Supervisor
- b) Correctional Maintenance Mechanic
- c) Corrections Officer
- d) Food Service Specialist
- e) Shift Supervisor
- f) Transport Officer
- g) Transport Supervisor
- h) Programs/Classification Coordinator
- i) Airport Security Deputy
- j) EMA Administrative Programs Coordinator

(A-H are all Corrections job description revisions and A-G are all Union positions and were approved by National Correctional Employees Union which is required under the Collective Bargaining Agreement. H is a non-Union position but is still within the Corrections division. The revised job descriptions will result in a grade change which will take place on January 1st.)

- *A motion was made by Commissioner Meriwether to Approve Revised Job Descriptions A-H. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*
- *A motion was made by Commissioner Meriwether to Approve Revised Airport Security Deputy Job Description. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*
- *A motion was made by Commissioner Meriwether to Approve Revised EMA Administrative Programs Coordinator Job Description. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

2. Act to Award the Bid for Two (2) New Vehicles for Use by the Sheriff's Department.

The County sent out a request for proposals to six (6) dealerships in Maine for two (2) new Patrol SUV vehicles. We received seven (7) bids from six (6) vendors. Bids were opened on Friday, September 27th. The Sheriff will be in attendance to discuss and answer any questions of the Commission and to make a recommendation.

 - *A motion was made by Commissioner Pohlman to Award the Bid for Two (2) New Vehicles, 2020 Dodge Durango, All wheel drive, Pursuit rated, V-8 hemi for Use by the Sheriff's Department to Newcastle for \$30,692 per vehicle. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*
3. Act to Authorize the Chair to Sign the Letter of Interest In and Commitment to the AARP and World Health Organization Network of Age-Friendly Communities.

Elizabeth Schuh, Executive Director – Making Community Happen (MCH) spoke briefly stating they are looking for a “stamp of approval from Knox County” in the form of a letter. MCH is an independent, non-profit community service organization whose mission is to empower individuals – primarily older individuals or people with disabilities.

 - *A motion was made by Commissioner Pohlman to Award Authorize the Chair to Sign the Letter of Interest In and Commitment to the AARP and World Health Organization Network of Age-Friendly Communities. The motion was seconded by Commissioner Parent. A vote was taken with both in favor. (Commissioner Meriwether abstained.)*

V. Discussion Items:

1. Update on Jail HVAC Project.
 - Items that need to be completed on the HVAC project are Controls. The controls, wiring and panels will be installed this week, and this will be completed onsite by next week. The split system cooling for the kitchen will be complete, and there are addressing one revision item per Ralph Cline, the Correctional Maintenance Mechanic, this week. Dishwater hood exhaust is complete and operational. The roof-top units have been replaced and are fully operational. Siemens reached out about training on that system. Administrator Hart has sent email to Gary Robinson asking him to provide updated pricing for the remaining part of the HVAC project and those components at the Jail. He is hoping to have that to us by October 21st. Not proposing this year to do any more capital projects on the Jail. Will have to revisit that in 2021.
2. Update on Courthouse HVAC Project
 - The walk thru with Commissioner Parent, Gary Robinson from Siemens and Building Maintenance Supervisor Jim Hagan was completed on Monday, September 23rd. All projects are complete at this point. Finance Director Robinson stated the final payment has been made. Any issues that arise are warranted by Siemens.
3. Update on Airport HVAC Project.
 - AIP funding – have a budget figure to do the Airport it all hinges on when to do certain things.
 - Jeff– there is 3 big pieces to the project:
 - a) Laptop that is outdated and we are trying to keep it alive so we can see into the system and make any tweaks. Fixing the front end portion of it is one piece of the three. The front end piece should not be an issue with the FAA as far as being eligible.
 - b) Next piece is all the controls that it looks at and manipulates changing out all of those controls. It is possible that most of that will be AIP eligible, and in next year's

AIP project when we replace and upgrade the security system in the terminal. Getting in to the controls will be a more expensive change.

- c) The final big piece is what to do with the whole mechanical part of system once we change it out. That would be AIP eligible, but not for another 10 years. Airport Manager Northgraves recommendation is we should wait until becomes eligible.
- One Commissioner asked how many compressors will be used between now and 2030?
 - Airport Manager Northgraves stated since we have made the changes to the system we have only replaced compressors that were operating before the change. Two years ago we replaced 1 that died right at the end of the changes, and this year we changed out the other one that we knew had problems. Right now we have 2, pretty much brand new compressors. If the first one would have failed in the old system it would have failed by now.
 - Another Commissioner asked the percentage of areas covered by AIP? It's the public areas that are covered?
 - Airport Manager Northgraves stated that's correct. It's the public areas, TSA areas, CAPE AIR's areas, and offices of employees and Airport Security offices are not covered under AIP. It applies to parking lots and anything that is communal use for the building that would be covered. Offices of employees and Airport Security offices are not covered under AIP. Revenue generating space is not eligible for AIP.

