

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – March 21, 2017 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, March 21, 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, Chief Deputy Tim Carroll, Sheriff Donna Dennison, Jail Administrator John Hinkley, EMA Director Ray Sisk, Patrol Supervisor John Palmer (*left at 2:13 p.m.*), Detective Donald Murray (*left at 2:13 p.m.*), Receptionist Roxanne Simmons (*left at 2:13 p.m.*), DA Administrative Secretary & Computer & Network Systems Administrator Kelly Leland (*left at 2:13 p.m.*), Dispatcher Robert Coombs (*left at 2:13 p.m.*), Deputy Finance Director/Treasurer Barbara Sylvester (*left at 2:13 p.m.*), Deputy Register of Probate Julie Allen (*left at 2:13 p.m.*), and Airport Administrative Assistant Vicki Davis (*left at 2:13 p.m.*).

Others in attendance: Pen Bay Pilot Reporter Chris Wolfe.

Regular Meeting – Agenda **Tuesday – March 14, 2017 – 2:00 p.m.**

- I. 2:00 Meeting Called To Order**
- II. 2:01 Presentation**
 - 1. Employee Recognition Presentations.
- III. 2:10 Public Comment -** Public Comment during other portions of the meeting will only be granted by permission of the chair.
- 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 Regular Commission Meeting of February 14, 2017.
 - iii. Monthly Written Departmental Reports.
 - iv. Reserve Withdrawals.
- V. 2:30 Action Items**
 - 1. Act on Interest to be Charged to Municipalities on 2016 County Taxes and Dispatch Fees Paid Late.
 - 2. Act to Award Bid for Cupola Copper Roof/Downspout Replacement Project.
 - 3. Act on Lease/Purchase Financing – Jail Security Electronics Control Project.
 - 4. Act to Appoint a Commissioner to Serve on the State Claims Commission on April 27, 2017.
- VI. 3:00 Discussion Items**
 - 1. Jail Security Electronics Control Project Update.
 - 2. Courthouse Commissioning Project Update.
 - 3. Strategic Planning Committee Update.
- VII. 3:10 Other Business**
- VIII. Adjourn**

I. Meeting Called to Order

Commission Chair Carol Maines called the regular meeting of the Knox County Commission to order at 2:00 p.m. Carol explained that this is still the regular meeting. It was originally scheduled for last week but was postponed to today because of last Tuesday's snow storm.

II. Employee Recognition Presentations.

Administrator Hart and Chair Maines presented employee recognition awards for years of service to County employees.

The employees being recognized are as follows:

Employee	Title	Years of Service
Warren Heath III	Jail Transport Officer	5
Kathy Burrell	Corrections Officer	5
John Palmer	Patrol Supervisor	10
Donald Murray	Detective	10
Roxanne Simmons	Receptionist	15
Victorine Davis	Administrative Assistant	15
Robert Coombs	Dispatcher	15
Donna Dennison	Sheriff	25
Julie Allen	Deputy Register of Probate	25
Kelly Leland	Administrative Secretary/Computer & Network Systems Administrator	30
Stephanie Laite	Victim & Witness Advocate	30
Barbara Sylvester	Deputy Finance Director/Treasurer	30

III. Public Comment

Commissioner Carol Maines asked for public comment. There was none.

IV. 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 February 14, 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.

Commissioner Maines asked EMA Director Sisk about whether the federal budget will affect the County’s EMA office if the federal funding gets cut back. Director Sisk said that he didn’t foresee any direct impacts. He said that there has been talk about cuts to FEMA and increasing the DHS budget, but EMA works with both so he really had no idea what will change. Commissioner Maines asked if EMA folks have a lobbyist to speak on their behalf to Congress. Director Sisk said that there are state and federal level lobbyists that do so.

Commissioner Pohlman thanked the department managers for the services they provide the county and for the informative reports provided to the Commission every month. She asked Director Sisk how the Community Rating System (CRS) program that he mentioned in his report was coming along. Director Sisk said that EMA will have an informational meeting for the municipalities who are interested in learning what they need to do to have a higher rating in the CRS. Citizens living in towns with a higher rating get more of a discount on their individual flood insurance policies. The biggest impact would probably be felt in Camden. The towns have to decide if it’s worth the effort to do that. EMA will be giving people more information so they can decide whether or not to dive in.

Commissioner Pohlman congratulated the staff that were recognized at the Sheriff’s Office banquet recently. She also thanked Sheriff Dennison for her forward thinking with programs at the jail that help inmates get help with their addictions.

Commissioner Parent asked Director Sisk if the commissioners are invited to the GIS workshop on the 13th of April. Director Sisk said that commissioners can definitely attend and if interested, they should call the EMA office and sign up.

- A vote was taken with all in favor.

V. Action Items

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

At the February Commission meeting it was discovered that Isle Au Haut had not yet paid their County taxes in full so the estimated fees for that was removed from the chart. Even though the Commission made a motion to charge interest to the Town of Isle Au Haut for dispatch fees paid late and the City of Rockland for county taxes paid late, Administrator Hart requesting that the Commission to revoke the February 14th vote and take a new vote on the total for all fees since Isle Au Haut has now paid their taxes in full.

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
Isle Au Haut	County Tax	2/8/17	\$62,283.42	100	\$1,194.48
Isle Au Haut	County Tax	2/24/17	\$47,283.42	116	\$1,051.89
Rockland	County Tax	11/2/16	\$763,846.68	1	\$146.49
TOTAL:					\$2,404.66

- A motion was made by Commissioner Richard Parent to revoke the Commission’s vote taken on February 14th which did not include Town of Isle Au Haut’s County taxes. Commissioner Sharyn Pohlman seconded the motion. A vote was taken with all in favor.
- A motion was made by Commissioner Sharyn Pohlman to approve charging interest to the municipalities (based on the chart above) that paid County taxes and dispatch paid late, for a total amount of \$2,404.66. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

2. Act to Award Bid for Cupola Copper Roof/Downspout Replacement Project.

The County received two bids for this project. Administrator Hart recommended that the Commission award the bid to Coastal Copper & Slate, Inc. in the amount of \$85,094, which was the lowest bid by a wide margin. Both companies bid off of the same set of drawings and specifications but the bid amounts were very different.

