

KNOX COUNTY COMMISSION

Regular Meeting

Monday – April 11, 2011 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Monday, April, 2011, at 2:00 p.m., at the county courthouse, 62 Union Street, Rockland, Maine. Administrative Assistant Candice Richards was present to record the minutes of the meeting.

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, Airport Manager Jeff Northgraves, Finance Director Kathy Robinson, and Patrol Administrator Kirk Guerrette.

Others present were: Laurie Bouchard of LBouchard & Associates.

Regular Meeting – Agenda	
Monday – April 11, 2011 – 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 Consent Items
	1. Approve Consent Items as Presented: <ul style="list-style-type: none"> i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature. ii. Minutes of Regular Commission Meeting of March 8, 2011. iii. Minutes of Special Commission Meeting of March 30, 2011. iv. Minutes of Special Commission Meeting of April 4, 2011. v. Monthly Written Departmental Reports. vi. Reserve Withdrawals. vii. Budget Line Transfers.
IV.	2:20 Action Items
	1. Act on Appointments to the Airport Public Advisory Committee.
	2. Act on Approval of Knox County Personnel Policy Handbook.
	3. Act on Approval of Plan for Knox County Human Resources.
	4. Act to Set a Date for Meeting with Municipalities to Discuss the Structure of the Mid-Coast Economic Development District (MCEDD).
	5. Act to Appoint Commissioner Representatives to the Maine County Commissioners Association (MCCA), MCCA/Risk Pool, and the Knox/Waldo Regional Economic Development Council (KWRED).
	6. Act on Appointments to the MCEDD Transition Executive Committee.
V.	2:50 Other Business
VI.	Adjourn

I. Meeting Called to Order

Commission Chair Roger Moody called the April 11, 2011 regular meeting of the Knox County Commission to order at 2:07 p.m.

II. Public Comment

Commissioner Roger Moody asked for public comment. There was none.

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 March 8, 2011.
- iii. Minutes of Special Commission Meeting of March 30, 2011.
- iv. Minutes of Special Commission Meeting of April 4, 2011.
- v. Monthly Written Departmental Reports.
- vi. Reserve Withdrawals.
- vii. 2010 Budget Line Transfers.

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

Reserve Withdrawals:

Airport Terminal Building	461608-14660	\$697.47
Airport Computer	200008-12650	\$5,755.86
	Total	\$6,453.33

Reserve Withdrawals – Airport Ineligible Expense:

Airport Projects	461608-14640	\$64,966.86
Airport Terminal Building	461608-14660	\$35,417.35
Airport Equipment	461608-14610	\$46,150.70
Airport	200008-12885	471,907.49
	Total	\$125,885.13

2010 Budget Line Transfers:

FROM:
COMMUNICATIONS

TO:

Hourly Differential	518003-53850	\$252	Workers Compensation	518003-53920	\$2
			Computer Supplies	518005-55384	\$250

EXECUTIVE

Health Insurance	004003-53910	\$97	Workers Compensation	004003-53920	\$97
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FINANCE

FICA	005003-53900	\$215	Copy Machine	005005-55345	\$215
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JAIL

Sanitation	818004-4028	\$380	Flex Benefits	818003-3905	\$7
Mobile Repairs	818004-4614	\$675	Workers Compensation	818003-3911	\$307
Registration	818004-4907	\$400	Inmate Medical	818004-4018	\$1,811
Food	818005-5101	\$318	Telephone	818004-4310	\$90
Automotive	818005-5202	\$309	Heating	818004-4610	\$675
Kitchen Supplies	818005-5226	\$91	Maintenance	818005-5227	\$44
Office Supplies	818005-5230	\$295	Uniforms	818005-5302	\$224
Photographic	818005-5231	\$250			
Record Books	818005-5236	\$200			
Tools	818005-5241	\$240			

PROBATE

Health Insurance	010003-53910	\$645	Advertising	010004-54510	\$232
Microfilming	010004-54665	\$267	Attorneys-Appt.	010004-54680	\$680

SHERIFF

Automotive Supplies	011005-55310	\$112	Safety Supplies	011005-55305	\$112
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Total:	\$4,746
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IV. Action Items

1. Act on Appointments to the Airport Public Advisory Committee.

Airport Manager Jeff Northgraves explained that each year three seats on the Committee expire. He stated that he was also asking to fill the Flying Club seat because the individual in that seat is no longer in the Flying Club. The APAC recommends John Curtis, Shane Burns, Dale Flint and Penny Alley be appointed.

- District #2: John Curtis (nominated by Thomaston Town Manager, resides in Thomaston).
- FBO Rep: Shane Burns (nominated by Downeast Air and supported by Cape Air).
- Flying Club: Dale Flint (Club President requested to replace Dave Miramant with Dale Flint to fill out his term to 2013 since Dave is no longer a Flying Club member).
- Nearby Citizens' Seat: Ken Wexler (Nominated by Owls Head Select Board). Ken serves on the Owls Head Airport Advisory Committee.
- Nearby Citizens' Seat: Penny Alley (Nominated by South Thomaston Select Board). Penny was a selectman in South Thomaston, until recently.

