

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – February 9, 2010 – 2:00 p.m.

The regular meeting of the Knox County Commission was held on Tuesday, February 9, 2010, at 2:00 p.m., at the county courthouse, 62 Union Street, Rockland, Maine. Executive Assistant Constance Johanson was present to record the minutes of the meeting.

Commission members present were: Anne Beebe-Center, 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, Sheriff Donna Dennison, Finance Director Kathy Robinson, Airport Manager Jeff Northgraves, Register of Deeds Lisa Simmons, Acting Patrol Administrator Tim Carroll, and Executive Assistant Constance Johanson.

Also present were: Heather Steeves, reporter from *The Bangor Daily News* and Ted Berry.

Regular Meeting – Agenda Tuesday – February 9, 2010 – 2:00 p.m.

- I. 2:00 Meeting Called To Order**
- II. 2:05 Public Comment** - Public Comment during other portions of the meeting will only be granted by permission of the chair.
- III. 2:30 Consent Items**
 - 1. Approve Consent Items as Presented:
 - a. Approve Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - b. Approve Minutes of Special Meeting with Municipalities of October 1, 2009.
 - c. Approve Minutes of Special Meeting – Work Session of January 26, 2010.
 - d. Accept Monthly Written Departmental Reports.
 - e. Approve Reserve Withdrawals.
 - f. Approve 2009 Budget Line Transfers.
- IV. 2:35 Action Items**
 - 1. Act to Award KRCC Simulcast System Financing Bid (L. Lothrop, A. Hart).
 - 2. Act to Authorize a Press Release Calling for Nominees to the Airport Public Advisory Committee (APAC) for the District #1, Flying Club, and Commercial Pilot Seats; to be Appointed by the Commission on April 13, 2010 (J. Northgraves).
 - 3. Act to Authorize the County Administrator to Sign TSA's Law Enforcement Officer (LEO) Agreement Program CY2010 Award Modification (J. Northgraves).
 - 4. Act to Authorize the County Administrator to Sign Documents Associated with 2010 FAA's AIP Grant Packages (J. Northgraves).
 - 5. Act to Approve and Sign Contract between Knox County and the Town of North Haven for Sheriff's Deputy Services for 2010 (A. Hart, D. Dennison).
 - 6. Act to Remove *Section 4.1 Hiring Policy* from the County's Personnel Policy (A. Hart).
 - 7. Act to Authorize the County Administrator to Develop an Operations and Procedures Manual that Delineates the Procedures and Processes Regarding Human Resource Operations for the County (A. Hart).
- V. 2:55 Discussion Items**
 - 1. Discuss Resolution in Support of a Single Web Portal for all Registries of Deeds
- VI. 3:05 Other Business**
- VII. 3:10 Adjourn**

I. Meeting Called to Order

Commission Chair Anne Beebe-Center called the February 9, 2010 regular meeting of the Knox County Commission to order at 2:00 p.m.

II. Public Comment

Commission Chair Anne Beebe-Center asked for public comment. There was none.

III. Consent Items

- 1. Approve Items as Presented:

- a. Approve Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - b. Approve Minutes of Special Meeting with Municipalities of October 1, 2009.
 - c. Approve Minutes of Special Meeting – Work Session of January 26, 2010.
 - d. Accept Monthly Written Departmental Reports.
 - e. Approve Reserve Withdrawals.
 - f. Approve 2009 Budget Line Transfers.
- A motion was made by Commissioner Richard Parent to approve the consent items as presented. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

Commissioner Anne Beebe-Center asked if there was any discussion.

Commissioner Roger Moody commented that he was interested in the building maintenance report regarding the proposed tree removal project. There is probably a good reason for cutting the tree down, but his concern was that the county be in compliance with any tree cutting policy developed by the city. He suggested that perhaps there needs to be a county policy on cutting trees, in light of the recent public reaction to tree cutting. It was noted there needs to be a change in public perception of how tree cutting projects are handled.

County Administrator Andrew Hart reported that he had been contacted by a person on Rockland’s Energy Committee. Rockland’s Energy Committee has been tasked by the city council to deal with the issue of tree cutting by the contractor and CMP. It was suggested that the county put ribbons around the tree like Rockland is doing to show support for their position on the tree removal. Mr. Hart explained that the county could not put ribbons on the tree because it would appear that the county was making a political statement and favoring one side versus the other.

