

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – February 14, 2017 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, February 14, 2017, 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 Sharyn L. Pohlman, Commissioner District #3.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Candice Richards, Sheriff Donna Dennison, Jail Administrator John Hinkley, Chief Deputy Tim Carroll, Communications Director Linwood Lothrop, EMA Director Ray Sisk, Airport Manager Jeff Northgraves, and Finance Director Kathy Robinson.

Others present: Pen Bay Pilot reporter Chris Wolf.

Regular Meeting – Agenda

Tuesday – February 14, 2017 – 2:00 p.m.

- I. 2:00 Meeting Called To Order**
- II. 2:10 Public Comment** - Public Comment during other portions of the meeting will only be granted by permission of the chair.
- III. 2:25 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 January 10, 2017.
 - iii. Monthly Written Departmental Reports.
 - iv. Reserve Withdrawals.
- IV. 2:30 Action Items**
 - 1. Act on Approval of Courthouse Exterior Lighting Proposal Project–Employee Back Parking Lot.
 - 2. Act to Call for Nominations to Fill 4 Seats on the Airport Public Advisory Committee (APAC) and Approve the Nomination/Appointment Timetable and Press Release.
 - 3. Act to Award the Bid for the 2017 Tax Anticipation Note.
 - 4. Act to Set the Mil Rate for 2017.
 - 5. Act to Set the Interest Rate on Delinquent County Taxes for 2017.
 - 6. Act on Interest to be Charged to Municipalities on 2016 County Taxes and Dispatch Fees Paid Late.
 - 7. Act to Award Bid for 1 New Vehicle & 1 Used Vehicle for Use by the Sheriff’s Department – Patrol Division.
 - 8. Act to Award Bid for 1 New Transport Van for Use by the Sheriff’s Department – Jail Division.
 - 9. Act to Approve and Authorize the Chair to Sign a Contract Between Knox County and the Towns of Cushing, Thomaston, Saint George, South Thomaston, Warren, and the Georges River Regional Shellfish Management Committee for Shellfish Warden Services for the Term of January 1 – December 31, 2017.
- V. 3:00 Discussion Items**
 - 1. Cupola Copper Roof/Downspout Replacement Project.
 - 2. Lease/Purchase Financing – Jail Security Electronics Control Project.
 - 3. Jail Security Electronics Control Project.
 - 4. HVAC/Controls Vendor Change & Commissioning Project Update.
- VI. 3:10 Other Business**
- VII. Adjourn**

I. Meeting Called to Order

Commissioner Carol Maines called the regular meeting of the Knox County Commission to order at 2:02 p.m.

II. Public Comment

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

Administrator Hart introduced the new Building Maintenance Supervisor from Maine Real Estate Management, Chris Caron, to the Commission. Mr. Caron stated that he was going over all of the systems in the courthouse and would hopefully get things running more efficiently.

Administrator Hart presented Administrative Assistant Candice Richards with a letter of appreciation from the County’s Safety Committee for her help in getting the County’s SHAPE certification from the Maine Department of Labor.

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 January 10, 2017.
- iii. Monthly Written Departmental Reports.
- iv. Reserve Withdrawals.

- A motion was made by Commissioner Richard Parent to approve the consent items as presented. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.

Commissioner Maines asked Communications Director Lothrop to explain about the different types of calls he mentioned in his monthly report. Director Lothrop explained that the “call volume” is the actual number of incidents that are responded to. The “telephone call volume” is the actual number of phone calls the Center gets, which includes both the calls relating to incidents as well as any other type of call into the Center.

Commissioner Maines asked Director Lothrop to explain about Kari’s Law. Director Lothrop explained that the law came about after a child had tried to call 911 to report her parent having a medical emergency but the child didn’t know that she had to dial a 9 first before dialing 911, so her parent ended up dying because she couldn’t get help. Maine’s legislature is currently working on a bill supporting Kari’s Law so that all facilities in Maine can dial 911 without having to dial an access digit first.

Commissioner Maines asked Director Lothrop about why one of the recent dispatcher new-hires was classified as being temporary full-time. Director Lothrop explained that it takes a long time to become a certified, trained dispatcher and so having the employee start as temporary gives both the employee and the County the chance to see whether it’s the right job for the employee.

