

# KNOX COUNTY COMMISSION

## **Regular Meeting**

**Tuesday – January 13, 2015 – 2:00 p.m.**

The regular monthly meeting of the Knox County Commission was held on Tuesday, January 13, 2015, 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, Communications Director Linwood Lothrop (*left at 2:36 p.m.*), EMA Director Ray Sisk (*left at 2:51 p.m.*), Airport Manager Jeff Northgraves, Systems Administrator Mike Dean (*left at 2:51 p.m.*), and Finance Director Kathy Robinson.

Others present: Camden Fire Chief and KRCC Executive Board Chair Chris Farley (*left at 2:36 p.m.*); Chris Wolfe, Reporter for the Pen Bay Pilot; John Newcomb (*left at 2:51 p.m.*); and Jeff Henthorn, Director of Court Facilities for the State of Maine (*left at 2:23 p.m.*).

### **Regular Meeting – Agenda**

**Tuesday – January 13, 2015 – 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 2015.
  - 2. Elect Vice-Chair for 2015.
  - 3. Elect Representative for 2015 to:
    - i. CLEO
    - ii. Union Negotiations
    - iii. Airport Public Advisory Committee
- IV. 2:20 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 November 4, 2014.
    - iii. Minutes of Regular Commission Meeting of November 10, 2014.
    - iv. Minutes of Special Commission Meeting of November 18, 2014.
    - v. Minutes of Regular Commission Meeting of December 9, 2014.
    - vi. Minutes of Special Commission Meeting of December 10, 2013.
    - vii. Minutes of Joint Commission Meeting (2015 Budget Public Hearing) of December 11, 2014.
    - viii. Monthly Written Departmental Reports.
    - ix. Reserve Withdrawals.
- V. 2:25 Action Items**
  - 1. Act on Approval of Agreement with the State of Maine for the Purposes of Sharing Office Space, Utilities, Building Maintenance, and Janitorial Services Within the Knox County Courthouse Complex and to Authorize the Chair to Sign the Agreement.
  - 2. Act on Approval and Adoption of the County of Knox – Knox Regional Communications Center (KRCC) Policy Effective January 1, 2015.
  - 3. Act on Approval and Adoption of the Knox Regional Communications Center – KRCC Executive Board By-Laws Effective January 1, 2015.
  - 4. Act on Approval and Appointment of the Knox Regional Communications Center (KRCC) Executive Board Members.
  - 5. Act to Authorize the County Administrator to Approve, Sign and Execute Grant and Project Documents Associated with the FAA Airport Improvement Program (AIP) Grants for 2015.
  - 6. Act on Appointment to the District #2 Seat of the Airport Public Advisory Committee Through 2017.
  - 7. Act to Approve the Final Draft Airport Master Plan Update and Authorize the Chair to Sign the Associated Airport Layout Plan (ALP).

<b>VI.</b>	<b>3:00</b>	<b>Discussion Items</b>	1. Discussion of the Knox County Courthouse Building Envelope Masonry Repairs and Request for Qualifications and Request for Proposals.
<b>VII.</b>	<b>3:10</b>	<b>Other Business</b>	
<b>VIII.</b>	<b>3:15</b>	<b>Executive Session</b>	1. Convene in Executive Session for Consultations with Legal Counsel pursuant to 1 M.R.S.A. §405(6)(E).
<b>IX.</b>		<b>Adjourn</b>	

#### **I. Meeting Called to Order**

Commission Chair Carol Maines called the January 13, 2015 regular meeting of the Knox County Commission to order at 2:00 p.m.

#### **II. Public Comment**

Commission Chair Carol Maines asked if there was any public comment. There was none.

#### **III. Election of Officers**

##### 1. Elect Chair for 2015

- Commissioner Richard Parent nominated Commissioner Roger Moody to serve as Commission Chair for 2015. Commissioner Carol Maines seconded the nomination. A vote was taken with 2 in favor, and 1 abstention (Commissioner Moody).

##### 2. Elect Vice-Chair for 2015

- Commissioner Roger Moody nominated Commissioner Richard Parent to serve as Commission Vice-Chair for 2015. Commissioner Carol Maines seconded the nomination. A vote was taken with 2 in favor, and 1 abstention (Commissioner Parent).

