

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – January 10, 2012 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, January 10, 2012, 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, Chief Deputy Tim Carroll (*arrived at 2:25 p.m.*), Communications Director Linwood Lothrop, and Sheriff Donna Dennison.

Others present: Steve Betts of the *Herald Gazette* (*left just after election of officers.*)

Regular Meeting – Agenda Tuesday – January 10, 2012 – 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 2012.
 2. Elect Vice-Chair for 2012.
 3. Elect Representative for 2012 to:
 - i. MCCA
 - ii. MCCA Risk Pool
 - iii. MCEA
 - iv. MCEDD
 - v. CLEO
 - vi. Union Negotiations
 - vii. 301 Park Street Project
 - viii. Airport Public Advisory Committee
- IV. 2:25 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 (Budget Public Hearing) of December 1, 2011.
 - iii. Minutes of Regular Commission Meeting of December 13, 2011.
 - iv. Minutes of Special Commission Meeting of December 22, 2011.
 - v. Monthly Written Departmental Reports.
 - vi. Reserve Withdrawals.
 - vii. 2011 Budget Line Transfers.
- V. 2:30 Action Items**
 1. Act to Award Courthouse Probate Court Window Replacement EECBG Efficiency Upgrade Bid.
 2. Act on Renewal of MUNIS Contract and Authorize the County Administrator to Sign.
 3. Approve Contract between North Haven and Knox County for Sheriff's Deputy Services for Contract Year January 1, 2012 to December 31, 2012.
- VI. 3:00 Discussion Items**
 1. Discuss Visit to Waldo County Sheriff's Office and EMA Facility.
 2. Update on EECBG Progress.
 3. Update on 301 Park Street Status.
- VII. 3:15 Other Business**
- VIII. 3:20 Executive Session**
 1. Convene in Executive Session to discuss Acquisition of Real Property pursuant to 1 M.R.S.A. §405(6)(C).
- IX. Adjourn**

I. Meeting Called to Order

Commission Chair Roger Moody called the January 10, 2012 regular meeting of the Knox County Commission to order at 2:00 p.m.

II. Public Comment

There was none.

III. Election of Officers1. Elect Chair for 2012

- Commissioner Carol Maines nominated Commissioner Roger Moody to serve as Commission Chair for 2012. Commissioner Richard Parent seconded the nomination. A vote was taken with two in favor, with one abstaining (Commissioner Moody).

2. Elect Vice-Chair for 2011

- Commissioner Carol Maines nominated Commissioner Richard Parent to serve as Commission Vice-Chair for 2012. Commissioner Roger Moody seconded the nomination. A vote was taken with two in favor, with one abstaining (Commissioner Parent).

3. Elect Representative to MCCA, MCCA Risk Pool, MCEA, MCEDD, CLEO, Union Negotiations, 301 Park Street Project, and APAC for 2012

There was a very short discussion of what board each commissioner was currently serving on/ as a representative to that board/committee/project:

MCCA – Commissioner Roger Moody
MCCA Risk Pool - Commissioner Roger Moody
MCEA - Commissioner Roger Moody
MCEDD - Commissioner Roger Moody
CLEO - Commissioner Richard Parent
Union Negotiations – Commissioner Richard Parent
301 Park Street Project – None (new)
APAC – Commissioner Carol Maines

- Commissioner Richard Parent nominated Commissioner Roger Moody to serve as Commission representative to the MCCA and MCCA Risk Pool and to allow Administrator Hart to vote as proxy at these meetings if Commissioner Moody is unable to attend. Commissioner Carol Maines seconded the nomination. A vote was taken with all in favor.
- Commissioner Richard Parent nominated Commissioner Carol Maines to serve as Commission representative to the MCEA. Commissioner Roger Moody seconded the nomination. A vote was taken with all in favor.
- Commissioner Richard Parent nominated Commissioner Roger Moody to serve as Commission representative to the MCEDD. Commissioner Carol Maines seconded the nomination. A vote was taken with all in favor.
- Commissioner Carol Maines nominated Commissioner Richard Parent to serve as Commission representative to CLEO. Commissioner Roger Moody seconded the nomination. A vote was taken with two in favor and one abstaining (Commissioner Parent).
- Commissioner Carol Maines nominated Commissioner Richard Parent to serve as Commission representative to the management team during union negotiations. Commissioner Roger Moody

seconded the nomination. A vote was taken with two in favor and one abstaining (Commissioner Parent).