The City of Rockland is holding a public hearing with the contractor and Central Maine Power (CMP) on Thursday, March 11, 2010. Rockland is considering hiring an arborist because there is no tree cutting policy in place at this time. Building Supervisor Jon Grout has been in contact with Thomaston’s arborist on the condition of the maple tree that is being considered for removal. The tree has grown into the lines. The plan is to remove the tree and replant another in a slightly different location to avoid the lines and then decide on a trimming maintenance program. The tree cutting issue appears to be concerned not with whether or not a tree should be taken down, but rather how it is done and what it looks like after the contractor has finished.

Commissioner Richard Parent asked if the tree was in the right of way. Mr. Hart said it might be in the right of way and he would check with the City of Rockland.

Commissioner Roger Moody said he had spoken with Building Supervisor Jon Grout who reported that CMP will pay for the tree removal because it is in the right of way.

Reserve Withdrawals (2009 – Additional December expenses):

Dispatch Renovations & Furniture	56180012635	\$1,632.17
	Total	\$1,632.17

Reserve Withdrawals (2010 expenses):

Deeds Surcharge	20000812740	\$36.00
Legal Expense	20000812650	\$9,904.98
Sheriff Vehicles	20000812770	\$17,124.00
	Total	\$27,064.98

Budget Line Transfers (2009):

Transfer From:			Transfer To:		
Airport – Pavement/Vegetation	416004-54200	(\$915.00)	Airport - Electricity	416004-54555	\$751.00
			Airport - Equip. Rental	416004-54571	\$76.00
			Airport - Telephone	416004-54315	\$58.00
			Airport - Computer Repair	416004-54585	\$30.00
Building Mnt. - Electricity	006004-54555	(\$1,542.00)	Bldg. Mnt. - Grounds Mnt.	006004-54590	\$589.00
Heating Repairs & Maint.	006004-54610	(\$4,304.00)	Bldg. Mnt. - Rubbish Removal	006004-54620	\$22.00
			Bldg. Mnt. – Food/Water	006005-55104	\$17.00
			Bldg. Mnt. - Signs	006005-55710	\$914.00
			Bldg. Mnt. – Bldg. Repairs	006004-54595	\$4,304.00

The bids are as follows:

	Interest Rate	Term		Date due	Payment Amount	Interest total	Total Amt. Financed	Purchase Option
		Years	Pymts					
KEY BANK	4.66%	5	5	11/15/10	\$39,689.54	\$23,447.70	\$198,447.70	Did not include info
				11/15/11	\$39,689.54			
				11/15/12	\$39,689.54			
				11/15/13	\$39,689.54			
				11/15/14	\$39,689.54			
GORHAM	3.80%	5	4	11/15/11	\$49,347.51	\$22,390.04	\$197,390.04	\$1 at end
				11/15/12	\$49,347.51			
				11/15/13	\$49,347.51			
				11/15/14	\$49,347.51			
TD BANK	3.52%	5	4	11/15/11	\$48,884.97	\$20,543.30	\$195,543.30	\$1 at end
				11/15/12	\$48,886.11			
				11/15/13	\$48,886.11			
				11/15/14	\$48,886.11			
CAMDEN NATIONAL	Did not bid. It is their policy to not do lease purchase financing.							

County Administrator Andrew Hart recommended awarding the bid to TD Bank at the interest rate of 3.52%. The amount to be financed is \$175,000.00 with an additional \$45,000.00 in the communications’ budget and \$45,000.00 from a Homeland Security Grant for a total of \$265,000.00 as the total cost of the Simulcast System upgrade. The first payment is due on November 15, 2011. The payment schedule starts in November because taxes should be received by then and monies from the Tax Anticipation Note (TAN) would not have to be used. The lease/purchase is scheduled to be paid off in 2014, but it can be prepaid.

- A motion was made by Commissioner Roger Moody to Award the KRCC Simulcast System Financing Bid to TD Bank for \$175,000.00 with an interest rate of 3.52 percent for a term of 5 years. The lease purchase agreement is comprised of four (4) payments with the first payment due on November 15, 2011. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
- A motion was made by Commissioner Richard Parent to authorize the county administrator and the finance director to sign the lease/purchase documents on behalf of the county. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

Commissioner Anne Beebe-Center read the lease/purchase agreement for the record and it is included herein for informational purposes.

