

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – November 12, 2013 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, November 12, 2013, 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 Roger A. Moody, Commissioner District #3.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Candice Richards, Finance Director Kathy Robinson (*arrived at 2:04 p.m.*), Airport Manager Jeff Northgraves, Communications Director Linwood Lothrop (*arrived at 2:26 p.m.*), Jail Administrator John Hinkley (*arrived at 2:03 p.m.*), and Sheriff Donna Dennison (*arrived at 2:03 p.m.*).

Others in attendance: Chris Wolf of the *Pen Bay Pilot*; St. George Resident John Newcomb; Owls Head Resident Bob Hirsch; Camden Resident Dave Miramant; Owls Head Resident Heather Hirsch; Camden Resident Terry Sortwell; Owls Head Resident Kathy Allain; South Thomaston Resident Charles Hartman; Spruce Head Resident Nancy Wright; Spruce Head Resident Eric Waters; Rockport Resident Connie Russell; and Chris Farley, Camden Fire Chief and Chair of the KRCC Executive Board (*arrived at 2:55 p.m., left at 3:20 p.m.*).

Regular Meeting – Agenda Tuesday – November 12, 2013 – 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 Special Commission Meeting of October 4, 2013.
 - iii. Minutes of Regular Commission Meeting of October 8, 2013.
 - iv. Minutes of Special Commission Meeting of October 25, 2013.
 - v. Monthly Written Departmental Reports.
 - vi. Reserve Withdrawals.
 - vii. Budget Line Transfers.
- IV. 2:20 Action Items**
 - 1. Act to Approve the Draft Airport Master Plan Update for Presentation to the Public.
 - 2. Act on the Petition by Jeff Northgraves and William O'Brien to Take an Avigation Easement by Eminent Domain for Property Owned by Mr. Jason Benner.
 - 3. Act to Approve the Increase in Hours for the Airport Administrative Assistant from 28 to 32 Hours Per Week in 2014.
 - 4. Act on 2014 Knox Regional Communications Budget.
 - 5. Approve Contract between North Haven and Knox County for Sheriff's Deputy Services for Contract Year January 1, 2014 to December 31, 2014.
 - 6. Act to Approve and Sign the Jail Medical Services Contract with Quality Choice Correctional Healthcare.
 - 7. Act to Approve Expenditure of Federal Forfeiture Funds for the 301 Park Street Project.
 - 8. Act on Letter to Municipalities of Knox County for Providing Municipal Services.
- V. 3:10 Other Business**
- VI. 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 Carol Maines asked for public comment. There was none.

III. 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 October 4, 2013.
- iii. Minutes of Regular Commission Meeting of October 8, 2013.
- iv. Minutes of Special Commission Meeting of October 25, 2013.
- 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 Roger Moody.

Commissioner Parent asked about the Sheriff’s monthly report mentioning meeting the Wreaths Across America trucks at the County line on Route 1. He asked whether it was the Waldo/Knox line or the Lincoln/Knox line. The sheriff was not yet in attendance and no one else knew the answer.

- A vote was taken with all in favor.

2013 Reserve Withdrawals:

Airport Projects	461608-14640	\$456.50
Building	200008-12655	\$56,196.98
Courthouse Computer	200008-12660	\$400.00
Courthouse Renovations & Maintenance	200008-12680	\$92,654.84
DARE	300008-10070	\$330.00
Deeds Surcharge	200008-12740	\$11,908.89
Forfeiture Money – Federal	200008-12860	\$4,020.66
Legal Expense	200008-12650	\$21,637.74
	Total	\$187,605.61

2013 Budget Line Transfers:

FROM:

TO:

Administration

Labor Relations	004004-54050	\$2,484	MSRS Retirees	004003-53971	\$2,484
Advertising	004004-54510	\$687	Telephone	004004-54315	\$608
			Equipment Repairs	004004-54575	\$79

Airport

Advertising	416004-54510	\$352	Runway Maintenance	416004-54354	\$352
Maintenance Supplies	416005-55325	\$29	Uniforms	416005-55405	\$29

Building Maintenance

Electrical Repair	006004-54600	\$1,329	Heating Repair	006004-54610	\$1,878
Plumbing Repair	006004-54615	\$700	Gas	006004-54650	\$119
			Signs	006005-55710	\$32

Communications

Dispatchers	518003-53812	\$24,561	Overtime	518003-53800	\$10,000
Training	518004-54545	\$1,348	Mileage	518004-54105	\$1,200
			Lodging	518004-54115	\$320
			Radio Repairs	518004-54580	\$14,315
			Heating Fuel	518005-55205	\$74