- Commissioner Carol Maines nominated Commissioner Richard Parent to serve as Commission representative to the 301 Park Street project. Commissioner Roger Moody seconded the nomination. A vote was taken with two in favor and one abstaining (Commissioner Parent).
- Commissioner Richard Parent nominated Commissioner Carol Maines to serve as Commission representative to the APAC. Commissioner Roger Moody seconded the nomination. A vote was taken with all in favor.

The list as it stands for the 2012 year:

MCCA – Commissioner Roger Moody
MCCA Risk Pool - Commissioner Roger Moody
MCEA - Commissioner Carol Maines
MCEDD - Commissioner Roger Moody
CLEO - Commissioner Richard Parent
Union Negotiations – Commissioner Richard Parent
301 Park Street Project – Commissioner Richard Parent
APAC – Commissioner Carol Maines

IV. 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 (Budget Public Hearing) of December 1, 2011.
- iii. Minutes of Regular Commission Meeting of December 13, 2011.
- iv. Minutes of Special Commission Meeting of December 22, 2011.
- v. Monthly Written Departmental Reports.
- vi. Reserve Withdrawals.
- vii. 2011 Budget Line Transfers.

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

Commissioner Carol Maines asked about Sheriff Dennison's report in which she stated that two employees are leaving the County and that the jail staff felt they didn't get enough of a raise. Commissioner Maines said that she was unsure how to respond to this and that she didn't know if mistakes have been made and if things needed to be looked at again.

Administrator Hart commented that he has received requests from a few employees who have questions about their Pay Grade or Step. The Job Evaluation Committee met yesterday to review three positions. He said that as far as the Sheriff's report mentioning two employees leaving goes, one was a part-time employee joining the Marines, and the other one was a temporary FT position and that employee left for a permanent job that most likely paid a lot more. Sheriff Dennison commented that the employee also left for some other personal reasons unrelated to the County. Administrator Hart added that he had met with the sheriff the day before and if the union and the union employees are concerned, that needs to be dealt with at the union level.

Sheriff Dennison commented that she had received a couple more letters from employees who think they are in the wrong pay grade so she and the administrator would have to look into that, but the jail budget is capped so that affects how much the County can actually pay them. She added that she appreciated that the Commission had tried to get higher salaries for her employees.

- A vote was taken with all in favor.

Reserve Withdrawals:

Airport Projects	46160814640	(\$697.47)
Energy Efficiency Conservation Block Grant	300008-10046	\$54,469.00
Legal Expense	20000812650	\$11,044.07
Resignation Benefits	200008-12670	\$1,164.00
Sheriff Computer	200008-12760	\$2,463.28
Unemployment Compensation	200008-12610	\$1,649.13
	Total	\$70,092.01

2011 Budget Line Transfers:

From:

To:

AIRPORT

Maintenance PT	416003-53615	\$128	Maintenance	416003-53612	\$20
Fire Fighting Supplies	416005-55376	\$340	Security Officers	416003-53711	\$93
			Flexible Benefits	416003-53950	\$15
			Building Repairs	416004-54595	\$253
			Small Tools	416005-55610	\$87

BUILDING MAINTENANCE

Heating Fuel	006005-55205	\$5,513	Building Repairs	006004-54595	\$6,306
Cleaning Supplies	006005-55315	\$357	Heating Repairs	006004-54610	\$989
Signs	006005-55710	\$1,425			

COMMUNICATIONS

Overtime	518003-53800	\$11,777	Director	518003-53810	\$2
Dispatchers	518003-53812	\$2,094	Other, Tolls	518004-54120	\$67
			Building Radio	518004-54910	\$13,422
			Radio Repairs	518004-54580	\$380