December 2016 Reserve Withdrawals:

Airport Computer	461608-14600	\$371.85
Airport Equipment	461608-14610	\$41.25
Forfeiture Money – State	200008-12870	\$9,816.00
	Total	\$10,229.10

IV. Action Items

1. Act on Approval of Courthouse Exterior Lighting Proposal Project - Employee Back Parking Lot.

Administrator Hart explained that he had been approached by a couple of employees about the lack of lighting in the back parking lot where employees park. The proposal to correct this issue is to install exterior lighting for the employee parking lot. The proposed lighting plan complies with the City’s lighting requirements and are full cutoff fixtures so no light will spill over to the residential properties. Letters had been sent to all of the neighboring abutters by certified mail notifying them that the County is looking at doing this but he has not received any responses. It’s important to have the parking lot lit for safety, especially since some employees end up leaving the courthouse after dark by themselves.

- A motion was made by Commissioner Sharyn Pohlman to approve the Courthouse exterior lighting proposal project as proposed by the County Administrator for the employee back parking lot. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
2. Act to Call for Nominations to Fill 3 Seats on the Airport Public Advisory Committee (APAC) and Approve the Nomination/Appointment Timetable and Press Release.
 Airport Manager Jeff Northgraves explained that either 3 or 4 seats are renewed each year. This year there will be 3: the South Thomaston, On-Airport Business and District #2 seats. All three incumbents are permitted to be re-appointed for another term. The South Thomaston seat will be recommended by the Town of South Thomaston. Although the public/towns can submit nominations directly to the Commission, the intention is for the APAC to meet in March and “staff/compile” the nomination package for the Commission. Notifications have been sent to all of the affected towns and parties.
- A motion was made by Commissioner Richard Parent to call for nominations to fill 3 seats on the Airport Public Advisory Committee (APAC) and approve the nomination/appointment timetable and press release. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.
3. Act to Award the Bid for the 2017 Tax Anticipation Note.
 The County sent out an RFP for the 2017 TAN to 12 banks and credit unions. The credit unions have never submitted bids but they are included anyway. Four bids were received back, with Camden National Bank having the lowest bid at a percentage rate of 1.16%, for a potential interest total of \$34,020.10 if the County ends up borrowing the entire amount. The bid results are as follows:

Bidder	Interest Rate	Potential Interest
Camden National Bank	1.16%	\$34,020.10
First National Bank	1.17%	\$34,313.00
Bangor Savings Bank	1.18%	\$34,606.65
Androscoggin Bank	1.24%	\$38,922.41

KNOX COUNTY, MAINE
 VOTE OF COUNTY COMMISSIONERS
 AUTHORIZING TAX ANTICIPATION BORROWING

IT IS HEREBY:

- VOTED: That, pursuant to 30-A M.R.S.A. §932, the Finance Director / Treasurer is hereby authorized and empowered to borrow, at one time or from time to time during the fiscal year ending December 31, 2017, singly or in series, an amount or amounts not exceeding \$3,420,000 in anticipation of the collection of receipts from taxes, such borrowing to be evidenced by the issuance of the County's tax anticipation note (the "Note").
- VOTED: That following a solicitation of bids, the County Commissioners award the winning bid to Camden National Bank (the "Bank"), and direct that the Note shall be issued to the Bank on an "as needed" basis, with an interest rate of 1.16% to mature on or before December 31, 2017.
- VOTED: That the Note shall be signed in the name of and on behalf of the County by the Finance Director / Treasurer and countersigned by at least a majority of the County Commissioners, attested to by the County Administrator, and shall be payable at maturity out of money raised by taxation during the fiscal year ending December 31, 2017, and shall contain such terms and provisions, not inconsistent herewith, and be in such form as shall be approved by the officers and officials signing the same, which approval shall be conclusively evidenced by their execution thereof.
- VOTED: That the Finance Director, to the extent permitted and available under the Internal Revenue Code of 1986, as amended (the "Code") be and hereby is authorized to designate the Note as qualified tax-exempt obligations for purposes of Section 265(b) of the Code.
- VOTED: That the Finance Director / Treasurer be and hereby is authorized to covenant with the Bank, in the name of and on behalf of the County, that the County shall take whatever steps, including filing any

reports and rebating any excess earnings, as may be required by federal law, and shall refrain from taking any action, as may be necessary or appropriate to ensure that interest on the Note will remain exempt from federal income taxes.