Deeds

Equipment Rental	009004-54570	\$50	Mileage	009004-54105	\$50
------------------	--------------	------	---------	--------------	------

District Attorney

Transcripts	003004-54080	\$135	Safety Supplies	003005-55305	\$43
			Computer Supplies	003005-55385	\$92

Probate

Transcripts	010004-54080	\$350	Dues & Registration	010004-54515	\$30
Computer Repairs	010004-54585	\$7	Typewriter Repair	010004-54695	\$77
			Office Supplies	010005-55335	\$250

Sheriff

Consulting	011004-54015	\$4,000	Other, Tolls	011004-54120	\$413
Training	011004-54545	\$1,000	Auto Repair	011004-54655	\$917
Airline	011004-54650	\$500	Auto Supplies	011005-55310	\$2,614
Computer Lines	011004-54735	\$1,474	Training Supplies	011005-55375	\$361
			Uniforms	011005-55405	\$2,669

Total:	\$39,006
---------------	-----------------

Total:	\$39,006
---------------	-----------------

IV. Action Items

1. Act to Approve the Draft Airport Master Plan Update for Presentation to the Public.

Airport Manager Jeff Northgraves explained that Stantec has been working with the Airport Master Plan Update Sub-Committee and the Airport Public Advisory Committee (APAC) since September of 2012 to update the Master Plan. The Committee meetings are open to the public but there have also been some specific public comment meetings at the Owls Head Transportation Museum. The official presentation of the plan is on the 18th to present the first 5 chapters and get public comment at the Owls Head Transportation Museum. The previous plan was completed in 2000 and the FAA requests updates every 10-15 years. The Master Plan is very much like a town's Comprehensive Plan in that it looks out 20-25 years and tries to anticipate the future development and safety needs. It is not an "approval" for any projects, but any future construction/development must be identified in the plan and designated on the key product of the Airport Layout Plan. Several key recommendations included are:

- 1) Identify additional areas for future hangar development
- 2) Increasing the primary runway length from 5007 to 5407 feet, for use by aircraft taking off, (not for landing aircraft) by adding 200 feet to the approach end of Runway 31 and making the 200 feet of "overrun" on the Runway 13 end usable for takeoffs (total increase in size of 400 feet).
- 3) Identify areas for future "alternative-energy" (such as solar panels) sites and identify areas for "compatible" uses (like the Owls Head Cemetery)
- 4) A partial parallel taxiway for the alternate runway

In April the final Master Plan Update will be published and there will be a public hearing for public comment. After that, Stantec will complete the document and publish it. It will then be sent to the FAA for them to review in detail. Once the FAA approves it, the Commission will formally adopt it.

Administrator Hart noted that he has been receiving emails and letters regarding the runway expansion. He has about 35 so far. Only one or two were against the expansion, while the rest of them were all in support of the runway extension.

Commissioner Maines opened the meeting up to public comment. She asked the speakers to identify themselves for the record.

Dave Miramant from Camden

Mr. Miramant explained that he runs a glider business out of the airport and flies a jet out of there too. The 200 feet on each end gives a safety margin for the pilots, and allows for pilots to fly a little higher when going over the opposite end during departure. That lowers the percentage of noise to the neighbors. Planes will also be able to take on more fuel with a longer runway, which will increase the amount of fuel sales at the airport. Extending the runway does not allow larger planes to be able to operate out of the airport, but just makes it safer for the pilots using the airport and lowers the amount of noise. He said that the pilots are sensitive to the neighbors of the airport and do what they can to lower the amount of noise. The pilots want to coexist peacefully with the community and do what they can to operate safely and quietly.

Terry Sortwell from Camden

Mr. Sortwell stated that he was a real estate broker in Camden. He said that he was in favor of anything that can be done to improve the airport. He said that he gets asked questions about the airport a lot, including how long the runway is and whether it will support a specific aircraft. He said that he has sold property to at least three people who are pilots that fly in and out of the airport. These new property owners that use the airport also spend a lot of money building houses, buying property, and hiring local workers. The fact that the airport is here is very important. If pilots can get here, they will spend money here.

Bob Hirsch from Owls Head

Mr. Hirsch introduced himself as the Chairman of the Owls Head Budget Committee. He said that the airport is one of Owls Head's largest sources of tax revenue because of the hangars. The ability to add more hangars is in the Master Plan Update, which would help out the town. He asked how much additional impermeable surface would be added as a result of the extension.