COUNTY OF KNOX
MEETING OF COUNTY COMMISSIONERS

The Knox County Commissioners met on February 9, 2010 at 2:00 p.m. Present were Commission Chair Anne Beebe-Center, Commissioner Roger Moody, and Commissioner Richard Parent, being 3 of the Commissioners of the County, of which there are three, together with the Treasurer and County Administrator of the County, Finance Director Kathy Robinson, Treasurer and Andrew L. Hart , County Administrator. The Chairman presided and the County Administrator kept the record. The Commissioners discussed the matter of financing for the purchase of a Simulcast Radio Upgrade at a cost of \$265,000 from Radio Communication Consultant, Inc. with a Lease Purchase with TD Equipment Finance, Inc. The meeting was open to the public, which was notified of the meeting by means of a posted agenda. Upon motions duly made and seconded, the following votes were unanimously adopted:

VOTED: That under the Constitution and laws of the State of Maine, and pursuant to the provisions of Title #30-A MRSA, and any other applicable authority under the laws of the State of Maine thereto enabling, Knox County through its County Administrator is hereby authorized to execute and deliver a Municipal Lease Purchase Agreement with TD Equipment Finance, Inc. in the name and on behalf of Knox County for the purchase of a Simulcast Radio Upgrade in a total purchase amount of \$265,000 from Radio Communication Consultant, Inc, with the County authorized financing of \$175,000 through the Lease Purchase Agreement, and with the remainder being paid from a Homeland Security grant in the amount of \$45,000, and an appropriation from the 2010 operation budget in the amount of \$45,000, the Agreement to be at a per annum interest rate of 3.52%, for a term not to exceed five (5) years, and in such form as the Country Administrator may approve (the "Lease Purchase Agreement"); and that the County Administrator and appropriate officials of the County of Knox, be and hereby are authorized to execute and deliver on behalf of the County of Knox the Lease Purchase Agreement and such other documents and certificates as may be required in connection with the Lease Purchase Agreement; and that no part of the proceeds of the

Lease Purchase Agreement shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the Lease Purchase Agreement to be a "private activity bond" or an "arbitrage bond" within the meaning of Sections 142 and 148, respectively, of the Internal Revenue Code of 1986, as amended (the "Code"); and that the Lease Purchase Agreement issued pursuant hereto be designated as a qualified tax-exempt obligation within the meaning of Section 265(b) (3) (B) (ii) of said Code; and that the County Administrator or Treasurer be and hereby is authorized to covenant on behalf of the District to file any information report and pay any rebate due to the United States in connection with the issuance of the Lease Purchase Agreement will be excluded from the gross income of owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause such interest portion of the rental payments to become includable in the gross income of the owners thereof.

- A motion was made by Commissioner Roger Moody to approve the lease/purchase agreement as read. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
2. Act to Authorize a Press Release Calling for Nominees to the Airport Public Advisory Committee (APAC) for the District #1, the Flying Club, and the Commercial Pilot Seats; to be Appointed by the Commission on April 13, 2010 (J. Northgraves).
- Airport Manager Jeff Northgraves explained that this matter was discussed at the APAC meeting. The press release was approved by the APAC. The commissioners are being asked to approve the press release that calls for nominations to fill the APAC seats (District #1, the Flying Club, and the Commercial Pilot).
- A motion was made by Commissioner Richard Parent to authorize a Press Release calling for nominees to the Airport Public Advisory Committee (APAC) for the District #1, the Flying Club, and the Commercial Pilot seats; to be appointed by the Commission on April 13, 2010. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

February 9, 2010: Press Release: Airport Public Advisory Committee (APAC) Vacancy

The Airport Public Advisory Committee (APAC) is designed to provide a real and visible link between the mid-coast communities, the airport manager and the County. The nine-seat committee was specifically tasked to facilitate airport communications flow, to and from local communities and citizens, as well as provide aviation, environmental and business advice for airport management. Committee members are appointed to the nine seats, with staggered terms. The terms for the District #1 seat (representing Owls Head, Rockland, Rockport and South Thomaston), the Commercial Pilot seat (representing commercial aviation) and the Flying Club seat (representing private/general aviation) expire this year. The County Commission will fill these seats, for three-year terms, during the April 13, 2010 County Commission Meeting.

The APAC has already called for nominations and those nominations should be sent to the Airport Manager, Jeff Northgraves (jnorthgraves@knoxcountymaine.gov) or any current member of the APAC by March 5, 2010. The APAC will compile these nominations and provide recommendations to the County Commission. Citizens interested in becoming a member of the APAC should notify their town office as soon as possible. In addition, any citizen may also submit their interest directly to any of the three Commissioners or the County Administrator, prior to April 8, 2010.