##### 3. Elect Representative to MCEDD, CLEO, Union Negotiations, and APAC for 2015

- Commissioner Roger Moody nominated Commissioner Richard Parent to serve as Commission representative to CLEO. Commissioner Carol Maines seconded the nomination. A vote was taken with all in favor.
- Commissioner Roger Moody nominated Commissioner Richard Parent to serve as Commission representative to the management team during union negotiations. 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 APAC. Commissioner Roger Moody seconded the nomination. A vote was taken with all in favor.

The list as it stands for the 2015 year:

- MCCA – Commissioner Roger Moody
- MCCA Risk Pool - Commissioner Roger Moody
- MCEDD - Commissioner Roger Moody
- CLEO - Commissioner Richard Parent
- Union Negotiations – Commissioner Richard Parent
- APAC – Commissioner Carol Maines

#### **IV. Consent Items**

##### 1. Approve Consent Items as Presented:

- Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
- Minutes of Special Commission Meeting of November 4, 2014.
- Minutes of Regular Commission Meeting of November 10, 2014.

- iv. Minutes of Special Commission Meeting of November 18, 2014.
  - v. Minutes of Regular Commission Meeting of December 9, 2014.
  - vi. Minutes of Special Commission Meeting of December 10, 2013.
  - vii. Minutes of Joint Commission Meeting (2015 Budget Public Hearing) of December 11, 2014.
  - viii. Monthly Written Departmental Reports.
  - ix. Reserve Withdrawals.
- A motion was made by Commissioner Richard Parent to approve the consent items as presented. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

Commissioner Richard Parent asked Finance Director Kathy Robinson about what the “FLSA webinar” item in her monthly report to the Commission was referring to. Director Robinson explained that FLSA stands for Fair Labor Standards Act. She said that she thought the webinar was going to explain what changes were going to be implemented but instead webinar attendees were just given some information on what changes there *might* be. She noted that none of the changes would have any significant impact on the County.

## V. Action Items

1. Act on Approval of Agreement with the State of Maine for the Purposes of Sharing Office Space, Utilities, Building Maintenance, and Janitorial Services Within the Knox County Courthouse Complex and to Authorize the Chair to Sign the Agreement.

Administrator Hart explained that the current agreement with the State for their use of the Courthouse expired in 2010. He said that he has been working with State Director of Court Facilities Jeff Henthorn, Maine Real Estate Management’s Paul Cook, Jesse McCue, and Don Decker, and Finance Director Kathy Robinson over the last few years to get the contract updated. He explained that the reason it took so long to get the agreement finished was because both he and Mr. Henthorn had a lot of pressing issues that took priority so the County and State have been continuing to operate on the older contract until it could be redone. Some wording changes were made in order to get the language up to date since certain areas of the courthouse have changed since the previous agreement was written and other terminology needed updating. The agreement has been reviewed by the County’s attorney Peter Marchesi, and by the Attorney General for the State.

Commissioner Maines asked about the #9 Insurance section and about why part of it was crossed out. Administrator Hart explained that County Attorney Peter Marchesi felt that the wording in #11 will cover that.

Commissioner Parent asked about a sentence in the first paragraph of 6.2 Generator and suggested changing the word “for” to “per”. Mr. Henthorn said that he was fine with that change.

Commissioner Maines asked whether the State was able to help to pay for the building envelope repairs project. Administrator Hart explained that the building envelope project is the County’s responsibility. The only time the County and State share costs is when it’s a shared space, such as the renovation of the Superior Courtroom, but that was discussed up front and approved by both the Commission and Mr. Henthorn had to have it approved through the State budget. Mr. Henthorn explained that the statutes dictating what the State will pay for have been looked at over the years by the legislature but nothing has gotten passed. What that means is that the County continues to be 100% responsible for the building envelope – walls, roof, parking lot, etc. The State will help pay when it’s about making a judicially used space work better, like replacing carpet or purchasing new furniture.

