

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – December 10, 2013 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, December 10, 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, EMA Director Ray Sisk (*left at 2:34 p.m.*), Airport Manager Jeff Northgraves, and Sheriff Donna Dennison (*left at 2:34 p.m.*).

Others in attendance: Chris Wolf of the *Pen Bay Pilot*.

Regular Meeting – Agenda Tuesday – December 10, 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 Regular Commission Meeting of November 12, 2013.
 - iii. Minutes of Special Commission Meeting of November 18, 2013.
 - iv. Monthly Written Departmental Reports.
 - v. Reserve Withdrawals.
 - vi. Budget Line Transfers.
- IV. 2:20 Action Items**
 - 1. Act to Approve the Job Description for Civil Process Deputy - Part-time.
 - 2. Act to Approve the 2014 Knox County Personnel Policy Handbook.
 - 3. Act to Approve the Position Classification Committee Guidelines.
 - 4. Act to Close the Knox County Administrative Offices at Noon on Tuesday, December 24, 2013.
 - 5. Act to Authorize the Chair to Sign and Execute a Concessionaire's Agreement with Steve Carroll to Provide Food Service in the Terminal.
 - 6. Act to Authorize a Request for Qualifications (RFQ) be Advertised and the APAC Review/Recommend an Engineering Firm to Represent the Airport for the Next 5 Years (2014 – 2019).
- V. 3:00 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 Regular Commission Meeting of November 12, 2013.
 - iii. Minutes of Special Commission Meeting of November 18, 2013.
 - iv. Monthly Written Departmental Reports.
 - v. Reserve Withdrawals

vi. Budget Line Transfers

- A motion was made by Commissioner Roger Moody to approve the consent items as presented. The motion was seconded by Commissioner Richard Parent.

Commissioner Maines asked EMA Director Sisk about the grant he mentioned in his monthly report that he was hoping to get for a video monitoring system for 301 Park Street. She asked if he had heard back on whether he was getting the grant. Director Sisk said that he has not, but that all signs seemed to be pointing towards the County receiving the grant.

Commissioner Maines asked whether the Registry of Deeds would still be printing books once they switch to e-filing. Administrator Hart responded that Deeds will still have the capability to print them but a lot of counties are going to the e-file system because it’s cheaper than printing the books. He said he would need to check with Register of Deeds Lisa Simmons to see if they’re still printing any originals as back up to the e-filing.

Commissioner Maines asked about the Art of Human Relations classes mentioned in Communications Director Linwood Lothrop’s monthly report. Director Lothrop had mentioned that the classes might be beneficial to other departments. Administrator Hart explained that the classes had been mentioned to the other departments and there might be some interest in 2014. Commissioner Maines asked if it was expensive. Administrator Hart explained that HR Consultant Laurie Bouchard taught the classes and it was covered by the Communications budget.

- A vote was taken with all in favor.

2013 Reserve Withdrawals:

Deeds Surcharge	200008-12740	\$2,081.09
Legal Expense	200008-12650	\$7,092.00
Sheriff’s Computer	200008-12760	\$11,416.00
	Total	\$20,589.09

2013 Budget Line Transfers:

FROM:

TO:

Administration

Health Insurance	004003-53910	\$3	Workers Comp	004003-53920	\$3
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Airport

Training & Seminars	416004-54545	\$125	Telephone	416004-54315	\$200
Building Repairs	416004-54595	\$1,000	Electricity	416004-54555	\$1,500
Heating Fuel	416005-55205	\$2,025	Water	416004-54565	\$250
Books, Subscriptions	416005-55505	\$90	Equipment Rental	416004-54570	\$150
			Food, Groceries	416005-55104	\$90
			Auto Supplies	416005-55310	\$1,050

Communications

Health Insurance	518003-53910	\$15,900	Overtime	518003-53800	\$9,324
Unemployment	518003-53930	\$200	Dispatcher	518003-53812	\$2,875
Flexible Benefits	518003-53950	\$92	Stipends	518003-53860	\$400
ICMA	518003-53960	\$2,000	Mileage	518004-54105	\$322
			Meals	518004-54110	\$162
			Training & Seminars	518004-54545	\$3,646
			Radio Repairs	518004-54580	\$1,197
			Ground Maintenance	518004-54590	\$100
			Tolls, Other	518004-54120	\$166

Deeds

Copier Rental	009004-54570	\$133	Computer Supplies	009005-55385	\$437
Equipment Repairs	009004-54575	\$264	Books, Subscriptions	009005-55505	\$97
Office Supplies	009005-55335	\$137			