The APAC normally meets the second Monday of each month, in the airport manager's office, at 5:00 p.m. There are three standing sub-committees (Environmental/Public Relations, Operations/Maintenance and Business Plan) which meet on an as needed basis. All these meetings are open to the public and anybody interested in attending any meeting or serving on one of the sub-committees should contact the airport manager or one of the APAC members:

District #1 Seat: [Gray Smith, South Thomaston \(term expires: 2010\)](#)
 District #2 Seat: Dick Lachance, St. George (term expires: 2011)
 District #3 Seat: Jim Kirstead, Camden (term expires: 2012)
 Environmental Seat: Kathy Allain, Owls Head (term expires: 2012)
 Nearby Citizens Seat: John Kosnow, South Thomaston (term expires: 2011)
 Business Seat: Bill Maddox, Rockland (term expires: 2010)
 Airport Business Seat: John Newcomb, St. George (term expires: 2011)
 Flying Club Seat: [Rene Hebert, Rockport \(term expires: 2010\)](#)
 Commercial Pilot: [Kevin Waters, South Thomaston \(term expires: 2010\)](#)

Additional information, APAC Charter, By-Laws, meeting agendas and meeting minutes can be found at <http://www.knoxcounty.midcoast.com/departments/airports/advisory.html>

3. Act to Authorize the County Administrator to Sign TSA's Law Enforcement Officer (LEO) Agreement Program CY2010 Award Modification (J. Northgraves).

Airport Manager Jeff Northgraves explained that he had been waiting since October of 2009 for TSA to execute an Award Modification, which would authorize the funding for 2010. The document was eventually received, but there was one portion that stated the reimbursement rate for law enforcement coverage was not to exceed \$22.32 per hour, which is an incorrect amount for a Category IV airport. The county was already paying more in law enforcement wages for officers on duty during passenger screening. The rate was changed to reflect the correct Category IV airport rate for reimbursement, which is \$25.94.

- A motion was made by Commissioner Richard Parent to authorize the county administrator to sign TSA's Law Enforcement Officer (LEO) Agreement Program for the year 2010 Award Modification. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.
4. Act to Authorize the County Administrator to Sign Documents Associated with 2010 FAA's AIP Grant Packages (J. Northgraves).
 Airport Manager Jeff Northgraves reported that traditionally the grant packages came up for signing in May of each year. The continuing resolution that Congress is authorizing the FAA to use expires in March. The FAA required that all grants requests be submitted in February, which has caused the process to start earlier this year. It was noted that there are short timelines and the county administrator has been signing the grant documents.
- A motion was made by Commissioner Roger Moody to authorize the county administrator to sign documents associated with the 2010 FAA's AIP grant packages. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
5. Act to Approve and Sign Contract Between Knox County and the Town of North Haven for Sheriff's Deputy Services for 2010 (A. Hart, D. Dennison).
 County Administrator Andrew Hart explained that copies of the North Haven contract for deputy services were distributed. The changes are in red reflect language that was added for consistency to match the Vinalhaven contract. Language was also added that references the union contract to ensure that the union contract is honored. There were several other changes. One change addressed requests for additional services or hours by stating that any services or hours above those specified in the contract would be reimbursed at 100 percent. Another change addressed the issue of getting permission from the supervisor to work more than the 40 regular hours scheduled.
- One of the changes in blue, "shall make every effort", is being changed to "may" because of the turnover and the current vacancies in sheriff's office. It was noted that North Haven has reviewed the contract. Another change addresses the issue of deputies being required to enforce local ordinances. The deputies do not have the authority to enforce local ordinances so this reference was taken out. In discussing this matter with the North Haven town manager, the only ordinance of concern was the parking ordinance. It was agreed that the deputies could continue to help with parking issues.
- It was noted that overtime was included in Section 2. There was also a change regarding the ferry tolls. The change makes the town responsible for the ferry tolls for deputies traveling to and from the island, and for any alternative transportation charges that may be incurred by the deputy on duty. Legal council reviewed the contract.
- A motion was made by Commissioner Richard Parent to approve and sign the contract between Knox County and the Town of North Haven for Sheriff Deputy Services for 2010. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.
6. Act to Remove Section 4.1 Hiring Policy from the County's Personnel Policy (A. Hart).
 County Administrator Andrew Hart reported the issue of developing a hiring policy had been discussed. The first step is to remove this section and place the reference to the county's hiring process in an operations manual. Copies of the proposed "Hiring Process" were available. It was noted that there is an operations manual that contains several regulations that address IT procedures.
- A motion was made by Commissioner Roger Moody to have the commissioners remove the existing "Section 4.1 Hiring Policy" from Personnel Policy. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
7. Act to Authorize the County Administrator to Develop an Operations and Procedures Manual the Delineates the Procedures and Processes Regarding Human Resource Operations for the County (A. Hart).
 A motion was made by Commissioner Richard Parent to authorize the county administrator to develop an Operations and Procedures Manual that delineates the procedures and process