VOTED: That the officers and officials executing the Note be and hereby are individually authorized to covenant, certify, and agree, in the name of and on behalf of the County and for the benefit of the holders of the Note, that the County will file any required reports, make any annual financial or material event disclosure, and take any other action that may be necessary to ensure that the disclosure requirements imposed by Rule 15c2-12 of the Securities and Exchange Commission, if applicable, are met.

VOTED: That the Finance Director, County Commissioners, and County Administrator be and hereby are authorized and empowered on behalf of the County to undertake all such acts and things and execute and deliver all such documents and certificates as may be necessary or convenient in connection with the issuance, sale, execution, and delivery of the Note.

VOTED: That if the Finance Director / Treasurer or County Administrator are for any reason unavailable to approve and execute the Note or any related documents, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had himself/herself performed such act.

- A motion was made by Commissioner Richard Parent to award the bid for the 2017 Tax Anticipation Note to Camden National Bank for an interest rate of 1.16% with a potential interest total of \$34,020.10. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.

4. Act to Set the Mil Rate for 2017.

The Budget Committee and the Commission voted in December to set the Total Municipal Tax Assessment for 2017 at \$7,433,688 so Administrator Hart recommended setting the mil rate for 2017 at 0.0010268730. The overlay figure would be \$145,759, which is at the 2% maximum that’s allowed by statute.

- A motion was made by Commissioner Sharyn Pohlman to set the mil rate for 2017 at 0.0010268730. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

5. Act to Set the Interest Rate on Delinquent County Taxes for 2017.

Pursuant to 36 MRSA § 892-A, the County Commission may charge and collect interest on delinquent taxes. The rate of interest is established by the State Tax Assessor and shall be specified by a vote of the County Commissioners and notify the towns that they will be charged late fees if they do not pay their taxes on time. The rate of interest established by the State Tax Assessor for 2017 is 7% simple annual interest.

- A motion was made by Commissioner Richard Parent to set the interest rate on delinquent County taxes for 2017 at 7% simple annual interest. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.

6. Act on Interest to be Charged to Municipalities on 2016 County Taxes and Fees Paid Late.

This year there are two municipalities being charged interest. Isle Au Haut paid their dispatch fees late and has yet to submit payment for the full amount the Town owes for County taxes. The City of Rockland paid their county tax assessment late. Once Isle Au Haut has paid the rest of the taxes that are owed to the County, the Commission will be asked to take another vote on charging interest for late payment.

Municipality	Taxes/Fees	Date Received	Amount	Days Overdue	7% Interest Due
Isle Au Haut	Dispatch Fees	10/3/16	\$1,922.00	32	\$11.80
Rockland	County Tax	11/2/16	\$763,846.68	1	\$146.49

- A motion was made by Commissioner Richard Parent to approve charging interest to the Town of Isle Au Haut for dispatch fees paid late, and to the City of Rockland for County taxes paid late. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.
7. Act to Award the Bid for 1 New Vehicle & 1 Used Vehicle for Use by the Sheriff's Department – Patrol Division.
The County sent out an RFP to 8 vehicle vendors for one used vehicle and one new vehicle for use by Patrol for the sake of comparing costs for both used and new vehicles. Chief Deputy Carroll stated the recommendation of the Sheriff's Office is to purchase a new vehicle rather than a used one because the new vehicles actually came in lower than the used ones. The department is going to trade in the Chevy Tahoe that Chief Deputy Carroll has been driving and replace it with a new truck with the towing capacity that is need to move the command trailer. The used vehicles were more expensive than new ones because of government incentives that dealerships are doing to get governments to buy their vehicles. Two dealerships had bid similar amounts for the same vehicle, so the recommendation was to award the bid to the dealership within Knox County to keep the money in the County and support local businesses.
- A motion was made by Commissioner Sharyn Pohlman to award the bid to Shepard Dodge Motors for a Dodge Ram 1500 Crew Cab for a bid total of \$23,766. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
8. Act to Award the Bid for 1 New Transport Van for Use by the Sheriff's Department – Jail Division.
The County sent out an RFP to 8 vehicle vendors for one new passenger transport van to be used by the Jail as a transport van. Chief Deputy Carroll explained that the RFP asked for an all-wheel drive passenger van and there aren't a lot of those. There were only two bids and one didn't meet the bid specifications.
- A motion was made by Commissioner Richard Parent to award the bid for one new 2017 AWD Toyota Sienna to Shepard Motors for a bid total of \$31,867. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.
9. Act to Approve and Authorize the Chair to Sign a Contract Between Knox County and the Towns of Cushing, Thomaston, Saint George, South Thomaston, Warren, and the Georges River Regional Shellfish Management Committee for Shellfish Warden Services for the Term of January 1 – December 31, 2017.
The contract with the Georges River Regional Shellfish Management Committee for Shellfish Warden Services in 2016 was only for 4 months, but it went well enough that the Committee wants to renew the contract for another 12 months. The only changes were the dollar amount and the dates of the contract. Chief Deputy Carroll said that the contract does seem to be working out very well. The Committee is very happy with both the contract and the deputy providing the service. They see this going on for years to come. The position is 30 hours a week. It's a licensing and enforcement of laws position.
- A motion was made by Commissioner Richard Parent to approve and authorize the Chair to sign a contract between Knox County and the Towns of Cushing, Thomaston, Saint George, South Thomaston, Warren, and the Georges River Regional Shellfish Management Committee for Shellfish Warden Services for the Term of January 1 – December 31, 2017. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.