- A motion was made by Commissioner Richard Parent to approve of the agreement with the State of Maine for the purposes of sharing office space, utilities, building maintenance, and janitorial services within the Knox County Courthouse complex and to authorize the Chair to sign the agreement. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

2. Act on Approval and Adoption of the County of Knox – Knox Regional Communications Center (KRCC) Policy Effective January 1, 2015.

Administrator Hart explained that the Commission had been given a draft of the final Knox Regional Communications Center Policy that was voted on by the KRCC Advisory Committee on December 17, 2014. The Committee voted to recommend approval to the County Commission to be effective January 1, 2015. The KRCC Steering Committee had been working for well over the past year to come up with a draft policy that made sense and that most everyone would agree upon. The policy was approved unanimously.

- A motion was made by Commissioner Richard Parent to approve and adopt the County of Knox – Knox Regional Communications Center (KRCC) Policy effective January 1, 2015. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

3. Act on Approval and Adoption of the Knox Regional Communications Center – KRCC Executive Board By-Laws Effective January 1, 2015.

Administrator Hart explained that the Commission had been given a draft of the final Knox Regional Communications Center Executive Board By-Laws that was voted on by the KRCC Advisory Committee on December 17, 2014. The Committee voted to recommend approval to the County Commission to be effective January 1, 2015.

- A motion was made by Commissioner Carol Maines to approve and adopt the Knox Regional Communications Center – KRCC Executive Board By-Laws effective January 1, 2015. The motion was seconded by Commissioner Richard Parent.

Administrator Hart noted that the original by-laws were so out of date that to write the new by-laws, it ended up being a major re-write. It was a close vote (3 – 2 and 8 abstentions). Chief Farley explained that the by-laws were nearly 20 years old. In terms of the close vote, there was concern about the KRCC being defined as a county department. He noted, however, that in talking to those who abstained from voting, they said they abstained because they hadn’t read the bylaws and didn’t feel like they could vote on them.

- A vote was taken with all in favor.

4. Act on Approval and Appointment of the Knox Regional Communications Center (KRCC) Executive Board Members.

Administrator Hart explained that at the December 17, 2014 KRCC Advisory Board Meeting, it was voted unanimously to maintain the current Executive Board Officers. It was further voted to nominate Craig Cooley, Rusty Barnard and Chris Farley for re-election to the Executive Board. Per the new By-Laws, these names were now being forwarded to the Commission for their approval. The terms would be as follows:

Fire:	Adam Miceli Exp. 12/31/2015	Chris Farley Exp: 12/31/2016
Police:	Kevin Haj Exp. 12/31/2015	Craig Cooley Exp: 12/31/2016
EMS:	Justin Hills Exp. 12/31/2015	Rusty Barnard Exp: 12/31/2016

- A motion was made by Commissioner Richard Parent to approve the list as proposed. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

5. Act on Authorize the County Administrator to Approve, Sign and Execute Grant and Project Documents Associated with the FAA Airport Improvement Program (AIP) Grants for 2015.

Airport Manager Jeff Northgraves explained that he asks for this authorization annually. The only project scheduled for 2015 is the resurfacing of Runway 13/31. This year's project no longer includes any “extension” work. The anticipated project cost is \$2,000,000 (\$1.8M from FAA, \$100,000 each from County and State). The project includes \$1,023,000 of entitlements and \$777,000 in discretionary

AIP funding. The MDOT does periodic testing of Maine runways (last test was done in 2014). Of 46 state tested runways, our runway 13/31 was listed in the bottom 12. All the runways below the County are being resurfaced by the FAA and MDOT this year. The County had previously delayed this project based on FAA's availability of discretionary funding but we cannot afford to delay any longer. The runway extension cannot be included this year and is projected to be a standalone project in 2016 (using entitlement funds). Runways have a lifespan of about 15 years. Most of the parallel taxiway has already been done and the apron isn't being done until 2017.

Commissioner Maines asked about how long it takes before a plane is able to use the runway again once it's being worked on. Manager Northgraves explained that it is going to be done in sections so the runway can still be used. He said that the best time to shut down the runway is at night so the airport could either close that portion off or close it at night and make it available in the morning.