Manager Northgraves responded that there should be zero, because a portion of it on one end is already impermeable; it just isn't cleared for use as a runway. On the other end of the runway, the safety area is only 600 feet. Five years ago it was supposed to be 1,000 feet. Probably the most likely solution was to install a system called EMAS (Engineered Material Arresting System) which is like bags of cement mix that is off the end of the runway so that if a plane runs off the runway, the wheels puncture into this to slow it down so they won't need 1,000 feet of runway. Eventually all of this impermeable material currently being proposed will have to be installed. But, in the short term, we would be adding 200 x 100 feet of impermeable area as a result of making this change to the Master Plan. The current impermeable is less than 10 percent of the airport property, which isn't a lot.

Mr. Hirsch asked if Mr. Miramant was correct when he said that the extra 400 feet will not allow larger planes to come in. Manager Northgraves explained that for anything larger to come in, the runway would need in excess of 1,000 feet of extra runway; however, even if that much length was added, the weight bearing capacities of the runway, ramps, etc would not allow for larger planes. The addition of 400 feet is not really going to increase traffic except there could be a few aircraft that are unable to fly in during certain conditions and having that extra 400 feet might allow them to use the airport.

Mr. Hirsch asked what the financial impact would be. Manager Northgraves responded that there would probably be another \$150,000 in fuel sales and the County gets 2.5% of that.

Mr. Hirsch asked who pays for the project. Manager Northgraves explained that 90% is paid by the FAA, 5% is paid by the County, and the last 5% is paid by the State. There is no direct expense to the town other than the usual county taxes.

Connie Russell from Rockport

Mr. Russell said that he manages the Samoset Resort in Rockport and that he supported any improvements or extension to the airport that might in any way to increase tourism in the area. He

added that John Newcomb runs a first-class operation and that the Samoset partners Mr. Newcomb with clients.

John Newcomb from St. George

Mr. Newcomb introduced himself as the manager of the private aviation side at the airport - Downeast Air. He agreed with everything that had been said thus far but wanted to add that making the runway extension would help with the airport's big carbon footprint. Because of the shorter length of the runway, some aircraft cannot take on as much fuel as they need to reach their destination so they have to make an intermediary stop to fuel up, which means they burn additional fuel taking off again. It adds up to a lot of additional fuel that could be seen as being burned needlessly. He noted that there were 2 recent aircraft crashes, not at the Knox airport, that if those runways were a little longer, they could have still landed at those airport. The extra runway is a huge safety factor. Being able to sell a lot more fuel too will help his business and in turn, the airport. He reiterated that there are three main reasons why he supported the runway expansion:

1. Carbon footprint
2. Safety
3. Economics

Commissioner Parent asked if the longer runway would mean that aircraft would use less fuel to take off. Mr. Newcomb explained about the various ways planes use to take off depending on the length of runway. Mr. Miramant noted that the runway will still be too short to think about a power reduction on takeoff.

Eric Waters from Spruce Head

Mr. Waters commented that he was glad Mr. Newcomb had mentioned the carbon footprint because he had just recently been in a meeting about economic development and climate concerns. The airport is such an asset, both short term and long term, for economic development in the area.

Commissioner Moody asked if the extension requires any road relocation. Manager Northgraves said that the extension has no impact on roads, approaches, or obstruction.

Commissioner Moody then asked why an EMAS area isn't required now. Manager Northgraves said that was because it's determined by the largest aircraft type using the airport on a frequent basis. The larger aircraft were coming into the airport frequently enough to trigger the requirement, but that changed after 2008. The airport is currently slightly under the trigger frequency, but the numbers will increase in the not too distant future and the County will be required to deal with the Safety Area issue eventually.

Commissioner Maines asked how many years the Master Plan was good for. Manager Northgraves responded that the Plan looks out 20 years. He added he expects the EMAS will be installed sometime within that 20 years.

Manager Northgraves asked the Commission to attend the Master Plan Update public hearing on the 18th because he said that it was really the presentation of the draft to the public on behalf of the Commission. The meeting is at 6:00 p.m. at the Owls Head Transportation Museum. Commissioner Maines asked Administrator Hart to go ahead and put out a notice of their attendance in case two or more Commissioners showed up.

- A motion was made by Commissioner Richard Parent to approve the draft for presentation to the public. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

2. Act on the Petition by Jeff Northgraves and William O'Brien to Take an Avigation Easement by Eminent Domain for Property Owned by Mr. Jason Benner.