V. Discussion Items

1. Cupola Copper Roof/Downspout Replacement Project.
Administrator Hart explained that the mandatory pre-bid meeting for the project is tomorrow. Any vendor wanting to bid is required to attend. Bids are due back on March 3rd and the Commission will award the bid at the March 14th commission meeting. The work itself needs to be done by August 1st to

make sure there is enough time to get the paperwork submitted by the grant deadline. The vendors that received the RFP were recommended by Building Envelope Specialists.

2. Lease/Purchase Financing – Jail Security Electronics Control Project.

The County had gone out to bid to nine financial institutions in January but didn't receive any bids back. Administrator Hart explained that he reached out to Machias Savings Bank since that was the institution that had done the lease/purchase for the courthouse repairs, but MSB was not interested in doing another one. The County's bond counsel, Jim Saffian, recommended contacting the other banks to see why they hadn't bid. Most were just not interested in doing a lease/purchase. After discussing the lease/purchase with Androscoggin Bank, AB said they could do a 6 year lease/purchase for 3.19% (\$95,000 interest) or for 7 years for 3.29% (\$114,000 interest). Administrator Hart said that he will bring this back for a vote at the March meeting.

3. Jail Security Electronics Control Project.

Administrator Hart explained that the administration had met with SMRT and developed a 5 phase process. The County agreed to hold off on Phase V until satisfied with the completion of Phases 1 – IV. The Phase I - kickoff meeting is next week at the jail to take a closer look at the control devices. SMRT thinks it will take 38 weeks from start to finish for this project. Commissioner Maines asked what would happen if the state decides to take the jails over again while the County is in the middle of the project. Administrator Hart said that he wasn't sure. Major Hinkley said that the project would have to be finished either way, because regardless of who owns the jail, the control system still has to be replaced. He thought that if the State does take the jails over, the County would pursue trying to get the State to pay for it.

4. HVAC/Controls Vendor Change & Commissioning Project Update.

The County Commission approved at a prior meeting having Siemens doing the commissioning of the courthouse to review all of the systems in the entire building. The original estimate for the County was \$8,888, but Siemens gave a discount, so the bill will only be \$8,138. The commissioning is scheduled to start February 21st. The County will receive a written report in about a month with their findings, recommendations, and pricing for whatever needs fixing/replacement. Siemens has also given the county administrator proposals for preventative maintenance contracts for the airport, courthouse, and public safety building. The airport contract will be cheaper than it was with AAA, and the public safety building will have the same price as with AAA. The courthouse monthly bill will be a little higher, but that is because the prior contract wasn't as inclusive. Overall the courthouse cost will be less because the County won't be paying for callouts or services that fell outside of the scope of the contract that resulted in several thousands in extra fees each year. The new vendor will also be able to remote in rather than sending a tech every time there's an issue.

VI. Other Business

VII. Adjourn

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

The meeting adjourned at 3:10 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting
held on March 14, 2017.**