VI. Other Business:

- A letter was received from Vinalhaven from Andrew Dorr, Town Manager of Vinalhaven and Rick Lattimer, Town Manager of North Haven on September 16th that was addressed to Commissioners, Budget Committee Member Nick Lapham, Budget Committee Member Gayle Gallant and copied to Administrator Hart and the Sheriff. On numerous occasions a meeting was held with the Sheriff, Administrator Hart, Chief Deputy Polky and Captain Pinkham to discuss the lack of coverage and housing on both islands for a Deputy. This year was challenging to fill the vacancy on the island due to vacancies in the department and medical leave. The North Haven Deputy is trying to cover both islands. It is hard to get someone to move to Vinalhaven to live on the island. Taking this type of island job takes a certain person that is committed to living there.
- Sheriff spoke stating he has tried to do everything he can to ease the current situation. When a Deputy is needed for Vinalhaven, Penobscot Air, Marine Patrol and the Rockland Ferry Service has transported over a Deputy or 2 when asked. The staffing situation has just gotten up to par on the mainland The Island will pay for housing and heat for a Deputy willing to live there. Right now, each Deputy is taking a week and working on Vinalhaven. The Sheriff stated that Law Enforcement in general is having a difficult time filling vacancies. We cannot "mandate" someone to live on Vinalhaven. The Islanders know when the Deputy is on the island for 6 hours and when they leave. A more in depth conversation/meeting is needed so we can try to figure how to help Vinalhaven with reliable coverage. Right now, there is no house available on Vinalhaven and that is being looked into. When a Deputy goes over to Vinalhaven they are staying in a room above the fire station. In the contract, it states that the island has to provide a house to live in and this will be discussed in the meeting.
- Sheriff stated that over the past few months, a full 40 hours of coverage cannot be provided to either Island. Vinalhaven states they would like 7 day a week coverage, and are willing to pay 100% over the normal 40 hours, for 2 days of overtime.
- If a Deputy were to be hired today, they would not be able to work on the Island on their own until February of 2020. This is due in part to the Deputy would need to attend the Academy which is 18 weeks and attend field training.
- Administrator Hart stated that right now we do have contracts with both Islands. Once we have the meeting, if anything is changed the contracts would have to be amended. Would like to schedule a work session regarding the letter sent.
- IT services / Waldo County is pursuing something like the Corrections Administrator deal. Currently looking to the possibility of having IT Systems Administrator Dean & Technical Support Specialist Lowden shared with Waldo County. At this point just a concept and asking Commission if this idea/opportunity might be worth pursuing. There is a lot of things would need to iron out before

committing to anything. Right now, it makes sense to at least look into it. Administrator Hart will call Commissioner William Shorey from Waldo County to discuss the idea further.

- A Commissioner stated that if it benefits both Counties and saves money it is a great idea, and would support it.
- On Tuesday will look at handing out Commissioners Budget notebooks. The Budget Notebooks for the Budget Committee will be ready to be picked up on Thursday.
- Administrator Hart stated that MCRPC sent a letter due to they are looking to dissolve the corporation so they no longer need the \$2,500 grant they requested.
- MCEED submitted revised requests due to some counties have already pair their fees
- Letter from Sheriff Morton of Penobscot County was sent to Sheriff Carroll letting him know he deeply appreciate the service the Knox County Sheriff's Department provided to his department when they lost one of their Deputies. Knox County took 12 of their inmates to try to relieve some of the pressure so they could mourn the loss of the Deputy.
- Another Commissioner brought up having a Bicentennial, with one major event being a parade. Grant money is now available so we should act on it. Commissioner Pohlman will find out more and report back. The State would like to see everyone participate
- Administrator Hart sent the Commissioners an email to appoint an Interim Communications Director. After the meeting Dispatcher Coombs, who had signed up for overtime before applying, so the effective date of him becoming the Interim Communications Director changed to Sunday, October 27th.

VII. Adjourn

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

The meeting adjourned at 3:48 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on November 12, 2019.