Airport Manager Jeff Northgraves explained that the Benner's property has several liens that complicate the "clear title" needed to gain the easement the County requires to be able to cut the trees. He said that he attempted to get buyoffs from all of the lien holders but that proved to be impossible. Because of the number (six total) of "interested parties" associated with the Benner property, it was determined that using the eminent domain process is the quickest/easiest way to gain a legal easement. Mr. Benner is not contesting the taking.

- A motion was made by Commissioner Roger Moody on the Petition by Jeffrey Northgraves and William E. O'Brien for Property Acquisition by Eminent Domain dated November 6, 2013, that the Commissioners are satisfied that the Petitioners who are praying that an avigation easement be taken over the property owned by Jason L. Benner and Michelle C. Benner (South Thomaston Tax Map 18, Lot 12-1), are responsible and that an inquiry into the merits of the Petition is expedient. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

Administrator Hart explained that the Regular Commission meeting in December is the 10th but the public hearing has to be held after 30 days so the Commission needed to pick a date after December 12th. The meeting was set for Monday, December 16th at 9:00 a.m.

- A motion was made by Commissioner Roger Moody to schedule a public hearing and view on December 16, 2013 at 9:00 a.m. beginning at the Knox County Courthouse and adjourning to the vicinity of the affected property with appropriate notice of the date, time and place of hearing appearing in accordance with law, all as stated on the proposed "Order on Petition for Property Acquisition by Eminent Domain and Setting of Public Hearing Thereon," which the Commissioners hereby approve. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

3. Act to Approve the Increase in Hours for the Airport Administrative Assistant from 28 to 32 Hours Per Week in 2014.

Airport Manager Jeff Northgraves explained that the Commission approved a temporary increase to 32 hours for the remainder of 2013 on a trial basis, to be evaluated before the 2014 budget process. The aircraft parking revenues are up significantly. In the past, if the airport got \$2,000 a year, that was considered a good year. 2013 should be at about \$6,000. The Administrative Assistant has also increased the revenues from advertising in the terminal to over \$2,000 (it's usually around \$800 - \$1,000). She is also the face of the County to the public when people come to the terminal, so it's important for her to be there as many hours every day as possible. Manager Northgraves added that he still feels that this is a 40-hour per week position and he will be asking for her hours to be increased again for the 2015 budget.

- A motion was made by Commissioner Richard Parent to increase the Airport Administrative Assistant's hours from 28 to 32 per week in 2014 as requested. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

4. Act on the 2014 Knox Regional Communications Budget.

Communications Director Linwood Lothrop explained that the budget had already been scrutinized by the Communications Advisory Committee and Executive Board. He gave a brief overview of some changes over the 2013 budget:

- Overtime is up by \$10,000. The department is still down some staff and even if a couple people are hired in December, they won't be ready to be on their own at the start of the year.
- Telephone line reduced by \$2,500 and hoping to lower further it in the future when the department switches to IP lines.
- Looking to eventually lower the photocopier line by getting a new lease with the same vendor as the rest of the County's departments.

- Reduced tower line by \$5,400 for tower rentals, in part because one tower (Lenfest) was transferred to the EMA budget because it's now only being used for EMA ham radios.
- Maintenance contract increased slightly now that there's an additional tower that didn't have to be covered previously.
- Additional \$1,600 for generator maintenance. This is now all done with one company. The generators have to be serviced every year and be checked/tested. A weekly test is also done to make sure everything is okay.
- Capital includes software called I am Responding which dispatches EMS/Fire personnel in the county. It works with the Spillman software and sends notifications to the personnel in the town the incident is in. It also serves as a backup to send out emergency call notifications. The remote IP monitor system is for remote sites like Ragged Mountain that are hard to get access to in person. It lets the County do diagnostics and adjustments remotely on the IP connection instead of sending someone out to the location, which is difficult during certain times of year. This will also save the County on the expense of having to pay someone to go to the location.

Administrator Hart explained that the three capital items Director Lothrop had mentioned are all coming out of communications surplus. The radio infrastructure is coming out of the operating budget.

Commissioner Maines asked if any budget committee members had passed along any comments or concerns about this budget. None of the other commissioners, or the county administrator, had received any.

- A motion was made by Commissioner Richard Parent to approve the Communications Budget as presented. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

Finance Director Robinson asked if the Commission would vote on the Communications budget again at a later meeting since personnel services are being updated right now and the budget numbers will be different from the copy that the Commission currently had. The commission agreed to vote again on the Communications budget at the December 5th Public Hearing on the 2014 budget.

5. Approve Contract between North Haven and Knox County for Sheriff's Deputy Services for Contract Year January 1, 2014 to December 31, 2014.

Sheriff Dennison noted that the contract hasn't changed much. There were just a few changes to the contract to have the language match the contract the County has with Vinalhaven.