District Attorney

Superior Court Fees	003004-54540	\$542	Mileage	003004-54105	\$126
			Dues & Registration	003004-54515	\$167
			District Court Witness	003004-54541	\$4
			Training & Seminars	003004-54545	\$245

Finance

Computer Repairs	005004-54585	\$2,957	Overtime	005003-53800	\$387
			Office Supplies	005005-55335	\$1,570
			Computer Supplies	005005-55385	\$1,000

Probate

Computer Repairs	010004-54585	\$133	Postage	010004-54520	\$133
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Sheriff

Health Insurance	011003-53910	\$10,274	Holiday Overtime	011003-53805	\$7,000
Airline	011004-54690	\$500	Gas	011004-54650	\$4,300
Copier Supplies	011004-54345	\$300	Auto Repairs	011004-54655	\$1,077
Deputies	011005-55316	\$4,437	Auto Supplies	011005-55310	\$1,496
			Office Supplies	011005-55335	\$285
			Computer Supplies	011005-55385	\$89
			Criminal Inv. Equipment	011005-55390	\$92
			Uniforms	011005-55405	\$984
			Statutes & Reference	011005-55510	\$188

Total:	\$41,112
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IV. Action Items

1. Act to Approve the Job Description for Civil Process Deputy - Part-time.

Administrator Hart explained that after the initial draft of the job description was sent to the Commission, it was reviewed by the Position Classification Committee on December 9th and a few revisions were made. An updated copy was given to the Commission with the changes marked.

Commissioner Maines asked the Sheriff whether the position should require a psychological exam. Sheriff Dennison responded that she hadn't seen the job description but it was possible to do the exam if the Commission wanted that to take place. Administrator Hart explained that it was the Chief Deputy who had written the job description. After some confusion about whether the job description included the option of a psychological exam, Administrative Assistant Richards read aloud from Page 3 of the job description:

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- Have no criminal record and be willing to submit to both psychological and polygraph examinations.
- A motion was made by Commissioner Richard Parent to approve the job description for the Civil Process Deputy – Part-time. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

2. Act to Approve the 2014 Knox County Personnel Policy Handbook.

Administrator Hart explained that the Personnel Policy Handbook was last approved in its entirety in September of 2012. He said that he and HR Consultant Laurie Bouchard had met with the department managers to come up with the changes that were being presented to the Commission. He briefly walked the Commission through the sections with wording changes. He explained that most of the changes were made for the sake of clarification:

- Page 5 section 2.3 Equal Employment Opportunity Statement
- Page 6 section 2.4 ADA Policy
- Page 15 section 2.14.5 Investigation of Outside Complaints - removed item F at the request of the sheriff because it's no longer valid
- Page 17 section 3.3 Anti-nepotism policy
- Page 27 - 28 section 6.1.2 vacation leave
- Page 28 - 30 section 6.1.3 sick leave
- Page 30 - 31 section 6.1.4 new donated sick leave policy (the old policy 6.1.3.7 was removed)
- Page 31 - 32 section 6.2.1 Health Insurance
- Page 42 section 6.5.8 Leave of Absence - wording added for the sake of consistency
- Page 46 - 47 section 8.3 Social Media Policy – new
- Page 48 section 8.5 Credit Card Policy

Commissioner Moody asked how many County credit cards there are. Finance Director Robinson said she thought there were about 25. She noted that they all have different credit limits, somewhere between \$500 and \$5,000. Commissioner Moody asked if the cards with higher credit limits could be reviewed to see if they really needed such a high limit. Director Robinson said that the cards may have had their credit limits increased at one point for a reason and then the limit was never lowered afterwards. She said it could be looked at.

- A motion was made by Commissioner Richard Parent to approve the 2014 Knox County Personnel Policy Handbook. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

3. Act to Approve the Position Classification Committee Guidelines.

Administrator Hart explained that he was recommending changing the name of the Job Evaluation Committee to the Position Classification Committee. The Committee felt that since they are establishing a grade and step for a position that the title "Position Classification Committee" fits better for a description and name for the Committee. The Guidelines have been updated to reflect the name change with a new effective date. No other changes were made.

Commissioner Moody commented that the document didn't specify the number of department heads. He asked if all of the departments are represented. Administrator Hart responded that there are five department heads since there are five members on the Committee. Commissioner Moody felt that the Guidelines should be more specific. Administrator Hart noted that Gary Thornton, who had helped set up the Committee and train everyone as part of the organizational study, recommended the County start with five people.

