

# KNOX COUNTY COMMISSION

## Special Joint Meeting Knox County Commission and Budget Committee

Thursday - November 8, 2012 - 5:00 p.m.

A special joint meeting of the Knox County Commission and the Knox County Budget Committee was held on Thursday, November 8, 2012, at 5:00 p.m., at the county courthouse, 62 Union Street, Rockland, Maine. The Administrative Assistant was present to record the minutes of the meeting.

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, Register of Probate Elaine Hallett (*left at 6:45 p.m.*), Judge of Probate Carol Emery (*arrived around 6:20 p.m., left at 6:45 p.m.*), Sheriff Donna Dennison, Chief Deputy Tim Carroll, and Airport Manager Jeff Northgraves.

Budget Committee members present were: Ann Matlack, Bob Duke, Lawrence Nash, Dorothy Meriwether, Bill Jones, Elizabeth Dickerson, and Randy Stearns (*arrived at 5:15 p.m.*). *Budget Committee members not present: Mason Johnson.*

Also present were: George Chappell from the *Courier Gazette*, Union Selectman Greg Grotton (*left at 7:35 p.m.*), Thomaston Resident Henry Carey, Vance Wells from Time & Tide RC & D (*left at 6:45 p.m.*), Mark Hedrich from the Knox-Lincoln Soil & Water Conservation District (*left at 6:45 p.m.*), Jan Macdonald and Nadine Reimer from the Knox-Lincoln Counties Extension Service, and Steve Betts from the *Bangor Daily News* (*arrived sometime before 7:08 p.m.*).

### Special Meeting – Agenda

Thursday – November 8, 2012 – 5:00 p.m.

- |             |             |   |               |
|-------------|-------------|---|---------------|
| <b>I.</b>   | <b>5:00</b> | <b>Meeting Called To Order</b> (Chair Bob Duke for the Knox County Budget Committee, Commission Chair Roger Moody for the Knox County Commission)   |               |
| <b>II.</b>  | <b>5:01</b> | <b>Public Comment</b>   |               |
| <b>III.</b> | <b>5:06</b> | <b>Approve Minutes</b> (Chair Bob Duke for the Knox County Budget Committee, Commission Chair Roger Moody for the Knox County Commission)<br>1. Minutes of the Joint Budget Meeting of October 25, 2012.<br>2. Minutes of the Joint Budget Meeting of November 1, 2012. |               |
| <b>IV.</b>  | <b>5:08</b> | <b>Appointment to District 8 Budget Committee Seat</b>  |               |
| <b>V.</b>   | <b>5:15</b> | <b>Budget Review</b>  | <u>Pages:</u> |
|             |             | 1. Knox-Lincoln County Extension  | 25            |
|             |             | 2. Knox-Lincoln Soil & Water Conservation District  | 25            |
|             |             | 3. Time & Tide RC & D   | 25            |
|             |             | 4. Probate  | 19-20         |
|             |             | 5. Airport  | 26-28         |
|             |             | 6. Sheriff's Office Patrol Division   | 23-24         |
| <b>VI.</b>  |             | <b>Adjourn</b>  |               |

#### I. Meeting Called to Order

The November 8, 2012 joint meeting of the Knox County Budget Committee and the Knox County Commission was called to order by Budget Committee Chair Bob Duke and Commission Chair Roger Moody at 5:06 p.m.

## II. Public Comment

Chair Bob Duke asked for public comment if there be any. No members of the public asked to speak.

## III. Approve Minutes

### 1. Joint Budget Meeting of October 25, 2012.

- Lawrence Nash motioned to approve the minutes with suggested changes. Elizabeth Dickerson seconded. A vote was taken with 7-0 in favor (Matlack, Meriwether, Duke, Nash, Dickerson, Jones, and Stearns). The motion therefore passed.
- Commissioner Richard Parent motioned to approve the minutes with suggested changes. Commissioner Carol Maines seconded. A vote was taken with 2-0-1 in favor (Moody and Parent) and one abstention (Maines). The motion therefore passed.

### 2. Joint Budget Meeting of November 1, 2012.

- Lawrence Nash motioned to approve the minutes with suggested changes. Ann Matlack seconded. A vote was taken with 7-0 in favor (Matlack, Meriwether, Duke, Nash, Dickerson, Jones, and Stearns). The motion therefore passed.
- Commissioner Carol Maines motioned to approve the minutes with suggested changes. Commissioner Richard Parent seconded. A vote was taken with 2-0-1 in favor (Maines and Moody) and one abstention (Parent). The motion therefore passed.

## IV. Appointment to District 8 Budget Committee Seat

Committee Chair Bob Duke explained that Budget Committee member Mason Johnson had resigned from the Committee because of health issues. The County had not yet received anything in writing from either the Town of Thomaston or Mr. Johnson; however, it has been relayed over the phone that Thomaston Selectmen wish to present Henry Carey to the Committee and Commission in place of Mr. Johnson. It was discussed that there really needed to be something in writing before either the Committee or Commission take any action. This will be placed on the agenda for the November 15<sup>th</sup> joint budget meeting for approval by the Budget Committee and Commission.