Commissioner Parent asked the Sheriff his question from earlier in the meeting about the route that the Wreaths Across America would be taking, whether it was the Lincoln County line or the Waldo County line. Sheriff Dennison responded that the deputies would be meeting them in Camden at the Waldo County line. The trucks carrying the wreaths will be escorted to the Elks Club to get refreshments. This is all happening at 2 p.m. on December 8th.

- A motion was made by Commissioner Roger Moody to approve the contract between North Haven and Knox County for Sheriff's Deputy Services for contract year January 1, 2014 – December 31, 2014. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

6. Act to Approve and Sign the Jail Medical Services Contract with Quality Choice Correctional Healthcare.

Administrator Hart explained that the Commission had awarded the bid for Jail Medical Services to Quality Choice Correctional Healthcare at the October Regular Commission Meeting. He said that he has not heard back from QCCH on whether they had any changes for the draft that the Commission had received. He noted that the Sheriff and Major Hinkley both support the draft as it is. If QCCH has any

significant changes that they wanted to make to the contract, it would be brought back to the Commission for another vote. The draft was created by County Attorney Peter Marchesi.

Commissioner Maines asked who is the health services administrator (HAS). Major Hinkley responded that this hasn't been determined yet. It will be somebody that QCCH picks that the County then approves.

Commissioner Moody asked if the contract amount aligned with the jail's budget. Major Hinkley responded that it comes in just under what the County paid last year. QCCH was the lowest bidder when the County went out to bid for the services.

- A motion was made by Commissioner Richard Parent to approve and sign the jail medical services contract with Quality Choice Correctional Healthcare. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

7. Act to Approve Expenditure of Federal Forfeiture Funds for the 301 Park Street Project.

Administrator Hart explained that he had provided the Commission with a memo that breaks down the costs. He asked the Commission to approve an amount of \$79,364 to be expended from the Federal Forfeiture Funds. The following is information from the memo provided to the Commission:

301 Park Street & KRCC Simulcast Project Total Cost

1. Ganneston – Building	\$1,239,142.65
2. Active Communications -KRCC Simulcast Upgrade	\$ 895,881.32
3. Gartley & Dorsky -Engineering 301 Park Street	\$ 84,250.00
4. Marcus Communications	\$ 64,260.00
5. Purchase of 301 Park Street Property	\$ 495,317.23
6. Miscellaneous	<u>\$ 212,071.80**</u>
TOTAL	\$2,990,923.00

**The major expense for this item was the tower located at the back of 301 Park Street. Other items that made up this total are the following:

1. Permanent Bond Expenses (Moody's Bond Rating, Bond Counsel, etc.)
2. Dale Rowley - Knox County's -Owner's Engineer
3. Fiber -301 Park Street from 327 Park Street
4. Telephone System -301 Park Street
5. Window Blinds
6. KRCC System Upgrade Owner's Engineer
7. FairPoint Moving Costs for the 911 System
8. Generator

The major impact on the grand total was the figure for the building as the original cost estimates when we first started this in late 2010 and early 2011, the cost of the building renovation and addition was approximately \$810,000. When the County went out to bid 1 ½ years later, the cost of labor and materials etc. had increased significantly.

301 Park Street

Building Bond	\$2,563,846
Knox County Special Project Grant	\$186,230
PY11 -Homeland Security Grant	\$24,710
FY10 -Interoperable Emergency Communications Grant Program (IECGP)	\$2,500
Subtotal Grants	\$213,440
Building	\$133,630
Forfeiture -State	\$643
Forfeiture -Federal	\$79,364

Subtotal Reserve Accounts	\$213,637
Grand Total	\$2,990,923

- A motion was made by Commissioner Roger Moody to approve the expenditure of \$79,364 in federal forfeiture funds for the 301 Park Street Project. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

8. Act on Letter to Municipalities of Knox County for Providing Municipal Services.

This was briefly discussed at the last Commission meeting in October. Commissioner Moody had been asked to re-draft the letter to tailor it to Knox County. He said that he felt the letter he drafted represented more of collaboration between the county and the towns. He suggested that the Commission pick a date in January before sending out the letter. The Commission decided on January 7, 2014, at 1:00 p.m. The letter draft would be revised to include the date and time of the scheduled meeting and the Commission would all sign it on Thursday when in attendance at the joint budget meeting.

- A motion was made by Commissioner Roger Moody to approve sending out the letter. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

V. Other Business

VI. Adjourn

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

The meeting adjourned at 3:25 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on December 10, 2013.