CORRECTIONS

Corrections Officer	818003-3110	\$69,188	Maintenance Mechanic	818003-3111	\$19,247
Shift Supervisor	818003-3122	\$29,424	Asst. Shift Supervisor	818003-3127	\$1,125
Transport Officer	818003-3125	\$28,193	Part Time	818003-3210	\$27,195
Transport Supervisor	818003-3126	\$471	Overtime	818003-3606	\$31,278
Holiday Overtime	818003-3603	\$3,315	Stipend	818003-3609	\$806
			Unemployment	818003-3910	\$8,643
			Workers Compensation	818003-3911	\$38
			Consultant	818004-4008	\$6,415
			Control Panel	818004-4626	\$19,526
			Books, Subscriptions	818005-5203	\$559
			Misc. Minor Equipment	818005-5228	\$413
			Uniforms	818005-5302	\$3,144
			Furniture & Fixtures	818007-7307	\$12,202

DEEDS

Workers Compensation	009003-53920	\$128	Deeds Clerk	009003-53092	\$308
Internet Service	009004-54326	\$2,609	Health Insurance	009003-53910	\$291
			Flexible Spending	009003-53950	\$19
			ICMA	009003-53960	\$89
			Equipment Repairs	009004-54575	\$107
			Microfilm	009004-54665	\$1,923

DISTRICT ATTORNEY

Workers Compensation	003003-53920	\$350	Prosecutorial Assistant	003003-53031	\$160
Lodging	003004-54115	\$155	Overtime	003003-53800	\$125
Superior Court	003004-54540	\$1,143	Health Insurance	003003-53910	\$1,408
Computer Repairs	003004-54585	\$1,164	Flexible Spending	003003-53950	\$8
Investigations	003004-54586	\$275	ICMA	003003-53960	\$249
Computers	003007-57350	\$261	Transcripts	003004-54080	\$76
			Auto Mileage	003004-54108	\$207
			Statutes & Reference	003005-55510	\$731
			Copy Machine Supplies	003005-55345	\$144
			Computer Supplies	003005-55385	\$188
			Safety Supplies	003005-55305	\$52

EMA

Workers Compensation	002003-53920	\$363	FICA	002003-53900	\$45
			Health Insurance	002003-53910	\$46
			Flexible Spending	002003-53950	\$8
			ICMA	002003-53960	\$264

FINANCE

Deputy Treasurer	005003-53051	\$497	Health Insurance	005003-53910	\$231
			Flexible Benefits	005003-53950	\$19
			Training & Seminars	005004-54545	\$240
			Office Supplies	005005-55335	\$7

PROBATE

Resignation / Termination	010003-53940	\$428	Health Insurance	010003-53910	\$346
Attorneys – Appt Guard	010004-54680	\$1,340	Flexible Benefits	010003-53950	\$15
			ICMA	010003-53960	\$67
			Statute & Reference	010005-55510	\$1,669
			Books, Subscriptions	010015-55505	\$1

SHERIFF

Patrol Deputies	011003-53316	\$3,432	Patrol Supervisor	011003-53313	\$84
Overtime	011003-53800	\$4,871	Domestic Violence	011003-53315	\$105
			North Haven Deputy	011003-53318	\$1,529
			Detective Supervisor	011003-53333	\$228
			ICMA	011003-53960	\$1,486
			Telephone	011004-54315	\$2,346
			Medical Exams	011004-54550	\$599
			Gas	011004-54650	\$300
			Computer Lines	011004-54735	\$20
			Safety Supplies	011005-55305	\$240
			Auto Supplies	011005-55310	\$958
			Office Supplies	011005-55335	\$103
			Public Education	011005-55366	\$65
			Computer Supplies	011005-55385	\$179
			Uniforms	011005-55405	\$61

Total:	\$169,241
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V. Action Items

1. Act to Award Courthouse Probate Court Window Replacement EECBG Efficiency Upgrade Bid.
 Administrator Andrew Hart explained that the County had received two bids back in October. He said that he realized that this particular bid wasn't put on the Commission agenda back in November to have it approved by the Commission. The lowest bidder was McCormick & Associates with a bid of \$37,736. The work has already started since the windows had to be ordered 8 weeks in advance. Just

having the new windows in the Probate courtroom has significantly cut down on the noise from traffic and the heat level has definitely improved.