regarding human resource operations for the county. The motion was seconded by Commissioner Roger Moody.

Commissioner Anne Beebe-Center asked if there was any discussion.

Commissioner Roger Moody asked if the 2005 policy notebook was current or was there a newer version. It was noted that it was the only policy notebook available.

Commissioner Anne Beebe-Center commented that the commissioners did not visit the administrative office last year when they visited the other offices in the building and suggested scheduling a time to visit. There needs to be an understanding of some of the history of the office, its responsibilities and roles, and where things stood as far as the work begun by a previous administrator. Staff meetings with department heads were held by the administrator, which was a change from the department heads meeting as an association presided over by an elected chair. The personnel policy of 2005 was reviewed by a personnel policy committee, which was made up of department heads and other employees representing their departments. The Charter established the position of the administrator and the role has been developing ever since.

Airport Manger Jeff Northgraves commented that the shift to an administrator sparked the review of 2005 Personnel Policy. The only functioning review of policy was the review of the Personnel Policy. There may have been some adjustments to other minor policies, but the review of 2005 Personnel Policy was a major project and was supposed to be presented to the commissioners for approval.

County Administrator Andrew Hart explained that Kennebec and Cumberland Counties have operation manuals that contain departmental regulations. Their personnel policies are limited and not of any great length. Most of the issues in the county's Personnel Policy are addressed by other counties in their operations manuals. The reason is that as day to day operational needs change, the county administrator can review regulations, make adjustments or revisions and sign off on them. This leaves the policy-making to the commissioners and leaves the day to day operations to administrator, which was the intent of the Charter. The first item to remove from the Personnel Policy is the Hiring Process. If it is put in an operations manual, it can be changed as the hiring process evolves. If it remains part of the Personnel Policy or any policy, then any changes to it have to be reviewed and approved by the commissioners.

Commissioner Richard Parent asked if by approving the inception of the operations manual, the commissioners would have any input in the writing of the policies included in the manual. The county administrator responded that the regulations in the manual would be developed and approved by the county administrator as a working document and would emulate the operation manuals of other counties. The general policies of the county would still have to be approved by the commissioners. The recommendation that the Hiring Process be written out so that all the department heads have a clear understanding of the process and what needs to be done to fill vacancies in their departments.

Commissioner Richard Parent commented that he envisioned a checklist rather than a written document, which would clearly outline what needs to be done to fill a vacancy in an expeditious manner. Mr. Hart responded that the proposed document describes what needs to happen in order to have someone hired.

Commissioner Richard Parent commented that it appeared that a department did one thing and then had to wait and then had to remember to do the next step, which made it appear that it was a lengthy process when a checklist would take care of filling a vacancy. He commented that he thought the commissioners would actually have input in developing the hiring process and asked if that was what the commissioners were going to do today.

Commissioner Anne Beebe-Center responded that the county has policies in place that the commissioners approve and then there are matters that are part of a policy that could perhaps be better addressed in an operational manual as a procedure. This is the matter being discussed.

Commissioner Roger Moody commented that with the charter it appeared that there could be division of duties as to policy and procedures. A new policy needs to be adopted by the commissioners, but a newly developed procedure is probably the responsibility of the administrator. There appears to be a fine line or gray area between what is considered to be a policy and what is considered to be a procedure. The question is where does the Hiring Process fall? Is it a policy or a procedure?

Commissioner Anne Beebe-Center commented that policy is set by commissioners and the commissioners' role is to show the administrator the way to implement the policy. The Charter established the position of the county administrator to conduct the county's daily business, which

would include implementing and administering policy and procedures and thereby releasing the commissioners from those duties. The approving and adopting new policies would remain the responsibility of the commissioners.