Commissioner Maines asked if any department felt un-included. Administrator Hart responded that there isn't a jail department head on the Committee, but the Chief Deputy really represents both jail and patrol. Besides that, the department heads from EMA, Dispatch, and the Airport are on the Committee, and the Finance Director represents this building.

Commissioner Moody asked if the County Administrator acts as the chair of the Committee. Administrator Hart said no, that he just opens the meeting and explain some things if needed.

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

4. Act to Close the Knox County Administrative Offices at Noon on Tuesday, December 24, 2013.

Administrator Hart explained that Clerk of Courts Eileen Bridges informed the County that the State Courts will all be closing at Noon on Christmas Eve. He noted that he had given the Commission a memo with his recommendation to consider an “Early Closing” for 12:00 Noon on Tuesday, December 24, 2013. He said that this will not be considered a holiday, but rather an early closing. He added that this was not a blanket approval for future years but was just for 2013.

- A motion was made by Commissioner Roger Moody to close County Administrative Offices at 12:00 Noon on Tuesday, December 24th. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

5. Act to Authorize the Chair to Sign and Execute a Concessionaire’s Agreement with Steve Carroll to Provide Food Service in the Terminal.

Airport Manager Jeff Northgraves explained that Mr. Steve Carroll is willing to operate a cafe in the terminal during the busy season (April 15 thru October 15). The agreement is for 3 years and begins the first year with no rent plus 10% of the gross, the second year is \$170/month for the 6 months he is operating plus 10% of the gross and the third and subsequent years is \$340/month for the 6 months of operation plus 8% of the gross. Manager Northgraves noted that he and Mr. Carroll will continue to look for someone to fill the “off-season” months. Like past concessionaire agreements, this one also allows the County and Mr. Carroll to renegotiate the terms at the end of the first two years and gives both an 'out clause' if things aren't working out. Mr. Carroll's plan is to start April 15th. He needs to get his certificate to sell food and has some equipment to purchase, but he's just about ready to go.

Commissioner Maines asked Manager Northgraves if he thought the County should try advertising again. Manager Northgraves said he has been advertising but nobody is interested. He said he only had one other person interested but they didn't leave their name and hasn't heard from them since.

Commissioner Moody asked if this was the same Steven Carroll that currently serves on the Knox County Budget Committee. Administrator Hart noted that it's the same person. Commissioner Moody commented that he looked to see if there was any conflict of interest but he couldn't find any. Manager Northgraves said that Mr. Carroll should just abstain voting on the airport budget to avoid having a conflict.

Commissioner Moody asked if there are still vending machines at the airport. Manager Northgraves responded that when the Craigs moved out of the terminal, he had put the vending machines back in. He said that when Mr. Carroll comes in around April, the machines will remain in the terminal but probably be relocated to around the corner so they're not right next to his business.

- A motion was made by Commissioner Richard Parent to approve the Concessionaire Agreement with Steve Carroll and authorize the Chair to sign. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

6. Act to Authorize a Request for Qualifications (RFQ) be Advertised and the APAC Review/Recommend an Engineering Firm to Represent the Airport for the Next 5 Years (2014 – 2019).

Airport Manager Jeff Northgraves explained that the FAA requires airports to review their engineering firm of record every 5 years. Stantec's stint expires in July of 2014. The FAA requires the selection be based on "qualifications" only and both the FAA and MDOT have provided some recommended processes for selection. The APAC recommended the County use the same process used to select

Stantec in 2009 and have recommended the RFQ being presented to the Commission. The County will use the MDOT process for advertising and will present the APAC recommendations and contract for Commission approval/execution at the February or March Commission Meeting (depending on if the Commission decides to interview the candidates). The process has to be done before the new projects are signed, which are usually signed in May, so this process really needs to get done before then. APAC will be scoring the responses to the RFQ when they come in. The FAA actually puts in a preference for an incumbent but wants to give both sides a chance to bow out gracefully if things aren't working out with the current engineering firm. It also gives the County a chance to relook at things and discuss with the engineering firm things they're doing well and not so well. The FAA doesn't sign off on this but the County does need to tell them what the Commission's final decision is, and then provide them with a copy of the contract. MDOT distributes RFQ's on their website and it will also go on the County's website.

- A motion was made by Commissioner Roger Moody to authorize a Request for Qualifications be advertised and the APAC review/recommend an engineering firm to represent the airport for the next five years (2014-2019). The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

V. Other Business

Town of Owls Head Letter

Administrator Hart explained that Owls Head Selectboard Chair Richard Carver sent a letter asking the Commission to have a seat on the APAC specifically for a representative for the Town of Owls Head. Administrator Hart suggested having a work session with the selectmen of Owls Head or invite them to the January Regular Commission meeting because it's confusing about who is representing the town and whether they all feel the same way about some of these issues.