## V. Joint Meeting with the Budget Committee for Review of the Proposed 2013 Budget.

### **PROGRAM GRANTS:**

#### **Knox-Lincoln County Extension**

K-LCE Treasurer Jan Macdonald and Nadine Reimer were present. The budget request asked for \$55,662 (up 2% from \$54,570 in 2012). The additional cost this year is to cover inflation.

#### Straw vote:

A straw vote for the sake of getting a consensus was taken with all Budget Committee present members in favor of approving K-LCE budget request of \$55,662 (Nash, Dickerson, Meriwether, Duke, Matlack, Stearns, Jones).

#### **Knox-Lincoln Soil & Water District**

Mark Hedrich Chairman of the Board for the K-LSWD was present. The budget request asked for \$25,143 (up 29% from \$19,421 in 2012). Administrator Hart was instead recommending \$19,810, which is a 2% increase over 2012.

Mr. Hedrich explained that the increase was in large part because the K-LSWD now has to pay rent, which is \$10,200 per year. The organization also now has to pay for their own utilities, computers, copier, IT support, etc. Their request to Lincoln County was also increased for 2013, which has been approved (at the same amount as the request submitted to Knox County: \$25,143).

Straw vote:

A straw vote for the sake of getting a consensus was taken, indicating that the Committee was in favor of approving K-LSWD's budget request of \$25,143 pending more information as requested, including a breakdown of the additional costs that Mr. Hedrich had mentioned beyond the cost of rent. He was asked to send the information to Administrator Hart so that it could be forwarded to the Budget Committee and Commission.

**Time & Tide R C & D**

Vance Wells was present on behalf of Time & Tide. The budget request asked for \$3,625, which is the same amount as what was requested in both 2011 and 2012.

There was some confusion about the submitted information showing a \$20,800 program director for 2013 that wasn't budgeted in 2012. Mr. Wells explained that the position isn't new – it had previously been paid for by the USDA. It is proposed to be funded in 2013 through the use of retained earnings from 2011, but it was unclear how it would be funded in the future. Mr. Wells suggested that Art Dunlap from Androscoggin County, who had provided the information being reviewed, be asked to clarify their budget. Administrator Hart was asked to contact Mr. Dunlap and relay the Committee's questions.

Straw vote:

No straw vote taken in the interest of obtaining more information first.

**DEPARTMENTAL BUDGETS:**

**Probate**

Probate Judge Carol Emery and Register of Probate Elaine Hallett were both present. Judge Emery noted that soon all Probate filings will be done online. The Register and the other Probate staff will have to be working with new system and making sure new filings online are done correctly and that the older filings are still available. Register Hallett said that she and her staff are working on scanning the old records and going backwards to get it all digitized. Eventually it will all be available on the web.

It was noted that Probate didn't have the funding for the wage adjustments so it was one of the three departments that would need to be covered by undesignated fund balance at the end of the year.

Straw vote:

A straw vote for the sake of getting a consensus was taken with all Budget Committee members in favor of approving the Probate budget as presented.

**Airport**

Airport Manager Jeff Northgraves noted that his overall budget is down 12%. He stated that his number one priority is to increase the number of hours his administrative assistant works per week. She currently works 28 hours per week but he wants to increase her to 32 in 2013. Her job functions bring in revenue for the Airport so she more than makes up for the cost of paying her to work. The other big item Manager Northgraves mentioned was the \$25,000 for capital improvement to go directly into reserve accounts designated for Airport Improvement Program (AIP) projects. The Passenger Surplus Charge should have funded the County's share (2.5%) but now the County's responsibility has increased to 5%.

Manager Northgraves briefly listed a few AIP projects. He said that the most important project right now is the wildlife fencing around the runway to keep deer and turkeys from interfering with aircraft. Incidents of aircraft colliding with wildlife on the runway have increased significantly in the past year.

Straw vote:

A straw vote for the sake of getting a consensus was taken with 5-2 Budget Committee members in favor (Nash, Dickerson, Duke, Matlack, Stearns) of approving the Administrator's recommendation on the Airport budget as presented, and two opposed (Meriwether, Jones).

Patrol

Chief Deputy Tim Carroll briefly reviewed some crime statistics for Knox County from 2012. The biggest increases in the budget are personnel driven. It was noted that the department was projected to be able to absorb all of the wage adjustments without needing to use surplus at the end of the year. This was accomplished by postponing some training and by using grants to help pay for training and other expenses. It was also noted that some of the wage adjustments were covered because there were positions in the department that were vacant for some time so those wages were available to be transferred to the applicable employees. The vehicle replacement schedule was briefly reviewed and it was explained that rather than trading vehicles in, the department has been able to get more for the older vehicles by sending them to auction.

Straw vote:

A straw vote for the sake of getting a consensus was taken with 6-1 Budget Committee members (Meriwether, Matlack, Jones, Duke, Dickerson, Stearns) in favor of approving the Administrator's recommendation on the Patrol budget as presented, and one opposed (Nash).

**VI. Adjourn**

A motion was made by Randy Stearns to adjourn. The motion was seconded by Lawrence Nash. A vote was taken with all in favor.

A motion was made by Commissioner Carol Maines to adjourn. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

The meeting adjourned at 8:04 p.m.

Respectfully submitted,

Candice S. Richards  
Administrative Assistant

**The Knox County Budget Committee and the Knox County Commission approved these minutes at their joint meeting on November 15, 2012.**