Commissioner Carol Maines commented that she would not be able to vote on the group as a whole because of an association with one of the candidates. She requested voting on the Nearby Citizens' seat separately from the rest of the recommendations made by the airport manager and the APAC.

- A motion was made by Commissioner Carol Maines to appoint individuals to the Airport Public Advisory Committee as presented by Manager Northgraves, for District #2, the FBO Rep, and the Flying Club seats. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
- A motion was made by Commissioner Carol Maines to appoint Penny Alley to the Airport Public Advisory Committee as presented by Manager Northgraves to serve in the Nearby Citizens' seat. The motion was seconded by Commissioner Richard Parent. A vote was taken with two in favor and one abstained (Commissioner Maines).

2. Act on Approval of Knox County Personnel Policy Handbook.

County Administrator Andrew Hart explained that he, Finance Director Kathy Robinson, and Laurie Bouchard had all worked on reviewing the 2005 policy as well as the revised version as done by the Personnel Policy Committee in 2008. A lot of changes are due to statute requirements. Some elements will be removed from the employee handbook and be put in a manager's handbook for department heads to refer to. The initial draft went to department heads on March 8th. Comments by department heads were forwarded with the draft to Ms. Bouchard and then to County Attorney Peter Marchesi for review. Copies with all changes and comments were given to the Commission on April 4th. Ms. Bouchard also met with the Sheriff to discuss the Sheriff's comments. The draft is not quite ready for Commission approval because Attorney Marchesi is still reviewing the sheriff's concerns. It will instead be placed on agenda for May's Regular Commission meeting for approval. There would be time in between for the Commission to review any further changes made to the draft.

Commissioner Carol Maines asked if the Commission had its own code of ethics. The answer to her question, as related by the other two commissioners, was that commissioners are in office until their term ends and essentially police themselves. The commissioners only meet with each other at official meetings. If someone saw a commissioner doing something they're not supposed to do it could end up in the press. Commissioner Moody commented that he would be interested to see the Rockland City Council's code of ethics. Commissioner Maines felt the commissioners should be held to the same standards and rules as the county employees. Commissioner Parent commented that the consequence for a commissioner behaving inappropriately is that the commissioner would not get re-elected. He was not sure if commissioners could be impeached. Commissioner Moody asked Administrator Hart to check with County Attorney Peter Marchesi about the concept of a code of ethics for the Commission and to see if there are examples of other counties where commissioners are held to a code of ethics or get censured.

- A motion was made by Commissioner Carol Maines to table the vote on approving the personnel policy handbook until the May 10th regular commission meeting. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

3. Act on Approval of Plan for Knox County Human Resources.

County Administrator Andrew Hart explained that the Commission had been provided a copy of a proposal from Laurie Bouchard. He asked them to refer to page 2 of her proposal under "services provided". Several items on the list are either completed or are nearing completion. The remaining 13 items still need to be worked on. He stated that his recommendation was to contract with Ms. Bouchard to complete those, in a time period not to exceed four months, so that the list could be completed before the County fills the vacant HR position. The County needs to finish getting the policies in place before hiring somebody. The money budgeted for HR position for 2011 is paying for Ms. Bouchard's services while still leaving plenty left over for when the new HR person is hired.

- A motion was made by Commissioner Carol Maines to approve Step Two of the proposal for Knox County human resources with LBouchard & Associates for 20 hours per month (up to 12 hours onsite plus home office hours) at a cost of \$2,000 per month. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

4. Act to Set a Date for Meeting with Municipalities to Discuss the Structure of the Mid-Coast Economic Development District (MCEDD).

Commissioner Roger Moody explained that he has been serving on the merger committee. Knox County has volunteered to host a meeting for the municipalities to explain the history and path of Economic Development in Knox County in the future. He suggested Thursday, April 28th at 6:00 p.m. as a possible date and time. Administrator Hart noted that MCEDD is the one inviting the towns and giving them the information relating to the presentation.

- A motion was made by Commissioner Richard Parent to set the date as April 28, 2011 at 6:00 p.m. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

5. Act to Appoint Commissioner Representatives to the Maine County Commissioners Association (MCCA), MCCA/Risk Pool, and the Knox/Waldo Regional Economic Development Council (KWRED).

Commissioner Roger Moody explained that he has been serving in all three capacities. He stated that previously, Commissioner Maines had expressed some interest in serving on one or more of these boards. Commissioner Moody asked Commissioner Maines if she wanted to serve on any of the boards and stated that if not, he would continue serving on all of them all. Commissioner Maines stated that she was content to leave things as they are for now.

- A motion was made by Commissioner Carol Maines to approve Commissioner Roger Moody continuing in his capacity as representative to these three boards. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

6. Act on Appointments to the MCEDD Transitional Executive Committee.

Commissioner Roger Moody explained that the merger committee is now transitioning to the transitional Executive Committee. He added that he has been working with Rockport Town Manager Bob Peabody and that he would be pleased to continue serving in this capacity as well. This would just be temporary until the change-over in June.

- A motion was made by Commissioner Carol Maines to appoint Commissioner Roger Moody and Bob Peabody to serve on the MCEDD Transitional Executive Committee. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

V. Other Business

There was no other business.

VI. Adjourn

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

The meeting adjourned at 3:25 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on June 14, 2011.