Commissioner Maines commented that to guarantee that an Owls Head person have a seat on the APAC the bylaws would have to be changed. Airport Manager Northgraves stated that there are actually 3 seats on the APAC that were made with Owls Head in mind. There's a district seat, the nearby neighbors seat and environmental seats. Those have almost always been held by an Owls Head resident. Right now, however, it just happens that there aren't any. To add a whole new seat on the APAC would require the Commission changing the bylaws to add a new seat. He noted that he was against adding a 10th seat to the APAC but would probably recommend that the bylaws be changed to require that at least one of the 9 in existence be from Owls Head.

Manager Northgraves commented that it was a good idea to meet with the Town because the last paragraph of Richard Carver's letter indicates the Town thinks the County already submitted something to the FAA. He said that the last meeting everyone left with the understanding that the Town was going to submit some information to him before he submitted anything to the FAA, but he has not received anything from them. Commissioner Parent suggested that Manager Northgraves contact Richard Carver and let him know that the County had not submitted anything to the FAA but was waiting on the Town for the information they had agreed to provide.

Commissioner Moody noted that he was worried it will turn into a long Master Plan Update discussion. He suggested that when Manager Northgraves contacted Mr. Carver that he discuss the Town's expectations for the discussion with the Commission.

Administrator Hart suggested putting a discussion item at the beginning of the January 14th Regular Commission meeting. The Commission was in agreement.

TSA funding

Commissioner Maines commented that she had been invited to go to a breakfast that the Chamber was hosting and Chris Rector was going to be there. She said she had prepared something to talk with him about

the on the security reimbursement issue at the airport, but he left after his presentation and she was unable to speak with him. Commissioner Moody said that he would be going to Chris Rector's office tomorrow and would be happy to hand-deliver her letter. Airport Manager Northgraves commented that he had heard back from Chris Rector that his office was working on it and that it's in Senator King's hands.

Televising Meetings

Commissioner Maines noted that someone had asked her about the County televising its meetings. Administrator Hart said that it would have to be determined where to fund that from if the Commission decided to do it since it wasn't budgeted for. He said he would look into what it would take to stream videos on the internet.

Board of Corrections

Administrator Hart said that he had emailed a large document to the commissioners called the *Report of the Commission to Study the State Board of Corrections and the Unified County Corrections System to the 126th Maine Legislature*. The document contained some proposals for changing the county jail system.

Administrator Hart briefly listed the four basic structural models for solving the jail system's problems:

1. A return to autonomous county management and incremental property tax funding for future budget increases (which would mean the jail administration would have to go back to the County to raise more taxes if the jail needed more money, rather than going to the BOC).
2. Creation of a new regional jail authority model with groups of 4 counties each following the Two Bridges Regional Jail Authority model.
3. A complete state take-over. (The committee voted unanimously not to support this option).
4. Modification of the current BOC model, to give the Board real authority over budgets, contracts, standards and new construction. (This is the model the Committee has committed to pursue and submit to the legislature.)

Though each model had some appeal, the Commission settled on the modification of the current BOC as the most practical, based on that, recommendations were made in the report under the following headings:

1. Vision
2. BOC Representation
3. Provide enforcement incentives to assure compliance with BOC policies
4. Executive Leadership
5. Common Accounting Standards
6. BOC Authority
7. Capital Investment
8. Supplementary Legislation
9. Budget Shortfall

Administrator Hart said that he would keep the Commission posted.

Upcoming meetings:

- Monday, December 16th at 9 a.m. for the Public Hearing on the Eminent Domain project.
- Monday, December 16th at 1:30 p.m. Administrator Hart is meeting with a group of people for the budget committee redistricting. He said that he was looking at changing districts 4, 5 and 6. The meeting is just a preliminary one to have a discussion on the proposal. The group will then make a recommendation to the Commission to vote on at an upcoming Commission meeting before it goes to the legislature for a vote.
- Thursday December 12th – Administrator Hart and Commissioner Maines will be doing mediation in Portland at Pierce Atwood's office for a lawsuit.

Knox County Charter

Commissioner Moody asked when the County would go to referendum if the Commission ended up needing to make changes to the Charter after MRI makes recommendations on the KRCC bylaws. He asked if it would be in June or November. Administrator Hart said that it wasn't known yet if the Charter would need to be changed or not. He felt that that the County should wait and see what MRI's report will say.

VI. Adjourn

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

The meeting adjourned at 3:11 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on January 14, 2014.