County Administrator Andrew Hart explained that the Personnel Policy was supposed to go to the commissioners for approval, but one of the reviewing committee's recommendations was to have their revised personnel policy compared to the union contract to ensure that both were consistent to eliminate conflicts and assure that employees were treated fairly. The union contract was scheduled to expire at the end of year and it made more sense to negotiate a new contract that would be used to compare with the revised personnel policy.

The union negotiations began and took longer than expected, which put off the comparison of the contract with personnel policy's recommended changes. Since that time, a few sections of the Personnel Policy have been changed as the need arose and were approved by the commissioners because it is still considered a policy.

It was noted that Cumberland Counties Personnel Policy is 14 pages long and Knox County's Personnel Policy is 50 or 60 pages long. One recommendation from the personnel policy review committee was to take some of the issues out of the policy and place them in some other document or format. The alternative is to ask the commissioners to approve the revised personnel policy that is the finished product produced by the personnel policy review committee and then make modifications to it.

Commissioner Richard Parent asked if there would be multiple work sessions to sift through all the material in the revised personnel policy before adopting it.

Commissioner Roger Moody commented that the immediate issue is to decide whether or not the Hiring Policy should be in or out of the Personnel Policy. The Hiring Policy has been removed and by a previous vote and perhaps approving the proposed Hiring Policy document should be approved as an interim document, which would allow further modification and additions such as a checklist. The county administrator has presented a draft of the Hiring Process document to be considered. This might be a task for today's meeting. He asked if the department heads have had a chance to review the document.

It has not been discussed at a staff meeting. Commissioner Roger Moody suggested that the departments need to discuss the proposed document outlining the hiring process before the commissioners vote to adopt it.

Commissioner Richard Parent commented that it appeared that the commissioners are only being asked to adopt the document, rather than having the opportunity to draft any of the language in the document.

County Administrator Andrew Hart responded that what needs to be decided is whether or not the Hiring Process is a policy or a procedure. The union contract spells out the procedures on promotions and filling vacancies. The hiring process documentation addresses the procedures for all departments.

Commissioner Anne Beebe-Center suggested that the Hiring Process be discussed at the next staff meeting.

County Administrator Andrew Hart explained that the hiring process document describes what steps are taken to fill a vacancy. There are more union position vacancies occurring than non-union. There are some differences in the actual steps because there are written tests for potential dispatch and patrol candidates.

Commissioner Richard Parent asked how the department heads know what to do when it comes to filling a vacant position. Is there something in writing to guide them such as in a checklist?

Airport Manager Jeff Northgraves suggested that the hiring process does not belong to the department heads, but rather to the administrator. He explained that even though there is a section in the personnel policy on the hiring process, he went to the county and administrator and asked what he should do. It is part of a policy, but the administrator gives the specific instructions to follow to ensure that there is a fair method in hiring employees, which minimizes undue influence. There needs to be a circular cross-check to determine that the procedures do not conflict with the policy. The administrator develops the procedures and the commissioners check those against policy for consistency, but the commissioners do not write the procedures.

Commissioner Roger Moody commented that he saw the Personnel Policy as a policy and not as an administrative procedure. This may change as the county moves from a commissioner-based administration to an administrator-based administration. He suggested that the operational manual could be used for a month or two with a few changes.

Commissioner Anne Beebe-Center suggested looking at the Hiring Process narrative and developing a checklist from it after this issue was discussed with the department heads. The matter could be brought forward for further discussion at a work session. It was noted that the administrator had a full schedule and the RFP for the organizational study needed to be finished and sent out.

Commissioner Richard Parent commented that he was concerned with the sheriff's office and their need to fill vacancies. It was noted that most of the vacancies were union positions and were covered by the union contract. Interviews for the patrol administrator are scheduled for this Friday, February 12, 2010.

- A motion was made by Commissioner Roger Moody to table the issue regarding the development of an operational manual at this time. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
- A motion was made by Commissioner Roger Moody to create a new Section 4.1 for the Personnel Policy which is the text entitled "Hiring Process" as presented by the county administrator be considered as an interim hiring policy until the department heads have discussed the issue and the commissioners have held a work session on this matter. The motion was seconded by Commissioner Richard Parent.

Commissioner Anne Beebe-Center commented that the commissioners still need meet with the administrative staff to have a clear understanding of its operations.