- A motion was made by Commissioner Richard Parent to award the courthouse Probate court window replacement EECBG efficiency upgrade bid to McCormick for a bid total of \$37,736. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.
2. Act on Renewal of MUNIS Contract and Authorize the County Administrator to Sign.
Administrator Andrew Hart explained that this was a renewal of the existing contract with Tyler Technologies for the financial software used by the Finance Office. It's a 3-year contract with quarterly payments and ends 12/31/14. Several other counties use MUNIS while some use TRIO, but TRIO is more directed for use by municipalities. With everything going on right now it doesn't make sense to try to look into researching other software. It might make sense to do that closer to the end of this contract in 2014.
 - A motion was made by Commissioner Richard Parent to renew the contract with MUNIS and authorize the county administrator to sign. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.
 3. Approve Contract between North Haven and Knox County for Sheriff's Deputy Services for Contract Year January 1, 2012 to December 31, 2012.
Administrator Andrew Hart explained that this was a renewal of the existing contract with North Haven for Sheriff's Deputy services. It is renewed annually. The only changes to the contract were the dates since it's a new year. There has been some discussion with the union about calculating the stipend differently, but it needs to be discussed with Vinalhaven too because things are a lot less complicated if the two island contracts match with each other and the language in the union (FOP) contract as well. If the piece in the North Haven contract on the stipend is changed at a later date, the contract would be brought back to the Commission to be amended.
 - A motion was made by Commissioner Richard Parent to approve the contract between North Haven and Knox County for Sheriff's Deputy Services for 2012. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

VI. Discussion Items

1. Discuss Visit to Waldo County Sheriff's Office and EMA Facility.
Administrator Hart commented that he thought that it was a well-worth visit and was impressed with the facility. He said that he had wanted to ask Dale Rowley to see if he'd be willing to help Knox County by overseeing the engineer on the 301 Park Street project as a consultant.

Commissioner Carol Maines mentioned that she thought that the County should advertise. She asked KRCC Director Linwood Lothrop if he knew of anyone who might want to handle the communications project. She suggested that she also thought there should be a chief overseer for the entire project as a whole. Administrator Hart responded that the County didn't budget for a "Clerk of the Works". He added that there might be some money for that if Director Lothrop gets the grant he is trying for.

Director Lothrop commented that he knows someone who might be really good at consulting the County on the communications project. The individual might not be interested in doing it but Director Lothrop still would like to have him come up and discuss it. It was possible that he could suggest someone if he can't do it himself. He's meeting with the communications oversight committee.

Administrator Hart said that he was hoping to get the RFP's for the engineer and architect out very soon. The closing is Friday at 10:00 a.m. at Ed Collins' office.

2. Update on the EECBG Progress.

County Administrator Andrew Hart talked briefly about each project:

Building Envelope Improvements	Heat levels within the building are very much improved.
Lighting upgrades	Are done.
Pipe Insulation	Mainly in the boiler room. Made a huge difference in the finance office and the boiler room itself.
Window replacement	Will be a huge difference in the Probate Court since it cuts down on traffic noise and loss of heat.
Automation and control system	Upgrades to the HVAC system. Hasn't started yet. Hoping to start by the end of the month and hopefully done by March.

Overall, these projects will save on the efficiency of the building. The County is already seeing improvements. The savings from the improvements should be much easier to track as the year goes on.

3. Update on 301 Park Street Status.

County Administrator Andrew Hart stated that the closing is Friday at 10:00 a.m. The current owner then has 30 days after the closing to remain in the building unless the Commission extends that. \$1.5 million from the Bond Anticipation Note is being wired into the County's account on Thursday. Around \$500,000 of that will be used on Friday to pay for the building at closing. Ed Collins is handling the closing for both sides.

VII. Other Business

Airport Public Advisory Committee

Commissioner Maines asked Administrator Hart if he had heard anything more from Ken Wexler since the Administrator and Commission had received a letter from him. Administrator Hart responded that he had not heard anything else from Mr. Wexler and added that he had no idea if Mr. Wexler would show up at the next APAC meeting.

VIII. Executive Session

1. Convene in Executive Session to Discuss Acquisition of Real Property pursuant to 1 M.R.S.A. §405(6)(C).

- A motion was made by Commissioner Carol Maines to go into executive session pursuant to 1 M.R.S.A. §405(6)(C) to discuss Acquisition of Real Property. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

The executive session convened at 3:05 p.m.

The executive session concluded at 3:45 p.m.

IX. Adjourn

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

The meeting adjourned at 3:46 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on February 14, 2012.