- A motion was made by Commissioner Richard Parent to authorize the county administrator to approve, sign, and execute grant and project documents associated with the FAA Airport Improvement Program (AIP) grants for 2015. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.
6. Act on Appointment to the District #2 Seat of the Airport Public Advisory Committee Through 2017. Administrator Hart explained that Elaine Clark is the Town Manager in Warren. The Warren Board of Selectmen voted to nominate Ms. Clark to fill the seat previously filled by John Curtis of Thomaston. Thomaston is no longer in District #2. Ms. Clark was the only nominee submitted through Jeff for this position. The APAC voted to support her on January 12<sup>th</sup>. Although Ms. Clark lives in Waldoboro, she works in Warren and was nominated by the Warren Board of Selectmen. The current Charter and By-Laws do not prohibit towns from nominating someone from another town and only require APAC members to be from the "region". She has a wealth of experience and will be a great addition to the APAC.
- A motion was made by Commissioner Richard Parent to appoint Elaine Clark to fill out the remainder of the District #2 seat's term ending 2017. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.
7. Act to Approve the Final Draft Airport Master Plan Update and Authorize the Chair to Sign the Associated Airport Layout Plan (ALP). Jeff Northgraves explained that this has been worked on over the last couple years. Both of the public informational meetings were well attended. The APAC also voted to support the final draft of the Master Plan prior to the County Commission approving the drafts to be presented to the public for comment. The County received 32 comments, 2 of which were not in support of the runway extension while the other 30 were in support of the project. The two negative comments seemed more about the airport process rather than the runway extension in particular. Once the Commission approves the document, it would automatically become the final document, and no longer be a draft.
- A motion was made by Commissioner Richard Parent to approve the final draft Airport Master Plan Update and authorize the Chair to the associated Airport Layout Plan (ALP). The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

## VI. Discussion Items

1. Discussion of the Knox County Courthouse Building Envelope Masonry Repairs and Request for Qualifications and Request for Proposals. Administrator Hart explained that the Request for Proposals ad was finalized and run in the January 1, 8, and 15 printed editions of the Courier Gazette, as well as appearing on the Village Soup website and the Maine Municipal Association website during that time. Dave Douglass of Building Envelope Specialists (BES) has been the point of contact for the RFP and has provided the information to

masonry vendors that BES has used on past jobs. Mr. Douglas had also indicated that plan clearing houses often get a hold of this information and distribute it as well, so the County might have no record of who receives it. There are about six vendors who have requested the plans from BES thus far, but there is no way to know how many will attend the mandatory pre-bid meeting on January 14<sup>th</sup>, let alone how many will actually submit a bid. Any bidder interested in submitting a proposal must first submit a qualifications packet at the pre-bid meeting. Bids are due on January 30<sup>th</sup>. BES President Scott Whitaker will determine who the qualified bidders are. This will be on the February 10<sup>th</sup> regular Commission monthly meeting agenda for review and discussion. The idea is to find out what the County will be up against price-wise.

## VII. Other Business

### Radio Interview

Commissioner Moody noted that Pen Bay Pilot Reporter Chris Wolfe had invited the Commission to be on the radio for an on-air interview on February 4<sup>th</sup> at 8 a.m. Administrator Hart said that he would have his staff put out an agenda/notice in case more than one commissioner decides to participate.

### Pen Bay Regional Chamber of Commerce Legislative Meeting

Commissioner Moody also noted that the Chamber of Commerce Legislative meeting was on January 30<sup>th</sup> from 8 a.m. until noon at the Rockport Convention House. Administrator Hart said an agenda/notice would go out for that as well.

## VIII. Executive Session

### 1. Convene in Executive Session for Consultations with Legal Counsel pursuant to 1 M.R.S.A. §405(6)(E).

- A motion was made by Commissioner Carol Maines to go into executive session pursuant to 1 M.R.S.A. §405(6)(E) for consultations with legal counsel. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

The executive session convened at 3:06 p.m.

The executive session concluded at 4:28 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 4:29 p.m.

Respectfully submitted,

Candice Richards  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting held on February 10, 2015.**