Acting Patrol Administrator Tim Carroll commented that the "Hiring Authority" was addressed in Section 4.1 and Section 4.2 describes the actual process and is still part of the Personnel Policy.

- The motion on the floor was withdrawn by Commissioner Roger Moody. Commissioner Richard Parent withdrew his second.
- A motion was made by Commissioner Richard Parent readopt the existing Section 4.1 of the Personnel Policy until an operational manual is developed with the personnel policy being the first portion of the manual to be reviewed. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

V. Discussion Items

1. Discuss Resolution in Support of a Single Web Portal for all Registries of Deeds.

Commissioner Roger Moody reported that there is legislation being proposed on having a single web portal for all the Registries of Deeds in the state. By approving the Resolution, the counties would be showing their support for the development of a single web portal for the Registries of Deeds. It would also send a unified message to the legislature that the issue has been discussed and the counties can implement having a single web portal without having it legislated.

The Association of Registers of Deeds has discussed the issue and support having a single web portal to disseminate information regarding the Registry's documents. It was noted that this may impact the MacImage issue because this is what MacImage wants to do; be the sole source of information. The fees have not been established yet. The actual IT portion has to be worked out so that there is one web site for all Registries and people do not have to visit of each the 16 county websites for information.

MCCA board plans to vote on the Resolution at its meeting tomorrow. Commissioner Roger Moody recommended approving the Resolution.

- A motion was made by Commissioner Roger Moody to approve Resolution in Support of a Single Web Portal for all Registries of Deeds. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

The Resolution is included herein for informational purposes.

RESOLUTION IN SUPPORT OF
A SINGLE WEB PORTAL FOR ALL REGISTRIES OF DEEDS

WHEREAS, the Registries of Deeds of the several counties of Maine are the official repositories of deeds and other land-related documents, and

WHEREAS, prompt public access to these documents is critical to conducting commerce involving real estate, finance and other business activities, and

WHEREAS, the technology exists to make these documents available to the public in digital form on the Internet through a single web portal, and

WHEREAS, there are multiple vendors ready and willing to assist the counties in achieving the goal of providing access through a single web portal,

NOW, THERE, BE IT RESOLVED THAT,

The Board of Directors of the Maine County Commissioners Association, whose members represent all 16 Maine counties as well as the Maine Registers of Deeds Association, hereby commit to developing a single web portal for public access to documents at the Registries of Deeds, and furthermore commit to taking the necessary steps required to achieve this goal in an expeditious manner.

VI. Other Business

1. Item for Next Month's Meeting Agenda.

The next scheduled County Commissioners' meeting is a work session to be held on February 23, 2010 at 2:00 p.m. to review and work on the RFP for the Organizational Study. It is hoped that a final draft of the RFP will then be ready to send out. A list of consultants, RFP templates, and copies of finished projects should be available.

2. Goals and Objectives.

It was noted that the Goals and Objectives for 2010 have not been discussed. This might be a topic for a meeting in March, since there probably is not enough time at the February 23rd work session.

3. Administrative Office Review.

The administrative office was not visited last year during the commissioners' tour of the offices in the building. It was suggested that a time should be set aside for a visit with the administrative staff.

4. Jail Budget and Meetings

County Administrator Andrew Hart explained that the takeover of the jail by the state has led to numerous meetings that have taken up a lot of his time. In order to be knowledgeable about what the state is doing in terms of the jail and its funding, it is necessary to attend most of the meetings. There have been suggestions on cuts, including cutting wages for jail employees. The county has a contract with established rate increases. If the cuts are made, there will be significant impacts to the jail, its employees, and operations. Towns may be forced to raise property taxes. There are increasing demands on time and more reasons for meetings with municipal and county officials. The Board of Corrections (BOC) continues to get involved in areas that were originally outside of their jurisdiction, such as union contracts and jail surplus funds, which adds to the burden of monitoring what the state is doing in regards to the jail and its operations.

5. Meeting with EMDC.

A meeting with representatives from EMDC is scheduled for March 11th to discuss the ramifications of not contributing funds to EMDC for 2010.

VII. Adjourn

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

The meeting adjourned at 4:44 p.m.

Respectfully submitted,

Constance W. Johanson
Executive Assistant

The Knox County Commission approved these minutes at their regular meeting held on April 13, 2010.

Anne H. Beebe-Center, Chair – Commissioner District #1

Richard L. Parent, Jr. – Commissioner District #2

Roger A. Moody – Commissioner District #3