	Coastal Copper & Slate	Roof Systems of Maine
Base Bid	\$85,094	\$273,925
Railing – Alternatives		
#1	\$13,360	\$11,100
#2	\$24,454	\$13,440
Vinyl Siding - Alternatives		
#1	\$12,865	\$1,395
#2	\$12,280	\$1,980

Administrator Hart said that he discussed the bids with Stephen Jones of Building Envelope Specialists. Mr. Jones believes that Roof Systems of Maine is a national company that has a lot of overhead which is likely why their bid is so much higher. Coastal Copper is local, located right here in Rockland, and has worked on many buildings in the Mid-Coast area. Owner Eric Wass is familiar with the Courthouse already, in part because he has done work on the roof before. Administrator Hart said he was comfortable with awarding the bid to Coastal Copper & Slate. He said that \$24,995 will come from the Maine Historic Preservation Commission grant, and he recommended that the rest be taken from the courthouse building maintenance reserve account.

- A motion was made by Commissioner Richard Parent to award the bid for the Cupola Copper Roof/Downspout Replacement Project to Coastal Copper & Slate, Inc. for a bid total of \$85,094,

with \$24,995 funded through a Maine Historic Preservation grant and the remainder funded from the courthouse building maintenance reserve account. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.

3. Act on Lease/Purchase Financing – Jail Security Electronics Control Project.

This item was also discussed at last month's Commission meeting. Administrator Hart asked to have this item tabled because the vendor presentations aren't happening until tomorrow, March 22nd. Until then, the County just has a worse-case scenario price instead of actual proposals from those vendors. He said it was possible that the County might not need to lease/purchase as much funding as originally anticipated, and it was possible that the lease/purchase might not even be needed at all. If the County ends up needing less funding, Administrator Hart will reach out to the other banks again and see if they might change their minds about doing the lease/purchase. Two of the vendors coming to do the presentations are from Maine and one is from out of state.

- A motion was made by Commissioner Richard Parent to table this agenda item. The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.

4. Act to Appoint a Commissioner to Serve on the State Claims Commission on April 27, 2017.

Administrator Hart said that the property in question is in Rockland. The State is not sure yet if it'll be a full hearing or whether they'll go view the property first.

- A motion was made by Commissioner Sharyn Pohlman to appoint Commissioner Sharyn Pohlman to serve on the State Claims Commission on April 27, 2017. Commissioner Richard Parent will serve as the alternate if Commissioner Pohlman is unable to serve. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

VI. Discussion Items

1. Jail Security Electronics Control Project Update.

Vendor interviews for the Jail Security System Upgrade Project are being held on March 22nd. Mr. Lay, Tim Redden, SMRT's Electronics Consultant, Sheriff Dennison, Chief Deputy Carroll, Major Hinkley, Systems Administrator Mike Dean, and Administrator Hart will be sitting in on the interviews of the three vendors.

2. Courthouse Commissioning Project Update.

Siemens Industry, Inc. is working on the Commissioning Project and has been working as the weather allows. Because of the storms and some of their staff getting sick, the progress has been slower than originally expected. Once finished, the State and County will each get a report that will explain the findings and the recommendations for what changes need to be made. The Commission will approve what changes are made. If the cost isn't too much, the County might be able to cover it all from the courthouse building maintenance reserve account.

Administrator Hart commented that the chiller on the roof is outside of the preventative maintenance agreement with Siemens because it's so old. Chillers like that aren't even made anymore. The County is going to need to start budgeting money for its replacement because it could cost anywhere from \$375,000 to \$500,000.

3. Strategic Planning Committee Update.

The first meeting was held on February 28th. HR consultant Laurie Bouchard is facilitating the meetings. Topics discussed included mission statements, vision, core values, and the SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis that Committee members and commissioners completed. The second meeting was the 20th of March. All employees received an email asking for comments and ideas on possible Core Values. The Committee will continue working on a mission statement and core values for the County. The third meeting is scheduled for April 13th.

VII. Other BusinessHeating Fuel

The County's heating fuel has been locked in for the 2017 – 2018 season with Maritime Energy. The participating towns, schools, etc. locked in at \$1.88 (it was \$1.50 last year) for home delivery and the County locked in at \$1.74 (instead of \$1.40 last year) for tanker loads. The County had budgeted higher than that so that worked out with the budget. Tidewater Oil in Belfast and Gray's Heating in Warren were providing pricing this year as well as Maritime Energy. Tidewater Oil sent a couple prices and then wanted Administrator Hart to keep calling them and wouldn't respond to email requests. The other two vendors responded every time he asked for a price. The County doesn't actually bid out the heating fuel because it's too volatile of a market. You have to follow the prices and lock in on a day with a good price.

Knox County Budget Committee Vacancy for Warren (District 7)

Bill Jones' term ended on 12/31/2016 but nobody ran in the election to fill the next term, so the Town of Warren has to appoint someone to fill the seat. The selectmen tried to pick someone but couldn't decide between 2 people, so the Town has recommended both and the County will have to pick one. Administrator Hart said that he needed to talk to the Budget Committee Chair and see if the Committee wants to meet with and talk to both individuals, or just pick one. Once the Committee makes its choice, the Commission would approve the appointment at a later Commission meeting.

VIII. 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 2:55 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on April 11, 2017.